



OFFICE OF INSPECTOR GENERAL

Inspector General Selection and Retention Committee Meeting Minutes March 2, 2017, 1:00 p.m.

*Note: Below is a summary of the meeting as required by Florida's Sunshine Law; see AGO-82-47.
For more detailed information, please refer to the audio file on the Inspector General's website,
<http://www.coj.net/departments/inspector-general/inspector-general-committee>*

Location: City Hall, St. James Building, 117 West Duval Street, Lynwood Roberts Room

Call to Order: Committee Chair Judge Elizabeth Senterfitt called the meeting to order at 1:02 p.m.

Pledge of Allegiance: Judge Senterfitt opened with the Pledge of Allegiance.

Roll Call - Committee Members Present:

- Ywana Allen, Chair of the Ethics Commission
- Ralph Hodges, Vice-Chair of the TRUE Commission
- Honorable Charlie Cofer, Public Defender of the Fourth Judicial Circuit
- Honorable Judge Elizabeth Senterfitt, designee for Honorable Chief Judge Mark Mahon, and Chair of the Inspector General Selection and Retention Committee
- Honorable John Crescimbeni, City Council Vice-President, and Vice-Chair of the Inspector General Selection and Retention Committee
- Kerri Stewart, designee for Honorable Lenny Curry, Mayor
- L.E. Hutton, designee for Honorable Melissa Nelson, State Attorney

Supporting Staff Present:

Diane Moser, Director, Employee Services Department

Sheryl Steckler, Inspector General Advisor

Steven Rohan, Interim Inspector General, Office of Inspector General (OIG)

Emily Edge, Executive Assistant, OIG (Prepared Minutes)

Brandon King, Investigator, OIG (Video and Audio)

I. Approval of the January 19, 2017, meeting minutes

Judge Senterfitt asked whether anyone had questions or corrections to the January 19, 2017, minutes. With none, Charlie Cofer motioned to approve the minutes and Vice-Chair Crescimbeni seconded that motion; all were in favor, and the draft minutes were unanimously approved.

II. Discussion and selection of applicants to be interviewed for the Inspector General position

Diane Moser noted that all Inspector General Selection and Retention Committee (The Committee) members received a binder of applicants and an Inspector General (IG) matrix, in order to compare the top applicants. A total of 59 people applied, and 46 were deemed eligible. Sheryl Steckler and Diane Moser reviewed the 46 applicants and selected 11 as the most highly qualified. One of the 11 withdrew his application, so there were 10 remaining top candidates.

Vice-Chair Crescimbeni asked why Paul Ferreira, who he believed had an impressive resume, was not included in the top candidates. Ms. Steckler agreed that he was qualified but explained that Mr. Ferreira was not included because he did not have direct IG experience. Ms. Moser provided copies of Mr. Ferreira's resume to The Committee.

L.E. Hutton asked about the costs incurred for interviewing candidates who are not local, and Ms. Steckler advised that costs have averaged \$500 per candidate. Interim Inspector General Rohan advised that the OIG has sufficient funds available to cover those costs.

The Committee discussed the various candidates and chose the following seven (7) to contact for interviews: Paul Clark, Richard Holmgren, James Hoffman, Edouard Quatrevaux, Christopher Sharpley, James Morrison, and Paul Ferreira. The Committee chose Carol Bates as an alternate, to be interviewed only if one of the aforementioned candidates withdraws from consideration. The Committee agreed to conduct all interviews on March 22, 2017, and meet on March 23, 2017, in order to discuss the interviews and select the preferred candidate. Vice-Chair Crescimbeni moved to approve, provided the candidates responded favorably to the June start date, and there is nothing problematic found in an internet search. Kerri Stewart seconded that motion. All were in favor, and the motion was approved.

Diane Moser confirmed that she will contact all candidates who were chosen and confirm that they are available for the June 1st start date that was posted in the job advertisement.

Committee members agreed that the meeting on March 22 will convene at 8 a.m., with the first interview scheduled for 8:15 a.m. Each interview will last 70 minutes in length. Judge Senterfitt asked Sheryl Steckler to adjust the time between interviews to 5 minutes. Additional time is not necessary, since The Committee will reconvene the next day to discuss the interviews. Ms. Steckler will schedule a 35 minute lunch, and the meeting should be adjourned by 5:45 p.m. The meeting on March 23 will be scheduled for 9 a.m. until adjournment.

Ms. Steckler noted that the interview process could include a written portion, if there are concerns about report writing. Vice-Chair Crescimbeni noted that he would not agree to a written portion of the interview process unless it was reviewed by The Committee first and approved, and did not exclude people who have necessary qualifications but might not have specific IG experience. Vice-Chair Crescimbeni suggested that if the City wants an IG to have the IG certification upon hire, the ordinance needs to be amended to reflect that.

Interim Inspector General Rohan asked The Committee if they were comfortable with the set-up of the room in the previous interview process. Judge Senterfitt recommended that the committee members' chairs be arranged in a horseshoe shape with the candidate seated in the middle. Vice-Chair Crescimbeni asked to reserve the Don Davis room for the 22nd and 23rd, which was received favorably by The Committee.

Ms. Steckler reported that she would change the questions from the last IG candidate search to make them more direct and focused. There will be an additional question due to the extended interview time. Ms. Steckler indicated that each member will receive his or her questions before

the interview in order to have input and edit or change those questions. Ms. Steckler explained that providing all the questions in advance could compromise the integrity of the process.

III. Comments from the public

Judge Senterfitt asked if there were any comments from the public. Citizen Conrad Markle, Concerned Taxpayers of Duval County, came to the podium and stated that he wanted to offer more words of encouragement for The Committee members and thanks for the time they were investing in finding an Inspector General who will be a good fit for the City of Jacksonville. Markle also mentioned that the Jacksonville Ordinance Code, Chapter 602, Part 3, Duties and Functions (Sec.602.303) gives the OIG the authority to monitor contractors and subcontractors who are working with the City. Markle reported that it seemed to be a challenge to monitor the subcontractors, but he hopes that once the new Inspector General is selected, such issues can be addressed.

IV. Adjournment

Vice-Chair Crescimbeni asked that Sheryl Steckler include a question in the interview about how the potential IG would create a culture to change/manage the perception of the OIG within City government. With no further comments, Judge Senterfitt adjourned the meeting at 2:28 p.m.