



## OFFICE OF INSPECTOR GENERAL

### Inspector General Selection and Retention Committee Meeting Minutes January 19, 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 1:06 p.m.

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

**Roll Call - Committee Members Present:**

- Brian Aull, Ethics Commission, designee for Ywana Allen
- 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

**Committee Members Not Present:** Marc Hassan, Chair of the TRUE Commission

**Supporting Staff Present:**

Diane Moser, Acting Director, Employee Services Department

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

Lisa A. Green, Deputy Inspector General, OIG

Tina Solosky, Finance and Intake Unit Manager, OIG

Emily Edge, Executive Assistant, OIG (Prepared Minutes)

Brandon King, Investigator, OIG

### I. Introduction and Welcoming of New Inspector General Selection And Retention Committee Members and/or Designees

As there were several new Inspector General Selection and Retention Committee members and/or designees since the November meeting, Judge Senterfitt asked each person to introduce him or herself.

### II. Approval of the November 16, 2016, Minutes

Judge Senterfitt asked whether anyone had questions or corrections to the November 16, 2016, minutes. With none, Vice-Chair Crescimbeni motioned to approve the minutes; all were in favor, and the draft minutes were unanimously approved.

### **III. Discussion and Confirmation or Revision of Pending Meeting Dates, and Any Other Matters Associated with the Selection Process for a New Inspector General.**

Diane Moser, Acting Director of the Employee Services Department, presented the job posting for the Inspector General position. She noted that the job advertisement is to be posted online on Monday, January 23. The majority of the job posting was unchanged from the last meeting, but there were two additions:

- Under job description, the last sentence was added: “This is a new office that has limited resources including staff and budget.”
- On the 3<sup>rd</sup> page, the last sentence was added: “Interviews are anticipated to be held the week of March 20, 2017.”

Ms. Moser asked the committee if they would like to keep the current salary range or replace with “salary will be commensurate with experience.” Vice-Chair Crescimbeni suggested that the salary remain public so that people will not have a higher expectation for pay than what is within the annual range. The posting needs to be specific in order to ensure suitable candidates who have realistic expectations of the job and what it entails are found. Vice-Chair Crescimbeni also suggested that the last sentence in the job description be expanded to clarify that it is not a brand new office, that the budget and number of staff be included, and that the reference to limited resources be amended to refer to it as a current situation.

All committee members were in agreement to keep the salary range in the job posting and to update the last sentence under job description to include the recommended changes.

Judge Senterfitt asked if all committee members were available to meet on Thursday, March 2, at 1 p.m. to select applicants to be interviewed for the Inspector General position. All members indicated they were available. While March 23, 2017, and March 24, 2017, were previously discussed as potential interview dates for Inspector General candidates, Judge Senterfitt asked the committee members if they were available to move the candidate interviews to March 22<sup>nd</sup> and 23<sup>rd</sup>, 2017. The interviews would most likely begin in the morning, but the committee will decide on exact times in the March 2<sup>nd</sup> meeting. All committee members were in agreement that the interviews would take place on Wednesday and Thursday, March 22<sup>nd</sup> and 23<sup>rd</sup>, 2017.

Ms. Moser asked the committee how they would like applicants to be presented. She explained that she and Sheryl Steckler will review candidate submissions and compare them to the minimum and preferred qualifications. Candidates are ranked higher if they have more qualifications. The process is as objective as possible. Vice-Chair Crescimbeni asked if the committee could receive a spreadsheet with each candidate’s qualifications, including degrees, certifications, and veteran status. Judge Senterfitt made clear that the committee would want a spreadsheet for comparison purposes, not ranked, but listed in alphabetical order. Diane Moser reiterated that she will determine eligibility of candidates and present the committee with the top 10, or potentially more, candidates in alphabetical order.

Interim Inspector General Rohan asked that June 2, 2017, be added to the timeline as his last day as Interim Inspector General. He expressed his honor at being selected to serve, but stated it was important to make a selection during this process as he believed it was time for his term to end.

In response, the Committee was in agreement that “Candidate should begin work no later than June 1, 2017,” and “Candidate will be confirmed by City Council” should be included on the Inspector General job posting.

Vice-Chair Crescimbeni motioned to approve these changes, Kerri Stewart seconded, and changes were unanimously approved.

#### **IV. 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 reported that he had spoken in the November 16, 2016, meeting but it was not reflected in the minutes. Mr. Markle reported that he has been present throughout this process and he believes that the Office of the Inspector General is important for renewing public trust in government. He commended the committee’s efforts to find the right person for the job. Judge Senterfitt thanked Mr. Markle for his comments. Mr. Rohan stated that the OIG team would review the recording from the November meeting.

#### **V. Adjournment**

With no further comments, Judge Senterfitt adjourned the meeting at 1:36 p.m.