

# CITY OF JACKSONVILLE

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MARY BLAND LOVE

## ETHICS COMMISSION

### INTERNAL OPERATIONS COMMITTEE MEETING MINUTES

February 6, 2019  
Conference Room C  
City Hall – 2nd Floor

The meeting was called to order by Mary Bland Love, Chair of the Internal Operations Committee, at 3:00 p.m. A quorum was present. Ms. Love announced that Dr. Candler would be chairing the meeting today as she was calling in to the meeting.

Committee Attendees: Dr. George Candler and Carlton DeVooght. Other attendees: Joseph Rogan, Chair, Ethics Commission; Kirby Oberdorfer, Deputy Director OECO; Lourdes Barboza, Executive Assistant, OECO; and Cherry Shaw Pollock, Assistant General Counsel, Office of General Counsel (“OGC”). Mary Bland Love attended the meeting via telephone conference call.

#### Public in Attendance:

There were no members of the public in attendance.

#### New Business:

Dr. Candler opened the meeting by stating that the purpose of the meeting was for the members of the Internal Operations Committee to review the proposed revisions of the Internal Operating Procedures written by the Internal Operations Committee at their last meeting on May 17, 2017.

The Committee began by reviewing the proposed revisions to the current Ethics Commission Internal Operating Procedures (“IOPs”), which were last amended February 2, 2015. The Committee discussed recommending the following changes to the IOPs:

1. Amend provision I relating to the frequency of the Ethics Commission meetings to be consistent with Chapter 50 of the Ordinance Code requiring boards and commissions to meet at least quarterly. Clarify that meeting times are to be determined by the Chair of the Ethics Commission.
2. Amend provision III relating to waiver of IOPs to add “if allowable by law.”
3. Globally replace references to “Ethics Coordinator” with “Ethics Office.”
4. Amend provision IV relating to attendance to require that Ethics Commission members notify the Ethics Office, who will notify the Chair, of absence from an upcoming meeting

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and to also include citation to Ordinance Code section 50.104 regarding vacancy in a position due to unexcused absences. Strike the sentence “This will not be counted as an absence” in the last paragraph. Add the word “such” to the last sentence in provision IV before ‘participation will not be considered part of the quorum”.

5. Amend provision V relating to election of officers to replace “Internal Operations Committee” with “Nominating Committee” and to include criteria to be used for the selection of the Ethics Commission Chair and Vice-Chair positions. Replace “in” in the first sentence with “each year, no later than”. Replace “The term shall begin in January.” with “the term shall begin January 1st.” Move the third paragraph to the end of the first paragraph. Remove the phrase “and the member’s contributions to the Ethics Commission” and add the word “and” before “record of attendance at Ethics Commission and committee meetings.”

6. Amend provision VI relating to members resigning from the Ethics Commission due to seeking public office to require resignation once a member has declared candidacy and filed the required paperwork with the Supervisor of Elections, as opposed to qualification. Replace the word “and” with “or” in the first sentence of the second paragraph.

Amend provision VI to include a procedure to censure members. After discussion, the Committee agreed to discuss the subject at a later meeting.

7. Amend provision VII relating to appointment of members to replace reference to “Internal Operations Committee” in first paragraph with “Ethics Office.” Also replace the references to “Internal Operations Committee” in the second paragraph with “Nominating Committee” and delete the requirement for the nomination process to be completed prior to November. Amend paragraph three to add criteria for the reappointment of Ethics Commission members, and eliminate the deadline relating to nominations of chairs for the Ethics Commission committees.

Remove the two sentences in the third paragraph pertaining to the annual election for the Chair and Vice Chair. Change the deadline for appointment of committee members to occur during the first quarter of the year, and move it to the end of provision XI.

8. Amend provision VIII relating to the deadline for filing the annual report or summary to be completed during the first quarter of the year. Amend provision VIII to include language consistent with provision IV in accordance with the Ordinance Code. Strike “Chair of the” from this sentence.
9. Ideas for amendments to the press policy. Clarify that the Chair of the Ethics Commission is the sole person authorized to make statements on behalf of the Commission.
10. Add section 2(c): Unless waived by the Chair or the Commission, the Complaints Committee shall report quantifiable, non-confidential data about pending and disposed matters at each regular meeting of the Commission.
11. Amend provision XI relating to the Ethics Commission standing committees to provide the Chair with discretion to appoint ad hoc committees as necessary.
12. Dr. Candler read the Public Comment policy of the Ethics Commission and the Committee agreed to add the policy to the IOP as provision 2(d). There was discussion about how to

handle questions during the Public Comment period.

Mr. DeVooght made a motion to accept the changes to the Internal Operating Procedures as proposed. Ms. Love seconded the motion. The motion passed unanimously with a vote of 3-0.

Ms. Oberdorfer summarized the recommendations for projects and activities made by the previous Internal Operations Committee Chair at the Strategic Planning Meeting in March 2018. She will forward the information to the Committee members.

Discussion of Future Meeting Dates:

There was no meeting scheduled.

There being no further business to discuss, the meeting was adjourned at 3:48 p.m.

*Lourdes Barboza*

Lourdes Barboza, Executive Assistant, OEEO

March 7, 2019

Date of Approval

This is a summary of the meeting and not a verbatim transcription. A recording of these proceedings is available at [http://www.coj.net/departments/ethics-office/notices,-agendas---meeting minutes.aspx](http://www.coj.net/departments/ethics-office/notices,-agendas---meeting%20minutes.aspx)