



**OFFICE OF INSPECTOR GENERAL**  
**AMENDED DRAFT DATE 8/3/16**

**Inspector General Selection and Retention Committee Meeting Minutes**  
**July 19, 2016**  
**1:00 p.m.**

*Note: Below is a summary of the meeting as required by Florida Sunshine Law; see AGO-82-47.  
Please refer to the audio file on the City of Jacksonville's website, <http://www.coj.net>, for more detail.*

**Location:** City Hall, St. James Building, 117 West Duval Street, Don Davis Room

**Called to Order:** Committee Chair Boyer called the meeting to order July 19, 2016, at 1:08 p.m.

**Pledge of Allegiance:** Ms. Boyer opened with the Pledge of Allegiance.

**Roll Call - Committee members present:**

Refik Eler, designee for Public Defender Matt Shirk

Marc Hassan, Chair of the TRUE Commission

Ywana Allen, Ethics Commission, designee for Joe Jacquot

Patricia Dodson, State Attorney's Office, designee for Angela Corey

Lori Boyer, City Council President and Chair of the Inspector General Selection and Retention Committee

Kerri Stewart, Office of the Mayor, designee for Mayor Lenny Curry

Honorable Judge Elizabeth Senterfitt, Vice-Chair of the Inspector General Selection and Retention Committee, and designee for Chief Judge Mark Mahon

**I. Approval of the May 23, 2016 Minutes**

Ms. Boyer asked for questions or corrections regarding the May 23, 2016 meeting minutes. With none, Ms. Stewart moved to approve the minutes. Judge Senterfitt seconded the motion. All in favor; the draft meeting minutes were approved as final.

**II. Comments from the Public**

While Mr. Conrad Markle (audience) had completed a comment card, he indicated he had no comments at this point about this meeting.

**III. Discussion of the Inspector General (IG) Applicants and Top Candidates List**

Sheryl Steckler, Inspector General Advisor, and Kelli O'Leary, Director of Employee Services, discussed the 28 applicants. Eight candidates were deemed as eligible, meaning they were screened and met the minimum requirements. Ms. Steckler suggested re-advertising the position and extending the application deadline in order to expand the pool of applicants. If extended, Ms. Steckler suggested that the performance evaluation criteria will be distributed to those applicants who meet the minimum as we did with the current applicants.

Ms. Boyer, Ms. Stewart, and Ms. Steckler discussed whether any of the eight candidates stood out as eligible for an interview, and who amongst these had previously applied for the original IG position.

**IV. Determination of Adequacy of Pool and Desire to Proceed with Interviews**

Ms. Boyer suggested that if the perception is that the candidate pool is insufficient, it may be prudent to re-advertise and plan to fill the position by the start of the new fiscal year.

Ms. Allen discussed the application timeframe, as well as various job posting avenues with Ms. O'Leary. Ms. Allen asked Mr. Rohan whether he was willing to remain as Interim through year-end and assist with onboarding and training of the permanent successor. Mr. Rohan confirmed that he would stay on and

assist with onboarding, and that he continues to work with an emphasis on accountability. Ms. Allen stated she was not impressed with the current pool of candidates, and did not want to rush this process. Mr. Eler asked Ms. Steckler whether there are preclusions to interviewing and moving forward. Ms. Steckler discussed that while there are no preclusions, there are various reasons that she does not recommend doing this. Ms. Boyer discussed the position criteria measures, the accountability of the Inspector General, and the degree of responsibility the committee has in evaluation of this position.

Ms. Dodson motioned to stay the applicant review, re-open the application period, and to advertise the position nationally. Ms. Stewart seconded the motion. Judge Senterfitt moved to contact eligible candidates and advise them that their application would be held in a pool for consideration. Ms. Boyer asked to treat this as an amendment, and discuss it separately. During discussion, Ms. Allen suggested alternate job advertisement options. Ms. Stewart, Ms. Boyer, and Ms. Steckler discussed the timeframe needed to enable national job advertisement. The committee then discussed holding the current top five candidates of the eight most eligible in the future pool for consideration.

Judge Senterfitt suggested an amendment to the motion to advise candidates Donovan, Drew, Gardner, Keating, and Miller that they would remain in the pool for consideration, and to advise the other three that they were not selected for further consideration. Ms. Stewart and Ms. Steckler discussed the reason Mr. Miller was not selected in the past, when previously interviewed by the committee. Ms. O'Leary and Ms. Boyer discussed developing a scoring matrix for the selection process which incorporates factors the committee needs to consider. All voted; Mr. Eler opposed due to delaying the process of opening the pool. The remaining committee members voted in favor; the motion passed.

The committee further discussed Ms. Dodson's motion to re-open the application period and advertise nationally. All voted in favor with the exception of Mr. Eler who opposed for the reason previously stated. The motion passed.

**V. Selection of the IG Candidates for Interviews (On Hold)**

**VI. Travel Reimbursement (On Hold)**

**VII. Overview and Preparation for August 3, 2016 Interviews (Postponed)  
Discussion of New Advertisement Period**

Ms. Steckler and Ms. Boyer discussed running the advertisement the week of August 8, 2016, through September 6, 2016, and tentatively scheduling a meeting to review applicants on either September 8, or September 9, 2016. CVP Crescimbeni joined the meeting, and was introduced by Ms. Boyer.

**VIII. Update of Ongoing Projects within the Office of Inspector General**

Interim IG Rohan discussed the status of the OIG at this time, to include the progress in continually working toward improvement. Ms. Dodson asked the status of the Independent Authorities; Mr. Rohan indicated favorable discussions with JEA and the intent to meet with other independent authorities soon to discuss a funding concept which would assist with expenses.

**IX. Designation of CVP Crescimbeni as Council Representative; Election of Officers**

Ms. Boyer officially stepped down as Committee Chair and announced CVP Crescimbeni as the Council President designee to the Committee. Ms. Stewart nominated Committee Vice-Chair Honorable Judge Senterfitt as the new Chair. Mr. Eler seconded the motion. Judge Senterfitt accepted, and moved to nominate CVP Crescimbeni as Committee Vice-Chair. All voted in favor; none opposed.

**X. Adjournment**

With no further comments, Judge Senterfitt adjourned the meeting at 1:54pm.