



OFFICE OF INSPECTOR GENERAL

Inspector General Selection and Retention Committee Meeting Minutes June 24, 2019, 3:30 PM

*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 Office of Inspector General's website, <http://www.coj.net/departments/inspector-general/inspector-general-committee>*

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

Call to Order: The Honorable Aaron Bowman called the meeting to order at 3:32 PM.

Pledge of Allegiance: Bowman opened with the Pledge of Allegiance.

Roll Call - Committee Members Present:

- Joseph Rogan, Chair, Ethics Commission
- Owen Schmidt, designee for Charlie Cofer, Public Defender for the Fourth Judicial Circuit
- Sam E. Mousa, Chief Administrative Officer (CAO), designee for Honorable Lenny Curry, Mayor
- Julie Taylor, Court Counsel, designee for Honorable Mark Mahon, Chief Judge
- Honorable Aaron Bowman, City Council President and Chair of the Inspector General Selection and Retention Committee
- David Johnston, designee for the Honorable Melissa Nelson, State Attorney for the Fourth Judicial Circuit

Committee member Niki Brunson, Chair of the TRUE Commission, was not present. A quorum was met with six of the seven members, or designees, present.

Office of Inspector General (OIG) Staff Present:

- Lisa A. Green, Inspector General (IG), OIG
- Emily Edge, Finance and Intake Unit Manager, OIG
- Anita Oldham, Executive Assistant, OIG

I. Old Business

A. Approval of May 22, 2019 Meeting Minutes

Bowman asked the Inspector General Selection and Retention Committee (Committee) if there were any questions or corrections to the May 22, 2019 minutes. No corrections were noted.

Sam Mousa motioned to approve the May 22, 2019 meeting minutes as circulated. Joseph Rogan seconded. **Motion Carried.**

II. New Business

A. Public comments on action items.

There were no public comments.

B. Inspector General Performance Evaluation

IG Green explained the process for the evaluation. Rogan asked if the policies referenced in Core Competency 3 are internal policies. IG Green responded that we are in the process of updating internal policies to adhere to current accreditation standards. Julie Taylor asked about the reason for the accreditation extension listed under Core Competency 1, Measure 3, found on page 4 of the Inspector General Annual Performance Evaluation. IG Green responded that we are extending the time for accreditation due to the changes in the IG position. Taylor also asked about the overall number of complaints closed. IG Green explained that information regarding intakes and other data is included in the six-month update handout. In fiscal year 2019, as of March 31, 2019, the OIG received 46 complaints and closed 28 of those.

Bowman asked for any additional questions. There were none, so the Committee proceeded to complete the evaluation form. Bowman asked each member to state their name and read their total score:

Rogan - 4.38

Schmidt - 4.19

Mousa - 4.19

Bowman - 3.95

Taylor - 5.00

Johnston - 4.72

Total of 26.43/6 = **4.41** final score (**Commendable**)

Bowman commented that this is the first IG evaluation. He stated that he considers anything above 3 to be commendable. He personally thanked IG Green for her work. IG Green thanked the committee and emphasized her passion for the position.

Part 4 of the Performance Evaluation included a salary discussion, as the Committee recommends salary increases for the IG. Mousa asked IG Green if her contract states that she receives the same 4.5% general salary increase as all City of Jacksonville employees. IG Green stated it does. Mousa made a motion that the IG should receive the 4.5% salary increase, effective October 1, 2019. The motion was seconded by Rogan. **Motion Carried.**

Scoring sheets were gathered by Emily Edge.

III. Comments from the Public

There were no comments.

IV. Adjournment

Bowman stated this would be his last meeting and Mousa's last meeting. Bowman thanked Mousa for his service on the Committee. Bowman adjourned the meeting at 3:57 PM.