



Office of Mayor-Elect Lenny Curry

Operations, Human Resources & Productivity Sub-Committee Meeting

June 29, 2015, 11:00 a.m.

Jacksonville University

Davis College of Business

Public Policy Institute

2800 University Blvd, Room 263

ATTENDANCE:

Kerri Stewart, Operations, Human Resources & Productivity

Mike Clapsaddle, Member

Ron Salem, Member

Nancy Garcia, Member

The Honorable Harriet Pruette, Member

Von Alexander, Member

Ju'Coby Pittman, Member

Jon Phillips, OGC Representative

Kelli O'Leary, SME

Beth Meyer, SME

Karim Kurji, SME

Harrison Conyers, SME

Usha Mohan, SME

Chief Charles Moreland, Transition Team Co-Chair

GUESTS:

Angie Dixon, COJ

Mark Merritt, COJ

Bryan Mosier, COJ

A.G. Gancarski, Florida Politics

Marlene Russell, Transition Staff

Wendy Jones, Recorder

Meeting was called to order at 11:07 a.m. by Chair Kerri Stewart who asked that everyone introduce themselves.

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The minutes of the June 24, 2015 meeting were presented, with Ron Salem making a motion to accept them as presented; the motion was seconded by Mike Clapsaddle. Without further discussion the committee approved the minutes.

The Chair made notation that she was still waiting on further direction from Transition Staff regarding the Ombudsman office and having them report to Risk Management in light of the information regarding the Ordinance; that is must report to a Director of a Department and not a Division Chief.

Discussion then focused on the Budget/Finance Department. Mike Clapsaddle asked about the duties of the Compliance Officer that is in the Office of Director. This information will be provided by Employee Services. The Chair opened a discussion regarding the direct reporting to the Mayor. Currently the Chief Finance Officer (CFO) reports directly to the Mayor; however, previously the CFO reported to the Chief Administrative Officer (CAO). The Chair pointed out that it seemed that in the past couple of years it has been hard for the Directors and Chiefs to get their heads around the numbers if the person in charge of the numbers did not report to the same person as they did. The Subject Matter Experts were asked about how they felt about this; is it effect; does it make it more difficult. The consensus was that it did create tension between parties when having to work on budget when all departments do not report to the same person; does not give a clear and concise picture of the Mayor's Priorities; and caused some issues regarding communication with Council. Ju'Coby Pittman pointed out it would help to streamline the process.

Ron Salem made a motion to recommend that the Director of Financial Services/Chief Finance Officer report to the Chief Administrative Officer. The motion was seconded by Ju'Coby Pittman and approved by Committee.

Ron Salem made a motion to recommend that the number of direct reports to the Mayor be limited in number and someone look at the structure to determine which should report to the Mayor and which should report to the CAO. To encourage the Mayor to limit the direct reports because in previous administrations the CAO dealt with staff and CSO dealt with policy. This model leaves the Mayor free to do what he needs to do. A second was made by Harriet Pruette and the motion was approved by the Committee.

The Chair mentioned that most of the Finance division is pretty clear. It was asked if Pension has always reported to Finance. The Chair believes that they used to report to the General Employee Pension Board with a close link to the Finance Division. The Chair did direct conversation regarding Risk Management; there have been times that Risk has been outsourced but is currently in house. Jon Phillips, OGC Representative did give a brief overview of how Risk Management is set up and how it came to be in house. Risk does have a close tie to Office of General Council due to litigation. Mike Clapsaddle suggested putting out a RFI (Request for Information) regarding the work of Risk Management. Mr. Phillips was asked his opinion regarding Risk; He believes that he did not see

anything wrong with the current structure of the division. They do have a higher level of customer service over the firm that provided it when outsourced. Ron Salem stated it could go both ways but a red flag needs to be raised on this issue. How is Risk measuring the efficiency of their department.

Ron Salem made a motion to **recommend that the structure for the Finance Department remain the same; however, Risk should be looked at in regard to efficiency and customer service, should it be privatized or stay as it is; and have performance measures establish for Risk and the entire Department. The motion was seconded by Mike Clapsaddle and the committee approved the motion.**

The Chair then moved discussion to Grants Administration which has 5 current Full Time positions. There are part time hours in the section. Committee's previous discussion left the oversight of grants in individual departments who currently hold them. However, there are a number of other grants that come to the City and do not fall under a Department; there are Public Service Grants that are assigned to this section that are overseen by this section. This area tends to be reactive instead of proactive and there is the hope that this would change to be more proactive. This area has been moved around a number of times in various places. This needs to be a resource to Departments that do not have grant writers. The Departments can come to the Section and ask them to search for grants that may work for their Departments and work closely with the Grant Administrator through the process. Ju'Coby Pittman advocated for Grants being one section so that the City can have better leverage when applying for grants. Grants have to be listed in the budget presentation because if matching grants are needed the funding must be allocated and approved. It was pointed out that first year grants are reviewed two (2) times; once during the budget process and then with legislation when the grant is awarded. Ju'Coby Pittman pointed out that there needs to be a strategic plan for the City's grant program and they must be equitable. Mike Clapsaddle pointed out that there are 3 key areas to grants: (1) Proactively identifying grants; (2) applying for grants for appropriation; (3) administering grants. It was suggested that the outlying grant administrators in departments meet together on a regular basis where they come together to discuss grants.

Mike Clapsaddle made a motion to **recommend that Grants be placed under Budget because the areas of identifying grants and appropriations end up in Budget and would be a resource for other departments to proactively seek and apply for grants. The administering of the grants would be under the department for which the grant was applied for such as JFRD. A second to the motion was made by Ju'Coby Pittman. Discussion continues. Ron Salem asked if there was someone monitoring grants; how much come in and is it efficient. It was pointed out that the Grants Administration does have a scorecard with information broken down. The Committee approved the motion.**

The Chair would like to discuss Parks, Public Works, Ombudsman, and Planning Department on Tuesday. She is looking for some guidance from other committees. Mike Clapsaddle asked about cases settled by

the Ombudsman. FY13/14 – 1,259 cases (Inquiries – 802; Citizens – 379; contractual - 83) So far in FY14/15 – 790 cases (Inquiries – 499; Citizens – 248; contractual – 43.

The meeting was adjourned at 12:10 p.m.

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Office of Mayor-Elect Lenny Curry

AGENDA

Date: June 29, 2015

Time: 11:00 a.m.

Committee: Operations, Human Resources, & Productivity Subcommittee Meeting

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| I. | Welcome | Kerri Stewart, Chair |
| II. | Approval of Minutes from June 24, 2015 | Committee |
| III. | Discussion/Evaluation of Organization Structure | Transition Staff/SMEs |
| IV. | Open Discussion | Committee |
| V. | Public Comments | |

Operations, Human Resources & Productivity Sub-Committee

June 29, 2015

Name		Signature
Mrs. Kerri Stewart	Chair	<i>Kerri Stewart</i>
Mr. Mike Clapsaddle	Member	<i>Mike Clapsaddle</i>
Ms. Marie Howard	Member	
Mr. Ron Salem	Member	<i>Ron Salem</i>
Ms. Jessica Shepler	Member	
Ms. Nancy Garcia	Member	<i>Nancy Garcia</i>
Mr. Jed Davis	Member	
Mr. Jason Finley	Member	
The Honorable Harriet Pruette	Member	<i>Harriet Pruette</i>
Ms. Von Alexander	Member	<i>Von Alexander</i>
Ms. Ju'Coby Pittman	Member	<i>Ju'Coby Pittman</i>
Mr. Jon Phillips	OGC Representative	<i>Jon Phillips</i>
Ms. Kelli O'Leary	SME	<i>Kelli O'Leary</i>
Ms. Beth Meyer	SME	<i>Beth Meyer</i>
Mr. Karim Kurji	SME	<i>Karim Kurji</i>
Mr. Harrison Conyers	SME	<i>Harrison Conyers</i>
Ms. Usha Mohan	SME	<i>Usha Mohan</i>
Chief Charles Moreland	Transition Team	<i>Charles Moreland</i>
Guests / Visitors:		
<i>MARK MERRITT</i>	<i>COO / JIC</i>	<i>Mark Merritt</i>
<i>Angie Dixon</i>	<i>VP Human Resources</i>	<i>Angie Dixon</i>
<i>Bradley Mosier</i>	<i>Operations Manager</i>	<i>Bradley Mosier</i>

