



# Office of Mayor-Elect Lenny Curry

Operations, Human Resources & Productivity Sub-Committee Meeting

June 15, 2015, 11:00 a.m.

Jacksonville University

Davis College of Business

Public Policy Institute

2800 University Blvd, Room 288

## ATTENDANCE:

Ms. Kerri Stewart, Operations, Human Resources & Productivity

Mr. Mike Clapsaddle, Member

Ms. Jessica Shepler, Member

The Honorable Harriet Pruette, Member

Ms. Von Alexander, Member

Ms. Ju'Coby Pittman, Member

Mr. Jon Phillips, OGC Representative

Ms. Kelli O'Leary, SME

Ms. Beth Meyer, SME

Mr. Karim Kurji, SME

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Mr. Harrison Conyers, SME

Ms. Usha Mohan, SME

Chief Charles Moreland, Transition Team Co-Chair

## GUESTS:

Mr. Joe Andrews,

Ms. Sonia Johnson, COJ

Ms. Jennifer Giltrop, Jacksonville Public Library

Mr. Devin Carter, COJ

Mr. Patrick Juliano, Florida CFU

Ms. Marlene Russell, Transition Staff

Ms. Wendy Jones, Recorder

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Meeting was called to order by Chair Kerri Stewart at 11:05 a.m. with a welcome. She also noted that due to the inauguration on July 1<sup>st</sup> the meeting will be changed to June 30<sup>th</sup> and an updated schedule was provided.

Minutes were presented, motion and 2<sup>nd</sup> to approve minutes were given and committee approved as given.

Ms. Stewart pointed out that the Committee would be establishing hiring priority. Ms. Kelly O'Leary, Director of Employee Services provided the current vacancy report, current organizational chart and job descriptions for the Mayor' Office staff, Directors and Division Chiefs. Currently there is 1 vacancy that needs to be filled due to the new ordinance pasted that the positions must be filled within 60 days: Director of Parks, Recreation & Community Services. Also to be filled is Planning Division Chief and Chief of Fire Operations.

Group discussed that a position that needs to be considered as a priority would be the Director of Parks, Recreation & Community Services so that there would be continuity and to be able to assist with budget information that will be needed in the coming months. It was pointed out that Directors and Chiefs have to have signature authority for items such as contracts, so that there would be continuity for contract management. Ms. Shepler also asked about other positions that would be coming open due to staff leaving. Ms. O'Leary stated that there were currently 8 positions that would be open beginning July 1<sup>st</sup> and she would provide a list at the next meeting regarding the positions. There was also discussion regarding longest to shortest times of vacancies and legal responsibilities for positions so that continuity was maintained.

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Chief Moreland will speak with the Transition Team regarding the eight employees who tendered resignations as of June 30<sup>th</sup> and what the Transition Team's priorities and needs are. The possibility of asking City Council for an extension for filling the positions due to the Transition of Mayors and budget duties was discussed. It was noted that historically there was a mass posting for senior staff positions. It was mentioned whether it was efficient for one person to supervise so many groups and departments.

Ms. Usha Mohan, Chief of Information Technology, gave a presentation regarding the Jacksonville Scorecards and matrix for the City and how the Performance Management system ties into the Scorecards. Highlights are that the Departments set their own matrix on what they will measure at the beginning of the fiscal year (October) and then they input the data once a month following the matrix.

The Performance Management system also ties into the scorecard, the data is input at the beginning of the year, followed by a mid-year and end of year review. It was pointed out that it would be beneficial if there was some type of Reward & Recognition Program re-established (discontinued 4 years ago) and if there was some type of merit raise attached to having a good review. This would give employees something to work toward and would also require them to be accountable. JSO and JFRD do not use

the Performance Management System. The IT Division has built in a number of uses for this system and JaxScore 2.0 is the Citizen facing part of the program so that the Citizens can see the scoring for the Departments. It was discussed about the minimum and maximum levels that are noted in the matrix and that they are set by the Departments.

Ms. Stewart would like everyone to read through the information provided by Employee Services so that the Committee can begin making recommendations regarding priority of staffing, if the job descriptions have the right characteristics and if they are appropriate. Review information emailed regarding what the Departments are measuring on their scorecards and if they are measuring the right things. What can we do to empower the employees?

Meeting was adjourned at 12:19 p.m.