



Office of Mayor-Elect Lenny Curry

Operations, Human Resources & Productivity Sub-Committee Meeting

June 24, 2015, 11:00 a.m.

Jacksonville University

Davis College of Business

Public Policy Institute

2800 University Blvd, Room 171

ATTENDANCE:

Kerri Stewart, Operations, Human Resources & Productivity

Mike Clapsaddle, Member

Ron Salem, Member

Jessica Shepler, Member

Nancy Garcia, Member

Jed Davis, Member

The Honorable Harriett Pruett, 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:

Monica Cichowlas, COJ

Angie Dixon, COJ

Shamika Baker, COJ

Devin Carter, COJ

Mark Merritt, COJ

Marlene Russell, Transition Staff

Wendy Jones, Recorder

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The meeting was called to order by Chair Kerri Stewart at 11:04 a.m. and asked that everyone introduce themselves.

The minutes of the June 22, 2015 meeting were presented, with Mike Clapsaddle making a motion to accept and a second from Jed Davis. Ron Salem mentioned that he was the one who made the comment regarding making note of who made the motion and second. With no other discussion the committee approved the minutes.

Monica Cichowlas from 630City was introduced by the Chair and asked to give an overview of the Center. 630City has been in 7 different areas during the 15 years of its lifespan. She feels that the Center was most successful when it was under the Public Affairs Office because then they would be aware of the messaging and the priorities of the Administration; there would be close relationship with Council liaison so that they would be aware of legislation making them informed when Citizens call. When speaking of citizen engagement, Public Information is critical to that; CPAC coordinators and 630City. 630City is responsible for non-media public information requests and Public Affairs handles the media public information requests; by placing 630City under Public Affairs it would be more cohesive. A disadvantage of being part of an operational department would be - when there are concerns meeting service requests for divisions within that department and have to communicate that with the Director who may not have the same priorities or a conflict of interest. Ms. Shepler verified that 630City being in the Public Affairs office is a more neutral location and would not face the appearance of having a conflict with other Departments and Divisions. The Chair pointed out that 630City had previously been under the Public Affairs Office in prior administrations and it would be good to have a direct connection to the Mayor's Office or the Communications Office and that would be a good place to go back to. Ron Salem noted that whoever supervises this has the authority or influence to make sure that the people are responded to appropriately and that the office runs well. There are 13 people in the Public Affairs office and 22 in 630City; 630City takes over 300 thousand calls each year.

Jessica Shepler made the motion to **Recommend that 630City be placed in Public Affairs or an elevated position as a direct report to the Mayor as it is a useful tool to the Mayor's office regarding operational issues and critical issues; can serve as valuable Council liaison with the Citizens regarding legislative issues to keep them informed.** Second was made by Jeb Davis. Motion was approved by the Committee.

The Chair pointed out that Infrastructure is taking on Public Works, Parks, Neighborhoods and Sports and Entertainment.

Chief Moreland was asked to describe the structure of the Fire Department. There are 5 divisions; Emergency, Fire Operations (largest), Prevention, Rescue and training; and then office of Director. He

feels that this organizational structure works well and doesn't see any changes or can recommend any as it is appropriately structured.

Ron Salem made a motion to **Recommended that the structure for JFRD remains as it currently is.** Mike Clapsaddle made the second with Ju'Coby Pittman made a 3rd. The Chair mentioned that a previous recommendation made the open JFRD opening a priority. The Committee approved the motion.

Discussion then moved on to the Regulatory Compliance because the motion on Monday removed Animal Care, Mosquito Control and Municipal Code was recommended to be moved to Neighborhoods which only leaves Environmental Quality (EQ). There is a legal reason that they are separate from other Departments because they monitor those departments and contractors that relate to them. Ron Salem suggested that the Department be abolished but Environmental Quality be moved elsewhere but not sure where. Kelly O'Leary pointed out that in 2011 Environmental Quality was under Neighborhoods. Mike Clapsaddle pointed out that one of the biggest customers of the EQD is Solid Waste so it rules out Public Works. EQ takes noise and pollution complaints.

Ron Salem made a motion to move **Environmental Quality to the Neighborhoods Department and abolish Regulatory Compliance Department.** A second was made by Jessica Shepler and the Committee then approved the motion.

The Chair recognized Shamika Baker who manages the Small and Emerging Business office and Angie Dixon from Office of Ombudsman. There are key divisions under Intra-governmental Services. She spoke of the IT and Employee Services and their importance. Employee Services was elevated back to department level in a recent reorganization. The IT division was once a Department but was moved in reorganization to a division as it was not perceived as strategic part of governing. Usha Mohan pointed out that Jacksonville is one of the top 3 cities and the only one where IT is not a department or a direct report to the Mayor. Since 2012/13 she has been reporting directly to the CAO. Jessica Shepler suggested that IT was funded thorough every area that utilized IT and is funded as if it were a service provider instead of thinking bigger such as the security aspect.

After much discussion including liaison groups and Employee Services, Mike Clapsaddle made a motion to recommend that in regard to the Intra-governmental Services and Employee Services Departments that the IT Division be removed and elevated back to a department; and leave in place as functions the Fleet Management, Procurement Division, and abolish the Employee Services Department and make Employee Services a Division. A Second was made by Ju'Coby Pittman. Jessica Shepler would consider that would take much more discussion and asked if it could be made as a single motion. Mike Clapsaddle reformed his motion to **Recommend that the Information Technology division be removed from Infra-Governmental Services and be elevated back into a Department.** Nancy Garcia made the second for the motion and it was approved by the Committee.

Angie Dixon, Ombudsman, gave an overview as to the history of the Office of the Ombudsman. It is in place by Ordinance and is in place due to issues with contractors, to help prevent litigation, to make sure that everyone is heard fairly. They touch every department but must be impartial. There are 3 staff members and handled 1,259 cases in 2014 and 768 case in 2015 so far this year. They work closely with OGC and there were talks that the function would be an arm of OGC. Ju'Coby Pittman felt it would be a good fit with OGC and Chair suggested maybe Risk would be a good fit. Jon Phillips, OGC representative felt that it would be a conflict if they were placed in OGC due to the fact that OGC would be over the litigation if the conflict could not be settled and it would cause mistrust. Ordinance states that the Ombudsman must report to the Director. It is required that the Ombudsman be a Florida Supreme Court mediator. There is a window of 30 to 90 days to complete a case.

Nancy Garcia made a motion to **recommend that the Ombudsman be moved to report to Risk Management.** Ju'Coby Pittman gave the second. Looking at what Risk does, it is a shield to protect the City from the outside but the Ombudsman protects the outside from the City. Ombudsman must be fair. Suggestion was made to table the motion. Nancy Garcia withdrew the motion.

Shamika Baker gave an overview of the JSEB program which started out in 1988 under the Minority Enterprise and is now under Procurement which she feels is a perfect fit because they review all contracts, provide contract opportunity to small businesses, and deal with section 3 under the Federal government.

Mike Clapsaddle made a motion to **recommend that JSEB stay as a function under Intra-governmental Services.** Second was made by Jessica Shepler and Committee approved the motion.

The Chair would like to speak more on Monday about the Ombudsman; Budget and Finance; Risk; Grants and Contract Compliance. The Chair will bring back information from Infrastructure Committee about their talks. She hopes to wrap up on Tuesday.

Kelli O'Leary will bring org charts for the sections that will be discussed next.

With no other discussion the meeting adjourned at 12:24 p.m.



Office of Mayor-Elect Lenny Curry

AGENDA

Date: June 24, 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 22, 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 24, 2015

Name	Title	Signature
Mrs. Kerri Stewart	Chair	Present
Mr. Mike Clapsaddle	Member	Mike Clapsaddle
Ms. Marie Howard	Member	
Mr. Ron Salem	Member	Ron Salem
Ms. Jessica Shepler	Member	Jessica Shepler
Ms. Nancy Garcia	Member	Nancy Garcia
Mr. Jed Davis	Member	Jed Davis
Mr. Jason Finley	Member	
The Honorable Harriett Pruett	Member	Harriett Pruett
Ms. Von Alexander	Member	Von Alexander
Ms. Ju'Coby Pittman	Member	Ju'Coby Pittman
Mr. Jon Phillips	OGC Representative	Jon Phillips
Ms. Kelli O'Leary	SME	Kelli O'Leary
Ms. Beth Meyer	SME	Beth Meyer
Mr. Karim Kurji	SME	Kurji
Mr. Harrison Conyers	SME	Present
Ms. Usha Mohan	SME	Present
Chief Charles Moreland	Transition Team	Chf
Guests / Visitors:		
Monica Cichowlas		Monica Cichowlas
Theresa Dixon	Cost Office of the Underman	Theresa Dixon
Shirika Baker	COJ / JSEB	Shirika Baker
Devin Walsh	NDJ	Devin Walsh

Name	Signature
MARK MERVITT	MR Mervitt

