



## OFFICE OF INSPECTOR GENERAL

### **Inspector General Selection and Retention Committee Meeting Minutes April 8, 2021, 2:00 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, Mezzanine Exam Room 1

**Call to Order:** Chair L. E. Hutton called the meeting to order at 2:01 PM.

**Pledge of Allegiance:** Chair L. E. Hutton opened with the Pledge of Allegiance.

#### ***Roll Call - Committee Members Present:***

- Ellen Schmitt, Chair, Ethics Commission
- Honorable Charlie Cofer, Public Defender for the Fourth Judicial Circuit
- Brian Hughes, Chief Administrative Officer (CAO), designee for Honorable Lenny Curry, Mayor
- Julie Taylor, Court Counsel, designee for Honorable Mark Mahon, Chief Judge
- Honorable Tommy Hazouri, City Council President
- L.E. Hutton, Chief Assistant State Attorney, designee for the Honorable Melissa Nelson, State Attorney for the Fourth Judicial Circuit and Chair of the Inspector General Selection and Retention Committee
- Daniel Henry, Chair, TRUE Commission

A quorum was met with all seven members present.

#### ***Office of Inspector General (OIG) Staff Present:***

- Lisa A. Green, Inspector General (IG), OIG
- Emily Edge, Finance and Intake Unit Manager, OIG
- Andrew McFarlane, Director of Investigations, OIG
- Beth Koeffler, Executive Assistant, OIG

## I. Old Business

### A. Approval of February 18, 2021 Meeting Minutes

Chair L. E. Hutton asked the Inspector General Selection and Retention Committee (Committee) if there were any questions or corrections to the February 18, 2021 minutes. No corrections were noted.

Cofer motioned to approve the February 18, 2021 meeting minutes as circulated. Hazouri seconded. **Motion Carried.**

## II. New Business

### A. Six-Month Update on Office of Inspector General Activities

Inspector General Green presented the Six-Month Update (October 1, 2020 – March 29, 2021) and a summary of recent Office of Inspector General (OIG) activities. IG Green reported highlights from the Six-Month Update, including:

- The OIG was awarded initial accreditation in October 2020 from the Commission for Florida Law Enforcement Accreditation, Inc.
- The OIG issued 5 Reports/Inquiries that resulted in the issuance of recommendations, the recommendations on all 5 final reports were all accepted and resulted in either newly established policies and/or updated policies.
  - ✓ New Policy regarding JEA Inspectors who conduct fats, oil and grease field inspections to ensure time and attendance accountability.
  - ✓ Revised Policy regarding JEA sale and disposal of surplus materials.
  - ✓ New Policy regarding JHA Standard Operating Procedures for Florida Sunshine Law and Public Meeting Notices.
  - ✓ Updated Policy, JHA Board approved a comprehensive JHA Employment Policy Manual (based on prior investigation).
- The OIG is currently at 61 Complaints received as of March 29, 2021, on track with the five-year average of 64 Complaints by mid-year. 74% of the 61 Complaints have been closed. Additionally, 42 Complaints from previous fiscal years have been closed during this period.
- The OIG has coordinated funding agreements with Independent Authorities and currently working on a separate protocol to report matters of fraud, waste and abuse directly to the OIG, providing continuity in the reporting of complaints to the OIG.
- The OIG is in the process of hiring an additional Auditor.

- The OIG conducted a Stop the Violence Mini-Grant audit which identified \$53,297.00 in funds that were still encumbered. The City has since unencumbered the funds and instituted internal controls.

## **B. Review of Proposed Budget for Fiscal Year 2022**

The OIG budget will be a flat budget with a few exceptions. Funding Agreements with the Independent Authorities are in place for FY 2021 and FY 2022 for \$145,000 per fiscal year, an increase of \$30,000 each fiscal year.

- Salaries will increase in FY 2022. The IG has made two salary adjustments in accordance with City policy during FY 2021 and the remainder is the salary increase approved by the Committee for the Inspector General.
- The change in discretionary expenses is negligible. The OIG is not requesting any enhancements. The budget allows the OIG to meet training requirements in accordance with the OIG's accreditation and professional standards. Hughes commented that the increases in the budget were accounted for through working together to add staff and working with the Independent Authorities, and essentially is a flat budget and within the scope of what the Administration has asked for.
- There was discussion initiated by D. Henry regarding the increases that occurred outside of the current budget and whether they would have been included in the FY 2022 budget request. Hughes commented that staff was added mid-year, the salary adjustment was approved in the last meeting, and the increases that happened outside of the year [during FY 2021] are within the budget range. IG Green expressed that the [staffing] increases were important because of the trends and would have most likely been included in the FY 2022's budget request had they not already occurred. The IG expressed appreciation to both the Mayor's Office and the Council regarding the need and timing for the staffing increases.

## **C. Inspector General Contract Renewal Determination**

According to the *Ordinance Code*, the Committee must meet at least 6 months prior to the end of the four-year contract term to determine whether to renew the contract of the Inspector General or to solicit new candidates.

Hughes made a motion on behalf of the Administration, who also motioned for the raise last meeting, to continue with the current Inspector General. The motion was seconded by Cofer. Chair L. E. Hutton asked for a roll call vote from each Committee member. **Motion Carried Unanimously.** Chair L. E. Hutton stated that there were no public comments offered regarding this vote because no public was in attendance.

## **III. Comments from the Public**

There was no public in attendance and therefore, no public comments.

#### **IV. Adjournment**

Chair L. E. Hutton adjourned the meeting at 2:25 PM.