



OFFICE OF INSPECTOR GENERAL

Inspector General Selection and Retention Committee Meeting Minutes February 18, 2021, 3:00 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 3:04 PM.

Pledge of Allegiance: 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 January 22, 2020 Meeting Minutes

Hutton asked the Inspector General Selection and Retention Committee (Committee) if there were any questions or corrections to the January 22, 2020 minutes. No corrections were noted.

Cofer motioned to approve the January 22, 2020 meeting minutes as circulated. Hazouri seconded. **Motion Carried.**

II. New Business

A. Update on Office of Inspector General activities (*Fiscal Year 2020 Annual Report*)

Inspector General Green presented the Fiscal Year 2020 Annual Report and a summary of recent Office of Inspector General (OIG) activities. Green thanked Emily Edge for her work on the Annual Report, Andrew McFarlane, and the team of OIG Investigators for their support. IG Green reported highlights from the 2020 Annual Report, including:

- The OIG was awarded initial accreditation in October 2020 from the Commission for Florida Law Enforcement Accreditation, Inc., with zero deficiencies. Our office is the first Municipality in the State of Florida to receive accreditation.
- The OIG had a 38% increase in number of complaints received from FY 2019 to FY 2020 (103 to 142).
- 81% of all complaints have been closed: total of 680 Complaints received, 551 closed, and 129 in progress.
- During fiscal year 2020 the OIG closed 94 complaints. 55% were categorized as a violation of rule, law, or procedure. 56% involved city departments.
- The OIG issued nine reports and made 54 recommendations. 52 of 54 recommendations were accepted by management.
- OIG investigations resulted in a new Standards of Conduct policy regarding personal relationships in the workplace between supervisors and subordinates and an update to the Administrative Leave Policy to limit the administrative leave to two weeks when an appointed employee is under a disciplinary investigation.
- The JEA Contract Oversight Review disclosed deficiencies in JEA's internal processes regarding the ITN. The OIG made recommendations related to procurement process improvements.

- The OIG worked with the Office of the State Attorney for the Fourth Judicial Circuit to add a revenue stream for recovery of investigative costs through court orders.
- The Annual Report included a section on Phases of an Investigation, which explains the overall process for completing an investigation and the numerous steps and phases involved.
- During the fiscal year, the OIG outreach included a presentation to JFRD Training Academy, Global Jax Maldives Delegation, and monthly New Employee Orientations. In Fall of 2020, the OIG scheduled a live media event and an open house to announce the accreditation achievement and to educate on the process and value of accreditation.
- The OIG has had turnover in the Auditor positions and is restructuring the Unit to include a Senior Auditor and a Junior Auditor position.
- The OIG worked with Independent Agencies to increase revenue contributions from \$115,000 to \$145,000: JEA went from \$85,000 to \$100,000 and a \$5,000 contribution from Police and Fire Pension Fund (PFPF) and \$10,000 from JHA were included for the first time.

B. Inspector General Performance Evaluation

The Committee proceeded to complete the evaluation form. Hutton asked each member to read their total score:

Committee Member	Score
Hutton	4.37
Schmitt	4.62
Henry	4.07
Cofer	4.72
Taylor	4.83
Hughes	4.0
Hazouri	5.0

Total of 31.607/7 = **4.52** final score (**Outstanding**)

Part 4 of the Performance Evaluation included a salary discussion, as the Committee is responsible for recommending salary increases for the IG. The Inspector General’s current salary is \$163,000, and the salary range is \$145,054.13 - \$236,822.85. Schmitt asked the IG about her experience; the IG explained that she had been with the office since 2015 and had over 30 years of experience in Offices of Inspector General. Henry clarified this would be the first merit-based raise for the IG. Cofer asked if HR makes recommendations on salary increases after performance evaluation. Hughes explained that the salary range is in place to

allow movement and is within budget capacity. He stated he would recommend something closer to the middle of the range. The midpoint in the range for the Inspector General position is \$190,938.49. Hughes made a motion that the IG salary should increase to \$190,938.49. The motion was seconded by Cofer. Hutton asked for a vote from each Committee member. **Motion Carried Unanimously.**

Original scoring sheets were gathered by Emily Edge.

C. Setting the Date for Discussion of Inspector General Contract Renewal

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. The Committee agreed to discuss the IGs contract renewal during the April meeting, tentatively scheduled for April 8, 2021.

III. Comments from the Public

There were no comments.

IV. Adjournment

Hutton adjourned the meeting at 4:16 PM.