



OFFICE OF INSPECTOR GENERAL

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Inspector General Selection and Retention Committee (IGSRC) Meeting Minutes

Note: Below is a summary of the meeting as required by Florida's Sunshine Law; See AGO-82-47

Date: April 2, 2024

Location: City Hall, St. James Building, 117 West Duval Street, Lynwood Roberts Room

Call to Order: Chair Dixon called the meeting to order at 10:02 AM

Pledge of Allegiance: Chair Dixon opened with the pledge of Allegiance.

Roll Call – Committee Members present:

- Cecilia Birk, Court Counsel, designee for Chief Judge Lance Day, the 4th Circuit
- Karen Bowling, Chief Administrative Officer, designee for Honorable Donna Deegan, Mayor
- J.J. Dixon, Chair, Ethics Commission, and Chair of the IGSR
- Ron Salem, City Council President, City of Jacksonville
- Charlie Cofer, Public Defender for the Fourth Judicial Circuit
- Stephen Siegel, Assistant State Attorney, designee for the Honorable Melissa Nelson, State Attorney for the Fourth Judicial Circuit

A quorum was met with six members present; one member had an excused absence:

- Lt. Col. Chambliss, Chair, TRUE Commission

Office of Inspector General Staff Present:

- Matthew J. Lascell, Inspector General
- Khalilah Watts, Executive Assistant
- Christina Gatto, Senior Program Coordinator/Accreditation Manager
- Rick Samples, Deputy Inspector General for Investigations
- Brandon King, Investigator
- Derronne Nins, Investigator
- Robert Linsner, Investigator
- Katie Turner, Investigator
- David Johnston, Deputy Inspector General for Audit
- Maria Pompelia, Auditor
- Bryce Ayers, Investigative Support Analyst

I. Old Business

A. Approval of October 17, 2023, Meeting Minutes

Chair Dixon asked the Inspector General Selection and Retention Committee (Committee) if there were any questions or corrections to the October 17, 2023, meeting minutes.

CAO Bowling moved to approve the October 17, 2023, meeting minutes as circulated. PD Cofer seconded the motion. **Motion passed unanimously.**

II. New Business

A. Office of Inspector General 6-month Update

Inspector General Lascell explained recent accomplishments by the OIG and what the office is intending to achieve for the future.

IG Lascell highlighted cases and grant reviews that have been impactful to the City of Jacksonville (City), such as the Supervisor of Elections OIG investigation regarding misuse of P-Cards. IG Lascell stated there are already City policies and procedures in place for P-Card use which were circumvented and resulted in approximately \$138,000.00 of purchases unaccounted for in three years. He explained this is misfeasance as opposed to malfeasance due to lack of following the procedures.

IG Lascell stated the outcome has mostly been the same when the OIG has reviewed contracts and grants. For example, if the deliverables have not been met then the oversight component has not been enough. The OIG has made recent recommendations to the City which involve process improvement, procurement changes, potential changes to legislation, and the biggest piece has been recommendations to oversight.

IG Lascell relayed ITD support has been fantastic, and they have assisted in the procurement of a data analytics database for the OIG which has generated a lot of cases and reports. The OIG is now able to take voluminous data and use the database to review the information for anomalies in a fraud, waste, and abuse perspective. The office had not been able to do this in the past. IG Lascell added the OIG is currently in the process of procuring a new case management system as the current one is antiquated and not sufficient for the office's needs; ITD is also assisting in this process.

Regarding the OIG Audit team, IG Lascell explained the DAVID Compliance audit has been completed, which is an annual requirement for the Parking Department. The Sunshine Audit is an annual audit requirement for the OIG and is being prepared in order to review the City Council has all meetings and notices posted appropriately. The Career Development Program (CDP) audit has been completed to make sure that the funds that went to this program have been appropriately spent and reimbursements were accurate and completed.

IG Lascell stated the OIG is now fully staffed and has been drama free which has led to the office having the ability to focus on what the OIG is supposed to be doing. He thanked the Committee for their support to help put the OIG in the position to produce solid investigative work for the

City. IG Lascell explained OIG cases are now on the federal level and state level; there have been recent convictions on the state level.

IG Lascell concluded the 6-month update by acknowledging the budget for the fiscal year is tight but requested a new OIG position for contract and grant oversight.

CP Salem inquired if IG Lascell can provide the Committee with investigations that are ongoing or if they are confidential. IG Lascell explained confidentiality is important, however, if there are cases that can have an immediate impact on the City's reputation, he would not let the City get caught off guard. Such as, if a non-profit is being promoted by the City yet they are committing fraud that can hurt the City. CP Salem appreciated IG Lascell for being transparent.

Chair Dixon asked for clarification regarding the salary for the potential new OIG staff member request. IG Lascell responded with approximately \$50,000.00 and whatever the administrative costs are on top of that. He added the office budget has been static since he took over two years prior and this is the first request for an increase in personnel. IG Lascell explained his reason for needing this position is due to the severe lack of oversight of contracts and grants, which has been uncovered during many OIG investigations.

CAO Bowling appreciated IG Lascell's professionalism working on cases with him and expertise on building the OIG team. CAO Bowling asked IG Lascell to quantify the savings to the City through OIG investigations. IG Lascell explained some cases can be quantified that have dollar amounts where monies can be captured, misappropriated, and misspent. It is difficult to capture the totality of the preventative efforts such as OIG outreach.

B. Inspector General Performance Evaluation

Chair Dixon began by requesting OIG personnel in attendance to introduce themselves as this was her first IGSRC meeting as Chair.

There was discussion between IG Lascell and the Committee regarding his past performance evaluation being conducted in October 2023, six-months later than it should have been due to the prior Chair requesting to wait until the outcome of the OIG's Accreditation Assessment. Chair Dixon deferred to the Committee.

PD Cofer motioned to receive additional information from Employee Services prior to the next meeting to review before the Inspector General evaluation, for the evaluation to be conducted in June 2024, and then get back on track for April 2025. CP Salem seconded the motion. **Motion passed unanimously.** Chair Dixon requested SPC/AM Gatto to obtain the requested information from Employee Services.

III. Any Other Business

CP Salem initiated conversation regarding whether additional support is needed within the City for contract and grant review, as well as the OIG. IG Lascell explained the OIG discovered the contract and grant language is specific in terms on who the oversight responsibility falls to. Oversight may not be the primary duty of the personnel assigned to the contract/grant, and it

becomes a low priority, or they do not have the technical capability to do the job. IG Lascell added the function is not being done as the Grants and Compliance Office has a very effective checklist sheet, however, when the OIG pulls the paperwork for review, the checklist sheet is not filled out. IG Lascell emphasized it is a full-time job to monitor grants and contracts to ensure the City is getting what it pays for, and during the vast majority of OIG investigations, this is not the case.

CAO Bowling stated she would be in full support for the OIG to add additional oversight for grants/contracts. CAO Bowling explained they recently deployed a deep dive into grants. IG Lascell requested the OIG to be part of the process if possible. CAO Bowling agreed. IG Lascell extended the offer for OIG assistance to CP Salem and the City Council for the OIG to be on the front end of legislation or processes and provide training where applicable.

IV. Comments from the Public

Citizen Carnell Oliver spoke on matters involving an ethics bill that has not been signed by the governor.

Citizen John Nooney spoke about the Northeast Florida Regional Center for Resiliency and public matters on the water.

V. Adjournment

Chair Dixon adjourned the meeting at 10:36 AM.