



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: June 4, 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 10:04 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 IGSRC
- 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
- David Johnston, Deputy Inspector General for Audit

I. Old Business

A. Approval of April 2, 2024, Meeting Minutes

Chair Dixon asked the Inspector General Selection and Retention Committee (Committee) if there were any questions or corrections to the April 2, 2024, meeting minutes.

Chief Administrative Office (CAO) Bowling moved to approve the April 2, 2024, meeting minutes as circulated. Public Defender (PD) Cofer seconded the motion. **Motion passed unanimously.**

II. New Business

A. Inspector General Performance Evaluation and Salary Discussion

Chair Dixon led discussion regarding Inspector General (IG) Lascell's annual performance evaluation. The Committee was provided with a copy of IG Lascell's prior evaluation as well as his current self-evaluation.

PD Cofer stated he reviewed the evaluation template prepared by the OIG, which was solidified and condensed as compared to the prior one since it had far too many categories; he acknowledged appreciation for this. PD Cofer explained the evaluation process on page 2: each Committee member reviews all three categories and provides a grade; each member puts down their grade on pages 2 through 4; and page 5 consists of the raw score which gets divided by 3. All member individual scores are added together and divided by the number of present Committee members. PD Cofer added the evaluations are handed over to OIG staff and they calculate the overall score for the Committee. This is the basis of the determination for IG Lascell's evaluation. PD Cofer relayed IG Lascell is present to answer any questions the Committee has.

Chair Dixon stated the Committee will complete the annual performance evaluation and discuss the salary terms whilst the OIG staff tallies the final scores.

The Committee reviewed IG Lascell's self-evaluation comments regarding Core Competency 1. CAO Bowling asked IG Lascell what investigations have led to the federal and state criminal investigations. IG Lascell provided examples of cases taken federal or state: Emergency Rental Assistance Program (ERAP) case has gone federal, and an OIG investigator will be called to testify; and a JHA employee theft case was taken by the State Attorney's Office.

The Committee reviewed IG Lascell's self-evaluation comments regarding Core Competency 2. IG Lascell stated the most impactful part of this core competency was the acquisition of data analytic software which has greatly assisted the OIG to look at the broad spectrum of data which has not been done in the past. A lot of proactive reviews and cases have been generated due to this software because the OIG can now ingest large amounts of data and look for anomalies in the data. Chair Dixon inquired what gave IG Lascell the idea to obtain this software. IG Lascell responded that the OIG has a good relationship with Palm Beach County (PBC) IG, and they have had discussions regarding analysis on voluminous data sets; the PBC IG recommended the software. IG Lascell explained he brought this information and request to the Administration, they supported it, and the City funds it through ITD's budget. CAO Bowling asked IG Lascell what score he would give himself for this core competency. IG Lascell responded he would give himself

a 4 which is Above Expectations, based off when he first started to where the OIG is now as well as all of his team's efforts who he gives a lot of the credit to.

The Committee reviewed IG Lascell's self-evaluation comments regarding Core Competency 3. City Council President (CP) Salem inquired where do complaints go if they are made about IG Lascell and if they go to HR. Diane Moser, Director of Employee Services, stated that her office has not received complaints about IG Lascell.

The Committee submitted their completed evaluations to OIG staff to tally the scores while they discussed IG Lascell's salary. The Committee reviewed prior IG salaries, including IG Lascell's, and discussed several scenarios and outcomes for IG Lascell receiving a raise, including discussion regarding a 5% total increase – a portion would come from a merit increase raise and the other from the City increase.

OIG staff provided Chair Dixon with IG Lascell's completed annual performance evaluation. IG Lascell received an overall score of **4.20 – Commendable**.

PD Cofer motioned to defer IG Lascell's salary/raise discussion until the City finalizes its raise determination and then the Committee will reassess the percentage they intend to give to IG Lascell. CP Salem requested to modify the motion and add a meeting would be called by OIG staff expeditiously after the City increase is determined so that IG Lascell's increase can be adjusted. Cofer accepted the amendment and CAO Bowling seconded the motion. **Motion passed unanimously.**

III. Any Other Business

Chair Dixon, CP Salem, and PD Cofer commended IG Lascell for his good work and no office drama. Court Counselor Birk appreciated the support and enthusiasm that the OIG staff has for IG Lascell.

IV. Comments from the Public

There was no public comment.

V. Adjournment

Chair Dixon adjourned the meeting at 10:50 AM.