

**APPROVED MAY 28, 2015**

**INSPECTOR GENERAL SELECTION AND RETENTION COMMITTEE**

**MEETING MINUTES**

**April 23, 2015**

**9:00 a.m.**

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

**In attendance:** Honorable Judge Elizabeth Senterfitt, State Attorney Angela Corey, Public Defender Matt Shirk, Deputy Chief Administrative Officer Cleveland Ferguson as designee for Mayor Alvin Brown, City Council President Clay Yarborough, Chair of True Commission Patti Anania, Chair of Ethics Commission Joe Jacquot.

**Also:** Sheryl Steckler, Inspector General Advisor; Kelli O’Leary, Director of Employee Services; Tracey Bolton, Manager of Personnel Services; Lisa Green, Inspector General Investigator; Angel Mateo Matos, Inspector General Contract Oversight Specialist; Tina Miller, Employee Services; Patty Dodson, State Attorney’s Office; and Kim Taylor, City Council Auditors’ Office.

- I. Meeting convened:** 9:05 a.m.
- II. Roll Call**
- III. Pledge of Allegiance** – City Council President, Clay Yarborough
- IV. Approval of the March 2, 2015 minutes**
- V.** Discussion of ex-parte communication. Clay Yarborough was contacted by someone recommending Christopher Miller. Matt Shirk was contacted by Major General Douglas Burnett recommending Christopher Miller. Matt Shirk was contacted by phone and by email to which he forwarded to Sheryl Steckler from retired Major General Burnett. Angela Corey was contacted by an attorney named Bobby Lippleman who has made a recommendation for Miller. In total, Angela Corey and or Patty Dodson were contacted by three people – Bobby Lippleman, legal Counsel to the Nassau County Sheriff's Office, Gary Dickinson and Doug Burnett all recommending Christopher Miller. Angela Corey stated that she advised them that she would speak to them at the appropriate time. Judge Senterfitt stated that she had not been contacted, but that she would reach out to Chief Judge Mahon and ask if he had received any communication.
- VI. Discussion of applicants** – Sheryl Steckler discussed that there were 52 applicants in total, 29 of which met the minimum qualifications and of those 29, there were 12 that have inspector general experience. These were the ones that were focused on. Of the 12, there were seven that stood out. The top seven applicants will be discussed today. Applicants were reviewed for years of IG experience, senior leadership and contracting, investigating and auditing experience. The goal was to pick the top five candidates with two alternates. To expedite matters, the committee went through the applicants alphabetically in order to rank the applicants.

Scott Boehm – Deferred to second round

Thomas Cline – Unanimous “yes” from all committee members – Top Two

Stephen Dingbaum – Unanimous “yes” from all committee members – Top Two

Howard Haney – Deferred to second round

Robert Melton – Deferred to second round

Christopher Miller – Deferred to second round

William Simmons – Deferred to second round

**VII.** Sheryl Steckler distributed a scoring sheet for the remaining five candidates. They were discussed in alphabetical order.

BOEHM – Judge Senterfitt stated she thought he was the least experienced. Joe Jacquot stated that he doesn’t have good auditing experience, but he does have some good inspection experience and good contrast to the other candidates. Angela Corey inquired if criminal background checks and social media had been done. Sheryl Steckler stated they would be done after selections for interviews were made. Angela Corey stated that Mr. Boehm seems to have a lot of intelligence experience as opposed to the nuts and bolts things they are looking for here. Cleveland Ferguson stated that Boehm appears to have no special licenses or certifications. Patti Anania stated that this candidate has the least amount of experience.

HANEY – Judge Senterfitt stated he has no advanced degree and less experience than other candidates. Joe Jacquot stated that he liked this applicant and the nature of his work in the U.S. Capitol causes him to have to interact with a number of different constituencies, professional architects, engineers, politicians, staff and thought that the network of his capitol experience would be good in dealing with various constituencies here in Jacksonville. Angela Corey asked about the Certified Fraud Examiner and Sheryl Steckler stated that it is very difficult to obtain. Sheryl Steckler stated that this shows that Haney knows the investigative side of the area. This is an applicant that brings both audit and investigation experience and also he was part of a newly created office which is one of the reasons he was put in the packet.

MELTON – Sheryl Steckler stated that this candidate is a Certified Inspector General. Angela Corey stated she was impressed with his duties and likes that he has done process improvements instead of just a compliance aspect. Clay Yarborough questioned discrepancies in his employment dates and it appears that the years 1995 and 2005 have been used incorrectly. Sheryl Steckler and Kelli O’Leary stated that this will be looked into during backgrounds checks. Clay Yarborough stated he looks like a qualified applicant. Patti Anania stated that Melton is her first pick because of his county experience and his certification and thinks he will fit very well in the City of Jacksonville. Matt Shirk stated the same. Matt Shirk also stated that the next three candidates are from Florida and should have special consideration because they are from Florida.

MILLER – Matt Shirk stated that when he received the recommendation from Major General Burnett, who he has great respect for. Major General Burnett had great things to say about Miller, so he would place Miller in the top five. Cleveland Ferguson inquired about the Certified Joint Inspector General certification and Sheryl Steckler stated this is an internal army certification and is different than the one required to be

obtained for the City's IG position. Angela Corey stated that the three calls she received, as well as Major General Titshaw being listed as a reference for this application, has convinced her that Miller should be interviewed. Angela Corey has not spoken to Major General Titshaw regarding this applicant. Judge Senterfitt stated that initially, she wasn't sure about his experience because it all seems to be military, but agrees he should be interviewed. Patti Anania stated that her concern is also that he only has military experience, but believes he should be interviewed. Clay Yarborough stated that Miller has two master's degrees and has experience with a large number of employees in addition to HR experience. He stated that Miller is a top five candidate. Sheryl Steckler stated that she wanted to make it clear for the record that we did not ask for recommendations for references for any of the candidates prior to the interview process (this will be done in the future).

SIMMONS – Cleveland Ferguson stated that he is concerned over the candidate's application area where he stated that he "may be" willing to relocate to Jacksonville. Apparently, this candidate lives in St. Augustine. This prompted a discussion regarding Jacksonville residency requirements and both Sheryl Steckler and Kelli O'Leary stated that currently, residency is "preferred" and not required and that will be in effect during the selection process for the IG position. Joe Jacquot stated that he believes this candidate may have disengaged from the IG community. Angelo Corey stated that she saw mostly IRS experience and that he seems to be stronger in the auditing area. Sheryl stated that the goal was for the ideal applicant to have a balance of both auditing and investigations experience. Both Clay Yarborough and Patti Anania stated that this candidate would be an alternate choice in their view.

- VIII.** That concluded the review and Sheryl Steckler stated it was now time to assign points to each of these candidates and they would be tallied. Angela Corey stated that she would like to add that the application format was easy to read.

RESULTS: 1. Cline; 2. Dingbaum; 3. Melton; 4. Miller; 5. Haney  
ALTERNATES: 6. Boehm; 7. Simmons

**IV. Travel Reimbursement discussion for Selected Applicants**

The IG office was not budgeted for travel. The Employee Services Department obtained funding up to a total of \$2,500 to reimburse travel expense. It was decided that up to \$500.00 will be offered per applicant to pay travel expense to include airfare for those out of town with the caveat that if offered the position and not accepted, they would not be reimbursed. This was voted on and unanimously passed by all committee members.

- V.** Clay Yarborough stated that the next meeting on May 28<sup>th</sup> will be all day. It is scheduled for 8:30am (interviews beginning at 9) to 5pm with City Council members being invited at 5:00 to meet and greet the selected Inspector General. There will be one hour interviews scheduled with 15 minutes between each interview for discussion and to allow for overlap. Sheryl Steckler will meet with each committee member during the next few weeks to go over their individual questions. Angela Corey stated that in case of scheduling conflicts on May 28<sup>th</sup>, Patti Dodson will be her proxy. Patti Anania asked if letters of reference would be

available to the committee members prior to the interviews. It was then voted that there will be three letters of recommendation obtained for each candidate and they will be made available to the committee. The background checks will be done and the results of “yes” or “no” will be told to the committee. Sheryl Steckler distributed a suggested schedule for the May 28<sup>th</sup> meeting and option 1 was voted on by the committee.

**VI. Comments from Public:** None

**VII.** Meeting was adjourned by Clay Yarborough at 9:55.