



JACKSONVILLE ETHICS COMMISSION

Commission Member Appointment Application

The Jacksonville Ethics Commission is accepting applications for a future vacancy on the Ethics Commission. The Ethics Commission has a long, distinguished history in the City of Jacksonville of ensuring transparent and open government for the citizens. Among its many outstanding accomplishments, the Ethics Commission has implemented the Jacksonville Ethics Code and successfully assisted in the establishment of an independent Office of Ethics, Compliance and Oversight that is primarily responsible for administering the Ethics Code.

Per Section 602.921 of the Jacksonville Ethics Code, the Ethics Commission has the following powers and duties:

- (a) Receive, investigate and issue findings with regard to any sworn written complaint alleging a violation of the Jacksonville Ethics Code that is based upon personal knowledge or information other than hearsay or any written referral of a possible violation of the Ethics Code from the Council Auditor, Employee Services, the Office of Inspector General, or the State Attorney's Office for the Fourth Judicial Circuit.
- (b) Provide assistance and input into the management and coordination of the training and education of local officers and employees in state and local ethics, as well as all public records and sunshine law training throughout the government.
- (c) Recommend changes in legislation to City Council in the areas of ethics laws and administration, conflicts of interests, hotline policies, ethics education, ethics in procurement, campaign ethics, and lobbying.
- (d) Levy civil fines or penalties authorized in the Jacksonville Ethics Code for violations of the City's Ethics Code; and
- (e) Act as the hiring committee, subject to Council confirmation, for the Executive Director of the Ethics Oversight and Compliance office.

The Ethics Commission is comprised of nine (9) members appointed by either designated City of Jacksonville governmental officials or the Ethics Commission. The Ethics Commission is responsible for selecting three (3) of the nine (9) Commission members. This application is for the selection of a new member by the Ethics Commission.

If you are interested in potentially being selected by the Ethics Commission to serve on the Commission, please complete the following application per the instructions below.

Please note the following:

1. The following individuals are not eligible to serve on the City of Jacksonville's Ethics Commission:
(1) Employees of the City of Jacksonville, including independent agencies; (2) those that have not

been a registered voter in Duval County for the past six months; (3) active judges; (4) an assistant state attorney/assistant public defender; or (5) an officer of a political party.

2. Individuals currently serving on another State or City government board may be ineligible to hold dual offices. If you currently serve on another government board in the State of Florida, please discuss this board service with the Ethics Director.
3. Each Ethics Commission appointee is required to be confirmed by City Council. As part of the confirmation process, City Council may conduct a background check, including a search of online resources. If you have any concerns about answering questions related to your personal history, please discuss your concerns with the Ethics Director.
4. Florida Statutes section 112.3145 requires that Ethics Commission members file annual financial disclosures (Form 1) and quarterly gift disclosures (Form 9) with the Florida Commission on Ethics. You can find samples of these forms on the State Ethics Commission website: [Home - Ethics \(state.fl.us\)](https://www.state.fl.us/ethics).
5. Membership on the Jacksonville Ethics Commission is an investment of time. Generally, every member of the Commission is assigned to at least one committee. Commission members are asked to attend approximately 6-12 meetings per year, typically around 4:00 or 4:30 p.m. on a weekday. Each meeting will require some preparation time and may last about 1 to 1.5 hours, though some meetings may occasionally be longer.
6. This application form, and all contents and attachments, will become a public record once submitted to the Jacksonville Ethics Commission unless there is a specific exemption provided in Florida law. If you have any concerns about sharing contact information, please discuss your concerns with the Ethics Director before submitting this application.

Instructions for Submission of Application:

This application form may be typed, handwritten, or downloaded from the Ethics Commission webpage on coj.net. However, all applications must be submitted in digital form in compliance with the instructions below. Applications that do not comply with the instructions below will not be considered by the Ethics Commission.

To properly submit your application, you must e-mail your completed and signed application and current resume to the Office of Ethics, Compliance and Oversight, at ethics@coj.net by no later than Thursday, September 26, 2024, at 12:00 p.m.

Please note that interviews will be scheduled on Monday, September 30 starting at 4:00 p.m. Additional information regarding the times of the interviews for applicants will be distributed once the schedule is finalized.

Please contact ethics@coj.net if you have any questions regarding the application or the selection process.

Office of Ethics, Compliance and Oversight

APPLICATION FOR ETHICS COMMISSION APPOINTMENT

Note: all data on this form will become public record and can be released. If you have a concern about this, please contact the Ethics Office.

This form must be completed in full and include a current resume.

1. Board(s) of Interest: **Jacksonville Ethics Commission** (Section 602, Part 9, *Ordinance Code*)
2. How did you hear / learn about this appointment opportunity? _____

Personal Information

3. Name: _____
Dr./Mr./Mrs./Ms. First Middle/Maiden Last Suffix(Jr./Sr./III/etc.)

4. Residence: _____
Street City County Zip Code

Post Office Box City County Zip Code

Telephone: (area code) number Mobile: (area code) number

5. Business: _____
Business Name

Street City County Zip Code

Post Office Box City County Zip Code

Telephone: (area code) number FAX: (area code) number

6. Email Address: _____

7. To which address do you prefer correspondence regarding this application be sent? ☐ Residence ☐ Business
☐ Email

8. Is your address exempt from Chapter 119, *Florida Statutes*, regarding Public Records? ☐ Yes ☐ No

If yes, please explain and please do not list your address on this form: _____

9. Your Gender: ☐ Male ☐ Female

10. Describe yourself within one or more of the categories below. This information is requested pursuant to Section 760.80, *Florida Statutes*.

- | | | |
|--|--|--|
| <input type="checkbox"/> Caucasian | <input type="checkbox"/> Asian American | <input type="checkbox"/> Physically Disabled |
| <input type="checkbox"/> African American | <input type="checkbox"/> Native American | |
| <input type="checkbox"/> Hispanic American | <input type="checkbox"/> American woman | |

11. As of what date have you been a continuous resident of:

A. Duval County? _____ B. Florida? _____

Month/Day/Year

Month/Day/Year

IF YOU ARE NOT A RESIDENT OF DUVAL COUNTY, YOU ARE NOT ELIGIBLE TO BE ON THE COMMISSION.

12. Are you a U.S. Citizen? ☐ Yes ☐ No

13. Are you registered to vote in Florida? ☐ Yes ☐ No If yes, County of Registration: _____

Education

14. High School: _____
Name City State

15. Postsecondary Institutions:

<u>Name and Location</u>	<u>Dates Attended</u>	<u>Certificate/Degree Earned</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Employment and Business Ownership

16. Provide the requested information for all employers within the last five years, beginning with the most current. **Please elaborate in your attached resume.**

A. _____
Employer Address

Type of Business Occupation/Job Title Dates of Employment

B. _____
Employer Address

Type of Business Occupation/Job Title Dates of Employment

C. _____
Employer Address

Type of Business Occupation/Job Title Dates of Employment

17. Are you (or your spouse or child) employed by, or an officer of, an entity doing business with or receiving funds from the City of Jacksonville (including DCPS, JAA, JEA, JHFA, JHA, Jax Port, JTA, PFPF)? ☐ Yes ☐ No

18. Are you (or your spouse or child) a member (voting or non-voting) of any nonprofit or corporate boards that are doing business with or receiving funds from the City of Jacksonville (including DCPS, JAA, JEA, JHFA, JHA, Jax Port, JTA, PFPF)? ☐ Yes ☐ No

19. Do you, your spouse, or your child own a business that is doing business with or receiving funds from the City of Jacksonville (including DCPS, JAA, JEA, JHFA, JHA, Jax Port, JTA, PFPF)? ☐ Yes ☐ No

20. Do you engage in any consulting or contract work with a business that is doing business with or receiving funds from the City of Jacksonville (including DCPS, JAA, JEA, JHFA, JHA, Jax Port, JTA, PFPF)? ☐ Yes ☐ No

Special Qualifications

21. A. Three (3) of the nine (9) appointments to the Ethics Commission are required to be **appointed by the Ethics Commission**. The **only qualification is that the Ethics Commission appointee has been a registered voter in Duval County for six (6) months** prior to introduction of his/her nomination for confirmation. **This is the position for which the Ethics Commission is currently soliciting applications.**

B. The other six (6) of the nine (9) appointments to the Ethics Commission are required to be **appointed by each of the following City of Jacksonville governmental officials** (one for each): the Mayor, the President of the Council, the Sheriff, the Chief Judge for the Fourth Judicial Circuit, the State Attorney for the Fourth Judicial Circuit, and the Public Defender for the Fourth Judicial Circuit. Each of the Ethics Commission members appointed by the designated City of Jacksonville governmental officials are required to have one or more of the following qualifications: (1) an attorney; (2) a certified public accountant with forensic audit experience; (3) a former elected official; (4) a former judge; (5) a higher education faculty member or former faculty member with experience in ethics; (6) a former law enforcement official with experience in investigating public corruption; (7) a corporate official with a background in human resources or ethics; (8) a former board member of a City of Jacksonville independent authority; or a (9) former government executive with ethics experience.

In the event you are not selected by the Ethics Commission for appointment to the Commission, your application will be kept on file with the Office of Ethics, Compliance and Oversight for possible consideration by the designated City of Jacksonville governmental officials for their respective Ethics Commission appointments.

C. Please select which of the following qualifications are applicable to you, and describe. If you qualify for more than one, please check all applicable qualifications:

- ☐ attorney
- ☐ CPA with forensic audit experience
- ☐ former elected official (what/when)
- ☐ former judge
- ☐ higher education faculty member
- ☐ higher education faculty, former, with ethics experience
- ☐ former law enforcement with experience in investigating public corruption
- ☐ corporate HR or ethics experience
- ☐ former Board member of a COJ Independent Authority
- ☐ former government executive with ethics experience
- ☐ registered voter of Duval County for six months (prior to the introduction of nomination for confirmation)

If one or more of these categories is checked, please provide details:

List any other special qualifications you think are relevant to your appointment to the Ethics Commission, including any type of licensure or certification you hold, as well as any civic, professional, or political organization to which you belong. **Please elaborate in your attached resume.**

<u>Type or Name of License or Certificate</u>	<u>Number</u>	<u>Granting Agency</u>	<u>Date Granted</u>

<u>Name of Civic, Professional or Political Organization</u>	<u>Office(s) Held</u>	<u>Membership Dates</u>
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22. Give any additional information you believe is relevant to your appointment to the Ethics Commission. **Please elaborate in your attached resume.**_____
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Ethical Disclosure

23. Ethics Commission members are required by Florida law to annually file a limited financial disclosure regarding sources of income (not amounts). Will you file the required annual financial disclosure statements? ☐ Yes ☐ No

24. Have you been a registered lobbyist or have you lobbied at any level of government at any time during the past four years? ☐ Yes ☐ No

If yes, did you receive compensation other than reimbursement for expenses? ☐ Yes ☐ No

Agency Lobbied

Principal(s) Represented

Dates

25. Have you been compensated to represent someone in front of the City of Jacksonville (including independent authorities) or someone who has been adverse to the City of Jacksonville (including independent authorities)? ☐ Yes ☐ No

26. Do you currently or will you (during the time you intend to serve on a board) represent any entity or individual against the City (including independent authorities) or receive proceeds from such representation? ☐ Yes ☐ No

27. Do you currently or will you (during the time you intend to serve on a board) appear before the City (including independent authorities) on behalf of any entity or individual (not including yourself/parents/spouse/child)? ☐ Yes ☐ No

28. Has probable cause ever been found that you were in violation of:
- A. Part III, Chapter 112, *Florida Statutes*, the Code of Ethics for Public Officers and Employees? ☐ Yes ☐ No
- B. Chapter 602, *Jacksonville Municipal Code*, the Jacksonville Ethics Code? ☐ Yes ☐ No
- If yes to either above, please provide:

Date

Nature of Violation

Disposition

29. Have you ever been suspended from any public office or appointment? ☐ Yes ☐ No
If yes, please provide:

<u>Title of Office</u>	<u>Date of Suspension</u>	<u>Reason for Suspension</u>	<u>Result (Reinstated/Removed)</u>
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30. Have you ever been convicted of a violation of any federal, state, county, or municipal law or ordinance? (Exclude traffic violations for which a fine of \$150 or less was paid.) ☐ Yes ☐ No
If yes, please provide:

<u>Date</u>	<u>Place</u>	<u>Nature of Violation</u>	<u>Disposition</u>
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31. Have you ever been refused a fidelity, surety, performance, or other bond? ☐ Yes ☐ No
If yes, please provide:

<u>Type of Bond</u>	<u>Insurer or Bond</u>	<u>Date</u>	<u>Reason(s) Given</u>
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32. Do you know any reason why you would not be able to attend fully to the duties of the office or position to which you may be appointed? ☐ Yes ☐ No
If yes, please explain:

33. State law generally requires each Board and Commission member to physically attend meetings in person to establish the necessary quorum to conduct business. Do you foresee any difficulty that would restrict you from attending meetings in person? ☐ Yes ☐ No

History of Service

34. Have you ever been elected to any public office in Florida? ☐ Yes ☐ No
If yes, please provide:

<u>Office Title</u>	<u>Date of Election</u>	<u>Term of Office</u>	<u>Level of Government</u>
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35. Have you previously been appointed to any other City of Jacksonville Board or Commission (including independent authorities) that required confirmation by the Jacksonville City Council? ☐ Yes ☐ No
If yes, please provide:

Title of Office

Term of Appointment

36. Each Board and Commission member is required to attend at least 75% of Board/Commission meetings to be considered by City Council for reappointment without having to be interviewed before the Council Rules Committee. If you served on an appointed board, commission, council, or committee, and missed any regularly scheduled meetings, please provide:

Number of Meetings Attended

Number of Meetings Missed

Reason for Absence(s)

37. Have you ever been employed by any local governmental agency in Jacksonville/Duval County? ☐ Yes ☐ No
If yes, please provide:

Position

Employing Agency

Dates of Employment
