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**ETHICS COMMISSION  
OPEN GOVERNMENT COMMITTEE  
MEETING MINUTES**

March 27, 2019  
Don Davis Room  
City Hall – First Floor

The meeting was called to order by LaTonya Lipscomb Smith, Chair of the Open Government Committee, at 5:45 p.m. A quorum was present.

Committee Attendees: LaTonya Lipscomb Smith, Darcy Galnor, and J.J. Dixon. Other attendees: Joseph Rogan, Chair, Ethics Commission; Carla Miller, Director, Office of Ethics, Compliance and Oversight (“OECO”); Kirby Oberdorfer, Deputy Director OECO; Andrea Myers, Training Coordinator, OECO; Lourdes Barboza, Executive Assistant, OECO; and Cherry Shaw Pollock, Assistant General Counsel, Office of General Counsel (“OGC”).

Public in Attendance:

Daniel Henry, Chair of Duval County Democratic Executive Committee; Pam Edwards-Roine, League of Women Voters; Ashish Bajaj, League of Women Voters; and Jessica Ransome, Democratic Women’s Information Network (DWIN).

Minutes Approval:

Ms. Lipscomb Smith asked the Committee if there was any discussion about the February 7, 2019 Open Government Committee meeting minutes. There being no comments, Ms. Dixon made a motion to approve the minutes. Ms. Darcy seconded the motion. The motion to approve the minutes passed unanimously with a 3-0 vote.

Old Business:

Ms. Myers provided a recap of the community organizations present at the meeting held immediately prior to the Open Government Committee meeting; Leadership Jacksonville, Women’s Caucus of the Democratic Party, League of Women Voters, Young Democrats, and Republican Party of Duval County. Ms. Miller summarized the discussion with the community groups regarding the revamping of the “It’s Your Government” online course. The group agreed that the objectives/goals of the course should be stated in the introduction and that it must convey an inspirational message in order to be effective. The primary focus should be on local government, as opposed to federal and state governments. Ms. Miller

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was pleased with the participation and valuable input by the local groups.

There was discussion about which topics to include in the modules, which individuals and groups could be involved in writing the modules, generating a certificate of completion and survey at the end of the course, and recognition at a City Council meeting (quarterly or semi-annually) for those citizens who complete the course.

Ms. Miller listed possible topics for Module 1. Ms. Dixon suggested incorporating a section where citizens can request information on specific topics. She also feels that citizens would feel empowered by reading stories and testimonies of citizens who have made a difference by participating in their local government. There was discussion about including a section on the purpose of the Ethics Commission, OECO, Office of Inspector General and TRUE Commission and which office a citizen would call to resolve different issues. Other topics include city website navigation and 630-CITY.

Ms. Myers will contact the citizen groups to get feedback on issues encountered during the recent election that they would like to address in the “It’s Your Government” course. Ms. Miller will reach out to 630-CITY for statistics on the types of citizen complaints they receive. That information could be helpful when determining which topics to include in the online course.

The next step will be for OECO to compile a list of topics with proposed individuals and organizations who can write each different section. OECO will send the compiled information to the Committee members.

New Business:

There was no new business to discuss.

Public Comment:

Ms. Lipscomb Smith opened the floor to public comment. Ms. Ransome from DWIN commented.

Discussion of Future Meeting Dates:

The Open Government Committee plans to meet again in mid-June. A meeting date was not set.

There being no further business to discuss, the meeting was adjourned at 6:23 p.m.

*Lourdes Barboza*

Lourdes Barboza, Executive Assistant, OECO

April 3, 2019

Date of Approval

This is a summary of the meeting and not a verbatim transcription. A recording of these proceedings is available at <http://www.coj.net/departments/ethics-office/notices.-agendas-minutes> .

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