

**CITY OF JACKSONVILLE**

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**ETHICS COMMISSION  
AD HOC NOMINATING COMMITTEE MEETING MINUTES**

Tuesday, June 1, 2021  
In-Person Meeting  
Conference Room C, Third Floor, City Hall

The meeting was called to order by J.J. Dixon, Chair of the Ad Hoc Nominating Committee, at 3:30 p.m. Ms. Dixon proceeded to confirm a quorum. Ms. Dixon asked Ms. Smith for an explanation of her extraordinary circumstance of not being able to attend the meeting in person. Ms. Smith replied. Mr. Rogan made a motion that there were extraordinary circumstances and to allow Ms. Smith to attend the meeting via phone. Ms. Galnor seconded the motion. The motion to allow Ms. Smith to attend the meeting via phone passed with a vote of 4-0. A quorum was present.

Committee Attendees: J.J. Dixon, Darcy Galnor, Joseph Rogan, LaTonya Lipscomb Smith via telephone, Other attendees: Ellen Schmitt, Carla Miller, Director, Office of Ethics, Compliance and Oversight (“OECO”); Cherry Shaw Pollock, Assistant General Counsel, Office of General Counsel (“OGC”); Diane Moser, Director, Employee Services, Leah Hayes, Talent Management Chief, Employee Services and Sandy Homrighouse, Executive Assistant, OECO.

April 26, 2021 Ethics Commission meeting minutes: Ms. Galnor made a motion to approve the minutes. Mr. Rogan seconded the motion. There being no discussion, the motion to approve the minutes passed unanimously with a vote of 4-0.

The discussion was opened on succession planning for OECO Executive Director. Ms. Moser handed out a list of questions she compiled after talking to the Ad Hoc Nominating Committee members individually.

Mr. Rogan made a motion to adopt the resolution recommending the list of interview questions with incorporated procedures be utilized in the interview of the internal candidate. Ms. Galnor seconded the motion. The motion passed with a vote of 4-0.

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Mr. Rogan made a motion that each Ethics Commission member take turns asking questions to the internal candidate. Ms. Galnor seconded the motion. The motion passed with a vote of 4-0.

Public Comment:

Ms. Dixon requested public comment. None was provided.

Announcements: None.

Adjourn: There being no further business to discuss, the meeting was adjourned at 3:49 p.m.

*Sandy Homrighouse*

Sandy Homrighouse, Executive Assistant, OECO

7-14-21

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> .