



## OFFICE OF INSPECTOR GENERAL CITY OF JACKSONVILLE

### Inspector General Selection and Retention Committee Meeting Minutes April 14, 2022, 2:00 PM

*Note: Below is a summary of the meeting as required by Florida's Sunshine Law; See AGO-82-47. For more detailed information, please refer to the audio file on the Office of Inspector General's website, <http://www.coj.net/departments/inspector-general/inspector-general-committee>*

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

**Call to Order:** CAO Brian Hughes called the meeting to order at 2:02 PM.

**Pledge of Allegiance:** CAO Brian Hughes opened with the Pledge of Allegiance.

#### **Roll Call - Committee Members Present:**

- Ellen Schmitt, Chair, Ethics Commission
- Brian Hughes, Chief Administrative Officer (CAO), designee for Honorable Lenny Curry, Mayor
- Honorable Julie Taylor, Judge, designee for Honorable Mark Mahon, Chief Judge
- Daniel Henry, Chair, TRUE Commission
- Honorable Charlie Cofer, Public Defender for the Fourth Judicial Circuit

A quorum was met with five members present; two members had excused absences:

- Honorable Samuel Newby, City Council President (CP)
- L.E. Hutton, Chief Assistant State Attorney, designee for the Honorable Melissa Nelson, State Attorney for the Fourth Judicial Circuit, and Chair of the Inspector General Selection and Retention Committee

#### **Office of Inspector General (OIG) Staff Present:**

- Matthew J. Lascell, Inspector General, OIG
- Christina Gatto, Senior Program Coordinator, OIG
- Khalilah Watts, Executive Assistant, OIG

## **I. Old Business**

### **A. Approval of February 28, 2022, Meeting Minutes**

CAO Hughes asked the Inspector General Selection and Retention Committee (Committee) if there were any questions or corrections to the February 28, 2022, meeting minutes.

Public Defender Cofer moved to approve the February 28, 2022, meeting minutes as circulated. Ms. Schmitt seconded the motion. **Motion passed unanimously.**

## **II. New Business**

### **A. Approval OIG budget proposal for FY23**

Inspector General (IG) Lascell stated he has not made significant changes to the Fiscal Year 2023 budget (FY23) proposal as he believes more time is required in order to assess the true needs of the office [OIG].

IG Lascell indicated prior to his arrival, there was a slight increase in budget salary for a Full Time Employment (FTE) position, Contract Oversight Specialist (COS). The OIG currently has 12 FTE positions with 10 positions currently filled. IG Lascell stated a Director of Audit position is planned for the next fiscal year. IG Lascell relayed the OIG is under executing with the current budget due to past uncertainty in the office as well as the fluctuating FTE positions. Ms. Schmitt inquired if there would be an increase for benefits and taxes regarding the salary increase. CAO Hughes explained adjustments are to be made for the benefits cost and the budgets are designed to have a modest contingency for that reason.

IG Lascell proposed his only request for additional funding is a \$10,000 increase in Operating Expenses for a pool vehicle for the office; the OIG currently does not have an assigned vehicle. IG Lascell explained he discussed this matter with Patrick Greive, Director of Finance, and it would cost approximately \$10,000 a year for the vehicle. IG Lascell stated his goal is for the office to have the vehicle for one year and then he will reassess.

Public Defender Cofer requested clarification to ensure the pool vehicle is going to be made available for everyone. IG Lascell confirmed the vehicle is available for everyone and explained currently when the Investigators conduct work outside of the office, they are utilizing their personally owned vehicles and claiming mileage. CAO Hughes said he had spoken with Fleet Management regarding the vehicle, and they agreed that it is better having the OIG arrive in an official capacity with a City vehicle, which also diminishes risk and liability. The vehicle is already in Fleet and does not require purchasing a new vehicle. Ms. Schmitt inquired if insurance for the car needs to be added to the budget. CAO Hughes explained all the maintenance is built in to the \$10,000.

Mr. Henry initiated conversation referencing a prior meeting where Interim Inspector General (IIG) Goodman stated she was going to provide suggestions for FTE positions. IG Lascell stated IIG Goodman had recommended the potential of hiring a lawyer for the OIG. IG Lascell explained he had spoken with General Counsel Teal, they agreed that hiring a lawyer for the office was not prudent, and the OIG will continue using OGC resources.

Mr. Henry inquired if there was a new OIG organizational chart. IG Lascell explained with the addition of the Director of Audit, the organizational chart would mostly remain the same. IG Lascell added the COS position would also need to be filled and Mr. Henry inquired the expectations of that position. IG Lascell stated he had spoken with OGC and Greg Pease, Chief of Procurement, of his expectations and his desire is for contracts to be looked at from a fraud perspective as well as a compliance review, which will show faith in the government as much as detecting fraud.

Mr. Henry stated IIG Goodman had previously recommended for the COS to be on the front end when the City is procuring services. CAO Hughes said he and Chief Pease are in agreement and supportive for the OIG to have access to the front of end of the procurement process, the duration of the contract, and the back end during compliance. Mr. Henry stated it would be helpful for the OIG to assess how the City could do a better job to keep track of their contracts and ensure compliance.

CAO Hughes asked for public comment regarding the OIG FY23 budget; there was no comment. Public Defender Cofer motioned to approve the proposal of the OIG FY23 budget, Ms. Schmitt seconded. **Motion passed unanimously.**

## **B. IGSRC Goals pursuant to Directive 2019-001**

IG Lascell explained there is a requirement for an annual submission of an IGSRC Committee report to the Secretary of the City Council. In the past, the OIG has generated the report and the goals for the IGSRC. IG Lascell inquired if the Committee should generate the report due to the recent occurrences in the OIG office. CAO Hughes stated usually the Committee does not generate the report as it has always been handled by the OIG.

IG Lascell recommended the requirement under Procedure 2(a) – IGSRC’s present goals, would probably be more appropriately addressed by the Committee. CAO Hughes inquired if this has been discussed with IGSRC Chair Hutton and IG Lascell responded he had not yet spoken with Chair Hutton.

CAO Hughes stated he would entertain a motion to approve Directive 2019-001 with a caveat of ensuring that between now and its final production, IG Lascell meets with IGSRC Chair Hutton, representing the Committee, to discuss the present goals.

Schmitt interjected as she wanted the evaluation process revamped for the Inspector General. CAO Hughes stated that a motion can encapsulate that as well. Mr. Henry moved to approve Directive 2019-001 and authorize Chair Hutton to make additional changes to 2(a) regarding the IGSRC present goals. CAO Hughes inquired if there is a way to add to the motion that the Committee is considered in this process and the IG evaluation assessment.

CAO Hughes reiterated the motion from Mr. Henry and incorporated his own thoughts into the motion as discussed by the Committee:

- approve Directive 2019-001,
- ask Chair Hutton to work with IG Lascell on the present goals, and
- give indication that one of the topics to be discussed as a year goal, is for a good evaluation assessment for the IG.

**Cofer seconded the motion.** CAO Hughes asked for public comment; there was none.  
**Motion passed unanimously.**

### **C. Propose Amendment to IGSRC 2017-001**

IG Lascell referenced IGSRC 2017-001 and explained the proposed amendment is for the IGSRC to review the OIG's proposed budget prior to presentation to the City budget office, as opposed to having a specific date requirement. CAO Hughes noted that this would provide flexibility.

Ms. Schmitt initiated conversation about Procedure 4 regarding the IG's annual contractual pay adjustment. Schmitt acknowledged IG Lascell is near the maximum of the pay range, therefore, she requested clarity regarding how the Committee would be able to offer pay increases. CAO Hughes explained the pay range is a ceiling at the time of hire and does not cap the salary.

Mr. Henry requested for further explanation on Procedure 2 which indicates the IGSRC may consider and make recommendations on appropriate budgetary matters to include any potential OIG budgetary enhancements. Mr. Henry inquired if the budgetary requests of the IG need to come through the Mayor's Office or the IGSRC. CAO Hughes explained the requests would go through the Mayor's Office in order to conduct the

precursor work, and then the matter would be brought to the IGSRC at a future meeting to ensure it will work.

CAO Hughes motioned to accept the proposed amendment to the IGSRC 2017-0001 Directive. **Cofer seconded.** CAO Hughes asked for public comment; there was none. **Motion passed unanimously.**

### **III. Any Other Business**

Mr. Henry asked IG Lascell how his first month has been at the OIG. IG Lascell relayed he has thoroughly enjoyed it, has a great staff, and the office has potential to do great things.

CAO Hughes stated on behalf of the Mayor's Office and what he has seen, IG Lascell has already worked harder than past Inspector Generals to cultivate relationships with City government, Independent Authorities and Agencies, and Constitutional Offices. CAO Hughes added IG Lascell has a very favorable and positive outlook on the approach and ideas about where the OIG can go in the future with being proactive and preventative, such as the contract process.

### **IV. Comments from the Public**

CAO Hughes asked for public comment; there was none.

### **V. Adjournment**

CAO Hughes adjourned the meeting at 2:46 PM.