



OFFICE OF INSPECTOR GENERAL CITY OF JACKSONVILLE

Inspector General Selection and Retention Committee (IGSRC) Meeting Minutes, May 31, 2023, 3:30 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: Chair Ellen Schmitt called the meeting to order at 3:30 PM.

Pledge of Allegiance: Chair Schmitt opened with the Pledge of Allegiance.

Roll Call - Committee Members Present:

- Charlie Cofer, Public Defender, designee for Honorable Charlie Cofer, Public Defender for the Fourth Judicial Circuit
- Steve Siegel, First Assistant State Attorney, designee for the Honorable Melissa Nelson, State Attorney for the Fourth Judicial Circuit
- Brian Hughes, Chief Administrative Officer, designee for Honorable Lenny Curry, Mayor
- Ellen Schmitt, Chair, Ethics Commission, and Chair of the IGSRC
- Terrance Freeman, City Council President
- Mark Mahon, Chief Judge
- Daniel Henry, Chair, TRUE Commission

Office of Inspector General (OIG) Staff Present:

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

I. Old Business

A. Approval of March 30, 2023, Meeting Minutes

Chair Schmitt asked the Inspector General Selection and Retention Committee (Committee) if there were any questions or corrections to the March 30, 2023, meeting minutes.

Chief Judge Mahon moved to approve the March 30, 2023, meeting minutes as circulated. CAO Hughes seconded the motion. **Motion passed unanimously.**

B. All members of OIG staff completed the required trainings:

IG Lascell explained all OIG staff recently attended refresher courses on the following topics:

- Florida Public Records Training Course
- Sexual Harassment and Discrimination Training Course

II. New Business

A. Discuss the orientation process for the new IGSRC Committee Members

Chair Schmitt initiated conversation regarding an orientation packet for new IGSRC Committee Members in order for new members to familiarize themselves with the process and the OIG. Chair Schmitt requested the following to be included in the welcome packet:

- Copy of the OIG ordinance
- Schedule of IGSRC chairman cycle
- OIG current organizational chart
- Contact information of the OIG team
- Copy of most recent Annual Report
- List of Committee members and their delegates
- Last two years of IGSRC meeting minutes
- Blank copy of IG evaluation form

Mr. Henry agreed the packet would be helpful for new members to gain an awareness and better understanding of their roles as Committee members. CP Freeman reflected there is merit in creating the packet but believed the current person in each Committee seat should educate their successor. CAO Hughes stated the new members should reach out to OGC regarding learning the Ordinance Code as it explains the OIG and IGSRC process.

IG Lascell proposed the OIG will put together the welcome packet and submit it to the current members and they can pass it on to their successors if their seats will be changing. Chair Schmitt thanked IG Lascell and stated this matter would not need to be voted on nor require public comment; the Committee agreed.

B. Discussion of the Inspector General evaluation

Chair Schmitt reflected on prior meeting discussions related to criteria for the Inspector General Evaluation. She spoke with Diane Moser, Director of Employee Services, and Sean Granat, OGC.

Chair Schmitt explained the Ordinance gives the IGSRC broad authority regarding the contents of the IG evaluation. She stated the evaluation is based on criteria established by the Committee and found it important at a minimum to interview the OIG staff.

Chair Schmitt reflected on her recent interviews with OIG staff regarding IG Lascell's current evaluation. She indicated the staff received the questions prior to their interviews to be prepared. A bullet pointed summary of staff responses are as follows:

1. What is going well under Mr. Lascell's leadership?
 - very accessible and approachable
 - collaborative
 - empowering leadership
 - fostering independence
 - lets staff work to their full potential
 - better role clarity under his leadership than previously
 - team-builder
 - improved morale
 - positive healthy work environment
 - staff feels valued
 - communication is open
 - work is delegated appropriately
 - proactive approach to outreach and case finding

2. Is there anything you would like to see changed under IG Lascell?
 - One theme repeated was perceived barriers to hiring and a hybrid work environment would be more appealing.
 - *CAO Hughes stated there are very clear COJ rules and guidelines regarding work from home policies.*

3. Is there anything else you would like to share about the office?
 - OIG staff collectively are happy the office feels more professional with the office renovations and IG Lascell's leadership.

Chair Schmitt inquired to IG Lascell regarding team meetings he holds every week to foster collaboration within the OIG staff, a sentiment the staff was very appreciative of.

IG Lascell explained every Wednesday, the whole office attends a team meeting to discuss cases and other work matters occurring in the office. This gives everyone the opportunity to improve, be heard, and have a one team one fight mentality. IG Lascell added previously the office had team meetings that separated audit and investigations. His philosophy is everyone is in the same office and has access to same information. Therefore, he found no reason to segregate the meetings. Chair Schmitt included another positive comment from OIG staff was training opportunities that IG Lascell pushes for.

Chair Schmitt asked the Committee if they felt prepared to conduct the IG evaluation and if not, schedule a meeting to do it in the near future if more questions to the staff are required to be conducted. Mr. Henry stated he felt prepared to do the evaluation at this meeting and believed the feedback from the OIG staff is very positive and will help how he grades. Mr. Henry also expressed concern of the annual deadline for the evaluation. Chair Schmitt responded to her understanding, there is a grace period for the first evaluation, but going forward the evaluations need to be done annually. Chair Schmitt reflected on Mr. Lascell's request of having the current IGSRC Committee conduct his evaluation as they were working with him since they selected him as IG.

There was discussion amongst the Committee that concluded with agreement to conduct the evaluation at this meeting. CAO Hughes asked a process inquiry regarding scoring the evaluation at the meeting and leaving the document with OIG staff for the final average tally. Since the documents are public record, it was agreed to provide the evaluation to OIG staff to tally and place the final scores on Chair Schmitt's evaluation as well as the overall score in the meeting minutes. IG Lascell agreed.

During the evaluation process, the Committee asked questions for clarification from IG Lascell. Some discussions included the following regarding IG Lascell's performance:

- He requested his attendance at Director meetings and has been attending them.
- He has been very proactive in the City.
- Outreach has vastly improved.
- The number of cases opened and closed has greatly increased.
- His transparency is appreciated.
- Reaccreditation is on track; all the work has been completed and the mock and formal assessments are scheduled.

Chair Schmitt proposed the next Committee should listen to the recording regarding IG Lascell's raise discussion and CAO Hughes will inform the new CAO of the raise discussion.

Chair Schmitt asked if they had anything to vote on. CAO Hughes motioned the following: The Committee conducted the majority of the scoring; OIG staff will do the final computation; the Committee will accept the scoring from OIG staff. Chief Judge Mahon seconded the motion. **Motion passed unanimously.**

Chair Schmitt asked if there was any further discussion. Henry stated Chair Schmitt must make sure to sign the final results sheet.

CAO Hughes proposed another motion: With a strong and favorable result to the mathematical calculations and accreditation results, the current Committee encourages the new members to strongly consider and favorably vote on compensation since that was not discussed at this meeting. Chief Judge Mahon seconded the motion and stated he will tell his successor his feelings on this topic. He added that a lot of people should see where the OIG office was compared to where it is now.

Schmitt asked for further discussion and public comment. There were none. **Motion passed unanimously.**

Final evaluation score for Inspector General Lascell: 4.12 out of 5.0 – Commendable

III. Any Other Business

There was no further business to discuss.

IV. Comments from the Public

There were no public comments.

V. Adjournment

Chair Schmitt adjourned the meeting at 4:49 PM.