



## OFFICE OF INSPECTOR GENERAL

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### **Inspector General Selection and Retention Committee (IGSRC) Meeting Minutes**

*Note: Below is a summary of the meeting as required by Florida's Sunshine Law; see AGO-82-47*

**Date:** November 5, 2025

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

**Call to Order:** Chair Chambliss called the meeting to order at 9:01 AM

**Pledge of Allegiance:** Chair Chambliss opened with the pledge of Allegiance.

#### **Roll Call – Committee Members present:**

- Lt. Col. Keshan Chambliss, Chair, TRUE Commission, and Chair of the IGSRC
- Carla Miller, Special Advisor to the Mayor, designee for the Honorable Donna Deegan, Mayor
- Chris Miller, City Council Member, designee for City Council President Kevin Carrico
- Dr. Erich Freiberger, Chair, Ethics Commission
- Charlie Cofer, Public Defender for the Fourth Judicial Circuit
- Stephen Siegel, Assistant State Attorney, designee for the Honorable Melissa Nelson, State Attorney for the Fourth Judicial Circuit
- James Bodden (not authorized to vote), designee for Chief Judge Lance Day, the 4th Circuit

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

- Matthew J. Lascell, Inspector General
- Khalilah Watts, Executive Assistant
- Christina Gatto, Investigative Coordinator/Accreditation Manager
- Richard Samples, Deputy Inspector General for Investigations
- David Johnston, Deputy Inspector General for Audit
- Derronne Nins, Investigator
- Katie Turner, Investigator

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

- Ashley Smith, Assistant General Counsel

**I. Old Business**

**A. Approval of October 8, 2025, Meeting Minutes**

Chair Chambliss asked the Inspector General Selection and Retention Committee (Committee) if there were any questions or corrections to the October 8, 2025, meeting minutes.

PD Cofer moved to approve October 8, 2025, meeting minutes as circulated. Dr. Freiburger seconded the motion. **Motion passed unanimously.**

**II. New Business**

**A. Inspector General annual evaluation follow-up discussion and criteria determination**

Ms. Miller referred to prior Committee meeting minutes that she reviewed, regarding Employee Services stating they have not received complaints about the IG. Ms. Miller requested for the record of this meeting and the upcoming minutes, that complaints have come into the Ethics Office, was investigated in 2023, and training was the required outcome of the investigation.

Ms. Miller stated she would like the Committee to discuss at the next meeting the procedure for handling complaints regarding the IG and how those complaints would be recorded and considered when the IG contract is up for renewal. PD Cofer explained that there has been past discussion and the Committee approved a process for soliciting evaluations every four years for IG retention. PD Cofer added the IG stated he did not find it appropriate for himself to solicit his own comments.

Ms. Miller stated the easiest way for solicitation is for the Committee to discuss what groups to include, the OIG can send out the letter from the Chair of the Committee, and to indicate all the responses to be sent to the Committee Chair. She added Employee Services could also do this task. PD Cofer asked if this is normal task that Employee Services does. Discussion amongst the Committee continued regarding the type of groups to request feedback and the process.

Ms. Miller initiated discussion regarding the IG annual evaluation. She explained the annual evaluation is a significant and valuable tool, but the Committee would be remiss to only use the annual report as the IG evaluation in order to avoid any possible office problems. Discussion continued amongst the Committee and Ms. Miller described the origin of the current IG Performance Evaluation template. She stated it reflects the best practices of IG offices, and these are the criteria the Committee should be aware of and ask the IG to explain every year. Ms. Miller agreed that the ranking and percentages do not need to be in the evaluation.

Ms. Miller also suggested adding a 360 review where staff can evaluate the IG. She reflected on the past and stated if the 360 evaluation was done before that the Committee may have caught what the prior IG was doing and avoid the issues that transpired. Ms. Miller stated she is happy to develop the 360 survey and send it out to OIG staff. She explained it would consist of fifteen questions that confidentially can be replied to by staff and the Committee can catch if there are any big problems as the IG is one of the rare positions that has no supervision.

Ms. Miller motioned for the IG annual evaluation to include: the annual report, IG evaluation questions, and the 360-degree survey to the internal employees so the Committee covers all their bases. Dr. Freiberger seconded the motion.

CM Miller requested the IG for comment. IG Lascell explained he initially brought up the IG evaluation template because it just was a self-assessment. IG Lascell requested clarification of the Committee's role because it changes often and it is not clear. He stated that his understanding is the IG runs the operations and has control of the office. The Committee is to select the IG, the IG runs the office, and if the Committee does not like how the office is being run then they have the option not to retain him.

Dr. Freiberger asked IG Lascell for his opinion of what would be an effective measure for the annual evaluation. IG Lascell responded that the annual report and talking to major stakeholders that the office deals with on an annual basis. Dr. Freiberger requested clarification if IG Lascell suggests the Committee should also reach out to stakeholders for the annual evaluations and not just the four-year retention evaluation. Dr. Freiberger added that a self-evaluation is an easy thing to do and the Committee needs some additional way to evaluate the IG's performance, therefore they can reach out to stakeholders every year. Discussion continued regarding the annual IG evaluation amongst the Committee.

Ms. Miller explained she wrote the legislation for the OIG, and the purpose of the Committee is to decide to retain the IG every four years, and the IG should be evaluated effectively every year according to IG standards and best practices. PD Cofer stated 360 evaluations are helpful to hear how the office is feeling and stakeholders' opinions are important to see how the IG works well with the City. Dr. Freiberger stated it is extremely important to see how the IG is thinking about the best practices concepts. Chair Chambliss agreed adding the 360 is important for the Committee to make decisions.

Dr. Freiberger referred to the earlier motion by Ms. Miller and asked if it includes the elimination of scoring. Ms. Miller added to her motion and stated it would eliminate the rating and scores of the performance evaluation. Mr. Smith requested clarity of the current motion. Ms. Miller stated she will create the 360 survey to save costs, and it will go out every year. Mr. Smith suggested that the motion be restated for clarity.

Ms. Miller restated her motion for clarity to include: the annual IG performance evaluation will be completed by the IG and without grading by the Committee; the office annual report; and the 360-survey reviewed designed by Employee Services with her assistance and have that be approved by the Committee.

CM Miller requested IG Lascell to comment. IG Lascell stated he has no problem doing anything asked of him and his office. He added he just wants consistency due to turnover of the Committee and their involvement.

Discussion initiated for when the next IG annual evaluation would be conducted. Ms. Miller stated it could be done in January 2026. She added this process will be effective with the above motion and the Florida Accreditation assessments.

The motion on the table was voted on by the Committee. **Motion passed unanimously.**

CM Miller stated that the Committee has the ability to make adjustments and back off in the future if they feel they are being too onerous. He added this discussion is a good structure and start, and the IG is comfortable in agreeing to this.

Carla Miller requested a discussion at the next meeting regarding a procedural manual due to the turnover of Committee members. She mentioned forming a sub-committee to sort out criteria for the four-year IG evaluation and the Chair could appoint this. A question was raised as to whether a motion to create a subcommittee was required. Mr. Smith said that he was not aware of a delegation in the code for the chair alone to create a subcommittee. Mr. Smith explained that such a delegation may be in Chapter 50; however, the committee itself has the ability to create a subcommittee.

*Chair Chambliss commended IG Lascell and excused herself from the remainder of the meeting.*

IG Lascell requested to the Committee for a date that he can present the OIG annual report. The Committee deliberated and selected Wednesday, January 21, 2026, at 9:00 AM. IG Lascell suggested the 360 survey and his self-evaluation to all be completed by that day. The Committee agreed that everything would be completed for the upcoming meeting.

#### **B. Inspector General new contract terms determination**

Carla Miller initiated discussion regarding the IG's salary and draft employment agreement and noted that some items in the original agreement were not included in the new draft agreement. Discussion occurred between the Committee, Mr. Smith, and Tara Johnson, Employee Services. Mr. Smith stated there was no intent to omit the items from the current draft and he requested the opportunity to review the documents and provide an updated draft.

Regarding an annual salary increase, IG Lascell stated he has not received a merit increase, and his position is under immense scrutiny. After deliberation, reviewing IG Lascell's salary history, and other IG salaries across the state and nation, the Committee decided to keep IG Lascell's current salary for his new contract.

CM Miller wanted to clarify that IG Lascell has never received a salary merit increase and inquired how long he has been in his current position. IG Lascell stated he has been the City of Jacksonville IG for almost four years and he has never received a merit increase, only the increases the entire City have received annually.

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

There was no other business.

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

There was no public comment.

#### **V. Adjournment**

PD Cofer adjourned the meeting at 10:12 AM.