

CITY OF JACKSONVILLE

ELLEN SCHMITT
CHAIR

J.J. DIXON
VICE CHAIR



CARLTON DEVOOGHT
ERICH FREIBERGER
DARCY GALNOR

LATONYA LIPSCOMB SMITH
WILLIAM MAULE
JUDGE LINDA MCCALLUM
SCOTT SIMPSON

ETHICS COMMISSION MEETING MINUTES

City Hall, First Floor, Lynwood Roberts Room
Wednesday, January 11, 2023

The meeting was called to order at 4:32 p.m. by Ms. Schmitt. A quorum for the meeting was established. Attendees: LaTonya Lipscomb Smith, J.J. Dixon, Linda McCallum, Erich Freiberger, William Maule, Scott Simpson and Darcy Galnor (arrived at 4:45 p.m.). Excused Absences: Carlton DeVooght. Others in attendance: Kirby Oberdorfer, Director of the Office of Ethics, Compliance and Oversight (OECO); Paige Johnston, Ethics Attorney (OECO); Andrea Myers, Program and Training Manager (OECO); Cherry Shaw Pollock, Office of General Counsel (OGC); and Sandy Homrighouse, Executive Assistant (OECO).

Public In Attendance: Carnell Oliver

Minutes Approval:

October 10, 2022 Ethics Commission minutes: Judge McCallum made a motion to approve the minutes. Ms. Smith seconded the motion. There being no discussion, the motion to approve the minutes passed unanimously with a vote of 6-0.

November 29, 2022 Nominating Committee minutes: Dr. Freiberger made a motion to approve the minutes. Ms. Smith seconded the motion. There being no discussion, the motion to approve the minutes passed unanimously with a vote of 6-0.

Staff and Committee Reports:

OECO: Ms. Oberdorfer provided a report regarding the following categories:

1. Administrative: Ms. Oberdorfer thanked everyone for attending the holiday party. Ms. Oberdorfer also thanked Ms. Johnston for her hard work since recently joining the Ethics Office.
2. Advice: The Ethics Office is working on pending conflicts of interest inquiries and advice calls.

Office of Ethics, Compliance & Oversight
117 W. Duval Street, Room 225
Jacksonville, FL 32202
Phone: (904) 255-5510 HOTLINE: 630-1015

3. Training: OECO trained City Council members, Sheriff Waters, and Citizen Planning Advisory Committees (CPAC) Chairs and Vice Chairs in December. Future trainings include Jacksonville Housing Authority management and employees and JEA managers. Last year, the Inspector General issued reports that had some recommendations for corrective actions that requested OECO to prepare ethics training or letters. OECO is working on the following items pertaining to that:
 1. Draft vendor letter apprising vendors of giving gifts and potential danger areas
 2. Draft training for employees who manage contracts
 3. Streamlining conflict of interest and secondary employment forms for employee services

OGC: Ms. Pollock stated OGC is busy with major litigation.

Complaints Committee: Ms. Galnor advised that the Complaints Committee has one pending complaint.

New Business:

Report from Nominating Committee and Election of New Appointee to Ethics Commission: Judge McCallum gave a summary of the Nominating Committee meeting from November 29, 2022. At that meeting, the Nominating Committee recommended Scott Simpson be appointed to the Ethics Commission. Mr. Oliver provided public comment. Judge McCallum made a motion to accept the Nominating Committee's recommendation to appoint Scott Simpson to the Ethics Commission. Ms. Dixon seconded the motion. Mr. Simpson spoke about his qualifications. There being no further discussion, the motion passed unanimously with a vote of 7-0. Ms. Pollock will draft legislation.

Legislation on Ethics Training: Ms. Oberdorfer referred to a draft ordinance regarding ethics education and training amending Section 602.1001 (Ethics Education Program), Part 10 (Ethics Education), Chapter 602 (Jacksonville Ethics Code), Ordinance Code, to allow the Ethics Director to set the time for training and to allow for digital confirmation of completion of training. A discussion occurred. Judge McCallum made a motion to support the draft ordinance. Dr. Freiburger seconded the motion. Ms. Schmitt asked for public comment. There was no public comment. There being no further discussion, the motion passed unanimously with a vote of 8-0. Ms. Johnston will send the legislation to Ms. Pollock for filing.

Training of Ethics Commission Members: Ethics Commission members received training on the following items from Ms. Oberdorfer.

1. Government Ethics Overview
2. History of City's Ethics Program and Ethics Commission

Office of Ethics, Compliance & Oversight
117 W. Duval Street, Room 225
Jacksonville, FL 32202
Phone: (904) 255-5510 HOTLINE: 630-1015

3. Summary of Governing Ordinances, Governing Documents and Committees

4. Most Common Ethics Topics

2023 Committee Assignments: Ms. Schmitt reminded the Ethics Commission members to turn in their 2023 committee assignment preferences to Ms. Homrighouse.

Filing of Form 1 Limited Financial Disclosure Statement: Ms. Schmitt reminded the Ethics Commission members to file their Form 1 2022 Limited Financial Disclosure Statement by July 1, 2023.

Ethics Director Performance Review: Ms. Schmitt is in the process of completing the Ethics Director's performance review and will present it to the Ethics Commission at the next meeting.

Public Comment:

Ms. Schmitt requested public comment. Mr. Oliver provided public comment.

Announcements:

There were no announcements.

The meeting was adjourned at 5:56 p.m.

Sandy Homrighouse, Executive Assistant, OECO

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> .