

**OFFICE OF THE CITY COUNCIL**

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**CITY COUNCIL ETHICS TRAINING MINUTES**

 **November 22, 2013**

**11:00 a.m.**

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

**In attendance:** Council Members Bill Bishop, Reginald Brown, John Crescimbeni, Johnny Gaffney, Bill Gulliford, Jim Love, Robin Lumb, Don Redman, Matt Schellenberg,

Also: see attached sign-in sheet for additional attendees

**Meeting Convened**: 11:00 a.m.

City Ethics Officer Carla Miller welcomed the group and introduced Council President to make welcoming remarks. Ms. Miller introduced the 4 panelists, including Peggy Sidman, Jason Gabriel and Cherry Shaw of the General Counsel’s Office and Alexis Lambert, Manager of the Mayor’s Public Accountability Office. She also introduced Al Childers, the first full-time employee of the City’s Ethics, Compliance and Oversight office. Ms. Miller stated that Jacksonville is an early adopter and has one of the most extensive and thorough ethics training programs in the state. Mayor Alvin Brown also gave welcoming remarks and thanked the members for their attendance.

Peggy Sidman discussed the regulations regarding elected officials doing private business with their governmental agency and the prohibition against using a public office for private pecuniary gain. Jason Gabriel reviewed the state law regarding misuse of public position for private gain and the state and city regulations on travel and the payment of travel expenses by third parties. He explained the City’s recent adoption of an ordinance creating an account to process donations of funds by private parties to be used to pay for the travel expenses of City officials. Cherry Shaw reviewed the regulations regarding the receipt and reporting of gifts and things of value, including permissible and prohibited gifts, gifts from lobbyists, gifts from family members, and requirements to report gifts over a certain value. Alexis Lambert reviewed the open meetings law and the recent state law change regarding the public’s right to have input into the policy making process within reasonable proximity to an elected body taking final action. She also reviewed the rules regarding use of electronic communication devices, both publicly provided and personally owned. She emphasized that any electronic communication related to City business that is received over any device (cellphone, computer, iPad, e-mail, whether City provided or a personal device) is a public record and must be saved and made available to the public if requested.

Carla Miller informed the attendees that in order to get the full two hours of credit for ethics training for the day’s event, completion of a homework assignment is required. A list was distributed of numerous ethics-related topics which members could research and complete an assignment for the remainder of the 2-hour credit.

**Meeting adjourned:** 12:15 p.m.

Minutes: Jeff Clements, Council Research

 12.6.13 Posted 10:00 a.m.

Tapes: Elected officials ethics training meeting – LSD

 11.22.13