

**OFFICE OF THE CITY COUNCIL**

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**CITY COUNCIL PERSONNEL COMMITTEE MEETING MINUTES - amended**

**August 9, 2016**

**2:30 p.m.**

**Location:** City Council Conference Room A, Suite 425, City Hall – St. James Building; 117 West Duval Street

**In attendance:** Council Members Lori Boyer (Chair), Anna Lopez Brosche, John Crescimbeni, Scott Wilson

**Excused:** Council MemberGarrett Dennis

**Also**: Cheryl Brown – Director/Council Secretary; Peggy Sidman– Office of General Counsel; Jeff Clements – Council Research Division; Kelli O’Leary – Employee Services Department; Kirk Sherman – Council Auditor

See attached attendance sheet for additional attendees

**Meeting Convened**: 2:33 p.m.

Council President Boyer convened the meeting and the attendees introduced themselves for the record.

Council Member Brosche recommended interviewing candidates #1 and 2. Council Member Wilson advocated for interviewing 4 candidates – #1 and 2 and two others not yet selected. Council President Boyer favored interviewing #1, 2 and 7 (an out-of-town candidate). In response to a question from Council Member Crescimbeni, Employee Services Department Director Kelli O’Leary explained how the department had selected the top 10 candidates and eliminated the 32 qualified candidates from the potential interview list. Mr. Crescimbeni requested several pages from the applications of each of the other 32 qualified candidates outside the top 10 list for further in-depth review. Mr. Crescimbeni and Ms. Brosche critiqued several of the applications and resumes.

The committee will meet again in the next 2 weeks to interview the top 2 candidates (#1 and 2) approved by all the committee members. Cheryl Brown will poll the committee for availability for several hours for the two interviews.

~~Ms. O’Leary distributed the list of proposed interview questions requested at the last meeting.~~ ~~Ms. Boyer suggested the addition of a question exploring how an internal candidate would handle supervision, motivation and discipline of colleagues with whom he/she had worked.~~ Ms. Boyer indicated she forwarded additional interview questions to Ms. O’Leary prior to the meeting, including the addition of a question exploring how an internal candidate would handle supervision, motivation and discipline of colleagues with whom he/she had worked. Ms. Brosche said she had additional questions to add, and would forward them to Ms. O’Leary given the public nature of the discussion. Ms. Boyer indicated we would have a short noticed meeting of the Personnel Committee immediately preceding the interviews to review the interview questions and get consensus from the committee on the questions to be asked.

Ms. Boyer announced that Rachel Merritt, the Council’s database manager, had tendered her resignation today so a search for that position will have to begin shortly. In response to a question, Cheryl Brown stated that she can access information in the databases that Ms. Merritt has created, but can’t add or subtract fields or otherwise alter the parameters of the data. Other staff has been and will be trained to utilize and maintain the system. Ms. Merritt’s databases cover the board and commission appointments, property inventory, Value Adjustment Board calendar, cases and revenue ledger, and other functions. Ms. Boyer asked for clarification about Ms. Merritt’s work on the City Council web page – how much, if any, of that work could be done by ITD instead of internally by the Council staff? Ms. Brown said that the Council brought the work in-house years ago because it wanted faster response than could be provided by ITD at the time.

In response to a question from Council Member Wilson about whether or not the position of Assistant Chief of Legislative Services would be filled, Ms. Boyer said that the proposed FY16-17 budget does not contemplate filling that position. However, funding is available currently as there is currently someone in the position. In response to another question from Council Member Wilson about whether the Personnel Committee would have a role in selecting the replacement for the database administrator, President Boyer addressed that the position did not fall within the purview of the Personnel Committee and was an appointment of the Council Secretary/Director. Dr. Brown confirmed that the position was within the responsibilities of the Council Secretary/ Director and that it was her intent to move forward with filling the position as set forth within the Jacksonville Municipal Code. Dr. Brown stated that she would reach out to the members to keep them informed of the process.

**Meeting adjourned:** 3:00 p.m.

Minutes: Jeff Clements, Council Research

8.10.16 Posted 12:00 p.m.

Tapes: Personnel Committee meeting – LSD

8.9.16