

**OFFICE OF THE CITY COUNCIL**

117 WEST DUVAL STREET, SUITE 425

4TH FLOOR, CITY HALL

JACKSONVILLE, FLORIDA 32202

904-630-1377

**Personnel Committee Meeting Minutes**

 **September ~~8~~ 12, 2016**

**1:30 p.m.**

**Topic:** Personnel Committee meeting

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

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

**Excused**: Council Member Scott Wilson

Also: Cheryl Brown – Council Director/Secretary; Kirk Sherman – Council Auditor’s Office; Peggy Sidman – Office of General Counsel; Jeff Clements – Council Research Division; Kelli O’Leary and Diane Moser – Employee Services Department; Kristi Sikes – Council Administrative Services Division

See attached sign-in sheet for additional attendees

**Meeting Convened**: 1:45 p.m.

Chairwoman Boyer convened the meeting and the attendees introduced themselves for the record.

Kelli O’Leary, Director of Employee Services, distributed a list of questions to be used by the committee in interviewing the candidates and discussed the scoring and ranking process. The committee agreed to discuss the performance of the two candidates at the conclusion of the interviews and determine if there is a need for the score sheets to be tabulated by Employee Services or if the committee felt that consensus had been achieved and scoring tabulation was not necessary. With the absence of Council Member Wilson (excused because of a family emergency) the committee discussed whether to appoint a new member to the committee or to let Council Member Wilson listen to the recording of the interviews and then reconvene the committee at a later date to discuss the candidates. The committee decided to proceed with the four members present and attempt to reach a decision immediately.

The committee flipped a coin to determine which candidate would be interviewed first.

The committee first interviewed Merriane Lahmeur, a paralegal in the Office of General Counsel (four years) and a former employee of the Legislative Services Division (six and half years).

In response to a question from Council Member Dennis, the committee discussed the future of the Assistant Chief of Legislative Services position depending on which candidate is selected. President Boyer said that the Personnel Committee had previously decided that the division does not require both a Chief and Assistant Chief, so the Assistant Chief position would eventually be phased out. Laura Dyer stated that the second candidate is currently the Assistant Chief of the division and would remain in that position if she is not selected as the Chief.

The committee next interviewed Carol Owens, currently the Interim Chief of the Legislative Services Division (16 years in Legislative Services, 11 years as Assistant Chief) after a previous career in the military.

Following the interviews the committee was in recess from 3:29 to 3:34 p.m.

Kelli O’Leary discussed several scoring considerations, including whether to tabulate scores by individual questions or groups of questions and how veteran’s preference will apply to Ms. Owens’ score.

The committee discussed their reactions to the two candidates, generally agreeing that both are highly qualified to hold the job but had strengths and weaknesses in different areas.

**Motion** (Crescimbeni): the Personnel Committee will offer the position to Carol Owens – **approved 4-0**.

The committee directed Cheryl Brown to convey the committee’s discussion to the two candidates immediately after the meeting.

The City Council Executive Committee will have to set the salary to offer to Ms. Owens and needs to notice a separate meeting for that purpose. The current salary range for the position is $70,566.60 to $115,210.44. Council Member Crescimbeni asked staff to provide information on the range and starting salary for the Chief position when the last chief was hired.

The committee will notice a meeting of the Executive Committee for 4:25 p.m. tomorrow afternoon between the City Council agenda meeting at 4:00 p.m. and the JIA CRA meeting at 4:30 p.m.

The committee had already agreed at a previous meeting to convert the Assistant Chief of Legislative Services position to a new Legislative Assistant II after the position is vacated. Angela Moyer will begin processing the paperwork for the position changes later this week. The anticipated start date for the position will be October 15th.

**Meeting Adjourned**: 3:56 p.m.

Minutes: Jeff Clements, Council Research

 9.13.16 Posted 8:30 a.m.

Tapes: Personnel Committee meeting– LSD

 9.12.16