



City of Jacksonville, Florida

Lenny Curry, Mayor

Procurement Division
Equal Business Opportunity Office
Ed Ball Building
214 N. Hogan Street, Suite 800
Jacksonville, Florida 32202

ONE CITY. ONE JACKSONVILLE.

MEMORANDUM

January 28, 2019

To: Dr. Cheryl L Brown, Director/Council Secretary
Jordan Elsbury, Intergovernmental Affairs

Thru: Patrick Greive, Director of Finance & Administration
Gregory Pease, Chief of Procurement

From: Rose Nettles, JSEB Administrator RN

Re: FY 2019 JSEB Monitoring Committee Meeting Second Quarter Report

In accordance with section 126.606 of the Ordinance Code which states: "This Committee shall meet quarterly with the Director, who shall then generate a quarterly report for the Mayor and Council no later than 14 days after each quarterly meeting." Please find the first report for fiscal year 2019.

JSEB Monitoring Committee Quarterly Report

Meeting Date: January 16, 2019

Attendance: Chair Leslie Campbell, Pegine Echevarria, Tina Meskel, Jessie Spradley, Charles Freshwater and Nina Sickler were in attendance

Support Staff: Mario Rubio & Rose Nettles

Guests: None

The meeting was convened at: 2:00 p.m.

The meeting began with greetings from the chair and introductions by each member.

Mario Rubio announced that this would be his last meeting with the committee, as he has taken another position outside the city.

Mario provided the committee with the FY19 2017/2018 performance data that they requested at the previous meeting. The committee requested both number of contracts awarded to JSEB vendors and dollar amounts awarded (attached). Mario explained the data to the committee and answered additional questions.

Additionally the committee requested that Gregory Pease, Chief of Procurement or his representative be invited to attend the next meeting to provide an overview of the ERP program.

In accordance with Sec. 50.104 which states: "If any appointed member of a board or commission fails to attend two of three successive meetings of the board or commission without cause and without prior approval of the chairman of the board or commission, the board or commission shall declare the member's office vacant and the vacancy shall be filled as provided for herein." The JSEB Monitoring Committee recommended that Michael Stovall be replaced due to his non-attendance. Mr. Stovall has failed to attend three of the last three scheduled meetings.

The committee continued their review of the survey results from last year. The committee was asked to look at the questions from last year and provide the JSEB office with suggested changes. Their suggestions will be reviewed at the next meeting.

The committee recommended that based on the responses from the survey that a networking event be scheduled.

The committee decided to meet on April 11, 2019 and continue their discussion of the survey questions.

Meeting Adjourned at: 3:59 p.m.

Attachment

cc: Sam Mousa, CAO