

TRAINING AGENDA

Day One, Wednesday June 5, 2019
Office of Ethics, Compliance and Oversight
Office of General Counsel

<u>Time</u>	<u>Topic</u>	<u>Speaker(s)</u>
8:00-8:15 am	Registration/Breakfast	
8:15 -9:00 am	City Council Orientation	
<u>Ethics Program</u>		
9:00-9:20 am	Ethics Overview and Welcoming Remarks	Scott Wilson, Council President-Elect Jason Gabriel, General Counsel Mac D. Heavener, III, Chief Assistant State Attorney
9:20-9:45 am	Government Ethics	Carla Miller, Ethics Director
9:45-11:00 am	Ethics Danger Areas	Carla Miller, Ethics Director Jason Gabriel, General Counsel Kirby Oberdorfer
11:00-11:10 am	Break	
11:10-12:10 pm	Public Records Sunshine Law	Margaret M. Sidman Paige Johnston
12:10-12:30 pm	Wrap Up/Questions	
12:30-1:30 pm	Lunch	

SPEAKER BIOS

SCOTT WILSON

Scott Wilson was elected to City Council in 2015 and has served as chairman of several committees. He has been awarded the Most Outstanding Committee Chair twice and currently serves as Vice-President/President-Elect of the City Council.

JASON GABRIEL

Jason R. Gabriel is the General Counsel. He originally joined the Office of General Counsel in 2010. Before that, Mr. Gabriel specialized in Local Government Law and related areas with the law firm of Edwards Cohen. Mr. Gabriel has a Bachelor of Arts Degree, cum laude, and a Juris Doctorate Degree, both from the University of Florida. Mr. Gabriel is a member of the Florida Bar, a member of the City, County and Local Government Law Section of the Florida Bar, and a member of the U.S. Middle District Court of Florida. In addition, Mr. Gabriel has been recognized as a Legal Elite™ attorney by *Florida Trend Magazine* and has received an AV Preeminent® Peer Review Rating™ by Martindale-Hubbell®.

MAC D. HEAVENER, III

Mac Heavener assumed his current role as Chief Assistant at the State Attorney's Office in 2017. He began his legal career with the firm of Holland & Knight, LLP in Orlando and also served as Deputy Chief of the United States Attorney's Office in Jacksonville. As a federal prosecutor, he prosecuted a wide range of federal offenses, with particular emphasis upon civil rights crimes, human trafficking, violent crimes, white collar crimes, and public corruption. He graduated summa cum laude from The Citadel and Cum Laude with a Juris Doctorate from the University of South Carolina School of Law. He is a member of the Florida and Jacksonville Bar Associations, the Chester Bedell American Inn of Court, and currently serves as the Secretary of the Criminal Law Section of the Florida Bar.

CARLA MILLER

Carla Miller is the City of Jacksonville's first Ethics Officer (1999) and the first Director of the independent Ethics Office. She helped write our City's first ethics code in 1997 and has worked in the City's ethics program for the last 20 years. She is a Gator and a Seminole, as she received her undergraduate degree in Criminology from Florida State University and her law degree from the University of Florida. She was recently a Fellow at the Ethics Center at Harvard for two years. She has worked in Jacksonville in the Criminal Justice system for over 40 years and started her legal career as a federal prosecutor specializing in public corruption cases.

KIRBY OBERDORFER

Kirby Oberdorfer is the Deputy Director of the Ethics Office. She joined the office in 2015 after serving on the Ethics Commission 2007-2010. Before that, Ms. Oberdorfer worked in private law practice in Jacksonville for 4.5 years, taught at Florida Coastal School of Law for 7.5 years and worked at Fidelity National Title Company for almost 2 years. She obtained her Juris Doctor Degree, cum laude, from Mercer University School of Law.

MARGARET M. SIDMAN

Margaret M. Sidman joined the General Counsel's Office in 2003, was promoted to Chief of the Legislative Services Department in 2009, promoted to Deputy Legislative Affairs in 2012 and Managing Deputy in 2013. Prior to joining the General Counsel's Office, Ms. Sidman was corporate counsel for Bombardier Capital, Inc. Ms. Sidman also has experience with commercial litigation involving general contract disputes, real estate, and secured transactions. Prior to her legal career, Ms. Sidman served as a legislative aide to State Senator Bill Bankhead. She graduated summa cum laude from the University of Florida and is a graduate of the Washington College of Law at American University.

PAIGE JOHNSTON

Paige Hobbs Johnston joined the Office of General Counsel in 2012. She provides legal and legislative counsel to City Council, as well as the Planning Commission and the Waterways Commission. Prior to joining the General Counsel's Office, Ms. Johnston worked for Rogers Towers on land use matters. Ms. Johnston graduated, cum laude, from the University of Central Florida, and obtained her Juris Doctor Degree from the University of Florida Law School. She also holds a Masters of Arts in Political Science with a Certificate in Public Administration. Ms. Johnston is a member of the Florida Bar and the City, County and Local Government and the Environmental Land Use Law Sections of the Florida Bar. She has received an AV Preeminent® Peer Review Rating™ by Martindale-Hubbell®.

**City of Jacksonville
2019 Orientation Program**



**Program Moderator:
Jason R. Gabriel, General Counsel
City of Jacksonville**

Program Agenda

Elected Officials Local Government Law Program – Wednesday, June 5, 2019

<u>Time</u>	<u>Event Segments & Topics</u>	<u>Speakers</u>
1:30-1:45	Welcome & Overview	Jason R. Gabriel, General Counsel
1:45-2:15	Consolidated Government Charter & Separation of Powers	Jason R. Gabriel, General Counsel
2:15-2:30	Economic Development	John C. Sawyer, Jr., Chief, Government Operations
2:30-2:45	General Litigation & Sovereign Immunity	Jon R. Phillips, Deputy General Counsel
2:45-3:00	Procurement	Lawsikia J. Hodges, Deputy, Government Operations
3:00-3:15	Duval Delegation	Lenae Voellmecke, Duval Delegation Coordinator
Break (15 minutes)		
3:30-3:45	Labor & Employment	Sean B. Granat, Deputy, Tort & Employment
3:45-4:15	Land Use & Quasi-Judicial Proceedings	Shannon K. Eller, Chief, Regulatory & Constitutional Law
4:15-4:30	Code Enforcement & Regulatory	Jason R. Teal, Deputy, Regulatory & Constitutional Law
4:30-5:00	Questions & Answers	

TOP TEN ETHICS DANGER AREAS



CARLA MILLER, ETHICS DIRECTOR
ETHICS@COJ.NET



Gifts (\$100 Limit; Appearance Issues)



Asking For Things



Going Places



Not Filing Disclsoures

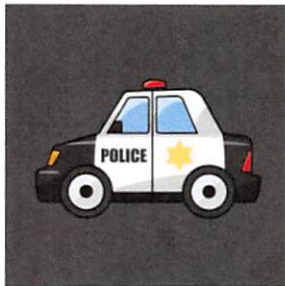
Call 255-5510



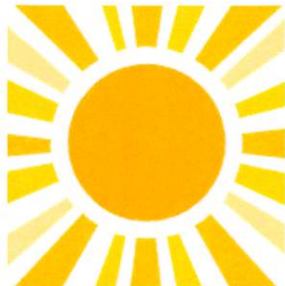
Conflicts of Interest (Between your City Duties and Personal Life)



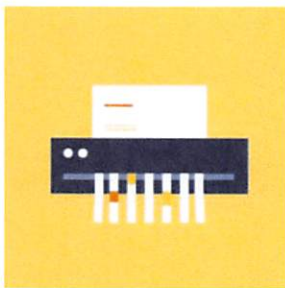
Voting Conflicts



Misuse of Position



Sunshine Meetings



Public Records



NOT ASKING QUESTIONS!

Call 255-5510

REPORTING TO THE OIG

Red Flags for Fraud

- ✓ Close Relationships with Vendors
- ✓ Undisclosed Side Business
- ✓ Excessive Change Orders



Waste in Government

- ✓ Ideas to Improve Efficiency/Effectiveness of Government
- ✓ Waste of Resources
- ✓ Duplication of Procedures



Potential Fraud or Abuse

- ✓ Misuse of City Property/Equipment
- ✓ Theft of Time/Bribery
- ✓ Conflicts of Interest



In accordance with City of Jacksonville policy, City employees shall report [to the OIG] any fraud, theft, bribery, contract mismanagement (misuse or loss exceeding \$5,000), or other violations of law on matters related to City business.

Matters may be reported anonymously and confidentially. The OIG has an open door policy to all employees, vendors, citizens, etc.

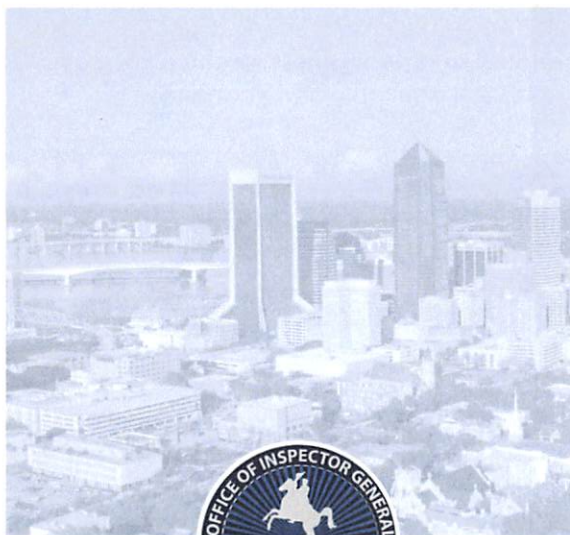
See Something? Say Something!



HOTLINE

REPORT FRAUD, WASTE, & ABUSE

904.630.8000 | www.coj.net/OIG
Email: InspectorGeneral@coj.net
P.O. Box 43586 Jacksonville, FL 32203



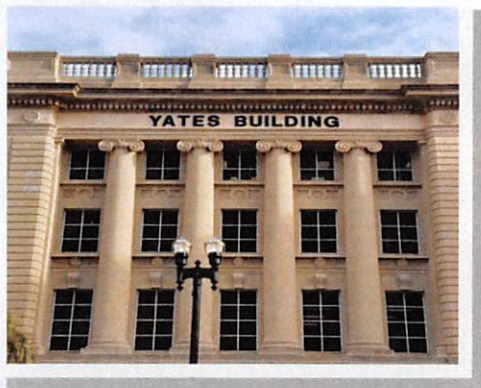
OFFICE OF INSPECTOR GENERAL
City of Jacksonville
231 East Forsyth Street, Suite 470
Jacksonville, FL 32202

Office of Inspector General City of Jacksonville



***"Enhancing Public Trust
in Government Through
Independent and
Responsible Oversight"***

The City of Jacksonville's Office of Inspector General (OIG) is authorized in Article 1, Chapter 2, of the City Charter and Chapter 602, Part 3, of the *Ordinance Code*.



The OIG is located in the Yates building.

The OIG is established to:

- ◆ Provide independent oversight of publically funded activities, transactions, and other local government operations.
- ◆ Investigate, audit, and provide contract oversight to promote economies and efficiencies; improve agency operations; and prevent and deter fraud, waste, and abuse.
- ◆ Receive, review, and investigate any complaints regarding projects, programs, contacts, or transactions of any office, agency, department, or part of the entire consolidated government.

The OIG's jurisdiction includes the offices and employees of the Consolidated Government of the City of Jacksonville, its Constitutional Officers, and Independent Agencies.

AUDIT UNIT

The Audit Unit provides risk-based independent audits that focus on strengthening management controls in areas most susceptible to fraud, waste, and abuse, as well as improving the economy and efficiency of operations in areas where there are opportunities for significant cost savings.

CONTRACT OVERSIGHT UNIT

The Contract Oversight Unit conducts contract oversight activities to assist in fostering a procurement environment defined by openness, competitiveness, and the awarding of contracts equitably and economically.

The Contract Oversight Unit makes recommendations to address shortcomings, irregularities, and/or opportunities for improvement.

INVESTIGATIONS UNIT

Investigations are conducted in order to resolve allegations related to violations of applicable Florida Statutes, the City of Jacksonville *Ordinance Code*, and/or Consolidated Government policies, rules, or directives.

The Investigations Unit may conduct investigations involving Consolidated Government officials and employees (excluding sworn personnel), as well as vendors, contractors, or consultants doing business with the Consolidated Government.

The OIG is independent to assure no interference or influence adversely affects investigations and other inquiries.

Outreach

The OIG conducts presentations/trainings designed to inform citizens of the OIG's role and responsibilities; to raise awareness of what constitutes fraud, waste, and abuse; and to discuss best practices and improved internal controls to increase efficiency.

Please contact our office at 904-630-8000 to request a presentation or training.



Whistleblower Protection

In accordance with Part 5, Section 602, *Ordinance Code*, the Office of Inspector General is the "Whistleblower Official," with the responsibility of granting or denying whistleblower designation.

Employees should note that reporting a matter to the Inspector General does not guarantee the employee "whistleblower" designation. Whistleblower designation is a determination made by the Inspector General after an evaluation of the complaint.



Transparency

Audit, Contract Oversight, and Investigative Reports are available for review on the OIG website:

www.coj.net/OIG