



# Office of Mayor-Elect Lenny Curry

Operations, Human Resources & Productivity Sub-Committee Meeting

June 10, 2015, 11:00 a.m.

Jacksonville University

Davis College of Business

Public Policy Institute

2800 University Blvd, Room 174

## ATTENDANCE:

Ms. Kerri Stewart, Operations, Human Resources & Productivity

Ms. Jessica Shepler, Member

Mr. Jed Davis, Member

Ms. Von Alexander, Member

Ms. Ju'Coby Pittman, Member

Mr. Jon Phillips, OGC Representative

Ms. Kelli O'Leary, SME

Ms. Beth Meyer, SME

Mr. Karim Kurji, SME

Mr. Harrison Conyers, SME

Ms. Usha Mohan, SME

Chief Charles Moreland, Transition Team Co-Chair

## GUESTS:

Mr. David Chapman, Daily Record

Ms. Rena Coughlin, Transition Team Co-Chair

Mr. Joe Andrews, CTDC

Mr. Colin Murphy, JCC

Mr. Devin Carter, COJ Planning

Mr. Jason Roth, United Way of NE Florida

Mr. Jordan Elsbury, Transition Staff

Ms. Jessica Laird, Transition Staff

Ms. Marlene Russell, Transition Staff

Ms. Wendy Jones, Recorder

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Meeting was called to order by Chair Kerri Stewart at 11:05 a.m. Committee went around the room and introduced themselves. Ms. Stewart let the Committee know the contents of their Committee books contain copies of the Sunshine Law and Public Records Law and anything regarding the Committee must be spoken in the Committee meetings.

Mr. Jon Phillips, Representative from the Office of General Council (OGC) presented highlights regarding the Sunshine Law and Public Records Law as they pertain to the actions of this Committee. Refer any questions regarding these items to Mr. Jon Phillips. Chair Stewart stated that a good rule to follow was to consider everything Public Record.

Co-Chair Charles Moreland gave a brief overview regarding the work that has been done to this point by the Transition Team. Mayor-Elect Curry began work the day following the election by establishing the Transition Team. The Transition Team set up eight (8) Sub-Committees in an aggressive plan to gather information. Co-Chair Moreland is here to serve as a resource for the Sub-Committee. Currently the Mayor-Elect Curry is working on the Fiscal Year 16 Budget which needs to be presented to the City Council on July 20, 2015. Any resumes that the Committee receives can be forwarded to [ttresumes@coj.net](mailto:ttresumes@coj.net). The work of the Committee will provide Mayor-Elect Curry with valuable information regarding on how we can improve City functions

Chairman Stewart noted this Committee is not tasked to find specific employees but to review the current organization set up and suggest a structure to make the City more effective and efficient. Are the activities that the City is currently performing the right activities or would they be better served by a non-profit organization or private sector? Committee is to also look at the matrix currently being used to measure employee performance.

Ms. Usha Mohan offered the information that the City currently has Scorecards for each of the departments which measures talent management, customer satisfaction, financial and process improvement and innovations. This data has been collected for the past two (2) fiscal years. She was then asked to give a demonstration regarding these matrixes to the Committee at the next meeting. Also it was requested that a sample of the Scorecards could be sent to the Committee members for their review prior to the next meeting. One scorecard for each division will be sent to Committee members. Ms. Kelli O'Leary stated that the Performance Management is tied into the matrix and is used by the departments.

The Committee is tasked to have their report, in any form which the Committee chooses, to the Mayor-Elect by July 17, 2015. It can be presented earlier if completed. Mr. Jed Davis asked about conference calling because he was going to be away next week on vacation. This will be checked on.

Ms. Ju'Coby Pittman asked about input by the staff in the departments - Chair let it be known that any additional Subject Matter Experts (SME) that is needed by the Committee can be asked to attend.

Regarding priority order of the charges is there a hiring priority since July 1, 2015, is coming fast and can recommendations be made prior to July 17, 2015. It was also asked of the Committee if there were any recommendations regarding the staff to please contact Mr. Mousa.

Please note that any information requested or needed to please send the request to Marlene Russell so the information can be gathered and then sent to the entire Committee and to protect everyone regarding the Sunshine Laws.

It was asked for Job descriptions for the top jobs more than what is in the Ordinance Codes – Ms. Kelli O’Leary, Director of Employee Services said that they do have the information and it could be sent out along with a current vacancy list and an updated Organization chart. She also made note of the newly enacted legislation regarding the hiring of Senior management staff within 60 days.

Co-Chair Rena Coughlin also asked about who decides what information is tracked on the Matrix and is that something that needs to be discussed.




















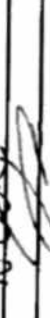

Committee Chair asked that Committee receive copies of the Consolidated Task Force Report for review. The Transition Team also said that change can be made to the Organization chart per Transition Team.

Chair Stewart asked that the Staff follow up with the members of the Committee who were not in attendance because they were concerns as to if they received the email invitation.

Meeting adjourned at 11:52 a.m.

**Operations, Human Resources & Productivity Sub-Committee**

June 10, 2015

Name		Signature
Mrs. Kerri Stewart	Chair	
Mr. Mike Clapsaddle	Member	
Ms. Marie Howard	Member	
Mr. Ron Salem	Member	
Ms. Jessica Shepler	Member	
Ms. Nancy Garcia	Member	
Mr. Jed Davis	Member	
Mr. Jason Finley	Member	
The Honorable Harriett Pruett	Member	
Mr. Sean Paley	Member	
Ms. Von Alexander	Member	
Ms. Ju'Coby Pittman	Member	
Mr. Jon Phillips	OGC Representative	
Ms. Kelli O'Leary	SME	
Ms. Beth Meyer	SME	
Mr. Karim Kurji	SME	
Mr. Harrison Conyers	SME	
Ms. Usha Mohan	SME	
Chief Charles Moreland	Transition Team	
<b>Guests / Visitors:</b>		
	Transition team / Nonprofit Center	
Ms. ANDREW	CTDC	
	SEC	
	JTD	
	Planning	
JASPER BOTT	cont'd way of NE FL	

Done Chapman / Daily Record



## Office of Mayor-Elect Lenny Curry

# AGENDA

**Date:** June 10, 2015

Committee: Operations, Human Resources, Productivity

Attendees: Kerri Stewart, Mike Clapsaddle, Marie Howard, Ron Salem, Jessica Shepler, Nancy Garcia, Jed Davis, Jason Finley, Harriett Pruett, Sean Paley, Von Alexander, Ju'Coby Pittman

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|------|-----------------------------------------------------|---------------|
| I.   | Welcome and Introductions                           | Kerri Stewart |
| II.  | Review of work to date for Mayor-elect's Transition | Staff         |
| III. | Review of Subcommittee Work                         | Kerri Stewart |
|      | A. Timeframe                                        |               |
|      | B. Scope of work                                    |               |
|      | C. Deliverables                                     |               |
|      | D. Scheduling                                       |               |
| IV.  | Open Discussion                                     | Committee     |