



Office of Mayor-Elect Lenny Curry

Operations, Human Resources & Productivity Sub-Committee Meeting

June 17, 2015, 11:00 a.m.

Jacksonville University

Davis College of Business

Public Policy Institute

2800 University Blvd, Room 288

ATTENDANCE:

Kerri Stewart, Operations, Human Resources & Productivity

Mike Clapsaddle, Member

Ron Salem, Member

Jessica Shepler, Member

Nancy Garcia, Member

Jason Finley, Member

The Honorable Harriet Pruette, Member

Von Alexander, Member

Ju'Coby Pittman, Member

Kelli O'Leary, SME

Beth Meyer, SME

Karim Kurji, SME

Usha Mohan, SME

Chief Charles Moreland, Transition Team Co-Chair

Mike Wedner, OGC Representative

GUESTS:

Joe Andrews, Citizen

Marshall Adkison

Jennifer Giltrop, Jacksonville Public Library

Devin Carter, COJ Grants

Sonja Johnson, Support Staff

Marlene Russell, Transition Staff

Wendy Jones, Recorder

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Meeting was called to order by Chair Kerri Stewart at 11:02 a.m.

The Chair presented the minutes from the June 15, 2015, meeting for review. Kelly O'Leary noted that on page 2; paragraph 3 - it is only the Director of a Department that needs to be filled within 60 days of the position being vacant. Also regarding paragraph 4 on page 2, the Department of Employee Services should read Department of Parks, Recreation and Community Services. With these corrections a motion was made, seconded and approved.

Susie Wiles, member of Transition Team was here to discuss process and timing. The Mayor-Elect did ask for the resignations of all appointed officials and employees and nothing else has been done regarding this. The Transition staff is small, consisting of 3 people; work has been focused on the budget at this time. The work that this Committee can do in providing guidance to the Transition staff could be no time to soon. Any recommendations would provide informed hiring and structure decisions. The City government has had a number of re-organizations in the past number of years and the Transition Team would like to know the Committee's opinion regarding whether the current structure is good, does it need to go back like it was previously or possibly a new structure all together. Emphasis on fast delivery of service, doing the most with every dollar that comes in, and making sure that we have the right background, of the right people, in the right seats, organized the right way. Incremental reports from this Committee would be fine due to the work of this committee. Establishing hiring priorities is considered the most important charge of the Committee. Department Directors is where the Administration begins to make an impact. Suggestions for Department heads, such as Public Works and JFRD should be the most important effort, and after that everything else. Some of this work may be done by the middle of July. The resignations were made that the employees will serve until the resignation is accepted. The staff will begin speaking with leaders next week regarding staffing and continuity. They will work with department heads in regard to appointed staff positions. They are seeking leadership positions more through recruitment.

A vacancy report and the list of the 8 who do not wish to be retained were distributed. The Mayor's staff will be handled by the Transition staff. The Committee discussed which Department heads would need to be prioritized. Chief Moreland gave data in regard to the direction of the Fire Department, who are not in a panic because the individuals that may come in will be knowledgeable about the positions that are entering.

Structure is set by Ordinance so any changes would also have to be done by full legislation. Kelly O'Leary was asked to provide staffing levels over the past 10 years because there is an employee cap that has been set. All the departments are trending lower on employees over previous years.

Jessica Shepler makes a motion to recommend the hiring of Department Directors with special emphasis on Public Works, JFRD and Planning and Development so their processes would not be slowed down. Ju'Coby Pittman made the suggestion was also made to include Grants Administrator as the position is

vacant and grants are ongoing. Also, a friendly amendment was made by Ron Salem to add the Director of Parks, Recreation and Community Services since it is vacant. There was an offer of a friendly amendment that the Committee participates in the review of the resumes that are in consideration. The final motion was to recommend the priority of all Department Directors with special emphasis on Public Works, JFRD, Planning & Development, Parks and Grants Administrator, along with an offer to look through resumes for the positions. This was seconded and approved.

A motion was made to recommend filling vacant positions within Planning; Kelly O'Leary said that the current Director has made suggestions regarding filling those positions. Chief Moreland suggested that appointment of all Chiefs for JFRD be made at the same time to help with continuity. There was a motion recommending that the newly appointed Directors be included in the decision regarding the key positions in their departments. It was suggested to be mindful of keeping the Director of Veterans Affairs stable because of the nature of our Military community. The Admiral has indicated that he is willing to stay until such time as they can find someone for the position. There was a question raised regarding the Public Affairs piece and having the media staff in place as the new administration begins. This falls under the Chief of Staff and will be at least offered by July 1st as with the rest of the Mayor's staff. Senior Services will stay in place until they fill the position.

The Committee was presented information regarding the balanced Scorecard at the last meeting. The Chair was not sure that the Transition Team knew about the balanced matrix system currently in place when they wrote the charge. The metrics system is good and it appears that the Departments are measuring the right things.

A motion made to make a presentation to the Mayor Elect and Senior staff regarding the Matrix system currently in place for review, adjustment to Administration priorities and to obtain feedback from Department heads regarding usefulness of the program. Motion was seconded and approved.

The Chair wishes to get into structure beginning on Monday. The Chair requested that everyone review the information already given. Additional information requested: copies of previous organizational charts. Also why things were moved? Was it a sound judgment?

A question was posed about the Audio Visual SPE job description as the description does not match the job title. Kelly O'Leary will check on this.

Meeting adjourned at 12:25 p.m.