

# CITY OF JACKSONVILLE

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## ETHICS COMMISSION

### INTERNAL OPERATIONS COMMITTEE MEETING MINUTES

City Hall, Second Floor, Conference Room C  
Monday, July 25, 2022

The meeting was called to order at 4:37 p.m. by Mary Bland Love. A quorum for the meeting was established. Attendees: Judge Linda McCallum and LaTonya Lipscomb Smith. Others in attendance: Kirby Oberdorfer, Director of the Office of Ethics, Compliance and Oversight (OECO); Cherry Shaw Pollock, Office of General Counsel (OGC); and Sandy Homrighouse, Executive Assistant (OECO).

Public In Attendance: None.

#### Discussion of Establishing a Standard for Remote Attendance by Members at Commission Meetings:

Ms. Love began the meeting by summarizing the document titled “Summary of Approved ‘Extraordinary Circumstances’ Permitting Remote Attendance & Participation at Meetings” prepared by Ms. Oberdorfer. The summary listed the various circumstances other City boards and commissions have determined constitute extraordinary circumstances to permit a board/commission member to attend and participate in a meeting remotely.

Thereafter, Judge McCallum referenced the draft changes to the Ethics Commission Internal Operating Procedures Section IV “Attendance” prepared by Ms. Pollock that defined what may constitute extraordinary circumstances to permit remote attendance and participation by members at meetings. The Committee discussed revisions to the draft changes to Internal Operating Procedures Section IV and voted to recommend the following changes to the Ethics Commission:

1. New 1st paragraph “A” titled “Attendance, participation and voting of members by Communications Media Technology” that lists in subparagraph (a) the extraordinary circumstances under which an Ethics Commission member may attend a meeting remotely and participate. The following were listed as extraordinary circumstances that would permit remote attendance & voting: (i) COVID; (ii) other health related issues;

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(iii) military duty/deployment; (iv) extraordinary family obligation; (v) unforeseen mandatory business obligation; and (vi) previously scheduled unavoidable conflict.

2. New subparagraph b requiring Ethics Commission members who wish to participate and vote via Communications Media Technology to request permission to attend a meeting remotely within 24 hours of the upcoming Ethics Commission meeting and cite the applicable provision that constitute extraordinary circumstances.
3. New subparagraph c permitting the Ethics Commission to determine other circumstances to be extraordinary circumstances based upon a vote by a majority of the quorum present.
4. New subparagraph d requiring Ethics Commission members requesting permission to attend Shade Meetings remotely to make request 48 hours in advance of the meeting and notice to be provided to the Respondent with the option of whether to proceed with the Shade Meeting.
5. Designate current first paragraph as paragraph B
6. Designate current second paragraph as paragraph C
7. Delete the last paragraph in Section IV due to redundancy.

Judge McCallum made a motion to accept the changes to Ms. Pollock's draft document as discussed. Ms. Smith seconded the motion. With no further discussion, the motion passed with a vote of 3-0. Ms. Pollock will create a document with the changes.

Public Comment:

None was given.

Announcements and Scheduling of Future Meetings:

There were no announcements and no scheduling of future meetings.

The meeting was adjourned at 5:45 p.m.

*Sandy Homrighouse*

10-10-22

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Sandy Homrighouse, Executive Assistant, OECO

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Date of Approval

This is a summary of the meeting and not a verbatim transcription. A recording of these proceedings is available at <http://www.coj.net/departments/ethics-office/notices,-agendas-minutes> .