

City of Gainesville

*City Hall
200 East University Avenue
Gainesville, Florida 32601*



Minutes

Wednesday, November 4, 2015

5:00 PM

Roberta Lisle Kline Conference Room (#16)

Legislative and Organizational Policy Committee

*Mayor Ed Braddy, Chair
Commissioner Todd Chase, Member*

Persons with disabilities who require assistance to participate in this meeting are requested to notify the Equal Opportunity Department at 334-5051 or call the TDD phone line at 334-2069 at least two business days in advance.

CALL TO ORDER

Mayor Braddy called the Legislative and Organizational Policy meeting to order at 5:08 PM

ROLL CALL

*Mayor Braddy and Commissioner Chase
Guest: Commissioner Warren*

ADOPTION OF THE AGENDA

Adopted

APPROVAL OF MINUTES

[150426.](#) **Legislative and Organizational Policy Committee Meeting Minutes from September 9, 2015 (B)**

Attachments: [150426_Minutes for 9-9-15 Mtg_20151104.pdf](#)

RECOMMENDATION *The Legislative and Organizational Policy Committee approve the minutes from the September 9, 2015 meeting as submitted.*

Approved as Recommended

DISCUSSION OF PENDING REFERRALS

[140186.](#) **Residency Requirement for Candidates (B)**

Attachments: [140186A ARTICLE II CITY COMMISSION 20150414.pdf](#)
[140186B Qualifications of Candidates for City Commission 20150414.pdf](#)
[140186A ARTICLE II CITY COMMISSION 20150504.pdf](#)
[140186B Qualifications of Candidates for City Commission 20150504.pdf](#)
[140186 Charter Laws Article II 20150812.pdf](#)
[140186 FL Bills Residency Requirements 20151104.pdf](#)
[140186 FL Bills Residency Requirements 20160218.pdf](#)

Administrative Services Director Becky Rountree introduced Commissioner Helen Warren to discuss the residency requirements for candidates.

Prior to running for office, candidates sign an affidavit stating their residence location. Florida law puts the responsibility on the candidate (not the Supervisor of Elections or the City) to ensure that candidates comply with all state and local elections laws. Residency has been legally defined as where you say you reside. Residency can be

challenged by another candidate or voter on an expedited basis through the court.

Commissioner Warren asked whether terminology can be added to our Charter to maintain the integrity for public office. Warren submitted House Bill 571 Residency of Candidates and Public Officers which was introduced to the Legislature in 2014. While the bill was not passed, it did set forth a list of factors that could be used for determining if a candidate meets the residency requirement. The bill explains that there are two alternative interpretations of the term "resident" (page four of the attached bill).

Member of the Legislative and Organizational Policy Committee discussed who could/should vet a candidate's eligibility; and if it is considered discriminating to request ID from candidates to prove their residency. Susan Bottcher and Jim Konish both provided their opinion. Members referred the matter to the City Commission for discussion.

RECOMMENDATION

The Committee 1) discuss the residency requirement for candidates, 2) take any action deemed appropriate and 3) remove from the referral list.

Refer this item to the City Commission for discussion.

140929.

Hiring and Recruiting Efforts (NB)

A follow-up discussion of the City's hiring and recruiting efforts.

Attachments:

[140929 Employment Data 20150909.pdf](#)

[140929 Nov 4 2015 Meeting Minutes 20160121.pdf](#)

Administrative Services Director Becky Rountree recommended that agenda items 140929 and 150044 be discussed simultaneously. She introduced Cheryl McBride, Human Resources Director, and Human Resource Manager Audrey Gainey who provided a high level overview of recruiting efforts and associated challenges. Human Resource staff uses specialized agencies for hard-to-fill positions with specialized skills but we are successful in attracting a large number of competitive applicant pools for management positions. Recruitment efforts include attending job fairs, developoing networks, partnering with associations to build resources to address our needs. Being able to pay skilled candidates who can bring value to the organization is an issue.

The hiring process has been mapped out and 31 potential areas of improvement have been identified.

The Legislative and Organizational Policy Committee members recommended removing both items from the committee referral list.

RECOMMENDATION

The Legislative and Organizational Policy Committee members: 1) Hear an update on the City's Hiring and Recruiting Efforts; 2) Take any action deemed appropriate; and 3) Remove the item from the referral list.

Refer this item to the City Commission on consent with no action; and remove from the Legislative and Organizational Policy Committee's referral list.

150044.

Recruiting and Hiring Process (NB)

A follow up discussion of the City's Recruiting and Hiring Process.

Attachments: [150044 Employment Data 20150909.pdf](#)
 [150044 Nov 4 2015 Meeting Minutes 20160121.pdf](#)

Administrative Services Director Becky Rountree recommended that agenda items 140929 and 150044 be discussed simultaneously. She introduced Cheryl McBride, Human Resources Director, and Human Resource Manager Audrey Gainey who provided a high level overview of recruiting efforts and associated challenges. Human Resource staff uses specialized agencies for hard-to-fill positions with specialized skills but we are successful in attracting a large number of competitive applicant pools for management positions. Cheryl McBride explained that Human Resources staff follows policy, laws, ordinances, and fair hiring practices, but it is a lengthy process.

The hiring process has been mapped out and 31 potential areas of improvement have been identified making recommendations to reduce the steps, redundancy, and the cycle time in filling vacancies .

The Legislative and Organizational Policy Committee members recommended removing both items from the committee referral list.

RECOMMENDATION *The Legislative and Organizational Policy Committee members: 1) Hear an update on the City's Recruiting and Hiring Process; 2) Take any action deemed appropriate; and 3) Remove the item from the referral list.*

Refer this item to the City Commission on consent with no action; and remove from the Legislative and Organizational Policy Committee's referral list.

[150103.](#)

Removal of the Criminal Conviction History Checkbox from the Employment Application (B)

Discuss the of removal of the employment application checkbox that identifies whether the applicant has a criminal arrest history.

Attachments: [150103 Application Process 20151104.pdf](#)

Administrative Services Director Becky Rountree introduced this agenda item. The Legislative and Organizational Policy Committee discussed removing the Employment Application Checkbox that identifies whether an applicant has a criminal arrest history. The checkbox may deter an applicant from applying for a position.

The "Ban the Box" or "Fair Chance" initiative serves to 1) ensure that applicants who have a criminal background are not discouraged from applying for jobs for which they are qualified; and 2) provide applicants a fair chance at having qualifications considered for job opportunities without the stigma of a conviction record. The U.S. Equal Employment Opportunity Commission (EEOC) endorsed removing the conviction question from job applications as a best practice in 2012, and the movement to "Ban the Box" has gained momentum exponentially nationwide in recent years.

Regardless of whether or not the checkbox is on the application, the Human Resources team will conduct a background check prior to making a job offer.

The Legislative and Organizational Policy Committee members recommended

referring this item to the City Commission to adopt removing the Checkbox from the City of Gainesville's employment application.

RECOMMENDATION

The Legislative and Organizational Policy Committee members: 1) Discuss removing the Criminal Conviction History Checkbox from the City's Employment Application; 2) Take any action deemed appropriate; and 3) Remove this item from the referral list.

Refer this item to the City Commission to recommend that the box be removed from our applications; and remove from the Legislative and Organizational Policy Committee's referral list.

CITIZEN COMMENT

Jim Konish stated that Alachua County has the authority to conduct a county-wide straw ballot, and should conduct it since one-third of GRU's electric customers are located outside of the city limits. Mr. Konish does not believe that the City of Gainesville has any legal authority to conduct a voter preference poll, voter sentiment, or straw ballot.

NEXT MEETING DATE

Wednesday, January 13, 2015 at 5:00PM in the Roberta Lisle Kline Conference Room (#16)

ADJOURNMENT

Mayor Braddy adjourned the Legislative and Organizational Policy Committee meeting at 6:18PM.