

**FLORIDA ASSOCIATION OF CODE ENFORCEMENT
2008 PRE-CONFERENCE BOARD OF DIRECTORS MEETING
MINUTES**

June 18, 2008

Hilton Daytona Beach Oceanfront Resort
100 N Atlantic Blvd
Daytona Beach, FL 32118

1. Call to Order

President Janet Csomos called the regular meeting of the Florida Association of Code Enforcement Board of Directors to Order at 9:17 a.m.

2. Roll Call

Roll call administered by Dorothy Hird, Secretary

Present:

Janet Csomos	President
Shawn O'Rourke	1 st Vice President
Frank Cassidy	2 nd Vice President
Swendy Ariyanayagam	3 rd Vice President
Cynthia McDougal	Treasurer
Dorothy Hird	Secretary
Mark Caskie	Sergeant-at-Arms
Scott Hair	Past President

Absent:

None

Others Present:

Marilyn Crotty, representing The John Scott Dailey Florida, Institute of Government, University of Central Florida, Bob Hamilton, Legal Counsel

3. Approval of Agenda

4. Approval of Minutes

MOTION by Scott Hair SECONDED by Mark Caskie to accept the Minutes as amended.

With further discussion from the Board,

MOTION to approve the May 2 & 3, 2008 minutes as amended CARRIED unanimously 8-0.

5. Visiting Members

Visiting members recognized.

Donna Wisniewski –	Seminole County Sheriff's Office
Joe Fenton -	Manatee County
Danny Thompson -	City of Lakeland
John Markham –	City of Seminole
Hector Garcia –	City of Deltona
Lorraine Miller -	Palm Beach County
Phyllis Wright -	Semi Retired
Terry Suggs -	Alachua County
Michael Hauserman-	Orange County
Ron Collodi -	Lake County
Debbi Leigh -	Seminole County Sheriff's Office

6. Treasurer – Cynthia McDougal

a. Financial Report

Cynthia M. passed out the Income and Expense Report, Projected Income for 2008 – 2009, the Year End Report and information on Inventory and discussed this information with the Board. She also included the Transaction List for the Board members. The Board tabled the Motion until some changes are made to the reports.

Shawn O. concerned about the projected income. Frank C. suggested adjusting our Membership fees by 20% from \$57,000.00 to \$47,600.00, cut the late certification fees from \$3,000 to \$1,500.00, merchandise sales down to \$0.00, the conference vendor sponsor leave the same and the Conference Income reduce to \$4,000.00. Janet C. suggested merchandise sales be reduced to \$250.00. The projected income reduced to \$71,400.00.

Scott H. suggested the Board cut out one of their Board meetings and Marilyn suggested we use the "Go to Meeting" services for teleconferences.

The Board decided to reduce the figures to \$22,200 for the IOG, \$10,000 for Board/Travel expenses, \$3,000 for postage, \$11,000 for conference expenses, \$1,500 for AACE, \$500 membership, \$600 for plaques, \$300 for office supplies, \$65 for License, \$50 for bank fees, \$6,000 for the lobbyist, \$4000 for the FACE accountant, \$3,000 for the website, \$3,000 PTI, \$0 for the newsletter and the membership directory and \$10,000 for committees. The projected income is \$71,200.00.

MOTION by Scott Hair, SECONDED by Mark Caskie. to accept the proposed 08-08 budget as revised.

With no further discussion from the Board

MOTION to accept the proposed budget as revised CARRIED unanimously 8-0.

MOTION by Swendy Ariyanayagam, SECONDED by Dorothy Hird to accept the incoming financial report as amended.

With no further discussion from the Board

MOTION to accept the incoming financial report as amended CARRIED unanimously 8-0.

**Break at 10:50 a.m.
Reconvened at 11:04 a.m.**

MOTION by Scott Hair, SECONDED by Frank Cassidy to approve the Agenda.

With no further discussion from the Board

MOTION to approve the Agenda CARRIED unanimously 8-0.

Cynthia M discussed with the Board the merchandise inventory.

7. **1st Vice President – Shawn O'Rourke**

a. Conference

Shawn O. passed out the Agenda for the Conference and the Board discussed this information.

Marilyn advised there are 378 registered for the entire conference. There are a few for one (1) day only and one (1) shared registration. Shawn and Marilyn met with hotel staff. Susan P and Michelle from her staff will be here. The Board discussed which Board member would introduce the speakers.

Marilyn discussed with the Board the number of members enrolled in the classes. In the Legal Issues class 72, Dealing with the Elderly 54, Practical Spanish 49, Defensive Tactics 49, 1st time attendees 93, Embracing Zero Waste 56, United Roles of Law Enforcement and Code Enforcement 135, Establishing Performance Measurements 103, Looking Good in the Neighborhood 149, Mr. Potato Head 89, Dealing with the Homeless 88, Environmental Safety and Awareness 97, Business Tax Receipts 118, Defensive Tactics 75, Code Board Secretary 43, Graffiti and Gangs, Code Board Members and Special Magistrate 35 and Practical Spanish 55.

2nd Vice President – Frank Cassidy

Frank C. advised the Board what changes his committee had decided were applicable in our FACE Levels I the Fundamentals of Code Enforcement and Level II, The Administrative Aspects of Code Enforcement. In the Verbal Communication Skills section, his committee is going to try and interject Investigation and Interviewing Techniques. The Documenting, Case Preparation, Interviewing Techniques and Report Writing are to be discussed when a new committee has been put in place. The Property Research and Ownership to be changed to a four (4) hour block and adding four (4) hours that would deal with Investigative Processes, Presentation and also Court Presentation.

The new committee will be looking at Level II Administrative Aspects of Code Enforcement, looking at changing the Expanding Responsibilities, Increasing the formal versus Informal Methods of the problems solvers aspects, Zoning codes, ICC, Housing Codes, Changing the Media and Public Relations to Building Confidence as a Code Enforcement Officers Advanced Communication Skills, etc.

3rd Vice President – Swendy Ariyanayagam

a. Membership update

Swendy A. passed out the membership totals as of June 2,069; the active members are 1,871 and 198 associate members.

She thanked the Board for allowing her to be on the Board.

Sergeant-at-arms – Mark Caskie

a. Special Risk Update

Mark C. advised that no bills on Special Risk Retirement in the Legislature were dealt with and it will probably be the same next year. He would like to have the new Sgt-at-Arms continue to maintain monitoring on the Special Risk and be prepared to go forward. The Sgt-at-Arms should look in to the Oklahoma Bill and see if we can do something along the same lines, but some of the Language may be “too big.” Mark C. thinks that membership speaks volumes.

Mark C. would like to do a 15 minute briefing during the Conference on the Legislative History, the Education Aspects and the Special Risks Aspects. His briefing topics are; A Historical look, Current Events and Currents Efforts and Your Role.

Secretary – Dorothy Hird

Dorothy H. advised the Board she did purchase a new recorder for the incoming Secretary.

Past President – Scott Hair

Phyllis W. passed out information on the waiver of Conference Registration Fees for Past presidents. She discussed ways to get this accomplished. Some of the options she provided were to sell advertising space in the Interface, have businesses in the area donate the give-a-ways and use the monies spent on them to fund the Registration Fees for Past Presidents and also a golf tournament for FACE. Janet C. asked Debbi L. if adding advertising to the Interface would be a problem, and she advised it would not be. Debbi L. also asked if the responsibility of e-mailing out the Interface to the members would be added to the 3rd Vice Presidents duties. Marilyn C. advised this should be done by the IOG.

The Board discussed the ideas and decided to table this for Strategic Planning.

MOTION by Frank Cassidy, SECONDED by Swendy Ariyanayagam to table discussion for strategic planning.

With further discussion from the Board

MOTION to table discussion for strategic planning CARRIED. OPPOSED by Janet Csomos, Cynthia McDougal and Scott Hair.

Scott H. passed out information requesting a Past President's committee and discussion on this was postponed until the Post Board Meeting.

President – Janet Csomos

Scott H. gave to Shawn O. the disk with the New Board Member packet information. Janet C. discussed an e-mail she received from Jenny Walsh, Coconut Creek who has lost her certification.

MOTION by Scott Hair, SECONDED by Frank Cassidy to deny the reinstatement of recertification of Jenny Walsh per policy.

With no further discussion from the Board

MOTION to deny the reinstatement of recertification of Jenny Walsh per policy, CARRIED unanimously 8-0.

The Board discussed the 2009-2009 Letter of Agreement with the Scope of Services from the IOG. There is a 3% increase in the fee for the Administrative Services. All of the other fees are the same, except for the Conference Administration fees, from \$72.00 to \$73.00 per person. She updated in the Scope of Services things that were no longer relevant and added new things where FACE changed its policies and processes.

Shawn O. reminded the Board of a previous discussion where he proposed adding a 5% increase in the fees for the Classes for FACE and discussed this with the Board. Marilyn C. explained to the Board that there would have to be a separate agreement with each of the IOG's. Scott H. reminded the Board that FACE is a non-profit organization and to make money would possibly compromise our non-profit status.

Mark C. discussed some possible changes to the wording on the Scope of Services with the Board. Marilyn C. will make the appropriate changes.

MOTION by Scott Hair, SECONDED by Frank Cassidy to approve the IOG contract (Letter of agreement) from July 1, 2008 to June 30, 2009 & Scope of Services as revised.

With further discussion from the Board

MOTION to approve the IOG Contract (Letter of Agreement) from July 1, 2008 to June 30, 2009 & the Scope of Services as revised CARRIED unanimously 8-0.

7. Communications

None

8. New Business

None

9. Old Business

None

Adjourn

Janet C. adjourned the meeting at 1:20 p.m.

Attest:

APPROVED:
FLORIDA ASSOCIATION
OF CODE
ENFORCEMENT

Respectfully submitted by
Dorothy Hird, Secretary

Janet Csomos, President