

1 **FLORIDA ASSOCIATION OF CODE ENFORCEMENT**
2 **BOARD OF DIRECTORS MEETING**
3 **REVISED MINUTES**
4 **(APPROVED)**

5
6 February 6, 2009

7
8 Comfort Suites
9 5617 Major Boulevard
10 Orlando, FL 32819

11
12 1. Call to Order

13
14 President Shawn O'Rourke called the regular meeting of the Florida Association
15 of Code Enforcement Board of Directors to Order at 9:15 a.m.

16
17 2. Roll Call

18
19 Roll call administered by Tiika Preston, Secretary

20
21 Present:

22 Shawn O'Rourke	President
23 Terry Suggs	1 st Vice President
24 Frank Cassidy	2 nd Vice President
25 Dorothy Hird	3 rd Vice President
26 Cynthia McDougal	Treasurer
27 Tiika Preston	Secretary

28
29 Absent:

30 Hector Garcia	Sergeant-at-Arms
31 Janet Csomos	Past President

32
33 Others Present:

34 Mark Caskie	On behalf of Sergeant-at-Arms
35 Deborah Leigh	F.A.C.E. Webmaster
36 Donna Wisniewski	F.A.C.E. Historian
37 Bob Hamilton	Legal Counsel
38 Marilyn Crotty, representing The John Scott Dailey Florida, 39 Institute of Government, University of Central Florida	

40
41 3. Approval of Agenda

42
43 **MOTION by Terry Suggs, SECONDED by Frank Cassidy to approve the**
44 **agenda with the condition that New Business be taken as those requesting**
45 **hearings arrive.**

46
47 **MOTION CARRIED unanimously 6-0.**

1 4. Approval of November 14 - 15, 2008 Minutes

2
3 **MOTION by Dot Hird, SECONDED by Cynthia McDougal to approve the**
4 **minutes as presented.**

5
6 **MOTION carried unanimously 6-0.**

7
8 5. Visiting Members

9
10 No visiting members present at this time

11
12 6. Report of Officers

13
14 **Treasurer's Report**

15
16 Treasurer Cyndy McDougal distributed a written Financial Report (attached) and
17 Income and Expense Report to each member and responded to questions.

18
19 Board Discussion

20
21 **MOTION by Terry Suggs, SECONDED by Dot Hird, to approve the**
22 **Treasurer's report as presented.**

23
24 **Motion CARRIED unanimously, 6-0.**

25
26 Shawn recognized visiting member Bobbi Boynton representing the Code
27 Enforcement Officer's Association of Palm Beach County.

28
29 **President's Report**

30
31 President Shawn O'Rourke submitted a written report to each member which
32 was discussed. Shawn agreed to meet with Marilyn to complete the application
33 for an Errors & Omissions (E&O) insurance policy for the Board. He shared a
34 Thank You card from Aurora CO in response to the card and donation sent for
35 Officer Rodney Morales.

36
37 **1st Vice President's Report**

38
39 Terry Suggs submitted a revised conference agenda for the 2009 conference
40 and discussed.

41
42 The Board discussed Charles Barner attending the conference at the expense of
43 F.A.C.E. The consensus of the Board was that Mr. Barner submit a written
44 report regarding F.A.C.E. business to the Board and to advise Mr. Barner that he
45 is more than welcome to attend the conference but at his own expense.

1 Terry S. submitted a Performance Contract for Moments 2 Remember to perform
2 as the conference banquet entertainment. The Board agreed to compensate
3 Moments 2 Remember \$900.00 plus a hotel room for Friday night and two (2)
4 dinner tickets for the banquet.

5
6 Terry S. submitted the Sponsor/Exhibitor cover letter and application form and an
7 Application & Registration Contract for exhibitors and discussed. Shawn O.
8 suggested that the additional company representative fee listed in the Application
9 & Registration Contract be changed from \$75.00 to \$50.00.

10
11 The Board decided that the conference brochure will not be mailed this year but
12 will be placed on the F.A.C.E. website so that attendees will be able to register
13 and pay for the conference online. A postcard or flyer and e-mail will be sent to
14 all members advising that they can now register online.

15 16 **Visiting Members**

17
18 Bobbi Boynton Representing the Code Enforcement Officer's Association of
19 Palm Beach County
20 Manuel Acevedo Hillsborough County
21 Orin Cohen City of West Palm Beach
22 Todd Hiteshew City of West Palm Beach

23 24 **7. New Business**

25
26 Recertification requests

27
28 Manuel Acevedo of Hillsborough County addressed the Board regarding the loss
29 of his Level I certification.

30
31 **MOTION by Terry Suggs, SECONDED by Frank Cassidy to deny appeal by**
32 **Mr. Acevedo.**

33
34 **Motion CARRIED unanimously, 6-0.**

35
36 Orin Cohen and Division Manager Todd Hiteshew with the City of West Palm
37 Beach addressed the Board regarding the loss of Mr. Cohen's Level I
38 certification.

39
40 **MOTION by Frank Cassidy, SECONDED by Dot Hird to approve Mr. Cohen's**
41 **request.**

42
43 **Motion FAILED, 1-5.**

44
45 **MOTION by Frank Cassidy to deny Mr. Cohen's request. Motion died due**
46 **to lack of second.**

1 **MOTION by Dot Hird, SECONDED by Cyndy McDougal to allow Mr. Cohen**
2 **to retake the Level I Fundamentals of Code Enforcement exam and upon**
3 **successfully passing the certification exam, pay the \$65.00 recertification**
4 **fee and late fee by July 1, 2009.**

5
6 **Motion PASSED, 5-1.**

7
8 Break for lunch 12:30 p.m.

9
10 Reconvene 1:15 p.m.

11
12 **Historian's Report**

13
14 Donna Wisniewski showed the Board a PowerPoint presentation on the F.A.C.E
15 Past Presidents that she is preparing to show at the conference. Donna advised
16 the Board that she is also preparing photo boards to be displayed around the
17 conference area.

18
19 Donna advised the Board that to date ten (10) Past Presidents have confirmed
20 they will be in attendance at the conference.

21
22 **MOTION by Dot Hird, SECONDED by Tiika Preston to comp Mr. Joe Huskey**
23 **one nights hotel stay if he would present the Joe Huskey Award at the**
24 **banquet.**

25
26 **MOTION carried unanimously 6-0.**

27
28 **MOTION by Cyndy McDougal, SECONDED by Frank Cassidy to provide a**
29 **complimentary dinner ticket to all Past Presidents who wish to attend the**
30 **Friday night banquet.**

31
32 **MOTION carried unanimously 6-0.**

33
34 Shawn agreed to send a letter to Joe Huskey and the other Past Presidents
35 letting them know about this offer.

36
37 **IOG Report**

38
39 Marilyn Crotty, representing the IOG, presented the Board with a list of hotels
40 that are interested in hosting the 2010 F.A.C.E. conference. Marilyn will gather
41 all pertinent information on Buena Vista Palace, Rosen Plaza, Hilton Walt Disney
42 World, and Caribe Royale. Once the information is gathered, Marilyn will e-mail
43 Shawn O. and the Board will conduct an e-mail vote to determine the 2010
44 conference hotel.

1 **2nd Vice President's Report**

2
3 2nd Vice President Frank Cassidy submitted a written report (attached) and the
4 new F.A.C.E. TRAINER NOTEBOOK "Trainer's Toolbox" to each member and
5 discussed. The exam for the Officer Safety and Field Techniques (Level IV) will
6 have 50 questions with a passing rate of 75%. Participants must also pass the
7 physical portion of the course (pass/fail). The IOG will send the waiver that
8 participants sign to Bob Hamilton for review. By consensus, the Board
9 authorized the Committee to begin the rewrite of Administrative Aspects of Code
10 Enforcement (Level II). The acceptance of on-line courses for continuing
11 education credit will be brought back to the Board for discussion at another
12 meeting.

13
14 **3rd Vice President's Report**

15
16 3rd Vice President Dot Hird submitted a written membership update (attached)
17 that was prepared by Susan Pruchnicki of the IOG and discussed.

18
19 Webmaster Debbi Leigh submitted two (2) e-mails from Susan Pruchnicki
20 regarding F.A.C.E. membership information and certification information and
21 discussed.

22
23 The Board discussed the pros and cons of making it mandatory for a person to
24 be a F.A.C.E. member in order to obtain any F.A.C.E certifications.

25
26 The Board discussed combining the recertification fee and the membership dues
27 so that only one fee is paid.

28
29 Shawn O. requested that Dot H. and Debbi L. submit a proposal to the Board
30 regarding F.A.C.E. membership and certification; and combining the
31 recertification fee and the membership dues to one fee.

32
33 Dot H. stated that she had spoken with Kenny Davenport at the last Board
34 meeting regarding business card samples but has gotten no response. Dot also
35 spoke to Hightide who currently supplies the Board's business cards and was
36 quoted \$35.00 for one hundred (100) one (1) sided, one (1) color cards; and
37 \$55.00 for two hundred (200) two (2) sided, one (1) color cards.

38
39 The Board decided to wait until the new Board is elected in June before ordering
40 more business cards.

41
42 President Shawn O. turned the gavel over to Terry S. and left the meeting at 3:54
43 p.m.

44
45 Break 3:54 p.m.

46
47 Reconvene 4:05 p.m.

1 Dot asked the Board to consider paying for a room at the conference for Debbi L.
2 and Donna W. Terry S. stated that he felt that decision should be made when
3 the entire Board was present and that it would be discussed at a later date.

4
5 **Secretary's Report**

6
7 Secretary Tiika Preston did not have anything to report at this time.

8
9 **Sergeant-at-Arms Report**

10
11 Mark Caskie representing the Sergeant-at-Arms distributed the F.A.C.E. By-Laws
12 and submitted a proposed 2009 By-Laws Amendment for ARTICLE IV.
13 OFFICERS AND BOARD OF DIRECTORS. Section 3. Terms of Office.
14 regarding changing the term of the 2nd Vice President to two years with a
15 maximum of two consecutive terms (4 years). The Board discussed briefly and
16 suggested the item be brought back at the May meeting for a decision. Mark
17 reported that suggested revisions to Chapter 162 would be presented to the
18 Board at the May meeting. He reported that 2,033 people have been certified by
19 F.A.C.E. and that there were 408 new certifications in 2008. Mark will contact
20 Charles Barner to track any foreclosure legislation that is being filed. There is no
21 action anticipated on the special risk designation, but the committee will continue
22 to work on collecting data concerning the Florida Retirement System. Mark
23 added that Hector contacted a CPA who said there are no firms in Florida who do
24 actuarial studies.

25
26 **Immediate Past President**

27
28 Immediate Past President Janet C. sent a written list of the nominations that she
29 has so far for the 2009 Board elections:

30		
31	1 st Vice President	Mark Caskie, Hernando County
32		
33	2 nd Vice President	Frank Cassidy, City of Cape Coral
34		
35	3 rd Vice President	Dot Hird, Seminole County Sheriff's Office
36		Corry Wilhoit, City of Quincy
37		
38	Secretary	Tiika Preston, City of Tampa
39		
40	Treasurer	Cyndy McDougal, Palm Beach County
41		
42	Sergeant at Arms	Hector Garcia, City of Deltona
43		

44 Marilyn C. informed the Board that the IOG had received a public records request
45 from an attorney in Jacksonville who wanted the curriculum for F.A.C.E. Levels I,
46 II, and III.

1 **8. Old Business**

2

3 None

4

5 Next Board meeting is scheduled for May 8 – 9, 2009.

6

7 Terry S. adjourned the meeting at 4:56 p.m.

8

9 Attest:

APPROVED:
FLORIDA ASSOCIATION
OF CODE ENFORCEMENT

10

11

12

13

14

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16

17 _____
18 Respectfully submitted by
19 Monica Anderson, Secretary

Shawn O'Rourke, President