

1 **FLORIDA ASSOCIATION OF CODE ENFORCEMENT**
2 **BOARD OF DIRECTORS MEETING**
3 **MINUTES**

4
5 May 8, 2009

6
7 Comfort Suites
8 5617 Major Boulevard
9 Orlando, FL 32819
10

11 1. Call to Order

12
13 President Shawn O'Rourke called the regular meeting of the Florida Association
14 of Code Enforcement Board of Directors to Order at 8:09 a.m.

15
16 2. Roll Call

17
18 Roll call administered by Monica Anderson, Secretary

19
20 Present:

| | |
|--------------------|--------------------------------|
| 21 Shawn O'Rourke | President |
| 22 Terry Suggs | 1 st Vice President |
| 23 Frank Cassidy | 2 nd Vice President |
| 24 Dorothy Hird | 3 rd Vice President |
| 25 Monica Anderson | Secretary |
| 26 Hector Garcia | Sergeant-at-Arms |
| 27 Janet Csomos | Past President |

28
29 Absent:

| | |
|---------------------|-----------|
| 30 Cynthia McDougal | Treasurer |
|---------------------|-----------|

31
32 Others Present:

| | |
|---|---|
| 33 Donna Wisniewski | F.A.C.E. Historian |
| 34 Bob Hamilton | Legal Counsel |
| 35 Marilyn Crotty, representing The John Scott Dailey Florida, 36 Institute of Government, University of Central Florida | |
| 37 Deborah Leigh | F.A.C.E. Webmaster; arrived at 38 10:00 a.m. |

39
40 Marilyn requested that Joe Boscaglia, City of Naples be added to the Agenda as
41 a recertification request. Shawn O. added request as New Business G.

42
43 Terry S. requested that Item K under Reports be moved to Item C under Reports.

44
45 Marilyn advised the Board that Joe Huskey had passed away Wednesday, May
46 6, 2009.

1 3. Approval of Agenda

2
3 **MOTION by Janet Csomos, SECONDED by Terry Suggs to approve the**
4 **agenda with amendments.**

5
6 **MOTION CARRIED unanimously 7-0.**

7
8 4. Approval of February 6, 2009 Minutes

9
10 **MOTION by Terry Suggs, SECONDED by Hector Garcia to approve the**
11 **minutes as presented.**

12
13 **MOTION carried unanimously 7-0.**

14
15 5. Visiting Members

16
17 Shawn O. recognized Historian Donna Wisniewski
18 Joe Fenton, Manatee County arrived at 9:01 a.m.
19 Mark Caskie, Hernando County arrived at 9:34 a.m.

20
21 6. Report of Officers

22
23 Shawn O. advised the Board that the Treasurer was absent due to a death in the
24 family. Terry Suggs advised that Cyndy M. had e-mailed her report to him and
25 left the meeting to download and print the report for distribution to the Board.

26
27 Marilyn passed out an article from the City of Creswell (attached) regarding the
28 use of grant funds for Code Enforcement.

29
30 The Board discussed concerns about the efficiency of the Treasurer's position.
31 The Board discussed pursuing other avenues including but not limited to the IOG
32 getting involved in the financial management of the organization.

33
34 **MOTION by Janet Csomos, SECONDED by Dot Hird, to have the IOG submit**
35 **a proposal of cost to handle the fiscal administration for F.A.C.E.**

36
37 **Motion CARRIED unanimously, 7-0.**

38
39 Shawn O. called for any other motions regarding the current situation with the
40 Treasurer's position.

41
42 Further discussion ensued regarding the Board's position and direction wanted
43 for the current Treasurer's position. Discussion tabled to afternoon session.

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President’s Report

President Shawn O’Rourke advised that he had completed the application for an Errors & Omissions (E&O) insurance policy for the Board and a copy was submitted into the record. He shared the letter drafted to be sent to the Past Presidents inviting them to the conference and offering a complimentary dinner ticket.

Break 9:10 a.m.

Reconvene 9:22 a.m.

2nd Vice President’s Report

2nd Vice President Frank Cassidy advised that the Officer Safety class is being offered in several areas but budget issues are a concern and some classes are being canceled. Frank stated that the Education Committee is currently making spelling revisions and has contacted instructors regarding making revisions for their classes. Frank passed out current test results (attached) that were provided by Marilyn for Levels I, II, and III and discussed. Frank questioned attendance rates of F.A.C.E. classes and Marilyn stated that classes are smaller around the state.

3rd Vice President’s Report

3rd Vice President Dot Hird passed around Past President F.A.C.E. lifetime membership card samples for the Board’s review. The Board came to a consensus regarding specific card type and directed Dot H. to order.

Dot submitted a written membership update (attached) that was prepared by Susan Pruchnicki of the IOG and discussed.

Shawn O. requested an update on the previously discussed proposal to the Board regarding F.A.C.E. membership and certification; and combining the recertification fee and the membership dues to one fee. Dot H. stated that she was still waiting on the IOG for information. Dot further stated that Debbi Leigh would update the Board further once she arrived.

Secretary’s Report

Secretary Monica Anderson advised the Board that the minutes from June 2008 – November 2008 had not been signed by the President or the previous Secretary. Monica A. will sign all unsigned minutes for Tiika Preston.

Sergeant-at-Arms Report

Hector Garcia submitted the proposed 2009 By Law amendments (attached) and discussed.

1 Board discussion with regards to Article IV specifically, the requirement that an
2 eligible candidate for 2nd Vice President be certified in Level IV by June 1, 2010.

3
4 **MOTION by Janet Csomos, SECONDED by Hector Garcia to change the**
5 **date from June 2010 to June 2011 in the Article IV., Section 2., a.**

6
7 **Motion PASSED, 5-2.**

8
9 Further Board discussion ensued and further Board changes regarding the
10 definition of “certified member in good standing” and changing the requirement of
11 mailing by law amendment ballots to providing the ballots were made to the
12 ballot.

13
14 **MOTION by Janet Csomos, SECONDED by Hector Garcia to accept By-laws**
15 **ballot as amended during Board discussion.**

16
17 **Motion CARRIED unanimously, 7-0.**

18
19 The ballots will be printed and mailed by the IOG to all active members with a
20 June 26 deadline for return.

21
22 The Board discussed Bills currently in legislation regarding Code Enforcement.
23 Marilyn discussed the article from the City of Creswell that was previously
24 distributed to the Board.

25
26 Bob Hamilton discussed some of his thoughts for the conference “Hot Topics”.

27
28 Hector G. discussed conference etiquette.

29
30 **Immediate Past President**

31
32 Immediate Past President Janet Csomos advised the Board that all current
33 candidates have been submitted and candidate bios are in the May 2009
34 Interface.

35
36 **1st Vice President’s Report**

37
38 The Board discussed final logistics and staffing for registration tables,
39 membership tables, and voting delegate tables. Both Dot H. and Hector G.
40 requested tables during the registration period.

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44 The Board discussed merchandise tables. Shawn O. advised the Board that no
45 one has heard from Kenny Davenport in several months. The Board briefly
46 discussed Kenny’s contract and will take action at a further date if necessary.
47 The Board decided that both Cyndy M. and Kenny Davenport will be provided
48 with tables at the conference.

1 Terry S. discussed the final conference agenda. The Past President lifetime
2 membership cards will be presented at the conference opening ceremony. Terry
3 S. and Historian Donna W. discussed Donna's presentation at the opening
4 ceremony. Donna W. stated that as of May 8, 2009, eleven (11) Past Presidents
5 would be in attendance at the opening ceremony and nine (9) would be attending
6 the banquet. Donna will be provided a table for the duration of the conference.

7
8 A moment of silence will be observed on Thursday morning for Joe Huskey.

9
10 Debbi Leigh provided the Board with samples of the conference pin, nametag,
11 notebook cover, and banquet "order of events".

12 **IOG Report**

13
14
15 Marilyn advised the Board that as of May 7, 2009, 175 people were registered for
16 the conference.

17
18 Marilyn voiced a concern regarding the Code Board Coordinators workshop in
19 that only six (6) people were registered. This class may be canceled due to lack
20 of interest.

21
22 Lunch 12:05 p.m.

23
24 Reconvene 1:15 p.m.

25
26 With Board knowledge, Janet Csomos did not return to the meeting after lunch.

27 28 7. New Business

29
30 Marilyn distributed the scholarship applications for the Board's discussion.
31 Eighteen (18) scholarship applications were received from active members.

32
33 The Board discussed the amount of money available to be used for scholarships.

34
35 The Board reviewed and discussed all scholarship applications.

36
37 **MOTION by Frank Cassidy, SECONDED by Terry Suggs to approve all 18**
38 **applications for F.A.C.E. scholarships.**

39
40 **Motion CARRIED unanimously, 6-0.**

41
42 Shawn O. will notify all recipients and advise that they must register online and
43 make their own hotel arrangements.

44 45 8. Old Business

1 Shawn O. revisited Donna W. and Debbi L. performing F.A.C.E. duties at the
2 conference and receiving some financial assistance from F.A.C.E., a discussion
3 that was tabled at the February 6, 2009 meeting. Shawn advised the Board that
4 Donna had received a full scholarship from CFCEA and that Debbi was awarded
5 a F.A.C.E. scholarship.

6
7 Board discussion.

8
9 **MOTION by Hector Garcia, SECONDED by Frank Cassidy to provide**
10 **mileage to and from the conference for Donna Wisniewski.**

11
12 **Motion CARRIED unanimously, 6-0.**

13
14 Board discussion regarding Debbi L. Debbi will have a table setup to perform
15 duties of Webmaster and showcase the website at the conference.

16
17 **MOTION by Hector Garcia, SECONDED by Terry Suggs to cover hotel**
18 **expenses for Debbi Leigh for Wednesday, Thursday, and Friday.**

19
20 **Motion CARRIED unanimously, 6-0.**

21
22 Board discussion regarding Charles Barner attending the conference. Shawn O.
23 raised a question on behalf of Joe Fenton as to why Charles Barner was not
24 being invited to attend the conference at F.A.C.E.'s expense.

25
26 Further Board discussion.

27
28 The Board came to a consensus to have Hector G. contact Charles and advise
29 him of the Board's previous decision to advise him that he is more than welcome
30 to attend the conference but at his own expense.

31
32 Shawn O. requested that the Board vote to cover hotel expenses for Mark
33 Caskie.

34
35 **MOTION by Hector Garcia, SECONDED by Frank Cassidy to cover hotel**
36 **expenses for Mark Caskie for Wednesday, Thursday, and Friday.**

37
38 **Motion CARRIED unanimously, 6-0.**

39
40 **IOG Report Continued**

41
42 The Board discussed hotel accommodations for the conference speakers.
43 Terry S. advised the Board that Frank McDowell will be performing the National
44 Anthem at the opening ceremony and requested that his room be covered for
45 Wednesday night. F.A.C.E. will cover Frank's room for Wednesday night.

46
47 Marilyn advised the Board that two (2) vendors are registered for the conference
48 to date.

1 The Board discussed Chapter tables. Marilyn stated that previously any Chapter
2 that made a donation received a table. Shawn O. stated that he felt Chapters
3 should be given a table if used for membership but if used for merchandise sales
4 or activities/raffles they should be charged as a vendor. Marilyn reminded the
5 Board that any Chapter wishing to use tables for merchandise sales or
6 activities/raffles needs to obtain permission from the Board.

7
8 Board discussion.

9
10 The Board decided that the Chapters may have a table set up at no cost or for
11 any donation amount as long as the table is only used for informational,
12 promotional and/or educational purposes of the Chapter. Tables used for any
13 kind of raffle, fundraiser or merchandise sale will be offered to the Chapters at a
14 discounted rate of \$200. Shawn will contact all Chapter Presidents to determine
15 who wants a table, and who is planning sales, fundraisers or activities. Shawn
16 will remind the Chapters that merchandising or any other activity aside from
17 membership will require permission from F.A.C.E. prior to conference.

18
19 Marilyn advised the Board there were two (2) nominations for the Joseph V.
20 Huskey Award. The nominees were discussed and a decision was made as to
21 the recipient. Janet C. was present for the vote via telephone.

22
23 **MOTION by Frank Cassidy, SECONDED by Terry Suggs to not award the**
24 **Joseph V. Huskey award.**

25
26 **Motion FAILED, 2-5.**

27
28 **MOTION by Dot Hird, SECONDED by Janet Csomos to award the Joseph V.**
29 **Huskey award to Scott Hair, Bay County.**

30
31 **Motion PASSED, 4-3.**

32
33 Break 2:54 p.m.

34
35 Reconvene 3:12 p.m.

36
37 **Webmaster's Report**

38
39 Webmaster Debbi Leigh updated the Board regarding the enhancements that
40 have been made to the F.A.C.E. website.

41
42 **New Business Continued**

43
44 Recertification request regarding Joe Boscaglia, City of Naples. Marilyn
45 distributed a letter from Mr. Boscaglia (not present) along with an e-mail
46 correspondence from Susan Pruchnicki of the IOG.

47
48 Board discussion.

1 **MOTION by Hector Garcia, SECONDED by Frank Cassidy to allow Mr.**
2 **Boscaglia to submit his 16 continuing education hours and pay the late fee**
3 **by July 1, 2009; Mr. Boscaglia will not be required to retake the exam.**

4
5 **Motion PASSES, 4-2.**

6
7 Recertification request regarding Sergio Guadix, City of Miami. Mr. Guadix was
8 not present at the meeting and did not submit anything in writing. Consensus of
9 the Board was to take no action at this time.

10
11 Mark Caskie submitted and discussed the revised Proposed By-Law Ballot
12 Amendments (attached) as made earlier in the meeting.

13
14 As requested by the Board, Bob submitted and discussed the changes he made
15 to the "Release and Waiver of Liability" with regards to the Level IV Training for
16 Defensive Tactics for Code Enforcement Officer Safety (attached). The IOG will
17 make draft changes and submit to all IOG's offering the course.

18
19 Hector addressed the Board with concerns from his committee regarding
20 changing the term "conference" as used in "Annual Conference and Training
21 Seminar". Marilyn will research and bring suggestions back to the Board for later
22 discussion.

23
24 The Board discussed the new PTI contract (attached). Several small
25 amendments were made.

26
27 **MOTION by Terry Suggs, SECONDED by Hector Garcia to approve the PTI**
28 **contract as amended.**

29
30 **Motion CARRIED unanimously, 6-0.**

31
32 Board discussion continued regarding the inability of the Treasurer to perform the
33 duties.

34
35 **MOTION by Frank Cassidy, SECONDED by Terry Suggs to make a vote of**
36 **no confidence with the Treasurer's performance and direct the President to**
37 **submit to her an improvement plan by May 15, 2009; if not re elected, the**
38 **plan becomes null and void; if re elected, the Treasurer has until the**
39 **second Board meeting to show improvement, resign, or the Board will take**
40 **action to vacate.**

41
42 **Motion WITHDRAWN.**

43
44 Further Board discussion.

45
46 Board came to a consensus to direct the President to place a call to the
47 Treasurer advising of the Board's concerns and to put the Treasurer "On Notice"
48 through a letter.

1 Marilyn advised the Board that based on the Board's e-mail vote that a contract
2 has been signed with the Buena Vista Palace for the 2010 F.A.C.E. conference.

3

4 With no further business, Shawn O. adjourned the meeting at 4:42 p.m.

5

6 Attest:

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14 _____
15 Respectfully submitted by
16 Monica Anderson, Secretary

APPROVED:
FLORIDA ASSOCIATION
OF CODE ENFORCEMENT

Shawn O'Rourke, President