

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

4
5 **August 21-22, 2009**

6
7 **Lake Mary Marriott**
8 **1501 International Parkway**
9 **Lake Mary, Florida**

10
11 **1. Call to Order**

12
13 President Terry Suggs called the regular meeting of the Florida Association of Code
14 Enforcement Board of Directors to Order 1:53 p.m., August 21, 2009.

15
16 **2. Roll Call**

17
18 Roll call administered by Lori Mobley, Secretary

19
20 Present:

21
22 Terry Suggs President
23 Jim Dehne 2nd Vice President
24 Dorothy Hird 3rd Vice President
25 James Acosta Treasurer
26 Lori Mobley Secretary
27 Hector Garcia Sergeant-at-Arms
28 Shawn O'Rourke Past President

29
30 Others Present: Donna Wisniewski Seminole County Sheriff
31 Musutau Folorunsho Miami-Dade County
32 Debbi Leigh Seminole County Sheriff
33 Marilyn Crotty, representing the John Scott Daily Florida
34 Institute of Government, University of Central Florida

35
36 Absent: Frank Cassidy 1st Vice President
37 Bob Hamilton Legal Counsel

38
39 Secretary, Lori Mobley advised we have a quorum present.

40
41 **3. Approval of Agenda**

42
43 Terry Suggs asked for a motion to adopt the agenda. Dot Hird requested that the
44 Treasurer's Report be moved to the beginning of the agenda and the 1st Vice-
45 President's Report be moved to the end of the agenda. Terry S. agreed to those
46 suggestions.

1
2 **Dorothy Hird made a motion to approve the agenda with the following changes:**
3 **move the Treasurer's Report to the beginning of the agenda and the 1st Vice-**
4 **President's Report to the end of the agenda; motion was seconded by Hector G.**

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

7
8 **4. Approval of Minutes**

9
10 **Hector G. made a motion to approve the minutes from the June 17, 2009 Board**
11 **of Directors meeting; motion was seconded by Dorothy H.**

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

14
15 **Shawn O. made a motion to approve the minutes of the Annual Business**
16 **Meeting of June 18-20, 2009; motion was seconded by Hector G.**

17
18 **MOTION CARRIED unanimously 7-0.**

19
20 Discussion reference minutes of Board of Directors Meeting of June 20, 2009.
21 Shawn O. requested some changes to the Minutes.

22
23 **Jim D. made a motion to approve the minutes of the Board of Directors Meeting**
24 **from June 20, 2009 as amended; motion was seconded by Hector G.**

25
26 **MOTION CARRIED unanimously 7-0.**

27
28 **5. Opening Comments**

29
30 President Terry Suggs stated that we should continue what we are doing with the
31 Strategic Plan. He also reminded the Board to state their names before making
32 comments or statements to make it easier for the Secretary to keep records. Terry
33 discussed de-certification appeals and how to handle these situations. He asked the
34 Board to determine if the portion of a board meeting when appeals are being heard
35 should be open to visiting members and if the applicant should be present when the
36 Board deliberates on the appeal. Marilyn C. suggested that the applicant should
37 present his/her case to the Board of Directors with her present to provide background
38 information only and Bob Hamilton present as Legal Counsel, only. All other visitors
39 should be asked to leave the room. Terry S. agreed with Marilyn that she should be
40 present for questions about certifications as a resource only. Marilyn raised a concern
41 about recusal issues. Terry suggested that a recusal would come from each individual
42 Board Member, if they felt they had a personal issue or issues from within their own
43 jurisdiction. Marilyn thought this should be included in the F.A.C.E. policy. Shawn
44 O. felt each member should have the right to recuse him/herself on ethics or moral
45 values, as well.

1 **Shawn O. made a motion to make the policy of this Board to conduct de-**
2 **certification appeals in closed door sessions with the Board of Directors, IOG,**
3 **and Board Attorney present, as well as the applicant and/or his/her**
4 **representative; motion was seconded by Jim Dehne.**

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

7
8 **6. Visiting Members**

9
10 Terry S. welcomed visiting members Donna Wisniewski, Historian, from the
11 Seminole County Sheriffs Office and Debbi Leigh, Webmaster, from the Seminole
12 County Sheriffs Office. At this time, Debbi Leigh asked to be moved up on the
13 agenda. Terry S. advised he would see what could be done to accommodate her
14 request.

15
16 **7. Membership Issues**

17
18 Musutau Folorunsho was present to discuss his de-certification with the Board of
19 Directors. He informed the Board about the reasons his certification lapsed and
20 requested re-instatement. In a closed door session, the Board discussed its response
21 to Mr. Folorunsho's request.

22
23 **Jim D. made a motion to deny Musutau Folorunsho his re-instatement; there**
24 **was NO second made on this motion.**

25
26 **MOTION FAILED due to lack of a second.**

27
28 **Hector G. made a motion to allow Musutau Folorunsho to be re-certified if he**
29 **did the following: to pay all non-member late fees, to submit proof of all**
30 **continuing education hours within 30 days, and to take and pass his**
31 **Fundamentals of Code Enforcement (Level I) exam within 6 months of today's**
32 **date (August 21, 2009.); motion was seconded by Dot H.**

33
34 **MOTION CARRIED WITH A VOTE OF 6-1.**

35
36 The next issue was payment of conference late fees from Andrea Lipstein, Sarasota
37 County.

38
39 Andrea Lipstein was not present to request a waiver of payment of the late fee from
40 the Board of Directors. Terry S. advised the Board that although Ms. Lipstein
41 registered prior to the deadline for the early fee, her jurisdiction has not yet paid the
42 invoice and the IOG is withholding Andrea's Certificate of Completion until all the
43 fees have been paid.

44 **Lori M. made a motion to have Sarasota County pay all fees including late fees**

1 to FACE and IOG for the 2009 Conference and that IOG will continue to
2 withhold Andrea Lipstein's Certificate of Completion until all fees due FACE
3 and IOG are paid for the 2009 Conference; motion seconded by Jim D.
4

5 MOTION CARRIED unanimously 7-0.
6

7 8. Reports

9 A. Treasurer's Report

10
11 James A. advised that Janet Csomos is on his Budget Committee. Dot H. raised
12 concern that each person can only be on one committee. Shawn O. also stated it was
13 past policy that each person can only be on one committee. No further discussion on
14 this at this time.

15
16 James A. advised that we had a total of \$134,361.45 to date in the bank accounts. He
17 advised that everything is balanced and reconciled. He went on to say that there was
18 an outstanding check to the City of Orlando in the amount of \$209.70. He said there
19 was \$5,215.64 in the reserve account. He was looking for input on what to do with
20 this account. Hector G. asked if we will have any problems with the IRS due to the
21 fact that we are a non-profit organization? James advised there should be no deposits
22 made to this reserve account except for interest earned and any monies that are taken
23 out need to be replenished. James does not feel we need any more accounts. James
24 presented a financial report to the Board (see attached). He asked about the
25 timeframe for records retention. He went over credit cards and limits for each person
26 who had a card. He stated that there was a computer listed at \$6,400.00 on his
27 inventory sheet which has been fully depreciated. Marilyn C. advised the only
28 computer she had knowledge of was on at the IOG which was surplus several years
29 ago because no one on the F.A.C.E. Board had any need for it.

30
31 Lori M. made a motion to accept the financial report as presented by the
32 treasurer; motion was seconded by Hector G.

33
34 MOTION CARRIED unanimously 7-0.
35

36 Jim D. made a motion to follow guidelines as set forth by the IRS as to the
37 timeframe to retain financial records for records retention; motion was seconded
38 by Hector G.

39
40 MOTION CARRIED unanimously 7-0.
41

42 B. IOG Report-Marilyn Crotty

43
44 Marilyn Crotty presented a preliminary financial report from the 2009 Conference,
45 showing revenues and expenditures to date (see attached). She explained that in
46 addition to the usual charges, \$3800.00 had to be paid to the Naples Grande Beach

1 Resort for un-used sleeping rooms that had been blocked for our conference.
2 Although the report shows a small refund will be sent to F.A.C.E. after all the
3 outstanding revenues are collected, the report does not show all conference expenses
4 and Marilyn commented that F.A.C.E. probably lost money on this years' event. She
5 also addressed some of the comments and feedback from the members about the 2009
6 Conference and felt most things went as planned and the conference was successful.
7

8 Marilyn presented proposals from 3 hotels for the 2011 conference, the Hyatt Grand
9 in Tampa, the Buena Vista Palace in Orlando, and the Daytona Beach Hilton. The
10 Board eliminated the Hyatt from consideration and asked Marilyn to continue to
11 solicit proposals. They specifically mentioned the Caribe Royale in Orlando and the
12 Lake Mary Marriott, as well as, identifying other hotels in the Tampa Bay area.
13

14 Terry S. then closed the BOD Meeting for August 21, 2009 at 5:34 P.M. and
15 scheduled to meet again on August 22, 2009, at 8:30 A.M.
16

17 **August 22, 2009, Board of Directors Meeting Re-Convene at 8:31 A.M.**
18

19 **1. Call to Order**
20

21 **2. Roll Call**
22

23 Roll call administered by Lori Mobley, Secretary
24

25 Present:	Terry Suggs	President
26	Frank Cassidy	1 st Vice-President
27	Jim Dehne	2 nd Vice-President
28	Dorothy Hird	3 rd Vice-President
29	James Acosta	Treasurer
30	Lori Mobley	Secretary
31	Hector Garcia	Sergeant-at-Arms
32	Shawn O'Rourke	Past President

33

34 Others Present: Donna Wisniewski, Historian, Seminole County Sheriffs Office
35 Debbi Leigh, Webmaster, Seminole County Sheriffs Office
36 Marilyn Crotty, representing the John Scott Daily Florida Institute
37 Of Government, University of Central Florida
38

39 Absent: Bob Hamilton, Legal Counsel
40

41 Secretary, Lori Mobley advised we have a quorum present.
42

43 **C. President's Report**
44

45 Terry S. thanked Marilyn C. for working with us on the Strategic Plan and set forth
46 his program for this year: move ahead with gaining state certification by working

1 with appropriate people and groups; continue working on and moving forward with
2 membership and re-certification in order to combine all payments on one date; the
3 Board should keep working the Strategic Plan and follow it; keep updating the
4 website with membership information; and, work on obtaining membership and
5 keeping our membership trained and certified. He feels in these tough economic
6 times we need to be especially responsive to all of our members. Terry S. mentioned
7 that Dot H. and he had attended the Florida League of Cities conference in Orlando as
8 vendors. He said he felt it went well and they made a few new contacts. Terry
9 wanted to send a thank-you to the people who made the banner for F.A.C.E. and
10 thought that maybe it was time to look into getting a new banner made. Terry S.
11 stated that the AACE Conference is coming up and that we have a few F.A.C.E.
12 members running or office: Donna Wisniewski-1st Vice-President, Debbi Leigh-
13 Secretary, and Terry Suggs-Sergeant-at-Arms. Terry stated that it is important that
14 Florida has representation on the board of AACE, as well as, at their conference.
15 Terry asked the BOD to consider sending Shawn O. in place of him to the AACE
16 Conference this year. Terry advised he is attending and that all of his expenses will
17 be paid by AACE since he is currently a board member. The cost associated with
18 sending someone to the AACE Conference is approximately \$1000.00, which
19 includes conference registration, hotel, and travel. At this time, Donna W. advised
20 the BOD that F.A.C.E. had already budgeted for the President to attend, so this would
21 just basically be shifting those allotted monies to sent Past President Shawn O. in
22 place of Terry S. to represent F.A.C.E. at this conference. James A. stated \$1,500.00
23 has been budgeted for this use.

24
25 **Hector G. made a motion to send Shawn O. to the AACE Conference in place of**
26 **Terry S.; seconded by James A.**

27
28 **MOTION CARRIED unanimously 7-0 with Shawn O. recusing himself from the**
29 **vote.**

30 31 **D. 1st Vice-President's Report**

32
33 Frank Cassidy stated that his committee was meeting next Friday at the Buena Vista
34 Palace. His goal, together with his committee was to work on getting sponsors for
35 this year's conference. He also was going to work on planning some Disney themed
36 events and/or structured events for night time entertainment. Shawn O. suggested the
37 committee consider having the conference run from Wednesday through Friday with
38 no sessions on Saturday. Marilyn C. advised that the contract for the 2010
39 Conference has already been signed and the hotel would have to agree to the change.
40 Hector G. will give Frank C. contact information about Sunshine One as a sponsor.
41 The Board confirmed that the conference gifts should be in the \$15-\$20 range. The
42 Board also discussed the possibility of using electronic or other means for meetings to
43 cut expenses. Frank C. then reminded the Board that it had agreed to refer to the
44 certification courses by title not level numbers. All agreed this change should be
45 implemented. Marilyn C. will inform the IOGs about changing their brochures.
46 Certificates will be changed after the existing supply is used up.

1
2 **E. 2nd Vice-President's Report**
3

4 Jim D. advised that his committee is made up of new members and some who served
5 last year with geographic diversity. They are working on the Trainer's Guide and
6 F.A.C.E. classes in the Administrative Aspects of Code Enforcement (Level II)
7 revisions. Marilyn C. stated there would be fees associated with re-writing some
8 sections. Jim advised he had been contacted by people who were having problems
9 with their CEP papers and that topics to write on were hard to find. Marilyn C.
10 advised that the IOG sends letters to those who are eligible to become CEPs with
11 guidelines for writing the paper. After a paper is submitted and graded, the IOG
12 sends a follow-up letter asking for corrections to be made. Marilyn will review this
13 letter to make sure it is clear on what is required. Jim requested she send him a list of
14 individuals who have the CEP designation. Jim stated that the he and his committee
15 are looking at other innovative ways to obtain continuing education credits, such as
16 having webinars and other on-line courses. There was also some discussion about
17 making FEMA courses eligible for F.A.C.E. continuing education hours.
18

19 **Shawn O. made a motion to approve all on-line FEMA courses that have been**
20 **successfully completed with a certificate attained as acceptable continuing**
21 **education hours for F.A.C.E.; motion seconded by Frank C.**
22

23 **MOTION CARRIED unanimously 8-0.**
24

25 **F. 3rd Vice-President's Report**
26

27 Dot H. distributed a report on the current number of members (see attached). She then
28 went on to say that her Committee consisted of the following: Bonnie Poole, Susan
29 McClendon and Donna Wisniewski. Dot H. requested that all articles for InterFace
30 be sent to her by Sept. 1. She advised that she is going to contact people in the Miami
31 area and arrange a meeting with them as outlined in our Strategic Plan. This may be a
32 2 day trip and she requested that Hector G. be authorized to attend with her due to the
33 fact that he is bilingual and would be an asset in helping her communicate the
34 information she is trying to get out to all of our members and perspective members in
35 that region. Terry S. suggested they visit areas that do not currently have chapters.
36 Dot H. said this trip is part of the Strategic Plan and should help in increasing
37 membership and the establishment of new local chapters.
38

39 Terry S. suggested instead of asking a chapter to host a board meeting this year that
40 teams of board members should try to attend chapter meetings in locations where no
41 board member belongs to that local chapter.
42

43 **G. Secretary's Report**
44

45 Lori M. distributed the lobbyist contract for Charles Barner as requested at the last
46 BOD meeting. Hector G. stated he had tried to contact Charles on numerous

1 occasions and Charles has yet to respond. Hector G. suggested the Board might want
2 to explore contracting with a different lobbyist when the contract with Mr. Barner
3 expires. The Board discussed Mr. Barner's effectiveness over the past years,
4 acknowledging some of the good things he had done and where he fell short. Hector
5 G. stated he felt we should retain our own lobbyist, but, at the same time, align
6 ourselves with the Florida League of Cities and the Florida Association of Counties
7 and other strong organizations throughout the state. Dot H. and Frank C. stated that
8 at this time, we do not need a lobbyist and we should move forward and build our
9 relationships with other organizations and their contacts. Hector G. stated he hopes
10 by the beginning of 2010 he has contacts and information to pass on to the Board for
11 a new lobbyist. Hector G. will be actively working on this issue between now and the
12 next meeting in November.

13
14 **Jim D. made a motion to not renew the contract with Charles Barner which is**
15 **set to expire on September 30, 2009; motion seconded by Frank C.**

16
17 **MOTION CARRIED unanimously 8-0.**

18
19 Lori M. further reported that she has scanned all of the existing contracts so that they
20 are now available electronically.

21
22 **H. Sergeant-at-Arms Report**

23
24 Hector G. opened by stating there were 233 ballots cast for the amendments to the
25 By-Laws. The vote count to amend the By-Laws was as follows:

26
27 Article IV-Section 2A 175 Yes Votes 56 No Votes 2 Non Votes
28 Article IV-Section 2C 216 Yes Votes 15 No Votes 2 Non Votes
29 Article VI-Section 3 220 Yes Votes 11 No Votes 2 Non Votes
30 Article VII-Section 2 210 Yes Votes 19 No Votes 4 Non Votes

31
32 Hector mentioned that he had negotiated with Verizon Wireless and Sprint/Nextel to
33 give discounts on service and accessories for all CFCEA members and he was
34 working on extending that to F.A.C.E. members. He suggested that this information
35 could be posted on our website. Debbi Leigh stated that she thought this might be
36 considered advertising and asked Hector G. to check with Bob Hamilton for his
37 opinion on this topic. Hector G. asked Terry S. if he could order some business cards
38 for use on the trip to South Florida to hand out to members and prospective members,
39 as well as, for use when meeting with future lobbyists and other contacts throughout
40 the state. Terry S. advised that Dot H. and Hector G. could both order business cards
41 for their trip. Dot H. was given the task to look into the cost involved and ordering
42 the business cards for the two of them.

43
44 **I. Past-President's Report**

1 Shawn O. stated that he was working on the wording for a state statute which would
2 define "Code Enforcement Officer" [per the existing statute] and to require state
3 certification. He said he has conferred with Bob Hamilton on this issue. Shawn O.
4 feels that everyone who is already certified should be "grandfathered" in and all new
5 Code Enforcement Officers should be allowed to work up to 6 months without first
6 obtaining certification. In addition, law enforcement officers would be exempt. He
7 forwarded the language to Hector.

8
9 Shawn O. stated he would follow-up on sending the Treasurer's reports to the past
10 presidents, after Board approval.

11
12 Shawn O. went on to discuss an issue he felt, in his opinion only, needed to be looked
13 into. This issue dealt with the fees associated with the classes for certification and the
14 exam. He shared a chart showing revenues to the IOGs from F.A.C.E. classes for the
15 past few years. He also stated he felt this was his opinion that this was just for
16 informational purposes only for the Board to look at and think about. He is proposing
17 that an agreement be reached for F.A.C.E. to receive a share of these revenues.
18 Marilyn C. suggested that F.A.C.E. Board Members attend a meeting, together with
19 the IOG Project Directors to discuss this issue. Marilyn C. stated she will advise
20 F.A.C.E. when the meeting for the IOG Directors is scheduled. Terry S. said he
21 would like Shawn O. and Jim D. to attend this meeting.

22 23 **J. Visiting Members Comments**

24
25 Debbi Leigh, webmaster wanted to commend Susan and the IOG on all of their hard
26 work in getting certification records posted on the website. Debbi informed the BOD
27 that the website had been re-vamped and that she wanted to add a google drop box for
28 "top 10" Code Enforcement News Articles that is offered by google news. Debbi
29 went on to add that AACE has done this and there would be no charge to add it to the
30 F.A.C.E. website.

31
32 Debbi went on to ask the Board if she could be added to the list of potential vendors
33 to bid on selling merchandise for the 2010 F.A.C.E. Conference. The Board had no
34 problem with this.

35
36 Donna W. informed the Board that she would like to build on the power point she
37 developed for the 2009 conference and will ask in the InterFace for people to
38 continue to send her historical materials. She also wanted to remind all BOD
39 members to be stewards of the FACE finances.

40 41 **9. New Business**

42
43 There was discussion to have Jim Vreeland attend our next BOD Meeting to talk
44 about a new business dealing with vacant property registry. Debbi Leigh stated there
45 would be a Code Enforcement Officer position opening at the Seminole County
46 Sheriff Office if anyone knew of someone interested in the position effective October

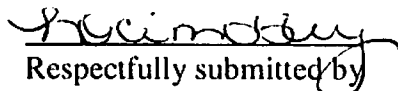
1 1, 2009. Terry S. approved purchase of business cards for Dot H. and Hector G.
2 James A. requested the BOD to purchase a computer (laptop) for the Treasurer's use.
3 James A. will research the cost of such computer and bring back figures to the next
4 BOD Meeting. Debbi Leigh stated she thought the previous BOD had approved a
5 computer for the Treasurer's use. Frank C. mentioned that TruTV was filming a show
6 about Code Enforcement in Cape Coral.
7

8 **10. Old Business**
9

10 Terry S. reminded the Board to gear up to implement the Strategic Plan. Make sure
11 Debbi Leigh gets a copy of the approved minutes of board meetings to post on the
12 website. All board members should respond to and answer all their e-mail and copy
13 Marilyn C. as appropriate. The next BOD Meeting is scheduled for Friday,
14 November 13th and Saturday November 14th, 2009.
15

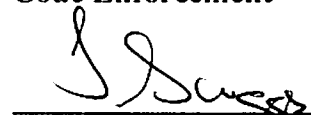
16 With no further business, Terry S. adjourned the Meeting on August 22, 2009, at
17 12:57 P.M.
18
19

20 **Attest:**

21
22
23
24
25 
26 Respectfully submitted by
27 Lori Mobley, Secretary

Approved:

**Florida Association of
Code Enforcement**

23
24
25 
26 Terry Suggs, President
27