

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

**FLORIDA ASSOCIATION OF CODE ENFORCEMENT
BOARD OF DIRECTORS MEETING
MINUTES**

February 12th, 2010

**Lake Mary Marriott
1501 International Parkway
Lake Mary, Florida**

1. Call to Order

1st Vice-President Frank Cassidy called the regular meeting of the Florida Association of Code Enforcement Board of Directors to Order 1:00 p.m., February 12, 2010.

2. Roll Call

Roll call administered by Lori Mobley, Secretary

Present:

Terry Suggs	President-late due to travel
Frank Cassidy	1 st Vice President
Jim Dehne	2 nd Vice President
Dorothy Hird	3 rd Vice President
James Acosta	Treasurer
Lori Mobley	Secretary
Hector Garcia	Sergeant-at-Arms
Shawn O'Rourke	Past President

Others Present:

Joe Fenton	Manatee County
Jeff Hendry	IOG, F.S.U.
Gwyn Herstein	Daytona Beach Shores
Deborah Leigh	Seminole County Sheriff
Donna Wisniewski	Seminole County Sheriff
Marilyn Crotty, representing the John Scott Daily Florida Institute of Government, University of Central Florida	

Absent:

Bob Hamilton	Legal Counsel
--------------	---------------

Secretary, Lori Mobley advised we have a quorum present.

3. Approval of Agenda

Frank Cassidy asked for approval of the Agenda and approval of the Minutes. Frank then welcomed all of the visiting members.

1 **Hector Garcia made a Motion to approve the Agenda and the Minutes. James**
2 **Acosta Seconded the Motion.**

3
4 **MOTION CARRIED unanimously 7-0.**

5
6 1:37 P.M. President Terry Suggs, arrived.

7
8 **4. Reports**

9
10 **A. 2nd Vice President Report**

11
12 Jim Dehne advised that the update on Administrative Aspects of Code Enforcement
13 will not be discussed at this time. He would like to discuss the program that will need
14 Board of Directors approval. He has invited Gwyn Herstein to make a presentation to
15 the Board at this time. Gwyn discussed the Trainer Mentoring Program that she has
16 been working on, with the Education/Certification Committee. She gave an in-depth
17 presentation to the Board. Jim also requested \$2,150.00 to put the Mentoring
18 Program onto the Web.

19
20 The Board gave Gwyn feedback, and after some discussion, it was decided that Gwyn
21 would take these suggestions back and incorporate them into the Trainer Mentoring
22 Program and present it to the Board at the May Board of Directors Meeting.

23
24
25 **Shawn O'Rourke made a Motion to proceed with the Training Mentoring**
26 **Program with a final draft to be presented at the May Board of Directors**
27 **Meeting. Frank Cassidy Seconded the Motion.**

28
29 **MOTION CARRIED unanimously 8-0.**

30
31 **Shawn O'Rourke made a Motion to approve \$2,150.00 be expended to put the**
32 **Trainer Mentoring Course on the Web. Motion seconded by Hector G.**

33
34 **MOTION CARRIED unanimously 8-0.**

35
36 Break 2:35P.M.

37 Re-Convene 2:52 P.M.

38 Gavel passed back to President Terry Suggs 2:57P.M.

39
40 **B. Past-President's Report**

41
42 Shawn O. advised that he and Terry S. had a meeting with the IOG, followed by a
43 conference call with all of the IOG's. Shawn went on to advise that the IOG's are
44 willing to give F.A.C.E. a 5% fee per class, so long as there is no financial loss to the
45 IOGs for each class. Jeff Hendry and Marilyn Crotty both agreed with this. There
46 was some discussion by the Board, Jeff, and Marilyn whether it should be based on the

1 gross amount or the net amount of revenue. It was agreed in principle to accept 5%
2 of the net profit. The Board confirmed they want to continue their relationship with
3 the IOG and believes this is a step towards further strengthening the relationship
4 between F.A.C.E. and the IOG.

5
6 **Jim Dehne made a Motion to receive 5% of the Net Profit not the gross income**
7 **for F.A.C.E. courses offered by all of the IOG's within 30 days of the completion**
8 **of each class. Dot Hird Seconded the Motion.**

9
10 **MOTION CARRIED unanimously 8-0.**

11
12 Break 4:05 P.M.

13 Reconvene 4:15 P.M.

14
15 **C. 1st Vice President Report**

16
17 Frank Cassidy gave an update on the Program Committee. He stated that he was
18 working with Marilyn trying to get Trainers ready by March for the Seminar, but that
19 he was having trouble enlisting code officers. He is going to use both FACE
20 Trainers and other trainers to teach at the Seminar. Frank went on to say that he made
21 a minor change for Thursday for the Registration and Breakfast. He advised that
22 there would be a live band for entertainment and that the theme for this years
23 Training Seminar is 21 Years-Turning a New Leaf. Frank added another change
24 would come in the form of the sign in sheets. He advised we would no longer have
25 the attendees sign in at each class. Instead the attendees would be given their own
26 certificates which would be 2-ply and they would be given a validation code to insert
27 onto the form at the end of each class. The sheet would then be turned into the IOG.
28 Marilyn went on to discuss the cost involved with printing the 2-ply sign in sheets, as
29 well as discussing the fact that we will be putting all class information on a CD or
30 Flash drive type format and therefore saving on the costs associated with the
31 notebooks and photocopies as in years past. Each attendee will receive one sign in
32 sheet per day.

33
34 **D. Sgt-At-Arms Report**

35
36 Hector Garcia discussed the trip to South Florida with 3rd Vice President, Dorothy
37 Hird and Secretary, Lori Mobley. Hector stated that the Town of Medley was very
38 receptive to F.A.C.E. and went above and beyond what we expected. Hector stated
39 that the Town of Medley welcomed us back anytime we needed a place to hold any
40 meetings in the future. He further went on to say that he felt the presentation that
41 F.A.C.E. put on for the membership about How To Create A Local Chapter was very
42 well received by those in attendance and he hoped it would result in the creation of a
43 local chapter down there. Hector discussed the issue pertaining to the refund of late
44 fees to the City of Miami Beach. Hector felt that the Board should be the ones to
45 make the decision on whether or not to refund fees and not the IOG's. He went on to
46 state that out of fear of losing their certifications, that the City of Miami Beach went

1 ahead and paid the late fees, but they were requesting them to be refunded back to
2 them.

3
4 **Lori Mobley made a Motion to credit back the City of Miami Beach for their late**
5 **fees for the officers in question for their January, 2010 re-certifications. Motion**
6 **seconded by Hector Garcia.**

7
8 **MOTION failed 6-2.**

9
10 Hector went on to ask about the FERPA Law now in place with the IOG. Marilyn
11 went on to answer and stated that it was implemented throughout the University of
12 Central Florida which oversees the IOG. Marilyn further stated, individuals could
13 complete a form if they wanted their information released to a person other than
14 themselves.

15
16 Hector also wanted to thank Debbi Leigh for an outstanding job putting together a
17 Policy Book throughout the years. At this time, it has come to light that this Policy
18 Book is not up to date. Hector is requesting that the Secretary meet with the Judicial
19 and Legislative Committee to further update this book and go through all of the
20 Minutes in order to make sure we have all of our policies in order. He would then
21 like to have this book printed and given out to all Board members.

22
23 Hector then requested to have an executive session of the Board to meet and discuss
24 several delicate issues. Hector also stated in his report that he would like to see the
25 IOG contract at least 90 days before the June Conference and propose that all Board
26 members be required to view it and comment on it. His recommendation would be
27 that the outgoing Board should be the ones to sign the contract at the Board of
28 Directors Meeting prior to the start of the Conference. Marilyn agreed to send the
29 proposed contract to the Board prior to the May meeting for consideration at that
30 time.

31 .
32
33 **E. Treasurer's Report**

34
35 James Acosta wanted to thank the Board for approval of the purchase of a lap-top
36 computer which he is now using. He mentioned a few items that were in the
37 financial report that were not budgeted for and asked for direction about transferring
38 funds to cover these items. He stated the computer was \$953.94 and that \$627.52
39 would be returned to the Reserve Account and \$350.00 was a refund.

40
41 **Hector G. made a Motion to authorize James to pay all bills and have a final**
42 **reconciliation of the F.A.C.E. Budget available at the May Board of Directors**
43 **Meeting. Motion seconded by Jim Dehne.**

44
45 **MOTION CARRIED unanimously 8-0.**

1
2 **F. 3rd Vice-President's Report**
3

4 Dot Hird advised she was going to prepare a letter and mail it to the 300 plus persons
5 who are certified but not longer members of F.A.C.E. in order to reach out to them
6 and see if they would like to be part of our Association. Dot did have a report
7 prepared, on combining membership and certification fees, however, after several
8 comments from Marilyn, this matter was tabled until the next meeting where Dot will
9 re-address the fee structure report and address non-member issues.
10

11 **G. Secretary's Report**
12

13 Lori Mobley discussed the South Florida trip and felt it was well received by all
14 those in attendance. She further stated that the entire staff at the Town of Medley
15 went all out and welcomed F.A.C.E. with open arms. Dot mentioned that she
16 received a few evaluations back from attendees and that they were all positive.
17

18 **5. New Business**
19

20 Frank Cassidy discussed Bill 970-Funding for Code Enforcement with U.S. Senator
21 Lemieux. He also went on to mention that there is a class being held in Ft.
22 Lauderdale about foreclosures and that all attendees will receive 4 hours of CEH's.
23

24 Jim Dehne discussed issues involving re-certifications where a member needs to
25 make an appeal. Jim felt that the Certification/Education committee should hear the
26 appeal first and then make a recommendation to the Board of Directors. Upon
27 discussion of this matter, it was decided that the Board of Directors should hear the
28 appeals as the Board of Directors are the policy makers.
29

30 **6. Old Business**
31

32 Terry S. reminded the Board to keep up the good work with the Strategic Plan.
33

34 With no further business, Terry S. adjourned the Meeting on November 12th, 2010 at
35 6:40P.M.
36

37
38 **Attest:**

Approved:
Florida Association of
Code Enforcement

39
40
41
42
43
44 _____
45 Respectfully submitted by
Lori Mobley, Secretary

Terry Suggs, President