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

**IOG/Orlando
12443 Research Pkwy
Orlando, Florida**

1. Call to Order

2. Roll Call

Roll call administered by Lori Mobley, Secretary

Present:

Frank Cassidy	President
Mark Caskie	1 st Vice President
Jim Dehne	2 nd Vice President
Hector Garcia	3 rd Vice President
James Acosta	Treasurer
Lori Mobley	Secretary
Debbi Leigh	Sergeant-at-Arms

Others Present:

Kenny and Kathy Davenport	City of Largo
Donna Wisniewski	Seminole County Sheriff Office
Marilyn Crotty, representing the John Scott Daily Florida Institute of Government, University of Central Florida	
Bob Hamilton	Legal Counsel

Absent:

Terry Suggs	Past-President-Excused
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Secretary, Lori Mobley advised we have a quorum present.

3. Approval of Agenda

Frank Cassidy asked for a motion to adopt the agenda.

Lori Mobley made a motion to approve the agenda with one change; moving the 3rd Vice-President to Item D; motion was seconded by Mark Caskie.

MOTION carried UNANIMOUSLY 7-0.

1 **4. Approval of Minutes**

2
3 James A. made a motion to approve the Pre-Conference Meeting Minutes with
4 changes, Hector G. seconded the motion.

5
6 MOTION carried UNANIMOUSLY 7-0

7 James A. made a motion to approve the Business Meeting Minutes; motion was
8 seconded by Jim Dehne.

9
10 MOTION carried UNANIMOUSLY 7-0.

11
12 Hector G. made a motion to approve the Post-Conference Meeting Minutes
13 with changes; motion was seconded by James A.

14
15 MOTION carried UNANIMOUSLY 7-0.

16
17 **5. Opening Comments**

18
19 Frank C. advised he had no opening comments and would have further information
20 during the President's Report.

21
22 **6. Visiting Members**

23
24 Frank C. welcomed Kenny and Kathy Davenport from the City of Largo and he also
25 welcomed Donna Wisniewski from the Seminole County Sheriffs Office.

26
27 **7. Reports**

28
29 **A. President's Report**

30
31 Frank C. opened by saying that the Strategic Planning workshop went well. He
32 thanked Marilyn for facilitating and said he will include it on the agenda from now
33 on. Frank went on to say that he had great concern about the ability of Board
34 members to devote the necessary time to F.A.C.E. due to the current economic
35 situation. He knows that we, including himself, are all having tough times in our
36 jurisdictions and it's causing a lot of extra stress on all of us. It will be important
37 for all of us to work together. Jim D. commented that he had some difficulty
38 putting together a committee. He was hoping for members that had expertise in
39 training F.A.C.E. courses, but several people asked to participate. He feels that due
40 to the economic situation that people were not allowed by their employers to take
41 off time to travel to be part of a committee. Hector G. commented that he is still
42 employed until October 1, 2010, but that after that, per the By-Laws of F.A.C.E. he
43 will only have 90 days to obtain another code position, if he wants to remain on the
44 Board of Directors. Hector went on to state that the trend, it appears, is that
45 jurisdictions are looking toward privatizing their Code Enforcement departments
46 and that employees of these private companies, cannot vote in the elections and

1 cannot be on the Board of Directors. Debbi L. commented that she thought there
2 was time to possibly change the By-Laws for this year. Discussion ensued among
3 the Board members about publishing the results of the By-Law changes, if any, and
4 it was a 30 day window. Jim Dehne commented that he felt allowing for 6 months
5 to find another code position was a good idea, if we were to change the By-Laws by
6 membership vote, but that he would be against allowing privatized companies to be
7 on the Board of Directors. Hector G. commented that he felt this Board of
8 Directors needs to take a serious look at the reality of the privatization of code
9 enforcement. Discussion ensued with Debbi L. reading from the current By-Laws
10 of F.A.C.E.
11

12 **MOTION made by Mark Caskie to have the Sgt.-at-Arms Legislative**
13 **Committee research the definition of participating agency for possible**
14 **inclusion of private entities working in code enforcement to vote; seconded by**
15 **Hector G.**
16

17 **MOTION carried 6-1.**
18

19 Debbi L. stated she would have her committee look into this subject matter and
20 present it at the next Board of Directors meeting. Frank C. went on to say that he
21 would put together the list of committee members. Hector G. said that Brenda
22 Rothwell was no longer a member of his committee and he was looking for another
23 member to replace her. Frank C. stated that Shawn O. and Terry S. had attended
24 the Florida League of Cities Conference in Hollywood, Florida. He further stated it
25 was very successful and he hopes F.A.C.E. become more involved with the Florida
26 League of Cities by possibly giving presentations in the future. Frank C.
27 commented that Terry S. relayed to him that he was approached by several Mayors
28 who wanted to support F.A.C.E. in our quest to make Code Enforcement
29 certifications a state mandate. Frank further stated that having the same two
30 representatives of F.A.C.E. at the past three Florida League of Cities conferences
31 was a positive for F.A.C.E. Marilyn C. stated that she saw a lot of people stopping
32 by our display booth and giving positive feedback. She further stated that the new
33 banners were professional and improved our presence. She felt this was a positive
34 step in building our relationship with the Florida League of Cities. Frank thanked
35 Debbi L. for getting the display banners produced, Frank C. went on to discuss the
36 A.A.C.E. Conference to be held on November 3-5, 2010 in Glendale Arizona.
37 F.A.C.E. has allocated funds to send a representative to the A.A.C.E. Conference.
38 Frank said he would be unable to attend this year due to travel restrictions in his
39 city. Debbi L. stated she would be there anyway, as a representative of A.A.C.E.
40 Further discussion ensued and it was the Board consensus to send Hector G. as the
41 F.A.C.E. representative this year, and James A. as back-up, if Hector G. cannot
42 attend.
43

44 **Membership Issue:**
45

1 Frank C. discussed an issue brought before him by member Bryan Weymer. Mr.
2 Weymer stated that he had changed departments within his jurisdiction and did not
3 receive his mail. He was not aware that he was overdue and his certification for
4 Administrative Aspects had lapsed. Frank C. stated his jurisdiction has paid the
5 \$65.00 fee and Mr. Weymer is still currently certified in Level 1.
6

7 **Motion made by Debbi L. to deny the request of Bryant Weymer of re-**
8 **instatement of his certification in Administrative Aspects; Seconded by Jim**
9 **Dehne.**

10
11 **MOTION carried UNANIMOUSLY 7-0.**
12

13 B. IOG Report

14
15 Frank C. thanked Marilyn for use of the IOG facility at no charge to F.A.C.E. and
16 for making the necessary hotel arrangements for the board members. Marilyn went
17 over the 2010 Conference by stating that the new course number sheets used for
18 course attendance went over well. She said there was a discrepancy in the
19 handwriting on one member's certificates and that the IOG was looking for
20 direction from the Board about crediting the hours. Marilyn passed around the
21 paperwork for the board members to review the discrepancies in the handwriting
22 and asked for the board members opinions.
23

24 **Motion made by Jim Dehne and seconded by Lori Mobley to uphold the IOG's**
25 **decision to not award any CEH credits for classes attended by Herb Smith**
26 **until verification by the IOG is made for the 2010 F.A.C.E. Conference.**
27

28 **MOTION carried UNANIMOUSLY 7-0.**
29

30 Marilyn went on to discuss the financial breakdown of the 2010 Conference and
31 what monies are due from F.A.C.E. to the IOG. James A. added that additional
32 monies had come in from various vendors but were not on this report. Marilyn
33 went on to say that the difference in monies was due to the attrition rate that the
34 hotel charges and she worked very hard to get them to remove or lessen this
35 amount. She further stated we were given a discount on the use of the audio/video
36 equipment. Marilyn stated she has negotiated a better contract for the 2011
37 conference and hopes there will not be any attrition. She will also attempt to
38 eliminate an attrition clause from the contract for the 2012 conference.
39

40 2:25 Break

41 2:45 Re-Convene
42

43 C. 1st Vice-President Report

44
45 Mark Caskie went over the evaluation reports from the 2010 Conference. He felt
46 most of the comments were positive and the changes implemented this year were

1 successful. Marilyn added that two of the sessions did not last the designated time
2 and we should try to avoid that happening in the future. Mark C. and Jim D. both
3 agreed that the audio/visual aids were less than stellar. The new system with
4 putting the class information on the flash drives was a success, it saved paper but it
5 did not save time for the IOG as they still had quite a bit of copying to do. Marilyn
6 thought that next year we could add more information onto the flash drives. There
7 was some Board discussion about the flash drives and the consensus was to keep
8 using them for next year's conference. Jim D. made a suggestion to put the class
9 names on the doors or signage near the doors to cut down on the confusion trying to
10 locate which room had which course. The Board discussed opening registration
11 earlier before workshops begin and to eliminate the vendors speaking at the
12 luncheon. Marilyn offered to pass on the comments about the hotel to the hotel
13 management. Marilyn further advised that we had a signed contract for the 2011
14 Conference to be held at the same location, however, she was able to increase the
15 percent of rooms that can be dropped from our block to 25%, lowering attrition.
16 Mark C. stated one of the changes he was looking into was eliminating the
17 entertainment at the banquet dinner. Marilyn mentioned that she was introduced to
18 a lady by the name of Beth Rawlins, president of Beth Rawlins, Inc. Marilyn stated
19 that Ms. Rawlins works on various campaigns and conferences and part of her
20 business is to recruit vendors. Ms. Rawlins is paid a percentage of the fee the
21 vendors pay to F.A.C.E. Mark C. said he would be interested in getting in touch
22 with Ms. Rawlins, that this would be a positive for all involved. Marilyn asked
23 where the Board of Directors would like to look for the 2012 conference and it was
24 decided by consensus of the Board to look at the I-4 corridor (east and west coasts),
25 as well as the southeast part of the state.

26
27 3:43 Break

28 3:48 Re-Convene

29 30 **D. 3rd Vice-President's Report**

31
32 Hector G. started by saying we had 1793 members to date and at this time last year
33 we had 1921 members. He said that his committee had met on August 13, 2010.
34 Hector and his committee re-vamped the membership letter to new members, as
35 well as, the renewal letters to current members. He also added that they made some
36 changes for additional information on the membership application. The Board
37 discussed these changes and the consensus of the Board was to add Mr., Ms., or
38 Mrs., to the application to better clarify names and to add a line for mailing address
39 if different than a member's jurisdiction address. Hector is also going to add the
40 F.A.C.E. Mission Statement to the letters. Hector stated that these documents were
41 still a work in progress at this point.

42
43 Frank C. adjourned the meeting at 4:30 p.m. on August 27, 2010, and requested the
44 board re-convene at 8:30 a.m. on August 28, 2010.
45

1 August 28, 2010 Board of Directors Meeting re-convened and called to order by
2 Frank Cassidy at 8:33 a.m.

3
4 **Roll Call:**

5
6 Frank Cassidy President
7 Mark Caskie 1st Vice President
8 Jim Dehne 2nd Vice President
9 Debbi Leigh Sgt-at-Arms
10 James Acosta Treasurer
11 Lori Mobley Secretary

12
13 **Others Present:**

14 Marilyn Crotty IOG-UCF
15 Shawn O'Rourke City of Oviedo

16
17 **Absent:**

18 Terry Suggs Past-President-Excused
19 Hector Garcia 3rd Vice President-Excused

20
21 Secretary Lori Mobley advised we have a quorum present:

22
23 **E. 2nd Vice-President's Report**

24
25 Jim Dehne advised that his committee members are Shenoy Ragjuraj from Palm
26 Beach County, Jeff Look from City of Gainesville, Mike Titmuss from City of Fort
27 Myers and Gwyn Herstein from City of Daytona Beach Shores. Jim stated their
28 first meeting will be September 17th and 18th and they will be discussing the update
29 of Administrative Aspects. Marilyn stated that Mari Rains has limited time to
30 devote due to a full-time position with UCF. Marilyn has hired 4 new trainers to
31 assist her with the responsibilities left vacant by the loss of Mari. Jim D. stated that
32 we will need to create new exam questions for the Administrative Aspects course
33 once it is re-vamped. Frank C. commented that they may want to look into
34 completely changing the curriculum for this course by adding new classes. Jim D.
35 stated he would look at the entire course for revision. Jim went on to say that 8
36 people were currently waiting for the Train the Trainer course. Marilyn stated that
37 they usually have 10-15 students per class. In order to make it cost effective,
38 Marilyn said she hoped for at least 10 people to sign up. Marilyn further stated she
39 will check her calendar and see when she can schedule a class and e-mail the
40 membership with this information. Mark C. asked Jim D. to look into on-line
41 courses as part of the new curriculum. Marilyn added that UCF is one of the top
42 universities using on-line courses and will try to see if this can be offered for non-
43 credit courses. Jim D. stated he would e-mail the board with updates after he has
44 met with his committee. Marilyn mentioned webinars as another avenue to offer
45 courses. She stated that through Jeff Hendry at the IOG in Tallahassee, we may be

1 able to offer this. She further stated F.A.C.E. would have to develop some courses
2 for continuing education hours.

3
4 **F. Treasurer's Report**

5
6 James Acosta went over the budget, account balances and check book
7 reconciliation. He stated we are starting to receive deposits for membership dues.
8 Marilyn stated that the IOG has not sent out any invoices yet. James presented a
9 breakdown of payments that can be done through credit cards to F.A.C.E. provided
10 by a company called ProPay. It was further stated that all credit card payments
11 would have to be made directly through the Treasurer. James said he had no
12 problem with the way it's being handled now.

13
14 **MOTION to approve the Treasurer's report was made by Jim Dehne and**
15 **seconded by Mark Caskie.**

16
17 **MOTION carried UNANIMOUSLY 6-0.**

18
19 James A. said he was going to look at the budget to see where we can cover the cost
20 associated with the attrition from the Conference and have it ready for the next
21 Board of Directors meeting. Jim D. added that we had save approximately \$572.00
22 at this meeting due to the reduction in the cost of the hotel room rates and the use of
23 the facility at the IOG with no charge. Marilyn added that some of the committee
24 meetings were also scheduled to use the IOG facility at no charge, as well as, the
25 same hotel with the lesser room rate charge.

26
27 **G. Sgt-at-Arms Report**

28
29 Debbi Leigh stated that she has made new Board of Directors manuals for each
30 board member. She said that it has been updated with all of the Board policy's
31 dating back to 2004. She asked that each board member review the policies to
32 ensure that we want to continue these policies. Debbi L. further stated that she has
33 contacted Jennifer Kelly who has a box of birthday cards that are sent out to the
34 Senators and Representatives and she will make arrangements to pick these up from
35 Jennifer. The entire board thanked Debbi and her committee for all of their hard
36 work that went into putting the manuals together. Mark C. felt that we should have
37 the dates of when all the local chapters were created and put this into the manual.
38 Debbi went on to say that her committee had cleaned up the By-Laws by correcting
39 grammar and spelling. Debbi stated that her committee had looked into the policy
40 created about military leave for code officers. It was discussed among the Board
41 and the consensus was to amend the By-Laws by amending it to add a provision
42 about military exemptions afforded to code officers who are deployed for military
43 purposes. Debbi also stated that her committee had looked at the policy regarding
44 suspension, revocation and re-instatement of code officers and suggested a By-Law
45 change.
46

1 **MOTION made by Mark Caskie and seconded by James Acosta to adopt the**
2 **suspension, revocation and reinstatement policy as revised.(see attached)**
3

4 **MOTION carried UNANIMOUSLY 6-0.**
5

6 Debbi went on to say her committee had looked at the By-Laws regarding active
7 code enforcement officers remaining on the Board of Directors for no longer than 3
8 months if a loss of a job occurs and considered changing this to 6 months due to the
9 economic situation in many jurisdictions. She said it was the consensus of her
10 committee not to make this change to the By-Laws at this time. Debbi brought up
11 the issue of the Taxpayer's Bill of Rights (TABOR). She said that Bob Hamilton
12 and her committee all agreed not to take a position on TABOR unless it directly
13 affects the code enforcement profession. Shawn O. commented that TABOR was
14 initiated because of a code enforcement action brought against a slum-lord in the
15 state of Colorado. He felt this is the reason why F.A.C.E. has been approached to
16 become involved with this issue. Debbi advised her committee would continue to
17 monitor TABOR. Marilyn felt that if we want to get the code enforcement
18 certification mandated by the legislature we need to have all the allies we can get
19 and we may want to show them our support on their issues. Frank C. added that we
20 will aggressively continue to monitor the TABOR issue and maintain positive
21 relationships without taking an official position. Debbi said she would take back
22 the board comments to her committee on this. Debbi added that her committee is
23 working on putting together an RFP for lobbyists. She said she had called a
24 lobbyist who previously showed interest and had submitted a proposal to F.A.C.E.
25 but had not heard back from him. Debbi said that we should keep moving forward
26 with building our relationships but her committee highly recommends hiring a
27 lobbyist. Debbi said she will continue to look for new proposals. Marilyn said she
28 knows a few lobbyists she could talk to. Debbi went on to say that statute 162
29 provides two different definitions for code enforcement officer and code inspector
30 and that they should be the same. Frank C. asked that if her committee receives a
31 proposal from a lobbyist that maybe the board would set up a phone conference to
32 take a vote on the proposal. Debbi then discussed the AGO on the definition of
33 violator. She commented on two bills that did not pass this year. One would have
34 allowed local governments to post legal notices on the Internet. The other bill
35 would have made code enforcement liens more superior. She also gave information
36 about code enforcement officers having the right to remove motor vehicles if that
37 jurisdiction adopts an ordinance. Marilyn brought up the Florida League of Cities
38 Legislative Conference scheduled for November, 2010. Debbi L. stated she would
39 look into attending this Conference as it is held in Orlando.
40

41 **H. Secretary's Report**
42

43 Lori Mobley stated that she had accepted a job offer in another jurisdiction. She
44 also stated that she would not be able to use any of this jurisdictions time or
45 computers or office machinery to do any F.A.C.E. work and would not be available
46 during working hours to attend to any F.A.C.E. business. All calls and e-mails

1 regarding F.A.C.E. will have to be on her personal phone and will be done after 5
2 p.m. daily. Lori went on to say that she has placed two boxes of records from the
3 past two Secretary's in the storage room at the IOG, with Marilyn's approval.
4

5 **I. Past-President's Report**

6
7 Shawn O. stated he was sitting in for Terry Suggs who was excused from the
8 meeting. Shawn O. stated that Terry had given Secretary, Lori Mobley all of the
9 original signed contracts from the various IOG's. Secretary Lori Mobley stated she
10 had not seen or spoken to Terry since the Conference and was never given such
11 documents. Upon looking through her IOG file, there were none present except for
12 the one from the IOG/Orlando. Shawn went on to report that Terry had not yet
13 formed a nominating committee. Shawn said the Florida League of Cities
14 Conference was a huge success in his opinion. He stated quite a few people
15 stopped by and were asking questions and that the two banners that were ordered by
16 Debbi Leigh were very professional. He further added that he, Debbi and Monica
17 Anderson had worked together to design the banners. Shawn suggested ordering
18 one more banner to replace the one that is old. Shawn gave a presentation of what
19 he had been working on with Marilyn, Debbi, and Chris Campbell regarding the
20 single-fee issue. He said it was still an on-going work in progress but felt they were
21 making great strides in bringing this idea to fruition. He gave out a handout with
22 various breakdowns of fees and benefits to members vs. non-members. He also
23 discussed the terms of associate member, active member, charter member, and
24 retired member. Shawn said any changes, of course, will impact all aspects of the
25 association. He also wants to add Hector G. as 3rd Vice President in charge of
26 membership to this group. The board members discussed all of these ideas, as
27 presented by Shawn, and agreed by consensus to keep moving forward with all of
28 these ideas.
29

30 10:55a.m. Break

31 11:02 a.m. Re-Convenc

32 33 **J. Old Business (Unfinished Business)**

34
35 There was no old business to attend to.
36

37 **K. New Business**

38
39 Jim Dehne stated that local chapter members were complaining about being
40 contacted by various vendors from the conference and they were concerned about
41 how these vendors received their information. Marilyn advised she gives the
42 vendors a list of all attendees at the conference but only their names and
43 jurisdictions, no personal information is given out. Marilyn advised if members
44 don't want their names or jurisdictions given out, to contact her and she will remove
45 them from the list in the future. Jim went on to say that he would like to see less
46 attrition expense at the 2011 conference. He suggested possibly allowing members

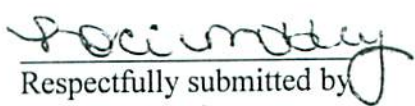
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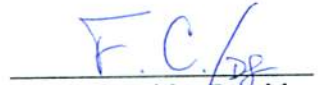
to use the rooms. Marilyn advised we don't know the amount of attrition until after the conference and that she has negotiated a better attrition rate for the upcoming contract. Jim D. brought up the issue of the guidelines for applying for a scholarship. He is not happy with the criteria currently in place and feels we should not be awarding scholarships to those who already have enough CEH's for the year. It was discussed among the Board members and by consensus, the Board agreed to have Debbi L. work on revising the scholarship criteria. Jim D. also asked for better board member communications amongst ourselves. Frank C. advised the next Board of Directors meeting will be held in southeast Florida, December 3-4, more than likely in the Palm Beach area; but he will let us know a more definitive answer in the near future. He is going to speak with Shenoy in Palm Beach County to see if the Board could use their facility. Marilyn suggested she might be able to make arrangements for the Board to meet at a hotel under consideration for the 2012 conference. The Board discussed having 1 day meetings when the meeting is held in the Orlando area and 2 day meetings when the meeting is held outside of the Orlando area.

With no further business to discuss, Frank C. adjourned the August 28, 2010 Board of Directors Meeting at 11:25 a.m.

Attest:

**Approved:
Florida Association of
Code Enforcement**


Respectfully submitted by
Lori Mobley, Secretary


Frank Cassidy, President