

**Florida Association of Code Enforcement
Board of Directors Meeting Minutes
August 8, 2019**

President Cindy Drake called the meeting of the Florida Association of Code Enforcement Board of Directors meeting to order at 1:12 pm

Present: President – Cindy Drake; 1st Vice President – Michael Hauserman; 2nd Vice President – Mitch Posner; 3rd Vice President – Dwayne Johnson; Sergeant-at-Arms – Sam Sullivan; Secretary – Dorothy Hird; Treasurer – Michelle Forstrom; Past President – April Hartseil

Quorum Present: Yes

Absent: Mari Rains, UCF/IOG

Others Present: Donna Wisniewski, Retired
Steve Shifley, City of Haines City
Sibyl Milner, UCF/IOG

MOTION: Mitch Posner, motioned to approve the 08-08-2019 agenda

SECOND: Michelle Forstrom, seconded the motion

With no further discussion

Motion carried

MOTION: April Hartseil, motioned to approve the F.A.C.E. Board of Directors meeting minutes for June 10th and June 14th, EVote minutes from June 27th recertification policy, June 27th increase non-member recertification fee, July 10th deny late fee waiver for Margaret Castellanos.

SECOND: Michael Hauserman, seconded the motion

With no further discussion

Motion carried

President – Cindy Drake

Cindy read over the names for the different Committees and discussed with the board the remaining Interest forms asking the committee chair to please keep those not selected for future use. She advised the committee chair to make sure the minutes taken at their committee meetings are submitted to the President and the Secretary.

AACE Conference Update- Cindy was asked not to schedule her trip to the AACE Conference until further information has been received regarding the conference.

Florida League of Cities Conference – President – Cindy Drake, 1st Vice President - Michael Hauserman and 3rd Vice President – Dwayne Johnson, will be attending the Florida League of Cities Conference. The conference dates are August 14th – 16th at the Marriott Orlando World Center. She advised there are possibly 75 jurisdictions represented at the conference without F.A.C.E. members.

Historian - The board was advised the Historian is Lori Troxel for the 2019/2020 year and she will be submitting an article for the interface.

Cindy passed out information on Phishing Emails and how to not get hooked, think before you click. She also passed out information on Perfecting Email Etiquette.

Past President – April Hartseil

April discussed her idea of giving out F.A.C.E. pins to the local Chapter board members when the F.A.C.E. Board members attend the local Chapter meetings.

The ICC annual report is done and the website updated to the primary contact.

Admin System current issues – With the system F.A.C.E. currently has, there are problems creating invoices for processing late re-certifications. April advised with the new design website system there is two (2) to three (3) weeks of recovery, six (6) to seven (7) weeks for setup and one (1) to two (2) weeks to launch. The board will have three (3) times to make any changes to the system once it has been launched. There is live training and videos on the system every day at 3 pm. The expected launch date is October 1, 2019. The board will also have to make sure there is a SSL certificate on the website.

Break: 2:18 pm

Reconvene: 2:32 pm

2nd Vice President – Mitch Posner

The members of his committee are as follows: Diane Devol, Pinellas County; Cassandre Saint –Hillaire, West Palm Beach; Jon Martin, Orange County and Margaret (Peggy) Arriz, Fort Pierce.

Mitch advised his first meeting will be in the next couple of weeks. There are several appeals waiting to be reviewed and discussed.

ICC Preferred Provider – Mitch now has access to the portal and will be uploading dates for the classes on their website. He will also be placing on the website the approved Chapter Education courses. He would like the IOG to send him the dates of the classes to be offered so they can be added to the ICC Preferred Provider website calendar.

3rd Vice President – Dwayne Johnson

Dwayne advised he has three (3) members on his Membership Committee and are as follows: John Gannotti, Palm Beach County; Vito Lorenzo, Stuart and Todd Hoagland, Cape Coral

His committee will be coming up and discussing ways to increase and retain members.

Dwayne discussed with the board Member Deals that will provide the members of the organization with a way to save money and possibly increase the membership. He has been working with Mike Giles and at no cost to F.A.C.E. the deal offers up to 60% off on travel and entertainment deals. The contract will need to be signed and a link for members can be placed on the F.A.C.E. website.

MOTION: Dwayne Johnson, motioned to approve the implementation of Member Deals for members of F.A.C.E., after contract observed by F.A.C.E. Attorney. Member Deals provides our organization with opportunities to establish a cost free members program for discounts on travel and entertainment. This will help with member retention and recruitment.

SECOND: Mitch Posner, seconded the motion

With no further discussion

Motion carried

Hamilton County – The board discussed possibly reaching out to Hamilton County where a new Code Enforcement Department is being established.

Interface articles – The articles are due August 1st, November 1st, February 1st and May 1st.

Miami Dade County has fifty (50) members and they reached out to F.A.C.E. asking for information on jurisdictions that require Certification as a condition of employment. This information has been provided to them.

Michelle Forstrom - Treasurer

Michelle advised that as of July 31, 2019 F.A.C.E.'s total cash is \$126,151.68. In checking there is \$113,848.78. In our saving account there is \$5,966.88 and in Orlando Federal Credit Union there is \$5,336.02.

Conference 2019 Financials - The conference budget figures have not been finalized, but when they are done, she will be sending out this information.

The income from fees for this year is \$21,822.44, \$11,355.95 from exam income, \$1,612.12 revenue share, \$8,800 for annual fee income and a \$50.00 late recertification fee.

The expenditures are \$36,371.55. The website support and implementation of \$13,991.41 has already been paid for the year.

Michelle asked the board to make sure all expense reports and receipts go to Jim Acosta and cc her.

Review/Update of Treasurer Duties -

Michelle discussed with the board some of her duties which include reporting the current financials, Interface Article, preparation of the budget for presentation at the conference and the budget workshop.

The board went over the hotel summary report looking for hotel that could meet our minimal requirements of at least 18,000 to 20,000 meeting room space.

Dorothy Hird - Secretary

The minutes are up to date. Nothing else to report.

MOTION: Cindy Drake, motioned to recess

SECOND: Sam Sullivan seconded the motion

With no further discussion

Motion carried unanimously

Meeting recessed at 4:55 pm.

**Florida Association of Code Enforcement
Board of Directors Meeting Minutes
August 9, 2019**

President Cindy Drake reconvened the meeting of the Florida Association of Code Enforcement Board of Directors at 8:47 am

Present: President – Cindy Drake; 1st Vice President – Michael Hauserman; 2nd Vice President – Mitch Posner; 3rd Vice President – Dwayne Johnson; Sergeant-at-Arms – Sam Sullivan; Secretary – Dorothy Hird; Treasurer – Michelle Forstrom; Past President – April Hartseil

Quorum Present: Yes

Absent: Mari Rains, UCF/IOG

Others Present: Mike Durham, F.A.C.E. Attorney
Donna Wisniewski, Retired
Steve Shifley, City of Haines City
Sibyl Milner, UCF/IOG

MOTION: Mitch Posner, motioned to reconvene the F.A.C.E. Board of Directors Meeting

SECOND: April Hartseil, seconded the motion

With no further discussion

Motion carried unanimously

MOTION: Michael Hauserman, motioned to approve P.A.C.E. to hold the 50/50 fundraising drawing at the 2020 conference.

SECOND: April Hartseil, seconded the motion

With no further discussion

Motion carried unanimously

Attorney Mike Durham was introduced and the board advised him what some of his duties such as review of rewrites and contracts. The board discussed the possibility of forming a sub-committee to help with the rewrites.

Sergeant-at-Arms – Sam Sullivan

Sam's Legislative and Judicial Committee members are as follows: Ana Reichert, Walton County; Steve Shifley, Haines City and Steve Hunnicutt, Davenport

Legislative and Judicial Committee Update

Sam met with Ryan Mathews, F.A.C.E. Lobbyist in Tallahassee and discussed ideas to build a foundation for advocacy. His first committee meeting will be August 29, 2019.

His committee will start a generic birthday card program to send to legislators on their birthdays and to also have generic business cards to be handed out while in Tallahassee. He would also like to invite a member of the House of Representatives and the Senate to the F.A.C.E. Conference.

An up-to-date survey will be done on jurisdictions which require certifications as a requirement for employment. He would like to get information (figures) on how much it will cost for Code Enforcement Officers to get the high risk classification.

Sam advised that some of the Florida League of Cities (FLC) key goals are short term rentals, marijuana bill and Cyber Security.

Attorney Durham suggested F.A.C.E. find out the name of the lobbyist for the Property and Evidence Clerks Association.

1st Vice President – Michael Hauserman

Michael's Program Committee members are as follows: Chalimar Gregory, Stuart; Dawn Habel, Cape Coral; Joe Petrick, West Palm Beach; Beverly Singley, Highlands County; Linnelle Stewart, Alachua; Donna Wisniewski, Retired and Michael Jordan, Conference A/V Coordinator

Michael advised his committee's first meeting will be August 26, 2019. He asked for any ideas for classes or sponsors to please forward this information to him. He has the hotel information and will be working with them.

Break: 10:05 am

Reconvene: 10:17 am

The board discussed again and went over the hotels for the 2021 conference and the incentives. The Embassy Suites Kissimmee has a \$10,000 incentive. The board decided on the Hilton Daytona Beach Oceanfront Resort, the Embassy Suites Kissimmee, Rosen Plaza Hotel and the Hilton St. Petersburg Bayfront as hotels to be considered for the 2021 conference.

Mari will set up a doodle poll for the board members to see which dates would be convenient for the board members to tour St Petersburg Bayfront hotel. They are looking for some time in September or October.

Conference Evaluations

The board went over and discussed the Conference Evaluations.

Old Business

None

New Business

None

MOTION: Cindy Drake, motioned to adjourn

SECOND: Dot Hird, seconded the motion

With no further discussion

Motion carried unanimously

Meeting recessed at 11:48 am.

APPROVED:

FLORIDA ASSOCIATION OF CODE ENFORCEMENT

Cindy Drake, President

Attest:

Respectfully submitted by
Dorothy L Hird, F.A.C.E. Secretary
August 13, 2019

ACTION ITEMS

Mari set up a go to meeting to go over her items
Mari scheduling a tour of St Petersburg Bayfront
Michelle will do article to include the costs of the conference, food, etc.