

**Florida Association of Code Enforcement, Inc.
Board of Directors Meeting**

Minutes

**Friday, March 3, 2017
8:30 AM – 5:00 PM**

**Institute of Government at UCF
12443 Research Pkwy #402.
Orlando, FL 32826
(407) 882-3960**

1. Call to Order

2. Roll Call

Board of Directors:

President, Leslie Banta
1st Vice President, Bill Van Horn
2nd Vice President, Jeff Look
3rd Vice President, Ken Jackson
Sergeant-at-Arms, April Hartseil
Treasurer, James Acosta
Secretary, Jim Litterello
Immediate Past President, Cindy Drake

Also present: Mark Caskie – Metisentry Liaison
Gary Glassman – Attorney
Marilyn Crotty- IOG

Visiting Members: Tom Allen, Regional Manager of ICC
Mike Hauserman, Palm Beach County

Excused: Liana Teague – Webmaster
Lori Troxel – Historian

3. Motion to approve the agenda

Jeff Look Seconded by Bill Van Horn
Motion passed unanimously

4. December 2, 2016 Board Meeting minutes:

Motion to approve minutes

Jeff Look Seconded by April Hartseil
Motion passed unanimously

5. Welcome Visiting Members – Tom Allan, Mike Hauserman

6. Membership Issues:

None

Reports:

7. President – Leslie Banta: Set standards for all Board meetings, all reports to be sent to board members prior to the meeting. Letter from the President to be sent to CFCEA regarding the locations of the F.A.C.E. Conferences and to invite them to the upcoming Board meeting being held at the conference location. Locations for the May Board meeting were discussed and the Board agreed to have the meeting at the 2017 F.A.C.E. Conference hotel. Hotel locations for the conference are approved from one to three years out. This is normal so that F.A.C.E. can get the best prices.

8. Tom Allen, Regional Manager of ICC – ICC will sponsor a table at the 2017 F.A.C.E. Conference. ICC Conference will be in Columbus on September 10th – 12th. F.A.C.E. can have a free registration for the president or another board member at the conference or at the Leader's Academy in Atlanta, Georgia, in June. May has been proclaimed as Building Safety month. Tom Allen requested that F.A.C.E. issue a proclamation supporting this. The 2018 Icodes have been completed and will be published late this summer and the 2020 - 2021 Icodes will be opening for proposals this summer. He suggested F.A.C.E. provide any information or changes to the new codes, particularly property maintenance and zoning. The new code will also address tiny houses built on-site. Jeff Look was reminded to submit the application for F.A.C.E. to become a preferred provider.

9. Treasurer- James Acosta - Current Budget- Treasurer James Acosta supplied the Board with the following documentation: Recap Report, fiscal year budget report, income/expenses by month report, as well as copies of reconciliation reports and statements from the bank, for the record. 2017 Conference Budget remains the same as last year. Program chairman has submitted additional receipts which are not on this month's billing. Marilyn Crotty and James Acosta are working very closely to settle all bills regarding classes that have been given. Sunshine 811 has submitted for sponsorship and F.A.C.E. is awaiting the check for payment for the 2017 Conference.

10. Past President - Cindy Drake – The nominating committee has been promoting Board positions in the interface and the website. Several people that have submitted their nominations: 1st Vice President, April Hartseil - Highlands County; 2nd Vice President, Jeff Look - City of Gainesville; 3rd Vice President - Michael Hauserman, Palm Beach County, Dennis Bunt, Lake County; Sergeant at

Arms, Joe Petrick - Village of Tequesta; Treasurer, James Acosta - St. Johns County; Secretary, James Litterello, III - Cape Coral, Dorothy Hird - Seminole County. Bill Van Horn informed the Board that he knows of someone who is interested in being the assistant treasurer. He has asked her to contact James Acosta.

11. **IOG - Marilyn Crotty-** There will be a change in leadership at the IOG at Florida Gulf Coast University in April. At that time, all certification classes on the west coast will be offered by the IOG at USF in Tampa. UCF will schedule a Train the Trainer sometime in the near future to increase the number of F.A.C.E. trainers. The Board directed Marilyn Crotty to begin the search for a hotel for the 2019 conference. She will bring options to the May meeting.
12. **Program Chair - Bill Van Horn-** Thanked everyone for the flowers, and thoughts, meant a lot. The program committee met on March 2, 2017 and are prepared to hit the ground running. Everything is going well. We have an ICC approved trainer coming from Arizona to teach the property maintenance class. The busses to Disney Springs can hold a maximum of 250 people. The committee is working on an alternative event that night for adults only at the Crayola Experience. 400 coupon books will be placed in conference bags for discounts at stores and eateries within the Florida Mall. Mid-March is the targeted time to open registration on the IOG website. The President's reception is now named the Members' Reception. There will be an open beer and wine bar for one hour given to us by the hotel with a cash bar after that. Will have a photographer at the member's reception and the banquet so we will have professional photos of the events. Board members will not be eligible to have their name in the drawings for door prizes during the conference. The program committee has also decided to keep their names out of the drawings. There is a free app available for the F.A.C.E. Conference for this year and hopefully that will continue. The Palm Beach County chapter will sponsor a 50/50. Other chapters may hold raffles if desired.
13. **2nd Vice - Jeff Look** – The Education and Certification Committee is having issues with the webinars and will probably not meet the goal of providing 3 of them this year. However, there has been a terrific response to the Emotional Intelligence continuing education course which has been offered multiple times in southeast Florida. The Education & Certification Committee met on February 23, 2017 and discussed the Legal Issue Paper topic submittals and broadened the definition of what qualifies as an acceptable topic. The rewrite of the Fundamentals course is moving forward. It is difficult to shorten the course and fit it into a new time frame. April Hartseil informed the Board that Kathy Ashman is working with Gulf Coast State College to prepare a class for Code Enforcement Officers at that location. They already teach police academy and animal control;

however, she wants to help them develop a curriculum that could be used to teach all Code Enforcement Officers. April Hartseil suggested Kathy Ashman be invited to join the Education and Certification Committee and that she take the Train-the-Trainer class.

14. 3rd Vice - Membership Report- Ken Jackson – The Membership Committee is exploring additional membership benefits, including a link on the web site for discounts to tickets and things to do in your area, “Tickets at Work”. Several jurisdictions already have this at work. The committee is contacting members that are about to lose their membership due to not getting the CEU’s required or paying membership fees for the two-year period. They are also designing a survey to send out to the membership to find out if jurisdictions require certification and if they pay for different levels of certification. This committee needs to meet face-to-face and Ken Jackson has requested additional money to meet at least one time, but there is no money in the budget to do so.

15. Sergeant at Arms - Legislative Committee Update - April Hartseil – The Sergeant of Arms has written a blog on the 2017 legislation and in the newsletter article. April Hartseil has a detailed listing of the actual bills filed in the 2017 session that may affect our members. She commented on several bills that are before the Legislature: HB17 – preempting local governments from regulating local businesses; HB330 – limiting the local business tax. She will send information on the bills to the membership by email and will direct the lobbyist on taking positions on bills. April Hartseil shared a list of all counties and cities showing whether they have certified officers. Upon review, it was agreed that the list included nongovernmental entities so it needs revising. It will be a useful tool for both the Legislative and Membership committees. April Hartseil presented information about several bylaw amendments. She expressed interest in allowing retired members to remain certified without taking continuing education hours. The Board discussion did not favor this. Other amendments: Article III, Section 4 – delete sentence about checks; Article IV, Section 3 – change terms of office.

16. Metisentry Liaison – Mark Caskie – The annual contract with Metisentry will be signed next week. Programing for the re-certification process is well underway and will go live soon. The fee for this update will be around \$6,000. In the next fiscal year, another \$6,000 should be budgeted to allow the membership renewal process to be automated including membership cards. Mark Caskie will confirm the cost for this at the May meeting. The Board discussed whether someone needs to be appointed to serve as liaison after Mark Caskie leaves the position in June. Several comments were made about the website: email in the system is difficult for board members to access and

overwhelming number of trash emails get through because the spam filter is not adequate. Mark Caskie commented that Code Guy needs to be redirected to the 3rd VP.

- 17. Web Master – Liana Teague** – Leslie Banta presented the report from the webmaster. Only 600 people have signed up for the email blasts. Board members are encouraged to continue the blogs. ICC chapter updates have been placed on the website and the membership page has been updated. Have also placed the dates of chapter meetings and meeting notes on the website.
- 18. Secretary – Jim Litterello** – **Motion to direct IOG to conduct a search for the location of the 2019 Annual Conference somewhere along the I-4 corridor.**

Jim Litterello, Second: Jeff Look

Seven Ayes, one absent.

Motion Carried

Have received four F.A.C.E. Committee application interest forms to date for the upcoming 2017-2018 F.A.C.E. year.

Motion to adjourn the meeting at 2:50 PM

James Acosta Second: Jeff Look

Motion passed unanimously

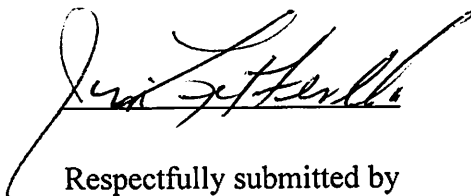
The next meeting date will be May 5-6, 2017; 1:00 PM

Florida Hotel & Conference Center at the Florida Mall
1500 Sand Lake Road
Orlando, Fl. 32809

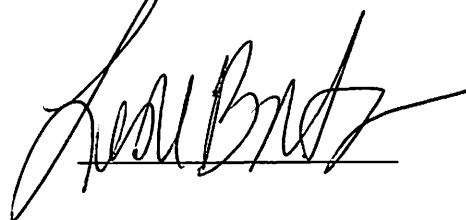
Florida Association of Code Enforcement

Attest:

Approved:



Respectfully submitted by
Jim Litterello, Secretary



Leslie Banta, President