

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

Minutes

**Friday, December 02, 2016
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

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

Also present: Gary Glassman - Attorney
Marilyn Crotty- IOG
Tom Allen, Regional Manager of ICC

Excused: Mark Caskie – Metisentry Liaison
Liana Teague – Webmaster
Lori Troxel – Historian
Ken Jackson - 3rd Vice President

3. Motion to approve the agenda

Jeff Look Seconded by April Hartseil
Motion passed unanimously

4. Board Meeting minutes July 22-23, 2016:

Motion to approve minutes

April Hartseil Seconded by Bill Van Horn
Motion passed unanimously

5. Welcome Visiting Members

Leslie welcomed Tom Allen

6. Membership Issues:

Ms. Anna Burdett requested reinstatement of her certification in Administrative Aspects
Motion to deny reinstatement of certification of Administrative Aspect for Anna Burdett

Jeff Look

Second: James Acosta

Motion Carried – 6-1

Reports:

7. President – Leslie Banta:

Set standards for all Board meetings, all reports to be sent to board members prior to the meeting. All committee request forms must be contacted by the Board Committee chair person. AACE Conference had great speakers, awesome conference, next conference is in Kentucky. Leslie made great connections at the conference. Dot Hird remains on the AACE Board, Donna Wisniewski did not win her election to the AACE Board. Leslie Banta approved the Nominating Committee: Cindy Drake – Nomination Committee Chair, Mark Caskie, R Sam Sullivan, Mike Titmuss and Mercedes Carcasses. Leslie asked the Board to confirm the email vote concerning a partnership with Columbia Southern College that had taken place after the last board meeting.

Motion not to partner with Columbia Southern College

Cindy Drake

Second – April Hartseil

Motion Carried – 8-0

Leslie discussed improving the committee application interest process and suggested the PIO might take responsibility for informing members about the process. The applications should be available from March 1 – July 15 on the website with a deadline for applying.

- 8. 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.

Motion to approve Treasurer’s Report

Jeff Look

Second – Bill Van Horn

Carried unanimously – 7-0

9. **Past President - Cindy Drake** – Suggested we attach the reasons why you need to join F.A.C.E. as part of the Web-Site. F.A.C.E. has been accepted as a Chapter of ICC and was given a plaque that will be displayed at the 2017 Conference. The next step is to become a preferred provider for offering courses. Motion to move forward with this.

Motion to Approve F.A.C.E. apply to ICC to become a preferred provider for on-site classes with an annual fee of \$200

Cindy Drake Seconded - Bill Van Horn

Motion Carried 7-0

Jeff Look, 2nd VP will submit the application

10. **IOG Marilyn Crotty**- Introduced Karen Ossi, Michelle Gardner's replacement, to the Board. The 2018 Conference will be at the Marriott Hotel in Ft. Lauderdale. The contract has been signed and received. There has been a request from the FAU-IOG to conduct part of the Officer Safety course for the City of Ft. Lauderdale for continuing education. After discussion, the following motion was made:

Motion to not allow the use of any certification course material by other entities outside of certification courses

Jeff Look Seconded – James Acosta

Motion carried – 6-0 (April Hartseil was out of the room at time of vote)

11. **1st Vice President- Bill Van Horn**- The Program Committee will meet on Friday, December 9, 2016 at the hotel. Planning on approximately 325 attendees. Room rates are \$114.00 with no parking and resort fees. He described the gifts that will be distributed at the conference. This year the lanyards will be red and white rather than the usual colors in the past years. Palm Beach County has applied to have a 50/50 table; exhibitor fee is \$200.00.

Motion to accept Palm Beach County Chapter Code Enforcement the exclusive representative of the 50/50 raffle for the 2017 F.A.C.E. Conference with a \$200.00 exhibitor fee.

Bill Van Horn Seconded – April Hartseil

Motion Carried 6 approved with 1 abstaining Cindy Drake abstaining due to a conflict of interest

public records reform will not allow citizen to file erroneous public records and would allowed a judge to limit the monetary value if sought in a civil court case. The lobbyist and April gave a presentation to this group in October regarding the minimum standards for all code enforcement officers in the state of Florida and had a great response at this committee meeting. The make-up of these committees are quite diverse from City Clerks to Mayors and Attorneys. It is awesome for our organization to be a part of this group and April hopes we will continue to request to stay on this committee.

The Board discussed changes to the bylaws and the legislative and judicial committee has been looking into all the positions terms permitted on the Board and changing of some Board Positions to a 2-year term. Those that are in consideration of changes are to the Treasurer, Secretary and the Sargent at Arms in the 2018 year and the 2nd Vice President, as well as 3rd Vice President and in 2019. The proposed changes will allow a 2-year term for board members as well as staggered positions on the board. Therefore, only certain positions will become available every other year instead of the current every year. The changes must be approved by the board prior to being presented to the members for a vote. The Board requested that if the proposed changes are approved by the Board in May or before and sent to the members thereafter for them to cast their ballots in conjunction with the registration for the conference in June 2017.

15. Web Master – Mark Caskie – The contract with Metisentry needs more work. Gary is looking at it. Mark proposed automating the membership renewal system and recertification process through the website. The cost for this programming will be \$11,500. He will ask Susan Pruchnicki which task should be accomplished first. He also suggested moving all members to a July recertification date – half in even years and half in odd years. Mark announced that he will be leaving his position as F.A.C.E. liaison with Metisentry in June 2017. The Board should determine if they need to find someone to replace him.

16. Secretary – Jim Litterello – Jim shared that he had done research on the role of a public information officer. The traditional job does not meet F.A.C.E.’s needs which are: making more contact with membership, disseminating what happens at board meetings, getting information to the media, gathering and distributing relevant information, providing monthly information about members,

and managing the forum. The Unlicensed Contracting web-site should be available for all F.A.C.E. members before the 2017 Conference. Liana Teague will have it placed on the F.A.C.E. web page.

17. Old Business – None

18. New Business – Tom Allen described some of the benefits of being an ICC Chapter including that the F.A.C.E. president (or another officer) gets free registration at the ICC conference or free registration at a 2-day leadership meeting. F.A.C.E. will need to file an annual report (web-based) with ICC. We also can put information on the ICC website about F.A.C.E. The 2017 code process is up for renewal. Input can be sent on line. Tom agreed to write an article for the InterFace about this.

Motion to adjourn the meeting at 4:50 PM

Bill Van Horn Second: Jeff Look

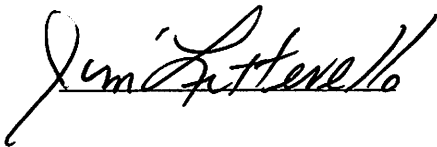
Motion Carried

The next meeting date will be March 3, 2017; IOG, 12443 Research Pkwy., Orlando, FL

Florida Association of Code Enforcement

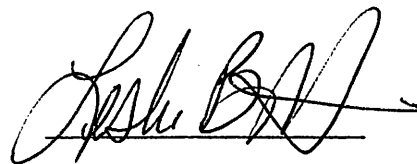
Attest:

Approved:



Respectfully submitted by

Jim Litterello, Secretary



Leslie Banta, President