

1 **FLORIDA ASSOCIATION OF CODE ENFORCEMENT**
2 **BOARD OF DIRECTORS MEETING**
3 **February 19& 20, 2013**
4 **MINUTES**

5
6 **Florida Strategic Group, LLC**
7 **300 W Pensacola St**
8 **Tallahassee, FL 32301**
9

10 **Regular Session - Call to Order**

11 President Jim Dehne called the meeting of the Florida Association of Code
12 Enforcement Board of Directors to order at 3:36 pm.

13 **1. Roll Call**

14 Roll call administered by Cindy Drake, Secretary.

15 Present:

16 Jim Dehne, President

17 Mike Donovan, 2nd Vice President

18 Jennifer Baker, 3rd Vice President

19 James Acosta, Treasurer

20 Sam Sullivan, Sergeant at Arms

21 Cindy Drake, Secretary

22 Mark Caskie, Immediate Past President

23 Excused:

24 Michael Titmus, 1st Vice President

25
26 A Quorum is present.

27
28 Others present:

29 Marilyn Crotty, John Scott Dailey Florida Institute of Government

30

31 Visiting Members:

32 No visiting members in attendance

33 **2. Approval of Agenda**

34 **Motion to approve Agenda:**

35 R. Sam Sullivan Second: Mike Donovan

36 **Motion carried unanimously 7-0**

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38 **3. Approval of Minutes**

39 Minutes for December 14 & 15, 2012 presented.

40 **Motion to approve minutes for the December 14 & 15, 2012 Board**
41 **meeting:**

42 Sam Sullivan Second: Mark Caskie

43 **Motion carried unanimously 7-0**

44

45 **Motion to approve minutes for the January 23, 2013 "Special Go**
46 **to Meeting":**

47 Mark Caskie Second: R. Sam Sullivan

48

49 **Motion carried unanimously 7-0**

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54 **4. Welcome Visiting Members**

55 There were no visiting members in attendance.

56

57 **5. Opening Comments President Jim Dehne**
58 Jim welcomed everyone to Tallahassee and commented that the annual
59 conference will be here before we know it. Congratulations to Jen and Daryl
60 Baker. They are expecting their first child.

61
62 **6. Reports**

63
64 **A. Treasurer - James Acosta**

65 James presented and reviewed the Treasurer's report (attached).

66 **Motion to accept Treasurer's Report:**

67 Mark Caskie Second: R. Sam Sullivan

68 **Motion carried unanimously 7-0**

69

70 **B. President - Jim Dehne**

71 a. FCCMA Conference is scheduled for May 22 - 25, 2013 at the Orlando
72 Hilton. The fee for vendors is \$1100. The room rate is \$155 per night.
73 We would need two nights for two Board Members. There is \$675.15
74 left in the line item. The discussion was postponed.

75 b. E-Polk - Jim Dehne spoke to Debbi Leigh. Debbi has all the invoices
76 which she will forward to Jim. James advised he has the invoices. The
77 Board approved two separate items. One item was approved for 6.5
78 hours, the other 4 hours. The 6.5 hour task came in under budget; the
79 4 hour task came in over budget.

80 Marilyn advised another technology issue has arisen. Use of the new
81 programing revealed some problems. Susan had a conference call
82 with E-Polk. Ariel is no longer at E-Polk. Our new contact is Vic. Vic is
83 working on the identified problems.

84 The downloaded information is presented on a spreadsheet and
85 shows one year of certification. Susan needs two years of data. The

86 cost to create a spreadsheet that shows 2 years of certification data is
87 estimated to take one hour at \$130.00 per hour. The addition of a
88 secondary file to the data adding the current year and the previous
89 year is estimated to take 3 hours at \$130.00 per hour.

90 Jim would like to see a full evaluation of our software needs. To
91 accomplish this, a meeting is to be scheduled at E-Polk. He suggested
92 Susan, Michelle, Sam and Mark attend to determine exactly what
93 needs to be done to meet all of our needs. Before the meeting is held,
94 motions, e-mails and invoices are to be compiled and reviewed. James
95 will provide the invoices; Cindy will find all motions made regarding
96 technology upgrades since the 2011 conference. The Board will pay
97 for travel associated with this meeting.

98 **Motion to gather all facts and schedule a meeting with E-Polk,**
99 **IOG staff and assigned Board members:**

100 R. Sam Sullivan Second: Mike Donovan

101 **Motion carried unanimously 7-0**

102

103 Mark states this is higher priority than presence at the FCCMA
104 Conference.

105

106 David Shepp joined the meeting at 4:05pm.

107

108 **C. Institute of Government – Marilyn Crotty**

109

110 a. IOG

111 **2014Conference Location**

112 The contract has been signed with the Marriott Waterside, Tampa for
113 the 25th Annual Conference June 10 – 13, 2014.

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b. 2013 Conference: Riding the Waves of Change

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The most current agenda was reviewed. There are several options for Tuesday afternoon. Menu choices have been reviewed and the food selected.

Continental breakfast will be provided two days and a full breakfast one day.

1 lunch consisting of a deli plate will be provided.

The banquet will be a Caribbean theme featuring a buffet with 3 entrees. The committee discovered the Luau would be very expensive.

The President's Reception will be held in a room that has outside access. There will be food and seating indoors with seating also outdoors, Oceanside.

Legislative Update: David Shepp is unable to be in Daytona. The plan is for Sam Sullivan to make the presentation with Bob Hamilton's help.

Membership: Mark will present information from the 3rd Vice President since Jenwill not be attending the conference

Conference Registration Fees:

2012:

Member: Early Registration = \$340, Regular Registration = \$390

Non-Member: Early Registration = \$370, Regular Registration = \$420

Recommended for 2013:

1 day = \$30/hour including meals except the banquet

Tuesday \$120 Wednesday \$232 Thursday \$205 Friday \$85

Motion: Approve the above one-day fees

Mark Caskie Second:

145 **Motion: Increase non-member fees to \$50 more than**
146 **member fees across the board:**

147 Mark Caskie Second: R. Sam Sullivan

148
149 **Motion carried unanimously 7-0**

150 The fees for members will remain the same as those in 2012.
151 Entertainment: The hotel identified companies that can provide
152 entertainment at the banquet. The committee recommended an
153 individual who will play Caribbean themed music. The cost will be
154 about \$500. This type of entertainment usually costs about \$1000.
155 \$1100 is budgeted.

156
157 IPMC Certification: Marilyn presented information on conducting an
158 ICC Minimum Housing Exam at the conference. F.A.C.E. would be
159 liable for the difference in fees if there are fewer than 25 exam
160 attendees.

161 It was the consensus of the Board not to accept this liability.

162
163 The cost of food plus the IOG fee is \$272. This leaves \$68 per attendee
164 for any additional items needed.

165
166 There is no further information available on the advertising
167 promotion.

168
169 Jim Dehne reported that at the SWACE Chapter Meeting a Cape Coral
170 employee brought an issue to Mike Titmus' attention. Cape Coral
171 Code Officers receive pay increases for certification and for re-
172 certification. The pay increases are not given until the certification
173 document is in hand. This matter was brought to Susan's attention.
174 She sent Frank Cassidy an e-mail listing each of the employees who
175 had earned re-certification. She received no response to the
176 communication and assumed it satisfied the request. Apparently that

177 was not the case. At this time all of the re-certification certificates have
178 been sent out.

179

180 **D. Sergeant at Arms - R. Sam Sullivan**

181

182 The Lobbyist Contract was reviewed. Mark asked if we are getting
183 monthly reports as noted in the Scope of Services. Sam advised we
184 have not been receiving them. He will discuss this with David Shepp.
185 David has kept Sam advised. The Board wants more reports during
186 the months of committee meetings

187

188 **Motion: Approve the Lobbyist contract as written**(see
189 attached)

190 Mark Caskie Second: Mike Donovan

191

192 **Motion carried unanimously**

193

194 **David Shepp:** F.A.C.E. has two issues moving forward at the Capitol.

195

196 **The re-write of last year's building code bill (glitch bill)**

197

198 **Mandatory Certification:** Sponsor Senator Simpson, currently in Bill
199 Drafting. We are still waiting for a House sponsor

200 The League of Cities is considering it an unfunded mandate and will
201 oppose it, but we are talking with them to soften their
202 opposition. There are no bill numbers yet. The deadline for
203 filing bills is noon, March 15, 2013

204 David shared the schedule for the next day's visit to the Capitol.

205 Capitol Visit: Goal: meet the Community Affairs Staff

206 Meetings scheduled: 3:15 Representative Eddie Gonzalez, 4:00 Davis,
207 sponsor of the Building Codes bill.

208 David introduced Hedy Weddington, a 20 year legislative assistant
209 who retired last year and has agreed to work
210 for David this session.

211
212 The first meeting is scheduled for 9:30am. We will meet at David's
213 office at 9:00

214

215 **E. 2nd Vice President – Mike Donovan**

216

217 a. Trainer Mentorship Program

218 Mike received the process and policy information from Gwen
219 Karen Matches is willing to spearhead the effort.

220 A minimum of 12 attendees are needed to hold the Train the
221 Trainer Course.

222 There used to be a Trainer class at the conference.

223 Mike is to find out how many trainers are coming to the
224 conference and would participate in a class.

225 Karen Matches will be retiring in 1 ½ years. She is willing to train
226 someone to take over the Code Board Coordinators class she
227 teaches at conference. Mike has a person in mind.

228 b. Jennifer Kelly recertification request

229 No documentation was provided. Mike relayed information
230 gathered during his conversation with the member. Jim will
231 contact her and tell her to come to the May Board Meeting and
232 bring any documentation. Mark asked if the appeal request
233 application has been developed. The Education committee will
234 develop an application form for de-certification appeals.

235 c. The Administrative Aspects Pilot class is being held in Orlando.

236 The new exam will be given for the 1st time on Saturday.

237 The meeting was recessed until 9AM Wednesday

238 Wednesday February 20, 2013 8:48am Meeting reconvenes.

239 Roll Call:
240 Roll call administered by Cindy Drake, Secretary.

241 Present:
242 Jim Dehne, President
243 Mike Donovan, 2nd Vice President
244 Jennifer Baker, 3rd Vice President
245 James Acosta, Treasurer
246 Sam Sullivan, Sergeant at Arms
247 Cindy Drake, Secretary
248 Mark Caskie, Immediate Past President

249 Excused:
250 Michael Titmus, 1st Vice President

251
252 A Quorum is present.

253
254 Others present:
255 Marilyn Crotty, John Scott Daily Florida Institute of Government

256
257 Visiting Members:
258 No visiting members in attendance

259
260 **F. 3rd Vice President – Jen Baker**

- 261
- 262 a. Membership update: Numbers are down but are better than
 - 263 reported in December. Marilyn will ask Susan to generate a list of
 - 264 members who have not renewed this year so they can be contacted.
 - 265 b.
 - 266 c. Membership Dues Transfer: The Legislative Committee developed a
 - 267 policy. See G. Sergeant at Arms – R. Sam Sullivan

268 d. May Board Meeting

269 The Board discussed holding the next meeting (May 3 & 4) in a
270 location other than Orlando. Jen offered her office in Naples (Collier
271 County). She will check on hotel rates near the office. Cindy will get
272 rates for holding the meeting at a hotel in Orlando. Jen will not be
273 able to attend unless held in the Naples area. Cindy will help Jen with
274 planning the May meeting.

275 **I. Immediate Past President – Mark Caskie**

276 a. Nomination Report

277 1st Vice President Cindy Drake, Hector Garcia, R. Sam Sullivan

278 2nd Vice President Mike Donovan

279 3rd Vice President Ken Jackson, Leslie Banta

280 Sgt. At Arms Danny Thompson

281 Secretary Lori Troxel

282 Treasurer No nominations yet

283

284 Meeting Recessed 9:15am to go to the Capitol

285 Meeting Reconvened 12:51pm

286

287 Discussion ensued about open board seats, term limits and level of service.

288

289 **H. Secretary - Cindy Drake**

290 a. Cindy has made no further progress on the scanning project.

291 b. Cindy reviewed the action list as a follow-up to the December
292 Board Meeting.

293 **G. Sergeant at Arms – R. Sam Sullivan**

294 b. Lobbyist Contract approved and signed.

295 c. David Shepp will coordinate the legislation in Tallahassee. It is
296 important to have local chapter involvement to reach out to their local
297 legislators.
298 Board members and committee members are to attend chapter
299 meetings to let the membership know what is going on.
300 A cover letter is to be developed to provide members with the issues
301 at hand and a list of their local legislative delegation members contact
302 information.
303 Sam will prepare an e-mail to send to F.A.C.E. members outlining our
304 legislative efforts.

305 B. **By-Law Change**
306 It is the unanimous recommendation of the Legislative Committee
307 that the by-laws regarding term limits should be left alone and stand
308 as written.

309 C. **Policy Changes**
310 Annual Fee Policy
311 Annual Fees, as defined by Article III Section 3 of the Florida
312 Association of Code Enforcement By-Laws, shall only apply to that
313 member for whom they were paid. Annual Fees shall not be refunded
314 or transferred to another member at any time unless proof is
315 provided that the original payment was attributed to the wrong
316 individual.
317
318

319 NOTES:

- 320 1. This was requested by the Board at its last meeting.
321 2. The intent is as follows:
322 a. Fees go with the person not the jurisdiction or the job.
323 b. We built a clause in case of stenographical error which
324 would allow correction that might require transfer as
325 a result.

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3. Board needs to be advised that this would overturn a Board policy dated 6/15/2005 which allowed "Marilyn touse her discretion in the transfer of membership (at the request of the employer)."

331 **Motion: Membership is NOT transferrable and NOT refundable:**

332 Jen Baker Second: Mark Caskie

333 **Motion carried unanimously 7-0**

334

335 Election Policy

336 The policy developed by the Legislative Committee was reviewed.

337 **Motion: Accept the FA.C.E. Election Policy (see attached)with the**
338 **changes discussed and reviewed:**

339 Mike Donovan Second: Jen Baker

340 **Motion carried unanimously 7-0**

341

342 **Motion: Table this item until May meeting to allow Sam to make**
343 **corrections:**

344 Mark Caskie Second: Cindy Drake

345

346 **Motion failed 5 - 2**

347

348 **J. Web Master - Debbi Leigh**

349 Debbi was unable to attend the meeting. Any technology issues were
350 discussed earlier in the meeting.

351

352 **K. Historian - Donna Wisniewski**

353 Donna was unable to attend the meeting. No issues at this time.

354

355 **7. Old Business**

356 There was no Old Business discussed.

357

358 **8. New Business**

359 Mark Caskie commented this trip to Tallahassee has been more productive
360 than any other he has attended.

361

362 The meeting was adjourned at 2:25pm

363 **Attest:**

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365 **Enforcement**

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370 **Respectfully submitted by**
371 **Cindy L. Drake, Secretary**

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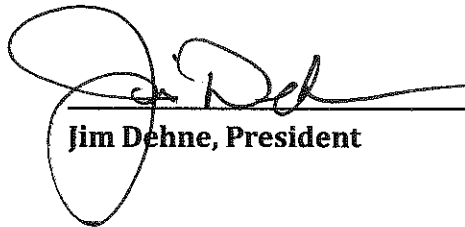
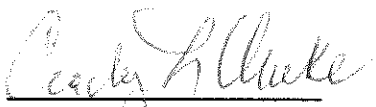
383 **Actions discussed at the February 2013 BOD Meeting**

384

385 **FCCMA Conference** is scheduled for May 22 - 25, 2013 at the Orlando Hilton. The
386 fee for vendors is \$1100. The room rate is \$155 per night. We would need 2 nights

Approved:

Florida Association of Code



Jim Dehne, President