

1 **FLORIDA ASSOCIATION OF CODE ENFORCEMENT**
2 **BOARD OF DIRECTORS MEETING**
3 **December 14 & 15, 2012**
4 **MINUTES**

5
6 Renaissance Vinoy Resort and Golf Club
7 **St. Petersburg, FL**
8

9 **1. Regular Session - Call to Order**

10 President Jim Dehne called the meeting of the Florida Association of Code
11 Enforcement Board of Directors to order at 1:55pm.

12 **2. Roll Call**

13 Roll call administered by Cindy Drake, Secretary.

14 Present:

15 Jim Dehne, President

16 Michael Titmus, 1st Vice President

17 Jennifer Baker, 3rd Vice President

18 James Acosta, Treasurer

19 Sam Sullivan, Sergeant at Arms

20 Cindy Drake, Secretary

21 Mark Caskie, Immediate Past President

22
23 Mike Donovan, 2nd Vice President - excused

24
25 Quorum present.

26
27 Others present:

28 Marilyn Crotty, John Scott Daily Florida Institute of Government

29 Bob Hamilton, F.A.C.E. Attorney

30
31 Visiting Members:

32 Shelby Schaar, City of Clearwater – TBACE President

33 **3. Approval of Agenda**

34 **Motion to approve Agenda:**

35 Mark Caskie Second: Michael Titmus

36 **Motion carried unanimously 7-0**

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38 **4. Approval of Minutes**

39 Minutes for August 10 & 11, 2012 presented.

40 **Motion to approve minutes of the August 10 & 11, 2012 Board meeting:**

41 Jen Baker Second: R. Sam Sullivan

42 **Motion carried unanimously 7-0**

43

44 **5. Welcome Visiting Members**

45 Jim welcomed Shelby.

46

47 **6. Opening Comments - President Jim Dehne**

48 The year is passing quickly. So far everything has gone pretty smoothly. We all
49 need to beat the bushes to find candidates for offices.

50 Membership issues will be dealt with tomorrow.

51 **7. Reports**

52

53 **A. Treasurer James Acosta**

54 James presented and reviewed the Treasurers report.

55 James reported that annual fees are down from this time last year.

56 Marilyn advised a check for \$11,000 was received yesterday.

57 Each month the amounts received are significantly lower than last year.

58 Mark asked if James has any particular concerns. James advised everything
59 seems good except Technology. He has not received an answer regarding the
60 discrepancy in Technology Fees from the E-Polk upgrades. The updates to get
61 the F.A.C.E. system and the I.O.G. system to talk to each other came in over
62 budget. We haven't seen the justification for going over the "not to exceed"
63 amount approved in the Motion. Jim will speak to Debbi and go to E-Polk if that
64 becomes necessary.

65 Marilyn advised there is another Technology issue that will be brought up in IOG
66 issues.

67 The Annual Conference information has been compiled: There was a loss of
68 \$3447.53.

69 Jim questioned the amount spent on Plaques and Awards (\$3575.79). His
70 recollection is that each award was about \$48.00. James will research and
71 report.

72 Marilyn has the final numbers for IOG expenses.

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

74 Mark Caskie Second: R. Sam Sullivan

75 **Motion carried unanimously 7-0**

76 **B. President Jim Dehne**

77 a. The Florida League of Cities conference went well. They met lots of people.
78 There were several jurisdictions that thought they were members but aren't.
79 There were City Managers that didn't know about F.A.C.E. There was a
80 general trend that they like the idea of Code Enforcement Officers being
81 trained but since certification is not required by law they don't want to
82 expend the funds when they have so many budgetary constraints.

83 b. Requirement for Appeals

84 In Jim's opinion, the applicant needs to appear and provide sufficient
85 information.

86 Mark says he always encourages attendance at the meeting when the appeal
87 is to be heard in case the Board has questions.

88 A suggestion was made to develop a Request for Appeal form.

89 Jen believes there need to be guidelines.

90 Bob thinks the requirement to attend may be too much but agrees that a
91 written request should be required.

92 Marilyn suggests this matter be referred to the Education Committee to
93 develop an application form and a process.

94 Michael suggests the process and form be posted on the website.

95 Mark states there is a policy that addresses this issue.

96 Marilyn states that anything to do with education should go to the Education
97 Committee for review then to the Board for approval.

98 This discussion will be continued under New Business tomorrow.

99 **C. Institute of Government - Marilyn Crotty**

100 a. The final financial report for the 2012 Conference is complete. There was
101 one less attendee at \$340. \$2581.29 due to IOG from F.A.C.E. will be invoiced.

102 b. The 2013 conference will be discussed by the 1st Vice President.

- 103 c. The 2014 conference site will be discussed tomorrow, after completion of the
104 site visits.
105 d. Technology: The two interagency systems talking to one another isn't
106 working as envisioned.
107 e. What is needed? 2 hours of programming at a cost of \$260 (\$130 per hour).
108 E-Polk will also train the IOG personnel and provide ongoing program
109 support with a 60 day period where support is provided at no additional
110 charge.

111 Currently E-Polk does the conversion monthly. IOG staff could do it weekly.
112 The purpose of the technology upgrade was to save IOG staff many hours of
113 manual data entry. That part is working however the conversion has to be
114 confirmed line by line. If IOG staff is trained to make the data transfers time
115 will not need to be spent confirming the data. The intended purpose of this
116 new change is to move data smoothly and quickly with no additional fees.
117 Marilyn asked Michelle if she could set up a secure area on the F.A.C.E. site
118 that E-Polk could access with a password. Michelle doesn't know how to do
119 that. The proposed fee is for training and for installing programming on the
120 IOG system to accept and convert data into the F.A.C.E. system. IOG staff
121 would be manipulating the data instead of E-Polk.

122 Bob suggests E-Polk be asked to give us a formal proposal.

123
124 **Motion to request a formal proposal** from E-Polk with a fee not to exceed
125 \$260.00 to fix the communication glitch between the IOG and F.A.C.E.
126 programs. The proposal is to include all required software and training of
127 IOG staff:

128 Mark Caskie Second: R, Sam Sullivan

129
130 **Motion carried 6-0** Jen Baker was out of the room.

131
132 **Motion to move \$260.00** from Membership to Technology to fund the
133 proposed programming and training:

134 Mark Caskie Second: R. Sam Sullivan

135
136 **Motion carried 6-0** Jen Baker was out of the room.

137
138 **Motion to authorize the expenditure**, not to exceed \$260.00, upon receipt
139 of an acceptable bid proposal from E-Polk:

140 Mark Caskie Second: R. Sam Sullivan

141
142 **Motion carried unanimously 7-0**

143
144 Mark thanked the Board for making these difficult but needed decisions. He
145 believes the budget line for Technology needs to be adequately funded.
146 There is still more automation that can be accomplished.

147
148 Marilyn suggested IOG staff contact E-Polk and request the proposal, IOG
149 staff will also advise the Web-Master of the Board's decision.

150
151 f. A company called E & M is offering a non-dues revenues directory with print
152 or on-line advertising. The Board has no interest. We have no control over
153 the advertising.

154 Shelby Schaar thanked the Board for allowing her to attend the meeting and left.

155 Break 3:29pm Reconvened 3:40pm

156
157 **D. 1st Vice President - Michael Titmus**

158 a. 2013 Seminar Update
159 A mockup of the conference pin with the logo and theme "Riding the Waves
160 of Change" was presented.
161 Plans for curriculum are progressing. The committee hopes to finalize it at
162 their January meeting.
163 Committee member Hector Garcia suggested producing a program guide
164 with local advertising directed at conference attendees. The committee
165 would work with a printing company called Graphic Solutions. The
166 committee would be responsible for selling the ads, Graphic Solutions would
167 do the layout and printing. There is no commitment until ad sales are
168 fulfilled.

169 Question asked - Would candidates be allowed to advertise in this?
170 Consensus of the Board - No.

171 Marilyn suggested that if the decision is made to do this there should be
172 advertising by businesses around the state - not just locals.

173 The committee will continue to investigate the possibilities.

174 So far there is one vendor/sponsor.

175
176 Marilyn advised that the conference hotel did not have wi-fi available in the
177 rooms at the time we contracted. Wi-fi is now available in sleeping rooms
178 for a \$10 daily fee. Marilyn will ask if they will give this concession. The

179 room rate is \$109 per night. We have a 10% discount on food, beverage and
180 AV. Food prices are less expensive than they were at the PGA National. The
181 Committee will work with Marilyn at the January meeting to select the food
182 so the conference fee can be determined.

183
184 The Committee likes the idea of a Luau for the banquet. Discussion ensued
185 with the conclusion that ultimately it's up to the Committee to decide
186 considering all the facts.

187
188 The Committee is committed to getting the Conference information out early.
189 The sleeping room block numbers need to be confirmed with the hotel 60
190 days in advance of the event.

191
192 **E. 2nd Vice President – Mike Donovan excused - information presented by**
193 **Marilyn Crotty**

194 Update on Administrative Aspects of Code Enforcement Rewrite. The
195 curriculum has been given to PTI for development of test questions. Some of
196 the existing test questions will be kept. New questions are being written to
197 represent the updated materials. The committee will review the questions.
198 The launch date is still to be determined. A class is scheduled in February in
199 Orlando. Marilyn prefers to pilot the new material at the Orlando class so she
200 can oversee it. Two sections of the class to be taught by F.A.C.E. trainers
201 were written by non- code enforcement people. Marilyn would like the
202 authors to teach the material at the inaugural class with F.A.C.E. trainers
203 observing.

204 Jim commented that the IOGs need to be using F.A.C.E. approved instructors.

205 Karen Matches has inquired about a candidate trainer she has been
206 mentoring. She would like to know what the next step is.

207 **I. Immediate Past President Mark Caskie**

208 Nomination Report - The following people have indicated their intention to run
209 for office next year:

210	1 st Vice President:	Hector Garcia, Cindy Drake
211	2 nd Vice President:	Mike Donovan
212	3 rd Vice President	Ken Jackson, Leslie Banta
213	Sgt at Arms	Danny Thompson
214	Treasurer	
215	Secretary	Lori Troxel

216

217 Mark's goal is to have 2 candidates for each seat.

218

219 There was a discussion about term limits in the By-Laws.

220

221 Jim asked outgoing Board Members if they plan to run for other seats to remain
222 on the Board.

223

224 Bob advised there is no legal reason to have term limits to Board seats.

225

226 **Motion** to request the Legislative Committee consider a by-laws change to
227 address the term limits for the office of Treasurer:

228 **Mark Caskie** **Second:** **Michael Titmus**

229

230 **Motion carried 6-1.**

231

232 **Meeting recessed 5:00pm**

233

234 **Meeting reconvened 8:06am December 15, 2012**

235

236 **I. Immediate Past President Mark Caskie continued**

237 Letters are ready for the President's signature in the matter of the termination of
238 the membership of 5 Miami Beach Code Officers for unethical behavior. Their
239 jurisdiction termination dates are between August 15 and October 16, 2012.

240 Termination as members of F.A.C.E. is effective December 14, 2012. Any appeal
241 of this decision would be heard at the next meeting of the general membership.

242 These individuals are not eligible for membership in the future. Jim signed the
243 letters and they will be mailed to the former members at the addresses we have
244 on file for them.

245

246 **Motion to terminate membership** of Vincente Santiesteban, Orlando Gonzalez,
247 Ramon D. Vasallo, Willie Grant and Jose Alberto with cause. These individuals
248 are ineligible for membership in the future in accordance with Article 2 section
249 8b of the by-laws.

250 R. Sam Sullivan Second: Michael Titmus

251

252 **Motion carried unanimously 7 - 0**

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254 **F. 3rd Vice President Jen Baker**

255 The membership report was presented. This report is as of the end of November
256 showing a total of 767 members. In December there have been an additional 212

257 active members and 4 associate members. There are 70 individuals who have
258 registered but have not yet paid. E-mail was sent on November 7 and December
259 14 reminding those who have registered but have not paid that they will be
260 charged a late fee if payment is not received post marked by December 31, 2012.
261 Bottom line – numbers are better than they were at the end of November but not
262 as good as they were this time last year.

263
264 Mark encouraged committee chairs to check to see that all committee members
265 have paid their annual fees.

266 Marilyn advised that the IOG offices will be closed from December 24, 2012 to
267 January 2, 2013. The on-line registration system will be up however there will
268 be no staff available.

269
270 Interface Issues:
271 Currently the Web-Master attaches the Interface to a blast e-mail sent to the
272 membership. This practice has become problematic. With the next issue the IOG
273 staff will begin distributing Interface.

274 Updates to the website have also been delayed. The IOG staff will be authorized
275 to make updates to the website, particularly posting the Interface and job
276 openings.

277
278 Annual Fee transfers:
279 A jurisdiction paid for the annual fee for an employee in August. That
280 individual left the jurisdiction in September. The jurisdiction contacted the IOG
281 to find out the fee could be transferred to another employee within their
282 organization.

283 Mark stated our memberships are not transferrable. We constantly promote
284 individual responsibility - each member being responsible for the payment of
285 fees regardless of who makes the payment.

286 Jim stated he'd hate to lose an entire jurisdiction because we won't let them
287 transfer fees.

288 A suggestion was made to allow transfer of fees if the request is made within 30
289 days of payment.

290 With certification being tied to the annual fee this becomes very complicated.
291 There are too many scenarios to contemplate.

292
293 **Motion** to re-affirm the practice that Annual Fees are non-refundable and non-
294 transferrable.

295 Jen Baker Second: James Acosta

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Motion carried 6 - 1

The Legislative Committee is to formulate a written policy concerning this matter.

G. Sargent at Arms R. Sam Sullivan

Sam provided copies of the old language, the revised language and proposed language regarding FS 162.12 (1). Discussion ensued.

Bob suggested keeping it simple. Only change what is absolutely necessary. He reminded the Board that the USPS on-line tracking information can be considered a business record and may be submitted as evidence. He suggested drafting a flow chart showing the process.

The Legislative Committee will work on another draft using information discussed today.

A possible sponsor for this glitch bill has been identified. Mark Caskie, April Hartsel and David Shepp will meet with Senator Simpson, Chairman of Community Affairs Committee.

Marilyn advised a League of Cities representative that F.A.C.E. is working on this issue and would be asking for their support.

Mark asked how the process works. Sam advised that the legislative committee will present the proposed language. Once a sponsor is identified they will take it forward. The Committee will need to stay on top of the matter. David Shepp knows how the process works. Bob suggested the draft be written in legislative style.

Legislative Days:

The Legislative Committee plans to travel to Tallahassee to visit the House and Senate on January 22 and 23, 2013. They will be discussing the "Glitch Bill" as well as long term plans for state recognition of F.A.C.E. certification.

David Shepp suggested the best time for the Board to visit Tallahassee is February 20th & 21st. Marilyn is not available on the 21st.

A suggestion was made to travel the morning of February 19, start the Board Meeting the afternoon of the 19th, visit The Hill the morning of the 20th, finish the Board Meeting the afternoon of the 20th, visit The Hill the morning of the 21st and travel home the afternoon of the 21st. David Shepp advised us that he has a conference room in his offices that can be used for the Board Meeting. Sam will get more information from David.

There was a good deal of discussion about travel to this meeting. The trip is approximately 6 ½ hours for Jen, Michael and Cindy. It may be necessary for those members to travel to a central point on the 18th and carpool.

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Social Media

It is the consensus of the Committee that there is too much exposure in Social Media.

There is an existing Face Book page titled Code Enforcement Officers of Florida. This page is administered by Debbi Leigh and Hector Garcia. It is not sanctioned by F.A.C.E.

H. Secretary Cindy Drake

Cindy advised she has accomplished scanning records for 1989/90 through 1994/95. She will continue work on this project with the goal of completion by the end of her term in office.

The Palm Beach County Planning Congress, Inc. holds an annual seminar devoted to Ethics. They have developed a relationship with several other local organizations that require continuing education and those organizations have become co-sponsors of the event. Prior to this year's seminar Cindy was asked to let local code officers know the seminar was being offered. She sent the agenda to Marilyn who determined 4 hours were acceptable for code enforcement credit. The organizers of the event asked if they could include F.A.C.E. as a co-sponsor. Cindy told them the Board would have to approve that measure and advised she would bring it to their attention at the December Board Meeting. One local Code Enforcement Officer did attend the seminar and told her it was very interesting.

After a short discussion, it was the consensus of the Board to have them present an agenda and any other information they might have available at the August 2013 Board Meeting for consideration.

Break 10:00am Reconvened 10:05am

J. Webmaster

Debbi Leigh is not in attendance – no report given.

K. Historian

Donna Wisniewski is not in attendance – no report given.

C. IOG

Membership Issues

375 Fred Fernandez of Miami requested the Board consider his appeal to
376 reinstate his 4 levels of certification.
377 The Board reviewed the information provided. Mr. Fernandez was not
378 present.

379 **Motion** to deny Fred Fernandez' appeal of decertification:

380 Jen Baker Second: R. Sam Sullivan

381

382 **Motion carried unanimously 7 – 0**

383

384 David Kissinger of Pembroke Pines requested the Board consider waiving the
385 fee for late re-certification of his one certification.

386 The Board reviewed the information provided. Mr. Kissinger was not
387 present.

388 **Motion** to deny David Kissinger's request to waive late fees:

389 Jen Baker Second: Mark Caskie

390

391 **Motion carried unanimously 7- 0**

392 **9. Old Business**

393 Jim Dehne was asked to obtain vendor information for the FL Association of
394 Counties conference. Their conference is during the same dates as ours.

395 The FL City/County Manager's Association meets in May. Jim will check into vendor
396 information for that conference.

397

398 **10. New Business**

399 Three hotels were toured for consideration as sites for the 2014 Conference. By
400 consensus of the Board the Hyatt was eliminated. After discussion and comparison
401 the Board determined the Marriott Tampa Waterside is the first choice however the
402 proposed room rates and parking fees are quite high. The Board asked Marilyn to
403 negotiate with both the Marriott and the Vinoy for the best possible package.

404

405 Mark thanked Marilyn for coordinating this meeting and the facility tours. The time
406 has been very productive.

407

408 The deadline for the next Interface is February 8th for distribution by the 15th. Items
409 usually in the March issue will be in the February issue.

410

411 The meeting was adjourned at 11:00am

412

450 **Actions:**

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452 Jim will speak to Debbi and go to E-Polk if that becomes necessary re: justification for
453 exceeding “not to exceed” amount approved for upgrades.

454 The FL City/County Manager’s Association meets in May. Jim will check into vendor
455 information for that conference.

456 Appeals Process - suggested this matter be referred to the Education Committee to develop
457 an application form and a process. This discussion will be continued under New Business
458 tomorrow. (We didn’t discuss under New Business. Jim – please put on the agenda for the
459 February meeting.)

460 Jim questioned the amount spent on Plaques and Awards (\$3575.79). His recollection is
461 that each award was about \$48. James will research and report.

462 Marilyn advised the hotel (Hilton Daytona Beach) did not have wi-fi available in the rooms
463 at the time we contracted. Wi-fi is now available in room for a \$10 daily fee. Marilyn will
464 ask if they will give this concession.

465 Karen Matches has a candidate trainer she has been mentoring. She would like to know
466 what the next step is. (Who will get back to Karen?)

467 **Motion** to re-affirm the practice that Annual Fees are non-refundable and non-
468 transferrable. The Legislative Committee is to formulate a written policy concerning this
469 matter.

470 The Legislative Committee will work on another draft using information discussed today.
471 (re glitch bill)

472 David Shepp advised us that he has a conference room in his offices that can be used for the
473 Board Meeting. Sam will get more information from David.

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413 **Attest:**


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

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Approved:

Florida Association of Code Enforcement



Jim Dehne, President