

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

**FLORIDA ASSOCIATION OF CODE ENFORCEMENT
BOARD OF DIRECTORS MEETING
MINUTES
JUNE 18, 2012 1:00PM
PGA National Resort, Palm Beach Gardens, FL**

1. Call to Order

President Mark Caskie called the regular Board Meeting of the Florida Association of Code Enforcement to order at 1:04PM

2. Roll Call

A roll call was administered by Cindy Drake, Secretary

Present:	Mark Caskie	President
	Jim Dehne	1 st Vice President
	Jeff Look	2 nd Vice President
	Jen Baker	3 rd Vice President
	Cindy Drake	Secretary
	James Acosta	Treasurer
	R. Sam Sullivan	Sergeant at Arms
Excused:	Frank Cassidy	Past-President

Others Present: Marilyn Crotty, representing the John Scott Daily Florida Institute of Government, University of Central Florida
Bob Hamilton Legal Counsel

Quorum present.

3. Approval of Agenda

MOTION to approve the agenda subject to the following changes:
Under C. IOG c. add i. Jill Lancon cancellation fee
Under E. 2nd Vice President add e. Certification course update
Jeff Look Second: Sam Sullivan

MOTION CARRIED unanimously 7-0

4. Approval of Minutes

MOTION to approve the minutes of the May 10 & 11, 2012 Board Meeting
Jeff Look Second: Sam Sullivan

MOTION CARRIED unanimously 7-0.

1 **5. Visiting Members**

2 President Mark Caskie welcomed visiting members.
3 Debbi Leigh, Web Master, Seminole County Sheriff's Office
4 Ed de Jesus, Palm Beach County Code Enforcement
5 Carlton McLean, Plantation PD, City of Plantation
6 Kevin Swan, Plantation PD, City of Plantation
7

8 **6. Opening Comments President Mark Caskie**

9 Mark welcomed everyone and thanked them for good jobs done.
10

11 **7. Reports**

12
13 **A. Treasurer James Acosta**

14
15 James presented the re-cap report, the 2011-2012 Budget close out and the 2012-
16 2013 Proposed Budget (see attached).
17

18 **MOTION** to accept the Treasurer Reports as presented
19 R. Sam Sullivan Second: Jeff Look
20

21 **MOTION CARRIED unanimously 7-0.**
22

23 **B. President Mark Caskie**

24
25 a. Update to strategic plan objective:

26 *i. Establish a well-functioning website committee*

27 1. Data Base Communication Modification Request updates.

28 E-Polk is still working with Susan and Michelle. The job is not
29 expected to exceed the estimates.

30 The web site is being updated regularly. Jobs and a link to the FEMA
31 online courses are on the Home Page.

32 *ii. Continue strategic planning process with regular reporting.*

33 1. Presentation

34 Mark will present the strategic plan update to the membership
35 during the State of the Association address.

36 b. FLC Conference Vendor Application

37 James will write the check this week.

38 Jim is registered.

39 Jen will also go.
40

41 **MOTION** to approve funds for the Vendor Fee for the FLC Conference

42 Jeff Look Second: Jim Dehne
43

44 Mark suggested using left over items from the training seminar as giveaways at
45 the FLC vendor table. This was agreed upon by consensus of the Board. The

1 \$600.00 fee is basic; there is no power at the booth. Mark is still working on a
2 brochure to use as a handout.
3 Ed de Jesus suggested using a rental center for any type of equipment that might
4 be used for presentations when F.A.C.E. is an exhibitor. No arrangements for
5 storage would be needed with rental.
6

7 **MOTION CARRIED unanimously 7-0.**
8

9 **C. Institute of Government Marilyn Crotty**

10 a. IOG

11 i. IOG Letter of Agreement

12 Marilyn Crotty presented the Letter of Agreement between F.A.C.E. and the
13 IOG and a Scope of Services to the Board for their consideration.
14

15 Discussion ensued.
16

17 The Administrative Fee is increased 3% which equates to \$760.00
18 Marilyn advised Susan's salary was adjusted as a result of a salary study by the
19 university.

20 There has been a 60% increase in fees for UCF server administration.
21 IOG pays the university for utilities and supplies.
22

23 The university gets 8% of expenditures; the IOG does not pass that cost on to
24 F.A.C.E.

25 F.A.C.E. saves on sales tax by the association with the IOG.
26

27 Debbi Leigh explained the situation facing A.A.C.E. The A.A.C.E. board has
28 had a difficult time finding a management company they can afford.
29

30 **MOTION** to accept the Letter of Agreement presented by the IOG to F.A.C.E.
31 Jim Dehne Second: Cindy Drake
32

33 **MOTION CARRIED unanimously 6-0.**

34 Jen Baker was absent for the vote.
35

36 Mark commented that we are not unhappy with the IOG. We had hoped the
37 data-base upgrades we have provided would result in saving us from increases.
38

39 Susan will track how the new technology affects her work load.
40

41 The Agreement was signed.
42

43 **EXECUTIVE SESSION:**
44

45 b. Membership/Recertification Issues

46 i. Carlton McLean, Plantation PD, City of Plantation

- 1 ii. Kevin Swan, Plantation PD, City of Plantation
- 2 iii. David Nip, Plantation PD, City of Plantation

3
4 Records and circumstances were reviewed.

5 Mr. McLean spoke. He has lost 3 levels of certification. Membership was
6 initiated in 2006. There were administrative changes when code enforcement was
7 moved from P&Z to the Police Department. He submitted the request for
8 payment as he had in the past and did not follow up on it as there had never been
9 a problem before.

10 Mr. Swan spoke. Mark was not aware he was coming so the research of his status
11 has not been done. Mr. Swan has lost 3 levels of certification.

12
13 Mr. Nipp did not appear. His case was not considered.

14
15 **MOTION** to uphold the certification policy and deny the appeal.

16 Jim Dehne Second: Jen Baker

17
18 **MOTION CARRIED 6-1.**

19
20 Break at 3:00PM - Reconvened at 3:15PM

21
22 Visiting Members:

23 Joe Fenton

24 Ken Jackson

25 Monica Anderson

26 Leslie Banta

27 April Hartseil

28
29 c. 2012 Seminar Update

30 There are 239 registrants.

31 Ashley Marsh is the coordinator.

32 AV costs are \$4708.00

33 There will be some income from the Visitor's Bureau.

34 Hotel Restaurants are not open at lunch time. I Bar and Pronto Café will
35 offer a sandwich, chips and soft drink for \$12.00 including tax on Tuesday
36 and Thursday.

37 Introduction of the speakers will be assigned Tuesday morning.

38
39 i. Jill Lancon cancellation fee.

40 The last day to cancel and receive a refund was June 8, 2012. Jill
41 Lancon was registered to attend the training seminar. On
42 Friday June 8, 2012 Jill separated service with Marion
43 County. On Monday June 11, 2012 Marion County
44 requested a refund. They did not have another employee to
45 send instead of Jill.

1 **MOTION** to refund \$240.00 of the \$340.00 registration fee.

2 Jen Baker Second: Jeff Look

3
4 **MOTION CARRIED** unanimously 7-0

5
6 **D. 1st Vice President Jim Dehne**

7 a. 2012 Seminar update.

8 The program committee is ready to go. Jim had a good team.

9
10 Debbi Leigh spoke for A.A.C.E. A.A.C.E. and Safeguard are partners in
11 business and are sharing a table secured as part of Safeguard's sponsorship.
12 A.A.C.E. President Donna Wisniewski asked for and was denied approval to
13 sell raffle tickets. Debbie explained the raffle is only open to A.A.C.E
14 members. Debbi asked for re-consideration.

15
16 **MOTION** to allow A.A.C.E. to promote a raffle targeted at A.A.C.E. members.
17 The sales will be conducted at the Safeguard table. The A.A.C.E. will confirm
18 membership before sale of tickets.

19 Jim Dehne Second: Jeff Look

20
21 **MOTION CARRIED** unanimously 7-0

22
23 **E. 2nd Vice-President Jeff Look**

24 a. Update on final re-write of Administrative Aspects of Code
25 Enforcement

26 The re-write has been given to Marilyn. PTI will write test questions. They
27 are on track for an October 1 roll-out.

28 b. Wording on certificates (“not valid...”)

29 A member receiving his certificate questioned the wording of the validity
30 statement in the certificate. The committee submitted four suggestions to
31 replace current language (Not valid for more than two years from the date of
32 issuance):

33 This certificate remains valid with successful completion of the continuing
34 education requirements.

35 Certificate remains valid with 16 hours of CEH's every 24 months.

36 Valid only with the required CEH's.

37
38 **MOTION** to change the statement on the certificates to “This certificate remains
39 valid with successful completion of the continuing education requirements”

40 Jim Dehne Second: R. Sam Sullivan

41
42 **MOTION CARRIED** unanimously 7-0

43
44 c. Update to strategic plan objective: *Explore alternative methods for delivery of*
45 *F.A.C.E. training.*

46 Links to on-line classes have been placed on the home page of the web-site.

- 1 d. Out-going comments.
2 Jeff encouraged the incoming 2nd Vice President to continue to keep the
3 course materials updated.
4 e. Certification course up-date.
5 Legislative change to Notice has no effect on the Fundamentals of Code
6 Enforcement course and little effect on the Legal Aspects course.
7 Bob Pritt suggested Legal Aspects be updated. He is willing to write it. Bob
8 Hamilton will talk to Bob Pritt about this.
9 David Shepp will be asked to write an article for Interface about the
10 legislative changes to Notice requirements.
11

12 **F. 3rd Vice-President Jen Baker**

- 13 a. Membership Update
14 June 2012 Active 1,551 Associate 104 Total 1,655
15 b. Chapter Naming Policy
16 Hector Garcia assured Jen he has a policy from his term as 3rd Vice. Jen will
17 contact Hector.
18 c. Update to strategic plan objective: *Improve communication with membership*
19 Much more information has been made available on the web-site.
20

21 **G. Sergeant-at-Arms R. Sam Sullivan**

- 22 a. Survey Update
23 There is no change from the last report. The legislative committee will ask
24 delegates to answer the survey for any jurisdiction that hasn't responded.
25 b. Membership suspension guidelines discussion
26 There is a policy established in the 2010 minutes regarding
27 suspension/revocation. Discussion of this item will continue at the Post
28 Conference Board meeting.
29 c. Update to strategic plan objective: *Establish and implement an effective*
30 *lobbying program Lobbyist*
31 The Legislative committee continues the birthday card program.
32 The Lobbyist will present a plan of legislative action at the August Board
33 Meeting.
34

35 **H. Secretary Cindy Drake**

- 36 a. Status/Update of Stored Files
37 Debbi Leigh brought 2 boxes of records to Cindy at the May meeting. Cindy
38 has started reviewing and sorting the records. Wellington has a scanner that
39 can be used to scan into our laptop. Items have been identified as having
40 possible historical interest. Donna Wisniewski has some boxes from Rick
41 Wolf that she will bring to the August meeting.
42

43 Recessed at 5:00PM to reconvene at 9:00AM Tuesday.
44
45
46

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41

9:15AM June 19, 2012

Review of the agenda and introduction of speakers assigned.

I. Immediate Past-President Frank Cassidy

Frank delivered slate of nominations:

- | | |
|--------------------|-----------------|
| 1 st VP | Hector Garcia |
| 2 nd VP | Michael Donovan |
| 3 rd VP | Jennifer Baker |
| Secretary | Cindy Drake |
| Treasurer | James Acosta |
| Sergeant at Arms | R. Sam Sullivan |

8. Old Business

The business cards ordered after the May Board meeting are in.
A thank you card was received from Lisa Harris, Polk County Code Enforcement.
F.A.C.E. was copied on a letter to William S Weisman from Cristina Ordonez. Mark read the letter and determined no action is needed from F.A.C. E.

9. Future Meetings

- a. June 19-22, 2012: Annual Seminar; PGA National Resort, Palm Beach Gardens, FL
- b. June 22, 2012: Post Board; PGA National Resort, Palm Beach Gardens, FL

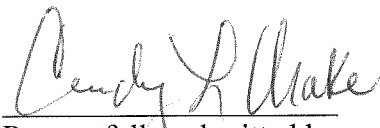
MOTION to adjourn

Frank Cassidy Second: Sam Sullivan

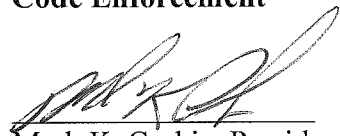
Attest:

Approved:

**Florida Association of
Code Enforcement**



Respectfully submitted by
Cindy L. Drake, Secretary



Mark K. Caskie, President