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**FLORIDA ASSOCIATION OF CODE  
ENFORCEMENT  
BOARD OF DIRECTORS MEETING  
August 10 & 11, 2012  
MINUTES**

UCF/IOG Conference Room  
12443 Research Parkway, Suite 402  
Orlando, FL

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

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13 President Jim Dehne called the meeting of the Florida Association of Code  
14 Enforcement Board of Directors to order at 2:10pm.

15 **2. Roll Call**

16 Roll call administered by Cindy Drake, Secretary.

17 Present:

18 Jim Dehne, President

19 Michael Titmus, 1<sup>st</sup> Vice President

20 Mike Donovan, 2<sup>nd</sup> Vice President

21 Jennifer Baker, 3<sup>rd</sup> Vice President

22 James Acosta, Treasurer

23 Sam Sullivan, Sergeant at Arms

24 Cindy Drake, Secretary

25 Mark Caskie, Immediate Past President

26  
27 Quorum present

28  
29 Others present:

30 Marilyn Crotty, John Scott Daily Florida Institute of Government

31 Bob Hamilton, FACE Attorney

32 David Shepp, Lobbyist

33  
34 **3. Approval of Agenda**

35

36 Remove Strategic Plan  
37 Move G to B  
38 Move I to Friday Mark Caskie will not be here Saturday

39 **Motion to approve Agenda:**  
40 Mark Caskie Second: Mike Donovan

41 **Motion carried unanimously 8-0**

42

#### 43 **4. Approval of Minutes**

44

45 **Motion to approve the minutes of the Pre-Conference Board Meeting June 18-19,**  
46 **2012,**

47 **The F.A.C.E. Annual Business Meeting June 20 & 22m 2012, and the Post-**

48 **Conference Board Meeting**

49 **June 22, 2012:**

50 **Jen Baker Second: Sam Sullivan**

51

52 **Motion carried unanimously 8-0**

53

54

#### 55 **5. Welcome Visiting Members**

56 Visiting Members:

57 Ken Jackson, Palm Beach County

58

#### 59 **6. Opening Comments President Jim Dehne**

60 Jim welcomed everyone. He looks forward to working with everyone this year.

61

#### 62 **7. Membership Issues**

63 Jorge Marti attended Level 1 at FAU in July. He sent a Doctor's note requesting he be  
64 allowed to retake the exam at no fee due to a vision problem.

65 **Motion: Based on the circumstances presented, the request to be allowed to**  
66 **re-take the exam without paying the required fee is denied.**

67 Mike Donovan Second: R. Sam Sullivan

68 **Motion carried unanimously 8-0**

69

70 **8. Reports**

71

72 **A. Treasurer James Acosta**

73 The Budget and bank reconciliation were reviewed.

74 Line titled "late certification fees" will be changed to "late fees".

75 Line titled "Technology" questioned. Is this the full amount? Mark believes this  
76 amount is more than the approved amount. The issue will be researched.

77 Webmaster Debbi Leigh arrived at 2:30 p.m.

78 The estimated budget for the 2013 Conference was presented.

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79 James reminded credit card holders to make a note on the back of the receipts  
80 who used it and for what.

81 **Motion to accept the Treasurers Report**

82 Mark Caskie Second: Mike Donovan

83

84 **Motion carried 8-0**

85 **B. Sergeant at Arms – R. Sam Sullivan**

86 Sam advised there will be a legislative committee meeting and more information  
87 to share before the December Board meeting.

88 David Shepp advised not much happening in Tallahassee until after the  
89 November elections. There will be a lot of turnover in the House of  
90 Representatives. There will be new committee assignments. More  
91 information will be available after January 1, 2013.

92 The F.A.C.E. Legislative Committee, with David's help, will look for sponsors for  
93 the "Glitch Bill" to SB704 and the bill for State recognition of F.A.C.E.

94 Fundamentals of Code Enforcement (Level I) certification. The survey being  
95 compiled by the committee is essential. The challenge to overcome is the issue  
96 of an "unfunded mandate". Bob Hamilton assumes the main issue for the glitch  
97 bill is the additional time required to get cases to hearing. Sam advised the  
98 striking of the return receipt requirement is also an issue.

99 David advised the best time for the Board to visit Tallahassee is in February.  
100 Once the session starts March 5, 2013 the legislators and their staffs will be very  
101 busy. Based on past experience he suggests Tuesday through Thursday of the

102 first or third weeks of February. He'll know more after the elections. We will  
103 need one day for the Board Meeting and one day on the hill.

104 When a date has been decided Marilyn will contact the IOG in Tallahassee to  
105 request the use of a conference room. David advised he has class rooms in his  
106 building.

107 Marilyn asked how F.A.C.E. maintains control of the bills once sponsored. He  
108 advised the key is to find good sponsors.

109 **C. President Jim Dehne**

110  
111 Jim has received some questions from members.

112 For Marilyn: Why does it take so long for test results to be received by  
113 participants?

114 Marilyn advised that if that was the only service provided by IOG then results  
115 could be provided more quickly however Susan has many duties. There are  
116 several steps to produce the certificates and letters with the scores. Four to six  
117 weeks is the published time frame. It usually takes four weeks. If PTI is delayed  
118 then the IOG is delayed. Jim asked if the results could be e-mailed more quickly.  
119 Marilyn does not believe so. For an additional fee individuals can go to PTI, take  
120 the test there and receive the results immediately. PTI offers testing monthly.

121  
122 The Florida Association of Counties conference is often at the same time as the  
123 F.A.C.E. conference. Why can't the Board send an advocate who would come  
124 back and report to the Board?

125 Marilyn advised that the coming year conference dates may not conflict. We can  
126 find out the cost. If it is affordable the Board could consider sending a  
127 representative and determine if it is a conference they want to participate in.  
128 Research found their conference dates are the same as ours again in 2013. The  
129 conference will be held in Hillsborough County. A willing Past President could  
130 be considered. Once a marketing program has been developed perhaps a Board  
131 Member could be a presenter. Jim will request a vendor information packet.

132  
133 Jim stated that in his opinion the President of F.A.C.E. is not the ruler of the  
134 Board. There are eight members who each have a vote. All opinions are  
135 welcome and encouraged.

136  
137 Distribution of documentation: Please send items to only those who need to  
138 know or those needed to make a decision. If the issue can wait for the next  
139 Board Meeting please wait. Bob Hamilton prefers to receive only items he needs

140 to handle. Marilyn asked that items related to the IOG be sent to her. If there is a  
141 question that pertains to a specific Board Member please send it to that person.  
142

143 Jim asked Webmaster Debbi Leigh who is assigned to post information on the  
144 website. Susan Pruchniki handles educational items. Debbi Leigh handles job  
145 postings and blog items. Several individuals were trained by E-Polk but only  
146 Debbi and Susan have actually used the training. Debbi will create a "cheat  
147 sheet". Next time there is an item to post Debbi will contact Mark Caskie and  
148 Danny Thompson, who were trained, and go through the actions required to  
149 post.  
150

151 Another member question: Why does the IOG stay for the entire Board  
152 Meeting?

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153 Attendance and participation at the Board Meetings is one of the contracted  
154 services. The IOG is the Board's administrative arm. If there is a time that the  
155 Board wishes to take action without the IOG representative's presence that  
156 representative would step out of the room.  
157

#### 158 **D. Web Master - Deborah Leigh**

159  
160 The programing project has been completed. The duplicate record issue has  
161 been resolved. E Polk has been very responsive. They requested that they be  
162 asked to look at a problem before it is corrected so they can tell what has  
163 happened.  
164

#### 165 **E. Historian – Donna Wisniewski**

166  
167 Donna is unable to attend due to illness therefore there is no report.  
168

#### 169 **F. IOG – Marilyn Crotty**

170 The summary of the 2012 conference evaluations was reviewed.  
171

172 The preliminary Conference Financial Report has been prepared. There is  
173 \$100.00 in revenue still outstanding. James will merge his information with this  
174 report for presentation at the December Board Meeting.  
175

176 Jim thanked the IOG for their help implementing the conference.  
177

178 Prospective sites for the 2014 Conference were reviewed and discussed. The  
179 goal of this exercise is to narrow down the choices to three or four and decide  
180 where the Board would like to visit in December.

181  
182 By consensus of the Board Marilyn will contact the following:  
183 Vinoy Renaissance, St Petersburg  
184 Tampa Marriott Waterside  
185 Hyatt Regency, Tampa  
186

187 **G. 1<sup>st</sup> Vice President – Michael Titmus**  
188

189 The Conference Committee held their first meeting on August 3<sup>rd</sup>. The theme  
190 chosen is “Riding the Waves of Change”. The format will be Tuesday through  
191 Friday. 18 continuing education hours will be offered. Many potential classes  
192 were identified. The sponsorship opportunity worksheet was updated and they  
193 already have one Platinum Sponsor commitment. The committee will consider  
194 entertainment options including a luau and a stomp performance. Future  
195 meetings are scheduled.  
196

197 **H. 2<sup>nd</sup> Vice President – Mike Donovan**  
198

199 The first Education Committee meeting is scheduled for August 29<sup>th</sup>. The  
200 committee will discuss the Trainer Workshop, CEP topics and CEH topics.  
201 The revised Administrative Aspects class Technology Aspects still needs work.  
202 Tom Babington has offered to write the one hour segment and produce the  
203 handout at no cost. Exam questions still need to be provided. The trainer guide  
204 still needs to be developed. The next scheduled class is October 23<sup>rd</sup>. The new  
205 material may not be ready for that class but Marilyn is optimistic everything will  
206 be ready for the December 3<sup>rd</sup> class.  
207  
208

209 **I. 3<sup>rd</sup> Vice President – Jen Baker**  
210

211 Membership is up from this time last year.  
212

213 A presentation booklet is being developed for use at vendor tables.  
214

215 Mark presented a sample of a brochure he developed.  
216  
217

218 **Motion to spend the money necessary for printing 1,000 brochures that**  
219 **has not been budgeted:**

220 R. Sam Sullivan Second: Mike Donovan

221

222 **Motion Carried 7-1**

223

224 Interface distribution was later than expected. There was no e-mail blast for this  
225 issue.

226 Jen proposed the Interface be produced quarterly rather than 5 times a year.

227 Proposed deadlines were distributed. Discussion ensued. Adjustments were  
228 made to the proposal. The following dates were decided on:

229 November 15, 2012, February 15, 2013, May 25, 2013 and August 15, 2013.

230 Board members will submit articles by the 8<sup>th</sup> of the month for publication on

231 the 15<sup>th</sup>.

232

233 **J. Past President – Mark Caskie**

234

235 Nominating Committee Report

236 Mark has identified one committee member.

237 Ken Jackson, Palm Beach County Code Enforcement has indicated that he will  
238 run for 3<sup>rd</sup> Vice President.

239 Mark asked the Board Members to let him know if they are interested in running  
240 for any positions on the Board.

241 There was a discussion about once again modifying the term limits set in the by-

242 laws. The Board did not take action on the proposals presented by the

243 Legislative Committee last year. It was the consensus of the Board to make no

244 changes at this time.

245 **The meeting recessed at 5:45PM**

246 **The meeting reconvened at 8:00AM August 11, 2012**

247 **Roll Call**

248 Roll call administered by Cindy Drake, Secretary.

249 Present:

250 Jim Dehne, President

251 Michael Titmus, 1<sup>st</sup> Vice President

252 Mike Donovan, 2<sup>nd</sup> Vice President

253 Jennifer Baker, 3<sup>rd</sup> Vice President

254 James Acosta, Treasurer

255 Sam Sullivan, Sergeant at Arms  
256 Cindy Drake, Secretary  
257 Absent:  
258 Mark Caskie, Immediate Past President  
259

260 Others present:  
261 Marilyn Crotty, John Scott Daily Florida Institute of Government  
262 Ken Jackson, Palm Beach County

263 **K. Secretary - Cindy Drake**

264  
265 Review of records continues. Cindy expects to start scanning soon.  
266 Committee chairs were reminded to provide meeting minutes to the Secretary.  
267

268

269

270

**L. Old Business**

271

272 Member Scott Maxwell attended the Board Meeting on June 22, 2012. Mr.  
273 Maxwell's issue was not on the agenda. He had explained that he obtained  
274 certification several years ago, but suffered an injury and did not recertify. He  
275 brought medical records to the last meeting but the Board did not review them  
276 as they did not have his certification records and the background information  
277 from the IOG. The Board continued the item to the August 10 & 11 Board  
278 Meeting. The research has not been provided. Marilyn will pull the information  
279 together and send it to the board for review and a decision will be made at the  
280 December Board Meeting.

281

282 In the future the Secretary will compile an action list to be distributed to the  
283 Board Members from the minutes.

284

285 **Annual Fee Clarification**

286 There is confusion in the IOG office as to the Annual Fee implementation. Board  
287 direction is requested.

288 October 1 - December 31 the fee is \$35.00 (\$25.00 for Associate Members)  
289 After December 31 the \$20.00 Late Fee is applied (IOG gets half and F.A.C.E. gets  
290 half)

291 July 1 a NEW member pays for the coming membership year.

292 To re-certify the Annual Fee must have been paid for each of the 2 years of  
293 certification.



294 If the Annual Fee has not been paid the assumption is that the late fee will be  
295 assessed for the first year of the two year certification period.

296  
297 Those who are due to re-certify June 30, 2012 need to have paid the membership  
298 fee for 2011/2012. If they did not pay the membership fee they owe the fee plus  
299 the late fee and the \$50.00 late re-certification fee by December 31, 2012. They  
300 will also need to pay the annual fee for 2012/2013 between October 1, and  
301 December 31, 2012.

302  
303 If there is a three year lapse in membership, the individual is considered a new  
304 member.

305  
306 There was discussion about possible inconsistencies in the by-laws related to  
307 Article IV Section 1 Officers and Section 5 Board of Directors resulting in the  
308 determination that the Officers are a separate entity from the Board of Directors.

309  
310 Regarding Article VII Committees the question was asked, if a Committee  
311 Member can be an Associate Member? Committee Member candidates are  
312 submitted to the President by the Committee Chairperson. Acceptance of a  
313 Committee Member is up to the discretion of the President.

314  
315 Several years ago the Annual Conference title was changed to the Annual  
316 Training and Education Seminar. The Board at that time felt that the term  
317 Conference might not indicate the educational nature of the event and result in  
318 fewer people being allowed to attend. The definitions of conference and  
319 seminar were given. The Board discussed the issue.

320  
321 **Motion: return to the use of the title Annual Conference rather than Annual**  
322 **Training and Education Seminar**

323 Jen Baker Second: Mike Donavan

324  
325 **Motion carried 7-0**

326  
327 The decision was made to use computer generated letterhead on less expensive  
328 paper for general purposes. There is still quality letterhead available for  
329 correspondence determined to be of greater importance.

330 The next meeting is tentatively scheduled for December 14 -15, 2012. The  
331 location is to be determined based on hotel offers.

332 The meeting was adjourned at 9:10PM

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337

338 **Attest:**

339

340

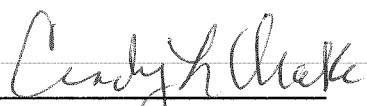
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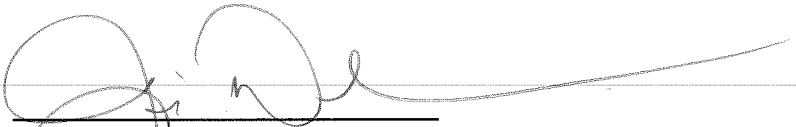
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**Respectfully submitted by**  
**Cindy L. Drake, Secretary**

**Approved:**  
**Florida Association of Code Enforcement**

  
**Jim Dehne, President**