

**Florida Association of Code Enforcement, Inc.**

**Board of Directors Meeting**

**Minutes**

**Friday December 18, 2015**

**8:37 AM –5:07PM**

**Saturday, December 19, 2015**

**8:25AM –10:06AM**

**Institute of Government  
12443 Research Pkwy #402  
Orlando, FL 32826  
(407) 882-3960**

**1. Call to Order**

**2. Roll Call**

President, Cindy Drake

1<sup>st</sup> Vice President, Leslie Banta

2<sup>nd</sup> Vice President, Bill Van Horn

3<sup>rd</sup> Vice President, Ken Jackson

Sergeant-at-Arms, April Hartseil

Treasurer, James Acosta

Secretary, Lori Troxel

Immediate Past President, R. Sam Sullivan

Also present: Marilyn Crotty, IOG

Bob Hamilton, Attorney

Excused: Liana Teague, Webmaster

Mark Caskie, e-Polk Liaison

Donna Wisniewski, Historian

**3. Opening Comments** – President Cindy Drake requested Past President R. Sam Sullivan to swear in Lori Troxel as Secretary for the remainder of the 2015-2016 Board Term.

**4. Motion to approve the agenda as amended:**

R. Sam Sullivan

Second: Ken Jackson

Motion carried unanimously

**5. Approval of Minutes**

**Motion to approve minutes for the Annual Business Meeting, September Board Meeting and the December Go To Meeting:**

Leslie Banta                      Second: Bill Van Horn  
Motion carried unanimously

6. **Welcome Visiting Members** – There were no visiting members at the meeting

7. **Membership Issues** - None

8. **Reports**

A. **Webmaster-** President Cindy Drake for Mark Caskie

- a) **Curb Stoning Email** – The DMV requested email addresses of our members or other avenue of dissemination of new information for Curbstoning. The Board discussed that an article will be included in the next InterFace, and information will be placed on our website.
- b) **Email and Survey Options** – Mark advised there are two email types we have to interact with the membership, and different services that provide survey options for interaction with the memberships. The Education and Certification Committee is looking at survey options. The board discussed other options other than Survey Monkey such as Constant Contact.
- c) **E-Polk Contract** – Mark indicated he hopes to have a contract update for e-Polk at the March Board Meeting.
- d) **Admin System Update** – Susan is caught up with the backlog and is working on current items. Marilyn shared that the system is still a work in progress, however they are working through the issues as they come up.

B. **Historian-** Donna Wisniewski – Excused No Report

C. **Treasurer** – James Acosta

- a) **2015/2016 Current Budget** – Treasurer James Acosta supplied the Board with the following documentation as of November 30th: 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. James advised we are doing very well and that we are approximately \$47,000.00 ahead in our current budget.

- b) **2016 Conference Budget** – James supplied the Board with the current 2016 Conference Budget and advised we received an additional \$500.00 in sponsor funds that came in after the paperwork was printed. The thumb drives and some of the gifts have been purchased.
- c) **Revenue Sharing Increase of per hour certification classes** – Treasurer James Acosta explained the hand out showing the class fees and revenue sharing of the fees collected. Marilyn explained some of the line items on the sheet. A clear understanding of the line items was gained through the discussion with Marilyn. The Board discussed a fee increase to the per hour certification fee, with some board members putting a limit to the increases, and others feeling the small amount of increase would not make a difference. Marilyn advised the Board the IOG's indicated they would agree with a revenue sharing increase if the Board agreed to increase the per hour fee to meet the rising cost for holding the certification courses. Marilyn agreed that the \$1.00 per hour increase would be palatable, however the \$2.00 an hour fee is not realistic. Bill indicated the \$1.00 increase for the 40 hour course puts the course over \$500.00 and he is not comfortable with our course being over \$500.00. Bill Van Horn advised some of the membership has requested the need to shorten our 40 hour course to 36 hours with the test at the ½ day. Bill indicated he hates the idea of taking the repetitive items out of the class which is there for a reason. Lori advised the Board we can shorten the 40 hour class material and put the repetitive material currently included in the course in the arenas we have in place to interact with the membership such as the InterFace and on our Website, advising this keeps the courses under \$500.00, and drives the membership to the website for additional information which is what we have been striving to do for years. Bob discussed that the fees have not been raised in many years and that he indicated the cost associated with our certification does not soak the members and jurisdictions simply cannot afford to put untrained individuals on the street, and he is hard pressed to state which class is more important in reference to the one class going over \$500.00. Bob Hamilton advised we should simply increase the fees and revisit the impact next year, advising if we see a marked drop off than we can reset the fees at that time. Bill Van Horn advised he

wants to discuss further with his committee the shortening of the 40 hour course and asked that this topic be returned to the next agenda.

- d) Strategic Plan Update: Propose and review fees and charges for new and existing F.A.C.E. activities. Explore establishing position of Associate Treasurer (Not a priority)** – President Cindy Drake asked if anyone has come forward to be an apprentice under James’ tutelage. James advised no one has come forward as of yet, and reiterated they will have a great deal to learn. James advised someone needs to be onsite to learn the process, as phone tutelage is tough. Discussion ensued as to the skills that will be required to handle all the programs involved in the process of being a treasurer for the association. April Hartseil discussed how appointing an apprentice would work with this being an appointed position. Bob Hamilton advised the legislative committee should look into changing the bylaws to make the Treasurer position appointed rather than elected. The following ideas have been referred to the legislative committee: 1. changing the bylaws to either a) change treasurer to an appointed non-voting member, or b) appointed to office and be a voting member of the board, and c) appointing an apprentice treasurer. Bob suggested the by law be carefully drafted to avoid the appearance of impropriety. Bob suggested if the committee recommends making the Treasure an appointed position that they draft the by law at that time. April and the committee will also review the definition of “active member” for by law changes as well.

**Recess 10:26AM**

**Reconvened 10:46AM**

**D. President – Cindy Drake**

- a) General Comments** – President Cindy Drake thanked the Board for their responses over the last several months and if you hold a committee meeting, minutes are to be taken and forwarded to the Secretary. Please share the minutes with President Cindy Drake, as she likes to keep up with the committees and their progress.
- b) AACE Conference Update** – President Cindy Drake and 1<sup>st</sup> Vice President Leslie Banta attended the AACE conference together, and 2<sup>nd</sup> Vice President Bill Van Horn manned the F.A.C.E. Exhibit Table. The Board was updated with everything they have learned from other states, and will be getting in touch with all who provided

business cards in order to direct them to the F.A.C.E. Website. 1<sup>st</sup> Vice President Leslie Banta met with several vendors and spoke with them. Lori Troxel suggested from now on when F.A.C.E. represents at different conferences they need to bring our Conference Sponsor Packet and be ready to solicit for sponsors at each event. Lori further suggested we open sponsoring up to different financial groups and schools for our membership, among other items sponsors that will benefit not only our members but their families. Lori requested Bill Van Horn get PTI back on board as a sponsor, and that April Hartseil speak with David Shepp to sponsor our conference as well. Bill Van Horn shared with the Board that for entertainment they held an auction benefitting amputee veterans.

- c) **APP Innovations** – President Cindy Drake went over a hand out asking the Board to review it and decide if we are ready to move forward with this type of technology with our membership. The Board discussed different apps, 1<sup>st</sup> Vice President Leslie Banta is setting up a conference call with another app company for the Board to participate in a demonstration of app products. The Board discussed app services explored by both Leslie Banta and Cindy Drake. It was determined this topic will be brought back to our March Board meeting for further discussion, after the scheduled demonstration Leslie Banta has set up, and whether Mark has received any information on whether the scanned information can be integrated in our admin system, and/or if ePolk offers app services. President Cindy Drake polled the Board on interest in an F.A.C.E. App for full time use, the majority of the Board showed interest.
- d) **Strategic Plan Assignment Update –Explore Mechanisms for increased interaction between the Board and Chapters** – President Cindy Drake shared that so far she reached out to all the Chapters when Marlene Serrano tenured her resignation to locate anyone with interest in filling the remainder of the term, and also invited them to attend the Board meetings. She indicated she is not getting very good responses, and wanted to try a contest that AACE uses at their conference to see if we can get more chapter interaction. Cindy explained the before and after contest and requested the Board consider approving the use of the contest. The Board discussed the prizes, rules and a motion was made. Flyer to be tweaked by Lori Troxel for the InterFace.

**Motion to hold a before and after contest, four finalists selected from entries received by April 15, 2016. The Board will select the grand prize winner who will receive the prize of one paid conference fee which will be non-transferrable; the other three finalists will receive \$25.00 gift cards. The Conference fee to be budgeted under Scholarship, the other prizes from the membership budget.**

R. Sam Sullivan                      Second: Bill Van Horn  
Motion carried 7-1 w/ James Acosta opposed.

**Recess 12:03PM**

**Reconvene 12:49PM**

**E. Immediate Past President – R. Sam Sullivan**

**a. Nomination Committee Update –** R. Sam Sullivan advised he has four nominations currently: 1<sup>st</sup> Vice Candidate Bill Van Horn, 2<sup>nd</sup> Vice Candidate Jeff Look, Treasurer Candidate James Acosta, and 3<sup>rd</sup> Vice President Ken Jackson.

**b. Administrative Contract Evaluation Committee Update –** The Board discussed the current draft of the universal contract prepared by our Board Attorney Bob Hamilton. Changes were suggested by the Board as well as Bob Hamilton.

**Motion to approve agreement for services with corrections as discussed, and will be effective for a period of five years.**

Lori Troxel                              Seconded: April Hartseil  
Motion approved unanimously

**c. Visit with City of Tampa Administration –** Bill Van Horn and R. Sam Sullivan met with Jake Slater and Sal Ruggiero and discussed our Association and found they were very receptive to them and appears to be very interested in joining our association. Sam also read a thank you email from Vicki Pratt who was very thankful for them coming to meet with their management. Bill Van Horn was asked to make contact with the ICC for a partnership between F.A.C.E. and ICC for CEH credits similar to the AACE relationship.

**F. IOG – Marilyn Crotty**

**a. General Comments –** Marilyn advised the office is going well they are still fielding questions on exams and how to use the F.A.C.E. website.

**b. 2017 Conference Location Preference-** Marilyn went over the current list requested from the Board. The options were limited and the Board was not happy with the

options. Marilyn was asked to explore options in Orlando again and to email the new options out to the Board in order to expedite the process.

**Recess 2:33PM**

**Reconvened 2:49PM**

**G. 1<sup>st</sup> Vice President – Leslie Banta**

- a. 2016 Program Committee Update** – Leslie Banta provided the Board with an update on the current status of conference planning. We have several sponsors with several more promised to return. The itinerary has not changed from the last Board Meeting. Leslie Banta advised the Board how concerned she is with the hotel and explained some issues she has had to address herself. Leslie Banta advised Wells Fargo requested a panel discussion slot in our itinerary again this year, Leslie advised she has sent an email to Allison with Wells Fargo for information. Bill asked Leslie to email the Board if she needs any facilitators for this year's conference, so they can assist with getting the slots filled. Marilyn advised she will get with Mr. Rosen and schedule his speaking engagement. Marilyn Crotty discussed the food costs and shared some of the fees we will experience this year, and further advised changing the menu from the choices provided will take us into the custom menu options, where we will lose our discount. The Board gave maximum price range per person for breakfast, lunch, and dinner, that she will provide the hotel to create a menu based on what we are willing to pay. Marilyn also stressed with the Board we will have no choice but to raise the conference fee to meet the food costs. Marilyn broke down the fees and advised if we do not raise the rate, F.A.C.E. will have to subsidize the remainder of the cost, which will be substantial to include food, facilitators, and other customary costs associated with putting on the conference. The Board discussed in detail the removal of certain meal options in order to meet the current registration rate, and were not able to come up with a viable option, the Board raised the rate however, some of the conference costs will still be subsidized by F.A.C.E.

**Motion to set the 2016 Annual Conference fee, Early Registration Member \$375.00; and early registration non-member \$440.00. Regular registration will be \$425.00 for members and \$490.00 for non-members.**

April Hartseil

Seconded: Lori Troxel

Motion carried 6-2 with James Acosta and Leslie Banta opposed.

Leslie Banta shared with the Board that Hector Garcia was able to get a quote for our Advertising Booklet, and would like the Board to make a motion to allow the committee to move forward with this opportunity. The Board discussed whether the committee will be able to get any advertising due to the complexity of I – Drive. The Board decided we should at least try to get the local advertising booklet started, as the committee members assigned have done the book before and it was successful then.

**Motion to approve paying fifty (50%) percent upfront for the Program Booklet for the 2016 Conference contingent upon a possibility of a refund just in case of the inability to obtain enough advertising to sustain the booklet.**

R. Sam Sullivan

Seconded: James Acosta

Motion passed unanimously

- b. Strategic Plan assignment update -Explore use of new technologies to enhance F.A.C.E. Operations. Explore mechanisms for the use of social media (website, apps, twitter, etc.).** This agenda item was previously discussed under the president. App Innovation etc.

#### H. **Sergeant –at – Arms** – April Hartseil

- a. Legislative Committee Update** – The committee met at the IOG and spoke with David Shepp via telephone. April advised they felt confident at that time, that David Shepp would have a bill drafted to mimic Animal Control. David Shepp contacted April thereafter and advised due to the limited Bills available we were not able to get a sponsor. The legislators are taking a laid back approach due to limited movement of bill in Tallahassee. April advised she was seeking the Boards direction on whether or not we send the committee or have the Board visit Tallahassee in order to keep our presence. Marilyn stated is it is hard to get appointments with the legislators, and she feels just going without a bill would be more like wasting the legislators time during their busiest working session, rather she thinks we should be visiting the legislators at their home bases until we have a bill drafted. R. Sam Sullivan agreed. April advises we need to have the Florida League of Cities (FLC) on our side before we go back to Tallahassee, as they are F.A.C.E.’s biggest hindrance. Marilyn suggested some of our F.A.C.E. members need to get on the FLC Committees, reiterating what April had indicated that putting the “may” in the bill rather than “shall” would be more in their



favor as they will not support an unfunded mandate. April advised that last year, Tallahassee was willing to pass our bill, but they would require our profession to fall under the Department of Business and Professional Regulations, which is not something F.A.C.E. has wanted to do. April advised she and the committee will be working on the bylaw changes for the active member with Bob Hamilton's suggestions to clarify the definition of active member for the purpose of F.A.C.E. They will also look at the membership designation to ensure each designation is equal and paying appropriately. The committee will discuss the Treasurers position and if it should be appointed or elected and if appointed shall it have voting rights.

- b. Request for motion for housekeeping – ballots 2008 and 2011** – April requested the ballots be destroyed for 2008 and 2011, along with the 2014 delegate form. A short discussion between Board members to determine if there is a permanent motion in place for destroying election items.

**Motion to destroy the 2008 and 2011 ballots, as well as the 2014 delegate forms.**

April Hartseil

Seconded: R. Sam Sullivan

Motion passed unanimously

- c. HB 723 and SB 866-** HB 723 does not have a companion bill and the companion bill to SB866 was withdrawn. These two bills take away needed enforcement capabilities for local government to gain compliance from the property owners due to noncompliance from a tenant. April will continue to watch legislation on anything that affects FS 162.

- d. Strategic Plan assignment update - Continue efforts to obtain state certification** – April and her committee will continue to set the ground work for obtaining certification recognition with the state. Marilyn will check and determine if she can get F.A.C.E. a seat on the Urban Administrative Committee with the Florida League of Cities, to help continue the efforts toward State certification and recognition.

**Motion to recesses meeting at 5:07 PM on December 18, 2015**

Lori Troxel

Second: Leslie Banta

Motion carried unanimously

**Meeting reconvened at 8:25 AM on December 19, 2015;** Leslie Banta to bring up one item omitted from her report prior to reconvening at the 2<sup>nd</sup> Vice President's report.

## **Roll Call**

President, Cindy Drake

1<sup>st</sup> Vice President, Leslie Banta

2<sup>nd</sup> Vice President, Bill Van Horn

3<sup>rd</sup> Vice President, Ken Jackson

Sergeant-at-Arms, April Hartseil

Treasurer, James Acosta

Secretary, Lori Troxel

Immediate Past President, R. Sam Sullivan

Also present: Marilyn Crotty, IOG

### **I. 2<sup>nd</sup> Vice President – Bill Van Horn**

- a. Certification Committee Update** – Bill Van Horn and his committee are working on trying to secure a course, materials, location, and speaker to give a six to eight hour F.A.C.E. CEH training course in the underserved Panhandle area. The committee is also working more on the eight to sixteen hour online course regarding meth lab decontamination. The committee is going to be using a survey platform to reach out to the members to determine the types of classes they would like to receive in the online platform. Bill Van Horn also has also reached out to a few trainers and asked if they would be interested in developing some webinars for the members starting in early spring, and they overwhelmingly said yes. A few committee members will be working with Liana to update the Education Module on the face-online.org and will bring changes to the Board for approval prior to implementing any changes. Bill advised the CEP section was recently updated with additional guidelines to help understand the requirements of writing a legal paper. CEP peer group identified as Joe Gross from Hillsborough County, JoAnn Tamulonis from Seminole County, and Shawn O'Rourke from Oviedo. The committee has taken a look at the Officer Training written material and by their February meeting will have all errors and needed changes identified, and confirm that the changes will not affect the test. Susan and the committee recently found out that Gary Glassman has been passing out a

study guide to his Legal Issue students to prepare for their test; the committee was given a copy of the study guide and is currently evaluating the material. Once the study guide is approved, a disclosure statement will be added to the material that these are not questions drawn from the test, it is simply as a study guide. Bill also indicated that this material should be shared with other trainers for use with the same class. Bill and Marilyn have been communicating on the NE Florida training at UNF, and Santa Fe, however Marilyn stated we once had 20 IOG's and we now have 5, therefore if we want continuing education with other community colleges that is fine, however, the certification courses are managed by the IOG's and they will come and train at the facility hosting the course, but the course cannot be given by these community colleges. Bill Van Horn indicated that the NE area does not have very many trainers, and would like to provide a train the trainer course, and asked if we know anyone that would like to get some people in the train the trainer course and get people trained to let them know.

**J. 3<sup>rd</sup> Vice President- Ken Jackson**

- a. **Membership Committee Update-** Ken Jackson advised the numbers are up and how Susan Pruchnicki keeps up with all the items coming in at renewal. Ken reminded the Board members that the InterFace articles are due on the 8<sup>th</sup>. Cindy will be doing a blast email out to the membership with the Before and After Contest. Marilyn suggested our InterFace go straight to the members just like the Codeman Newsletter, even though they get a notice that it is available on the website, Ken agreed that he would like to see an easier way to get to the InterFace. Jurisdictional information will be done by February meeting; his committee is making calls and communicating with other jurisdictions trying to get the membership levels up. Ken Jackson advised he has been using his personal contact information to interact with our members. Lori Troxel suggested the InterFace should share retirements and acknowledge life events for our members, indicating we do not even have an area on our website where fallen Code Officers are honored. The 3<sup>rd</sup> Vice is to look into updating the InterFace to include this information. Marilyn updated the Board on the difference from our old membership system vs our new membership system and indicated our membership numbers are pretty significant for this time frame, and feels they are accurate. Bill

Van Horn is to check with our ICC Contact and determine if we can facilitate a partnership with them for CEH credits.

K. **Secretary** – Lori Troxel – No Report

9. **Old Business – No Old Business**

10. **New Business – No New Business**

**Motion to adjourn meeting at 10:06 AM on December 19, 2015**

R. Sam Sullivan

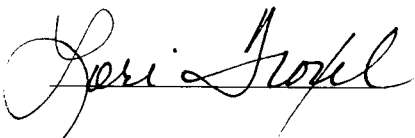
Second: James Acosta

Motion carried unanimously

Attest:

Approved:

Florida Association of Code Enforcement



Respectfully submitted by

Lori L. Troxel, Secretary



Cindy Drake, President