

1                                   **FLORIDA ASSOCIATION OF CODE ENFORCEMENT**  
2                                   **BOARD OF DIRECTORS MEETING**

3                                   **MINUTES**

4                                   (Approved)

5  
6                                   February 18, 2011

7  
8                                   12443 Research Parkway, Ste. 402  
9                                   Orlando, FL 32826

10  
11    1.     Call to Order

12  
13    1<sup>st</sup> Vice President Mark Caskie called the regular meeting of the Florida  
14    Association of Code Enforcement Board of Directors to Order at 11:03 a.m.

15  
16    2.     Roll Call

17  
18    Roll call administered by Shawn O'Rourke, Secretary

19  
20            Present:

21                   Frank Cassidy	President arrived 2:00 p.m.
22                   Mark Caskie	1 <sup>st</sup> Vice President
23                   Jim Dehne	2 <sup>nd</sup> Vice President
24                   Joe Fenton	3 <sup>rd</sup> Vice President
25                   Shawn O'Rourke	Secretary
26                   Debbi Leigh	Sergeant-at-Arms
27                   Terry Suggs	Past President arrived 11:05 a.m.

28  
29            Absent:

30                   James Acosta	Treasurer
-----------------------------------	-----------

31  
32            Others Present:

33                   Bob Hamilton	Legal Counsel
34                   Marilyn Crotty	The John Scott Dailey Florida, 35                                   Institute of Government, 36                                   University of Central Florida

37  
38    3.     Approval of Agenda

39  
40    Mark advised that the 3<sup>rd</sup> VP and Treasurer reports would be moved to the  
41    beginning of the meeting, followed by Marilyn's report and that we would follow  
42    agenda until President Frank Cassidy arrives and rearrange agenda as needed.

43  
44    Past President Terry Suggs arrived at 11:05 a.m.

45  
46    **MOTION by Joe Fenton, SECONDED by Debbi Leigh to approve the agenda**  
47    **with changes.**

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

2  
3 4. Approval of December 3, 2010 Minutes

4  
5 Mark Caskie advised the Board that the minutes from December 3, 2010 had not  
6 been prepared. Mark stated that Marilyn and Shawn will prepare the December  
7 3<sup>rd</sup> minutes for approval at the next Board meeting.

8  
9 **MOTION by Jim Dehne, SECONDED by Joe Fenton to defer approval of the**  
10 **minutes until they are completed.**

11  
12 **MOTION CARRIED unanimously 6-0.**

13  
14 5. Visiting Members

15  
16 Donna Wisniewski, Seminole County Sheriff's Office  
17 Dot Hird, Seminole County Sheriff's Office  
18 Cindy Drake, PBCCEA

19  
20 6. Opening Comments – President

21  
22 There were no opening comments due to the President not being in attendance  
23 at this time.

24  
25 7. Membership Issues

26  
27 No new items.

28  
29 8. Report of Officers

30  
31 **Item E – 3<sup>rd</sup> Vice President's Report**

32  
33 3<sup>rd</sup> Vice President Joe Fenton submitted a written membership update (attached)  
34 that was prepared by Susan Pruchnicki of the IOG and discussed.

35  
36 Joe advised the Board that the Membership Committee met January 21, 2011  
37 and discussed changes to the website and Interface formatting. Joe requested  
38 that all Interface articles be submitted by February 28, 2011 and that scholarship,  
39 Huskey Award and By-law change information will be in the next Interface.

40  
41 Marilyn and Mark asked about the status of prior assignments, specifically  
42 whether non renewing members had been called and whether SFACE chapter  
43 had been notified regarding making formal request to Board to be a chapter. Joe  
44 Fenton will contact Hector about both items.

45  
46 Donna Wisniewski thought that having "FACE" in chapter name was not  
47 permissible; Bob Hamilton checked bylaws and found no prohibition. Debbi  
48 Leigh will check through past motions/policies to see if there is anything listed.

1           **Item F - Treasurer's Report**

2  
3       1<sup>st</sup> Vice President Mark Caskie submitted a written Treasurer's report (attached)  
4       on behalf of Treasurer James Acosta. Mark noted that on 2<sup>nd</sup> page of report "total  
5       as of" should be 1/31/2011 instead of 11/30/ 2011.

6  
7       Debbi noted that we paid Verizon for a wireless card(s) and questions if it is for  
8       both James and Lori. Jim Dehne advises that he will address the wireless cards  
9       under a later item.

10  
11       Consensus by Board to ask James about the Verizon wireless bill.

12  
13       **MOTION by Debbi Leigh, SECONDED by Joe Fenton to accept Treasurer's**  
14       **report as presented.**

15  
16       **MOTION CARRIED unanimously 6-0.**

17  
18           **Item B - IOG Report**

19  
20       Marilyn Crotty, representing the IOG, advised the Board that the 2012  
21       conference site still needed to be determined. Marilyn presented the Board with  
22       a comparison sheet (attached) for the PGA Resort and Hilton Clearwater Resort  
23       and discussed differences.

24  
25       **MOTION by Jim Dehne, SECONDED by Joe Fenton to hold the 2012**  
26       **Conference at the PGA Resort and negotiate a contract with Hilton for 2013**  
27       **for F.A.C.E.'s preferred dates.**

28  
29       **MOTION CARRIED unanimously 6-0.**

30  
31       Recess - Lunch       12:03 p.m.

32  
33       Reconvene           12:46 p.m.

34  
35           **Item C - 1<sup>st</sup> Vice President's Report**

36  
37       1<sup>st</sup> Vice President Mark Caskie provided several conference budgets depending  
38       on the number of attendees (attached). Mark submitted sponsorship forms and  
39       the conference flyer for the Board's review. The Board previewed the F.A.C.E.  
40       website for registration. Marilyn will negotiate the internet fee at the hotel being  
41       waived per the last contract.

42  
43       Mark discussed the proposed conference gifts with the Board.

44  
45       Mark discussed banquet entertainment. After discussion the Board consensus  
46       was to forego entertainment at this Conference.

47

1 Shawn noted that 50/50, raffles and vendors must be pre approved and  
2 suggested they should be limited.

3  
4 Mark advised the Board that the artwork for the Conference is being put together.

5  
6 Discussion of F.A.C.E. having its own marketing items for when F.A.C.E. is an  
7 actual vendor at other conferences.

8  
9 **MOTION by Shawn O'Rourke, SECONDED by Jim Dehne to purchase**  
10 **approximately five hundred (500) pens for the next two (2) upcoming**  
11 **Conferences F.A.C.E. will be attending as vendors.**

12  
13 **MOTION CARRIED unanimously 6-0.**

14  
15 Task of purchasing pens assigned to Terry.

16  
17 **Item D - 2<sup>nd</sup> Vice President's Report**

18  
19 Jim advised the Board that the Administrative Aspects rewrite is close to being  
20 finished and that he should have a draft for the next board meeting.

21  
22 Jim suggested making per diem a fixed daily amount applicable for Board and  
23 committees. Terry will ask James to prepare a proposal for next year's budget to  
24 do so.

25  
26 Jim proposed tying CE Hours need to scholarship requirements. Consensus of  
27 Board is to add "selection of recipients is at the discretion of the Board" to the  
28 current scholarship requirements.

29  
30 President Frank Cassidy arrived at approximately 2:00 p.m.

31  
32 Jim asked about members needing to take a "Train the Trainer" class but there  
33 not being enough members for the IOG to put on the class.

34  
35 **MOTION by Debbi Leigh, SECONDED by Jim Dehne to have F.A.C.E.**  
36 **sponsor and pay for a class for up to fifteen (15) F.A.C.E. members to**  
37 **attend a Train the Trainer course.**

38  
39 **Motion FAILED 3-4.**

40  
41 **MOTION by Mark Caskie, SECONDED by Joe Fenton to have F.A.C.E. fund**  
42 **the course so that members who want to attend would pay the registration**  
43 **fee and F.A.C.E. would cover the remaining costs so that the IOG can offer**  
44 **the class without losing money.**

45  
46 **Motion CARRIED unanimously 7-0.**

47

1 Jim asked about F.A.C.E. Trainers receiving CE Hours when they teach a  
2 F.A.C.E. class. Frank tasked Jim with coming up with criteria to have trainers  
3 receive CE Hours credited to them when they teach a F.A.C.E. class and to  
4 report at the May Board meeting.

5  
6 **MOTION by Debbi Leigh, SECONDED by Joe Fenton that once a person**  
7 **obtains their required 16 hours for recertification, the IOG will no longer be**  
8 **required to input data for any further hours that person takes, other than**  
9 **the hours for the annual F.A.C.E. conference.**

10  
11 **Motion PASSED 6-1.**

12  
13 Jim advised the Board of a request he received from a trainer from Georgia who  
14 has requested to become a F.A.C.E. Trainer. After discussion the consensus of  
15 the Board was to deny the request. Jim will communicate Boards decision to the  
16 individual.

17  
18 Recess at 2:59 p.m.

19  
20 Reconvene at 3:10 p.m.

21  
22 3<sup>rd</sup> VP Joe Fenton left during recess due to prior commitment and will be absent  
23 for remainder of meeting.

24  
25 Frank advised the Board that he was contacted by Attorney Bob Pritt. Mr. Pritt  
26 conveyed a concern that Frank is teaching F.A.C.E. classes without F.A.C.E.  
27 approval. Frank explained that he conducts in house training with his staff for  
28 continuing education hours, but does not teach F.A.C.E. certification classes in  
29 house. Marilyn stated that she will contact Mr. Pritt and explain that Frank is not  
30 teaching F.A.C.E. classes in house.

31  
32 Jim discussed test scores of the last Officer Safety Course which were very low.  
33 Jim contacted PTI who advised that a "cut score" analysis would be the best way  
34 to find out what problem might be. The cost is \$5,000 but PTI advised they  
35 would charge F.A.C.E. a reduced fee of \$2,000.

36  
37 Board discussion ensued.

38  
39 Board consensus is to not pursue a "cut score" analysis at this time.

40  
41 Jim asked if there is still a need for 2 air cards. Frank will check with James  
42 regarding air cards.

43  
44 **MOTION by Mark Caskie, SECONDED by Jim Dehne that the Board affirm**  
45 **the email vote that appointed the new 3<sup>rd</sup> VP and Secretary positions.**

46  
47 **Motion CARRIED unanimously 6-0.**

48

1           **Item G. – Sergeant at Arms Report**

2       Debbi asked the Board for direction on exactly what they want from a lobbyist so  
3       that she can communicate that to the firm F.A.C.E may contract with later this  
4       year. The Board gave direction that it wants the lobbyist to work on state  
5       certification; advocate for F.A.C.E.; and keep F.A.C.E. advised on issues relevant  
6       to code enforcement.

7  
8       Debbi provided proposed By-Law changes (attached) regarding privatization of  
9       Code Enforcement Officers.

10  
11       **MOTION by Debbi Leigh, SECONDED by Mark Caskie to accept proposed**  
12       **By Law changes pursuant to Article II, Sections 2. And 5. as proposed by**  
13       **the Legislative Committee.**

14  
15       **Motion CARRIED unanimously 6-0.**

16  
17       Debbi asked about City of Tampa legislative proposal changes regarding FS 162  
18       and them asking for F.A.C.E. support. Consensus of the Board was to have  
19       Frank respond to City of Tampa regarding the matter.

20  
21       Debbi stated that the Membership Committee has proposed a set of Policies and  
22       Procedures (attached) for new State Chapters. 3<sup>rd</sup> VP is not present at this time  
23       but Debbi asked that the Board adopt said Policies and Procedures. Consensus  
24       of the Board was to defer the matter at this time until 3<sup>rd</sup> VP was able to discuss.

25  
26       Debbi submitted proposal (attached) for website redesign with proposal  
27       distributed to Board.

28  
29       **MOTION by Mark Caskie, SECONDED by Debbi Leigh to accept website**  
30       **redesign proposal as presented to include only the 1<sup>st</sup> quarter of the \$99**  
31       **“Optional Maintenance Contract”.**

32  
33       **Motion CARRIED unanimously 6-0.**

34  
35           **Item H. – Secretary’s Report**

36  
37       Secretary Shawn O’Rourke presented Single Fee report (attached) providing  
38       answer to Lifetime Member question and Marketing Proposal per Boards request  
39       from December meeting.

40  
41       Marilyn reported that the IOG will charge F.A.C.E. \$15 for each recertification it  
42       processes after July 1, 2011.

43  
44       **MOTION by Mark Caskie, SECONDED by Terry Suggs to approve Single**  
45       **Fee Item as proposed with one date change from April to August for the**  
46       **invoice date.**

47  
48       **Motion CARRIED unanimously 6-0.**

1 The Board agreed that the IOG does not need to send the 6-month courtesy  
2 recertification notice to those who already have 16 hours of continuing education  
3 hours on file.

4  
5 **Item I. – Immediate Past President Report**

6  
7 Terry Suggs presented the current Candidate Slate as of this date:

8 1 <sup>st</sup> VP	Jim Dehne
9 2 <sup>nd</sup> VP	Jeff Look
10 3 <sup>rd</sup> VP	2 unnamed candidates that are interested but have 11 not made commitment yet
12 Sergeant at Arms	Debbi Leigh
13 Treasurer	James Acosta
14 Secretary	Cindy Drake

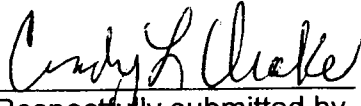
15  
16 Terry advised that F.A.C.E. needs to sign up for ICMAA conference ASAP.

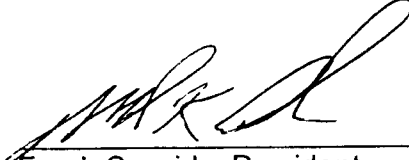
17  
18 **MOTION by Mark Caskie, SECONDED by Jim Dehne to adjourn at 4:55 p.m.**

19  
20 **Motion CARRIED unanimously 6-0.**

21  
22  
23 Attest:

APPROVED:  
FLORIDA ASSOCIATION  
OF CODE ENFORCEMENT

24  
25  
26  
27  
28  
29  
30   
31 Respectfully submitted by  
32 Shawn O'Rourke, Secretary  
33

  
\_\_\_\_\_  
Frank Cassidy, President