

1 FLORIDA ASSOCIATION OF CODE ENFORCEMENT  
2 BOARD OF DIRECTORS MEETING  
3 December 2 & 3, 2011  
4 MINUTES  
5

6 The Plaza Resort and Spa  
7 600 N Atlantic Ave  
8 Daytona Beach, FL 32118  
9

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

11 President Mark Caskie called the meeting of the Florida Association of Code Enforcement Board  
12 of Directors to order at 2:15PM.

13 **Roll Call**

14 Roll call administered by Cindy Drake, Secretary.

15 Present:

16 Mark Caskie, President

17 Jim Dehne, 1<sup>st</sup> Vice President

18 Jeff Look, 2<sup>nd</sup> Vice President

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

20 James Acosta, Treasurer

21 Sam Sullivan, Sergeant at Arms

22 Cindy Drake, Secretary  
23

24 Absent:

25 Frank Cassidy - excused

26 Quorum present.  
27

28 Others present:

29 Marilyn Crotty, John Scott Daily Florida Institute of Government  
30

31 Visiting Members:

32 Donna Wisniewski and Debbi Leigh, Seminole County, Hector Garcia, Daytona Beach  
33

34 Donna thanked the Board of Directors for sending the President to the AACE conference.  
35

36 Hector asked about an e-mail blast re: unpaid registrations. Marilyn explained a word was left  
37 out. Although the e-mail caused confusion, over 100 members did go on-line and registered.  
38 Part of the plan is to help remind members to register before December 31 to avoid late fees.  
39  
40  
41

42        **2. Approval of Agenda**

43

44        Changes to the agenda:

45        E. Jeff Look add c. Online Courses

46        Both Appeals will be heard tomorrow.

47        Mr. Murray will be here tomorrow.

48        Move 9.a. Web Master up to 7.C. after Treasurer's report

49        Move item G.c. Web policy (Sergeant at arms) after Web Master

50

51        **Motion to approve Agenda:**

52        Jeff Look        Second :        James Acosta

53        Motion carried unanimously 7-0

54

55        **3. Approval of Minutes**

56

57        Mark Caskie requested the secretary change his signature line to include his middle initial "K".

58        Minutes for September 9 & 10, 2011 presented.

59        **Motion to approve minutes for the September 9 & 10, 2011 Board meeting:**

60        Sam Sullivan    Second: Jim Dehne

61        Motion carried unanimously 7-0

62        Minutes of the December 2010 and February 2011 Board meetings were never signed.

63        Minutes of the May 2012 Board meeting reflect the December 2010 minutes were approved and  
64        the February 2011 Board meeting minutes were "approved as submitted".

65        Mark and Cindy signed the December 2010 and February 2011 Board meeting minutes.

66        Minutes of the June 20, 2011 Board meeting reflect "the minutes of the May 6-7, 2011 Board  
67        Meeting with some minor adjustments suggested by Marilyn Crotty that Sergeant at Arms  
68        Deborah Leigh will make". Debbi will look for this. Include Debbi on scanned copies of the  
69        signed minutes for the website.

70        Mark provided the minutes for the Annual Business Meeting approved at the September 2011  
71        Board Meeting. Mark and Cindy signed the Annual Business Meeting minutes.

72

73        Mark has been sending the Board Meeting Agendas to the Past Presidents. He will send an e-  
74        mail to advise them the signed minutes will be posted on the website.

75        **4. Reports**

76

77        **A. Opening Comments        President Mark Caskie**

78        Mark reported attendance at the AACE Conference was a great experience. He said it was  
79        nice to see F.A.C.E. so well represented. Three members of the AACE Board of Directors  
80        are F.A.C.E. members with two of them having served on our Board of Directors. Every

81 committee had a F.A.C.E. member on it. Donna Wisniewski was elected President. Debbi  
82 Leigh was elected Treasurer and Karen Matches was elected Sergeant at Arms. The  
83 conference had about 180 attendees. This is a worthwhile event to continue to support.  
84 AACE members look at F.A.C.E. as the model state association.  
85 A big change for AACE is related to ICC. All training will be provided by ICC. The  
86 certificates will display both AACE and ICC logos.  
87 Mark found conference attendees to be an interesting mix of people. He found that we all  
88 share many of the same issues.

89  
90 Strategic Plan Priority Objectives – defined.  
91 The Board needs to take the strategic plan to the next level. Individual priorities have been  
92 assigned. There will be reports on each agenda. Jeff and Mark have provided reports for this  
93 agenda. It is important to follow through. Mark will present a report at the conference. Jeff  
94 commented it is difficult to find time to accomplish all of the tasks required of a Board  
95 member. Marilyn warned the board members not to over commit. Mark wants to keep the  
96 Strategic Plan in the forefront.

97  
98 **B. Treasurer James Acosta**

99 James presented and reviewed the Treasurers report (attached).

100 James reported the Board is doing a great job staying within budget. One day committee  
101 meetings and teleconferences are cost effective.

102 F.A.C.E. received a check from PTI for \$1600.00 as reimbursement for overbilling for  
103 proctors at F.A.C.E. exams.

104 Jeff Look questioned the amount budgeted for PTI. Marilyn reminded him the changes to  
105 test questions for Administrative Aspects has been budgeted for the past couple of years.  
106 Those changes have not been made yet.

107 James advised the November bank statements have just become available today so they are  
108 not attached to the reports.

109 Jen Baker needs to send James the receipt for 200 membership lapel pins.

110 Marilyn questioned membership dues noted. Fees are collected by UCF. F.A.C.E. is paid at  
111 the end of each month. The amount shown is actually a month behind. A large number of  
112 memberships are expected in November and December.

113 The Secretary's laptop was replaced. An extended warranty was purchased as well.

114 Conference Budget attached.

115 Mark spoke to Green Bullet. They were to have sent a new check but it has not been  
116 received.

117 The Strategic Plan goal to reduce costs is working well.

118 Committees are doing well at conserving funds. Mark cautioned against reducing cost at the  
119 risk of the mission.

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

121 Cindy Drake Second: Jim Dehne

122 Motion carried unanimously 7-0

123

124 **C. President Mark Caskie**

125

126 Please let Mark know if you add committee members.

127

128 **9.a. Webmaster**

129 *Who has access to make changes to the website?* That is up to the Board of Directors.

130

131 The Legislative Committee has made some recommendations. There has been confusion  
132 over some postings.

133

134 Jen suggested putting a place on the homepage for job postings.

135

136 Debbi, Mark, Susan and Danny attended training at E-Polk to learn how to make updates to  
137 the website.

138

139 The Strategic Plan objectives require formalization of the position of Webmaster and the  
140 Website Committee. Duties and requirements need to be outlined and defined.

141

142 IOG can update technical issues such as class schedules. Debbi advised that she has been  
143 asking Mark to review and approve content she is posting to the site.

144

145 A blog usually pushes old posts down under newer posts. Out of date items can be removed.

146

147 Items posted need to be funneled through the Webmaster with the exception that IOG can  
148 update and post items specific to training and membership.

149

150 G.c. The Webmaster Policy was submitted by Sam for the Legislative Committee. There is  
151 no budget for the position other than paying for the website. Mark appointed Debbi Leigh  
152 Webmaster. There was some general discussion about the proposed language. A few  
153 changes were agreed upon.

154

155 **Motion to Accept Webmaster Policy submitted by the Legislative Committee with**  
156 **changes as follows:**

157

**Webmaster Policy Proposal- December 2, 2011**

158 **A Webmaster shall be appointed annually by the President with the Board of**  
159 **Director's approval. Webmaster may serve without term limitations and**  
160 **concurrently in any elected or appointed F.A.C.E. office.**

161 **Said Webmaster shall:**

- 162 • **Maintain the F.A.C.E. website in conjunction with the host company,**
- 163 • **Maintain any and all administrative e-mail accounts associated with the**  
164 **FACE website,**
- 165 • **Assist users in navigating the website,**
- 166 • **Provide and revoke access to secured areas of the website such as the**  
167 **electronic bulletin board,**
- 168 • **Control administrative rights privileges and those who share such privileges,**  
169 **and Chair the Website Committee whose function shall be to assist the**  
170 **Webmaster in maintaining the site and working with the contracted host**  
171 **company.**

172 Jim Dehne Second: Jeff Look

173  
174 Motion carried unanimously 7-0

175  
176 The IOG has experienced some difficulties with the efficiency of the web-based membership  
177 software. The programing modification of the education database costs \$130.00 per hour. The  
178 modifications will allow for batch updates. It is estimated to take 6 hours to complete the  
179 necessary work.

180 The modification fixes 3 issues:

181 Event notes – 3 hours

182 Recertification periods – 2 hours

183 Navigation toggle – 1 hour

184  
185 There is no line item in the budget to update the software. Funds will need to be moved from  
186 another line item if the Board wishes to fund the modification. Fees were budgeted for E-  
187 Polk to do updates to the website. F.A.C.E. members and IOG staff are now trained so those  
188 costs will not be incurred. There are other line items where the costs can be transferred.

189  
190 Break 3:55PM – 4:05PM

191  
192 Web-hosting is budgeted at \$99.00 per month. The monthly fee for web-hosting is \$99.00  
193 per month.

194  
195 **Motion to fund the programing modifications at a cost of \$780.00 for 6 hours of**  
196 **programing.**

197 Jeff Look Second: Jim Dehne

198  
199 Motion carried 6-1

200

201 Marilyn will forward Susan's wish list for future modifications and upgrades through Mark  
202 for future consideration.

203  
204 Mark identified other organizational Conferences that will occur in 2012 where F.A.C.E.  
205 might want to have a presence.

206 **FL Association of Counties** – Donna advised this conference is very expensive for vendors.  
207 Marilyn added that it frequently occurs at the same time as the F.A.C.E. Annual Seminar.

208  
209 **League of Cities** August 23-25 Hollywood - currently involved

210 **FL Redevelopment Association** October - Code Enforcement can be funded through CRAs

211 **FBC – Florida Benchmark Consortium** Spring 2 day conference in May / 1 day workshop  
212 in the Fall– measures the performance of code enforcement

213 **FL Business Watch** – members

214  
215 **e. Chapter Acronyms**

216  
217 Gold Coast Association of Code Enforcement has challenged the use of F.A.C.E. within the  
218 acronym for the newly established Southeast Florida Association of Code Enforcement.

219 Review of minutes finds no indication the name has been accepted by the F.A.C.E. Board of  
220 Directors. Minutes from February 2011 Board Meeting indicate a policy for new chapter  
221 formation is to be developed.

222 Mark contacted the president of SFACE to advise of the challenge. She understands and will  
223 advise her members at the next chapter meeting. They request F.A.C.E. fund the \$70.00 fee  
224 to change the corporate name with the Division of Corporations. Jen suggested the fee be  
225 taken from the Membership line in the budget. Mark tasked the Membership Committee with  
226 developing a policy. Hector advised he had developed a policy. He will forward a copy of  
227 the language to Jen.

228  
229 **Motion to pay the \$70.00 fee for the SFACE name change.**

230 Jim Dehne Second: Sam Sullivan

231  
232 Motion carried 6-1

233  
234 **D. Institute of Government**

235  
236 The preliminary final report for the 2011 Conference was presented.

237 Two fees of \$30.00 each remain unpaid

238 \$1438.28 is due to the Institute of Government from F.A.C.E. for expenditures over  
239 revenues.

240  
241 Based on discussion at the September Board Meeting Marilyn researched and refunded  
242 \$690.00 to F.A.C.E. for past years cancellation fees.

243

244 C.a. There were two individuals registered for conference as members paying the lower  
245 member fee. They have been notified and have not responded. Mark asked that the names be  
246 sent to him. He will send letters advising they must pay.

247  
248 Marilyn will invoice for the balance due.

249  
250 General discussion concerning who on the Board should be able to see information regarding  
251 certification and membership in the F.A.C.E. database.

252  
253 C.b. Membership recertification issues will be moved to Saturday.

254  
255 C.c. Administrative Aspects classes scheduled at UCF and FGCU were cancelled. USF and  
256 FAU are still holding classes. Officer Safety is to be offered at UCF in the Spring.

257

### 258 E. 3<sup>rd</sup> Vice President

259  
260 Jen reported she has five committee members with the addition of a new committee member  
261 referred by Jim.

262  
263 The committee is researching to determine jurisdictions that are not participating and  
264 reaching out to them.

265  
266 They are considering methods of utilizing the website to assist in the data gathering.

267  
268 Jen will be writing an e-mail blast with a reminder of late fees applied after December 31,  
269 2011.

270  
271 Marilyn asked Jen to contact Susan about contacting individuals that are certified but who are  
272 not members.

273  
274 Membership Report as of November 2011 – 1,120 members

275  
276 Marilyn reported there are 118 individuals who have registered but have not yet paid. They  
277 will be notified that a \$20.00 late fee will be assessed after December 31, 2011.

278

### 279 F. Secretary

280 Cindy reported that Debbi Leigh thinks the F.A.C.E. records have been stored digitally for  
281 several years. Cindy remembers seeing many CDs in the box she was given. She will review  
282 them before the February meeting.

283  
284 Debbi did say she has boxes of F.A.C.E. records in her shed but she doesn't know what the  
285 boxes contain. Donna advised she has some records from Rick Wolf's terms on the Board.  
286 She'll look to see what is in the boxes.

287 Meeting recessed 5:35PM

288

289 **Meeting reconvenes December 3, 2011 at 9:24**

290

291 Roll call administered by Cindy Drake, Secretary.

292 Present:

293 Mark Caskie, President

294 Jim Dehne, 1<sup>st</sup> Vice President

295 Jeff Look, 2<sup>nd</sup> Vice President

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

297 James Acosta, Treasurer

298 Sam Sullivan, Sergeant at Arms

299 Cindy Drake, Secretary

300

301 Absent:

302 Frank Cassidy - excused

303 Quorum present.

304

305 Others present:

306 Marilyn Crotty, John Scott Daily Florida Institute of Government

307

308 **G. 1<sup>st</sup> Vice President**

309 Jim Dehne presented a review of plans for the Annual Seminar.

310 They still need someone to sing the National Anthem.

311 Bob Hamilton will not be able to commit to teaching or presenting at this conference.

312 The committee needs to find someone to present Hot Topics and the Code Board Members  
313 workshop.

314 Marilyn suggested Dick Doody and Gary Glassman.

315 Sam suggested the Lobbyist be asked to present a legislative update to replace Hot Topics.

316

317 Visiting member Thomas Murray joined the room at 9:45AM.

318 **C.b. Appeals**

319 Mr. Murray presented his evidence and plea. He presented additional evidence of  
320 continuing education.



321 Mr. Murray was certified in 2006. Membership was not maintained.

322 Mr. Murray was excused and the Board considered the evidence.

323 **Motion to uphold the certification policy and deny Lt. Murray's appeal**

324 Jeff Look Second: Jim Dehne

325

326 Motion carried unanimously 7-0

327

328 Returned to conference program review

329

330 Gifts: \$7.56 per person towel, cups, business card holder and  
331 flashlights

332 Flash drives, loaded: \$5.00 each

333 Conference pins: \$1 each

334

335 Publix is donating re-usable shopping bags

336

337 The committee is still working on lanyards, possibly neck wallets

338

339 Entertainment; \$1000.00 Magician/Comedian

340 The night the Board spent at PGA they were entertained by this gentleman and enjoyed  
341 the show.

342

343 Mark asked the committee to plan a reception for Board, Past Presidents, and Chapter  
344 Presidents in the President's Suite. Marilyn will ask the hotel if this is allowed.

345

346 Rooms for members of the Program Committee and the Legislative Committee will be  
347 provided by F.A.C.E. if they register for the conference.

348

349 The current conference fee is insufficient

350 Estimated costs: Food \$210.34/person includes gratuity

351 IOG \$73.00/person

352

353 Increase proposed: \$25.00/person/category

354

355 Member early: \$340.00

356 Regular: \$370.00

357 Non-Members early \$385.00

358 Regular: \$420.00

359

360 Marilyn will calculate daily fees for those not attending the full conference.

361

362 **Motion to increase the price of the conference fee by \$25 in each category.**

363 Jen Baker Second: Jeff Look

364

365 Motion carried 5-2

366

367 The committee has identified 5 vendors. They are working on more.

368

369 The cost of Banquet tickets is \$60.00 the cost to FACE is 62.40. Lunch tickets are  
370 \$26.00.

371

372

### 373 H. 2<sup>nd</sup> Vice President

374

375 The re-write of Administrative Aspects is on track to be presented to the Board of Directors  
376 in May.

377

378 Subject matter expert re-write estimates have come in. Marilyn has negotiated and has a  
379 proposal from consultants to provide Media Relations, Personnel Issues and Performance  
380 Management for \$2100.00. This is not funded in the current budget.

381 James suggested funds budgeted for PTI be used since there will be no PTI expenses this  
382 year.

383

384 **Motion to take \$2100.00 out of the PTI line item to use for re-write of the 3 Subject**  
385 **items in Administrative Aspects.**

386 Jim Dehne Second: Sam Sullivan

387

388 Motion carried unanimously

389

390 Strategic Plan update: The committee is investigating providing on-line classes for  
391 continuing education hours.

392

393 The Committee requests Board approval to allow additional on-line classes.

394

395 Jeff would like approval to take some of these classes on-line to see if they are legitimate.  
396 Jim is in favor of this idea. Once accepted we can make the approved list available to the  
397 membership.

398

399 Marilyn believes a new policy is needed regarding on-line classes.

400

401 Mark believes individuals need to supply proof and all the items required by the current  
402 policy.

403

404 Jeff will do more research to find the cost of classes and share the info by e-mail.

405

406 A decision will be made by e-mail.

407 The Committee will tweak the certification policy to address approval of on-line course work.

408

409 **I. Sergeant at Arms**

410

411 Strategic Plan update: The Committee met with the lobbyist in October. Sam believes they  
412 have the framework for a good legislative session.

413

414 A survey has been sent to all jurisdictions. Of the 99 that answered, 66 require certification  
415 for employment. The lobbyist will use this information to speak to the legislators. He is  
416 working on language and will try to identify a sponsor.

417

418 Encourage local chapters to meet with local members of the State legislature so they can  
419 build relationships and be informed about code enforcement.

420

421 There are several bills being considered that may affect Code Enforcement.

422 HB 33 pertains to yellow light timing of traffic control signals.

423 SB 292 pertains to legally required advertising and notices published on the jurisdiction's  
424 website.

425 HB 651 pertains to Building Inspectors and changes Notice provisions in 162.

426 HB 4025 repeal of 205 Local Business Tax Receipt

427

428 Jen asked Sam to send out the list of issues.

429 The lobbyist's goal will be to introduce legislation regarding state certification of code  
430 enforcement officers this year.

431 Historian Policy Proposal submitted

432 **Motion to accept the Historian Policy submitted by the Legislative Committee with**  
433 **changes as follows:**

434 **Historian Policy - December 2, 2011**

435 **A Historian may be appointed annually by and at the discretion of the F.A.C.E.**

436 **President; said Historian shall be custodian of F.A.C.E. memorabilia and artifacts.**

437 **F.A.C.E. memorabilia and artifacts shall remain property of the Florida Association of**

438 **Code Enforcement and shall be passed on from Historian to Historian, or, Historian to**

439 **the Board of Directors in the case that a new Historian has not been appointed.**

440 **Historians may serve without term limitations and concurrently in any elected or**

441 **appointed F.A.C.E. office.**

442 Cindy Drake

Second James Acosta

443 Motion carries unanimously

444 Bylaw amendment proposal to provide a definition of a Life Member will be submitted for  
445 discussion at the February Board Meeting.

446 C.c. 2013 Seminar Hotel options

447 The Board compared 4 locations. Marilyn asked for clarification of the Board's wishes to  
448 continue to provide conferences using the re-designed timeframes. This Board of Directors  
449 supports the conference format as currently configured.

450 **Motion to authorize Marilyn to negotiate with the Hilton Daytona Beach as our primary**  
451 **choice for the location of the 2013 educational conference**

452 Jeff Look Second: Jim Dehne

453

454 Motion carried unanimously

455

456 **J. Past President**

457

458 Mark reported for Frank Cassidy. Frank has not been successful getting members for the  
459 Nominating Committee. Current Board members who intend to run for office again need to  
460 let Frank know.

461

462 James suggested the Flagship Agency presentation be moved to the February meeting.

463

464 The next meeting will be February 17 and 18, 2012.

465

466 The lobbyist suggested we hold the meeting in Tallahassee during the middle of the week so  
467 we can see the legislative session in action. Marilyn advised that unless they have  
468 connections for rooms they may not be available. A good week to be in Tallahassee is  
469 January 31/February 1. It was suggested Sam have the Legislative Committee there.

470

471 Mark would like to have the next meeting at the IOG at UCF.

472

473 It would be good to find a Chapter willing to host the May Board Meeting sometime during  
474 the year. It was suggested that the May meeting might be hosted by TBACE or NEACE.

475

476 **The meeting adjourned at 1:10PM**

477

478

479 **Attest:**

480

481

482

483

484

485   
Respectfully submitted by

486 Cindy L. Drake, Secretary

**Approved:**

**Florida Association of Code Enforcement**



Mark K. Caskie, President