

1 **FLORIDA ASSOCIATION OF CODE ENFORCEMENT**
2 **BOARD OF DIRECTORS MEETING**
3 **February 17, 2012**
4 **MINUTES**

5
6 **UCF/IOG Conference Room**
7 **12443 Research Parkway, Suite 402**
8 **Orlando, FL**
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 9:05AM.

13 **2. Roll Call**

14 Roll call administered by Cindy Drake, Secretary.

15 Present:

16 Mark Caskie, President
17 Jim Dehne, 1st Vice President
18 Jeff Look, 2nd Vice President
19 Jennifer Baker, 3rd Vice President
20 James Acosta, Treasurer
21 Sam Sullivan, Sergeant at Arms
22 Cindy Drake, Secretary
23 Frank Cassidy, Immediate Past President

24
25 Quorum present.

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27 Others present:

28 Marilyn Crotty, John Scott Daily Florida Institute of Government
29 Bob Hamilton, FACE Attorney

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31 Visiting Members:

32 Donna Wisniewski and Debbi Leigh, Seminole County Sherriff's Office
33 Sherry Sheffield and Lisa Harris, Polk County
34 Walter Krujaick, Osceola County

35 **3. Approval of Agenda**

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37 Changes to the agenda:

38 C. IOG – Marilyn Crotty under b. Membership/Recertification Issues change ii.to Lisa Harris,
39

40 Polk County and add iii. David Nip, Plantation
41 H. Sergeant-at-Arms – Sam Sullivan add c. Petition to Board of Directors from Legislative
42 Committee

43
44 **Motion to approve Agenda:**

45 Jeff Look Second : Jim Dehne

46 **Motion carried unanimously 8-0**

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48 **4. Approval of Minutes**

49 Minutes for December 2 & 3, 2011 presented.

50 **Motion to approve minutes for the December 2 & 3, 2011 Board meeting:**

51 Sam Sullivan Second: James Acosta

52 **Motion carried unanimously 8-0**

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54 **5. Welcome Visiting Members**

55

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

57 Mark welcomed everyone and asked the Board Members to stay on track with the goal of
58 finishing the meeting by 5:00PM.

59 Strategic Plan Priority Objectives – some of the Objectives need further definition.

60 Mark announced he is running for Hernando County Supervisor of Elections. He explained
61 the election timeline and the effect winning the election would have on his continued service
62 to F.A.C.E.

63 The Gulf Ridge Council of the Boy Scouts of America will present Mark with the *Silver*
64 *Beaver*, the highest award the Boy Scouts gives to an adult volunteer.

65 Membership numbers look good. The single fee membership registration is going well.

66

67 **7. Reports**

68

69 **A. Treasurer James Acosta**

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

71 James reported the Committee Chairs are saving substantially by utilizing one day committee
72 meetings and teleconferences.

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

74 Marilyn questioned revenues. The amount of late certification fees is as of February 13,
75 2012. She will look again to see about scholarships.

76 Conference Budget, some of the Board Member rooms and Committee Member rooms will
77 be paid for at \$105.00 per night. We earn 1 room night for each 50 room nights. The
78 President's Suite is provided as part of the contract.

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

80 Jim Dehne Second: Jen Baker

81 **Motion carried unanimously 8-0**

82

83 Jeff thanked James for the professionalism of the Treasurer Reports.

84

85 **B. President Mark Caskie**

86 a. Update to strategic plan objective:

87 i. Establish a well-functioning website committee

88 At the last Board Meeting we approved Debbi Leigh as the Web-Master. Debbi
89 will formalize procedures. Committee members Debbi Leigh, Danny Thompson,
90 Mark Caskie and Susan Pruchnicki have been trained by E-Polk to make changes
91 to the website.

92 ii. Continue strategic planning process with regular reporting

93 Mark will make a presentation to the membership at conference.

94 b. Committee Members

95 Send any updates of committee membership to Mark. The Program Committee
96 will provide certificates for presentation to each committee member at the
97 conference.

98 Mark acknowledged the difficulty in finding time to participate while wearing
99 multiple hats. Past Presidents will be asked to look for individuals with the
100 potential to serve.

101

102 **C. Institute of Government – Marilyn Crotty**

103

104 a. IOG

105 Marilyn updated the Board on the progress of the implementation of the annual
106 fee. The Board voted not to fund software upgrades because the items had not
107 been provided for in the budget. Without the software upgrades Susan has to
108 enter information into the system manually. The work gets done but the process
109 is slow. As of February 15, 2012 Susan has 343 registrations to process and
110 enter in the F.A.C.E. database, 149 have come in since January 1. After
111 processing and data entry Susan sends each member a letter. All CEHs through
112 January 1, 2012 have been entered as has the information of those who were late
113 for July 1, 2011. 127 of 408 due have not provided CEHs or no fee has been
114 paid. Late fees are being invoiced. There have been 281 completed re-
115 certifications. She advised the software updates the Board did approve are
116 working but the process is still slow. She asked the Board to consider having the
117 software updated so the IOG system communicates with the F.A.C.E. system.

118 \$780.00 was approved at the December meeting for 6 hours of batch loading.
119 The actual cost was \$260.00 for 2 hours of work.
120 Mark would also like the program to provide additional queries. Jeff suggests a
121 budget line be created for software upgrades.

122 **Motion to create a budget line item for software updates of \$1000.00. The line item**
123 **is to be funded using monies budgeted but not spent for PTI:**
124 Jeff Look Second: Jim Dehne

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126 **Motion carried 7 - 1**

127 The webmaster understands the intent of the motion.

128 E-Polk will honor the earlier quote given for the upgrades.

129 Debbi Leigh, Susan Pruchnicki and Michelle Gardner will communicate with E-Polk and
130 get quotes for the wish list items. The quotes will be sent to the Board by e-mail.

131 **Motion to spend monies needed to accomplish interface between IOG and F.A.C.E.**
132 **programs:**

133 Jeff Look Second: Jim Dehne

134

135 **Motion Carries 7 – 1**

136 **IOG 2011 Seminar closeout**

137 James will e-mail the final report. Some money was made but not much.

138

139 **2013 Seminar Location**

140 The location will be the Daytona Beach Hilton. The contract has been finalized and the
141 room rate was adjusted down to \$109.00 per night.

142 b. Membership/Recertification issues

143 i. Walter Krujaick – Denial of CEH for class attendance

144 This is an appeal of a Certification Committee decision denying continuing
145 education hours for a course it did not feel was related to code enforcement. Mr.
146 Krujaick presented additional information that he felt justified approval of the
147 course. After discussion by the Board, the following motion was made.

148 **Motion to grant Walter Krujaick 12 Continuing Education Hours:**

149 Jeff Look Second: Frank Cassidy

150 Mark stated the committee did their job, clear communication is important. When the
151 committee does not feel comfortable making a decision to grant CEHs the Board of Directors
152 is there to hear the evidence and make a decision.

153

154 **Motion carried unanimously 8-0**

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156 ii. Lisa Harris appeal of decertification. Polk County Code Enforcement Manager
157 Sherry Sheffield presented information about the circumstances leading to Lisa's
158 decertification. Marilyn Crotty reviewed the efforts taken by Susan Pruschniki to
159 advise Lisa of the action needed to avoid decertification. After Board discussion,
160 the following motion was made.

161 **Motion to return the lost certification due to the extreme extenuating circumstances**
162 **in Lisa's life:**

163 Jim Dehne Second: Frank Cassidy

164 **Motion carried unanimously 8-0**

165
166 iii. David Nip, Plantation did not attend and his appeal was not heard.

167

168 **D. 1st Vice President – Jim Dehne**

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170 a. 2012 Seminar Update

171 Jim reviewed the proposed agenda.

172

173 AACE has an LPS webinar for their membership which is approved for F.A.C.E.
174 CEHs.

175

176 There was discussion about an open house to be hosted by Mark in his suite by
177 invitation for the current Board of Directors, attending Past Presidents, attending
178 Chapter Presidents, AACE Officers and IOG staff.

179 **Motion to allow \$200.00 from the Conference Budget to fund an open house hosted**
180 **by Mark in his suite by invitation for the current Board of Directors, attending Past**
181 **Presidents, attending Chapter Presidents, attending AACE Board Members and**
182 **IOG staff:**

183 Jim Dehne Second: Jeff Look

184

185 **Motion carried 7 – 1**

186 Frank advised that Hector Garcia intends to run for 1st Vice President however he
187 cannot attend the conference. He would like to provide a pre-recorded speech.

188 The Board decided a pre-recorded speech would be acceptable with a limit of 5
189 minutes and the presentation is to be a speech only – not a production. Other
190 candidates for office will be offered the same opportunity if needed.

191 **Lunch Break – Reconvened at 12:45 p.m.**

192 The conference website with registration information should be available by the
193 end of February.

194 There was discussion about sleeping rooms being provided for Program
195 Committee and Legislative Committee members. At the last BOD meeting a
196 stipulation was made that rooms would be provided if the members were
197 registered for the conference. Jim advised 2 of his committee members will not
198 be able to register for the conference. He asked that the stipulation be waived as
199 he needs the committee members in attendance to work. Frank believes if
200 committee members are needed in attendance the Association should provide
201 sleeping rooms whether registered for the conference or not.

202 **It is the consensus of the Board of Directors to provide sleeping rooms for**
203 **three nights and meals included in the conference for committee members**
204 **needed in attendance. Name tags will also be provided to assure they are**
205 **counted for meals.**

206 **E. 2nd Vice President – Jeff Look**

- 207
- 208 a. Update on Administrative Aspects of Code Enforcement Rewrite
- 209 The Education Committee has been meeting via conference calls. It is difficult to
210 find time when all members can meet. The professional re-write has been
211 started. A section explaining performance measures is being written. The
212 committee has set a goal to have items to bring to the Board of Directors at the
213 May BOD meeting.
- 214 b. Discussion on CEO trainer program
- 215 Gwyn Herstein has recruited Karen Matches to assist her with the trainer
216 mentorship program.
- 217 c. Update to strategic plan objective: *Explore alternative methods for delivery of*
218 *F.A.C.E. training*
- 219 i. Presentation of alternative methods of delivering training. (CEH's)
- 220 On-line classes – Target Solutions – Jeff took one of the online classes
221 offered by Target Solutions. He found the class to have valid credit hours
222 not just timed hours. The company does not currently cover Code
223 Enforcement but they are willing to add a 4th module to include Code
224 Enforcement. If F.A.C.E. accepts Target Solutions as a training partner
225 members could receive 10 CEH's for \$35.00. Target Solutions would like to
226 make a presentation to the Board of Directors. Jeff suggested they make a
227 presentation to the Education Committee first. If they believe the offering is
228 valuable they will refer the company to the Board.
- 229 There are several FEMA classes provided online approved for CEH's. They
230 will be listed on the F.A.C.E. website.
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- 232 Frank asked if ICC and the LPS online classes have been considered. Jeff
233 will have the committee look into it.
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G. 3rd Vice President – Jen Baker

- a. Update on Policy for New Chapters and Naming
Hector Garcia provided minutes from the January 2011 BOD meeting. Jen will contact Carmen Baker to determine the new name of the Chapter and bring it back to the May BOD meeting for adoption.
- b. Update to strategic plan objective: *Improve communication with membership*
- c. Current projects and discussions of the Membership Committee
Jen reports she lost one committee member and gained another. They have been brainstorming items to be placed on the website such as links for training. It was suggested the committee look at the S.W.A.C.E. website. The AACE website has a sidebar that scrolls stories related to code enforcement. Debbi Leigh advised she can put a side bar on the Education tab for links to approved on-line classes.
Membership numbers are up thanks to Susan Pruchnicki contacting individuals who are certified but were not members and explaining the benefits of membership.
- d. Interface Deadlines
Interface articles are due by February 24, 2012. Donna asked to be allowed to provide an article regarding AACE in the next Interface. There was no opposition to this idea.

H. Sergeant at Arms – Sam Sullivan

- a. Update to strategic plan objective: *Establish and implement an effective lobbying program*
The Legislative Committee joined the lobbyist in Tallahassee. They spoke to several of the legislator and their aides. They sat in on the Senate debate regarding privatization of the state prison system. Debbi Leigh was impressed with David Shepp. He is very professional, well-spoken and well known in Tallahassee. Sam reported David has broadened his knowledge of Code Enforcement.
Mark expected more in the way of legislative updates. Marilyn suggested the BOD request updates similar to those received by the FL League of Cities, weekly should be sufficient with more frequent updates if something specific comes up.
Jen suggested links to bills be placed on the website.
Mr. Shepp suggested F.A.C.E. have business cards made to hand out. Debbi produced a prototype. The Legislative Committee will buy them if the BOD approves. Debbi suggested 250 for David Shepp, Lobbyist and 1,000 generic cards to be used by the BOD. Frank Cassidy suggested the BOD come to a decision about what the card will look like and what information will be on the card.
Donna Wisniewski is very pleased the BOD has engaged a lobbyist.

281 **Motion to authorize Debbi Leigh to design and order 1250 business cards, 250 for**
282 **the Lobbyist and 1000 for the Association with the F.A.C.E. President's web e-mail**
283 **address on them:**

284 Frank Cassidy Second: Jen Baker

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286 **Motion passed unanimously 8 - 0**

287 A survey has been sent to all jurisdictions. 42% of jurisdictions have responded.
288 90.27% of responding jurisdictions have certified code enforcement officers.

289
290 Sam Sullivan would like authorization to pursue the one year extension to the
291 lobbyist contract.

292

293 **Motion to authorize Sam Sullivan to act on a one year extension as provided for in**
294 **paragraph 1 of the Agreement for Lobbying Services dated September 9, 2011:**

295 Jim Dehne Second: James Acosta

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297 **Motion carried 7 – 1**

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299 Marilyn Crotty advised she had sent Sam Sullivan's name the Florida Local
300 Government Associations as the F.A.C.E. legislative chair. The association is a
301 new organization that has formed to share resources and identify common issues
302 of concern. One concern is the limiting of local government revenues.

303

304 b. Sam Sullivan presented a petition to the Board of Directors from the Legislative
305 Committee requesting the requirement that the 2nd Vice President hold all 4 certifications
306 be deleted from the by-laws. There is concern there are too few members certified in all
307 four levels to ensure qualified nominations for the position of 2nd Vice President for
308 elections. If this requirement is removed and the elected 2nd Vice President does not hold
309 certification in the Officer Safety course, that person would not be able to review test
310 questions with PTI. It was suggested the requirement be extended until 2014 rather than
311 eliminating it all together. The Chairman of the committee withdrew the petition.

312 **It was the consensus of the Board of Directors to leave the requirement alone.**

313 **I. Secretary – Cindy Drake**

314

315 Cindy reviewed records retention requirements and identified the records she found in the
316 boxes she was given upon election. She suggested a committee be formed to research and
317 create digitized records. The cost of establishing and funding a committee needs to be
318 established. Cindy will conduct more research and bring back more information to the May
319 board meeting.

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J. Past President – Frank Cassidy

Frank announced all but one of the current Board members are committed to running for another term in office. He has identified individuals to talk to about running for office.

Frank asked if the Board was interested in pursuing the Flagship Agency proposal he presented earlier in the year.

It was the consensus of the Board not to pursue this proposal at this time.

8. Old Business

There was no Old Business discussed.

9. New Business

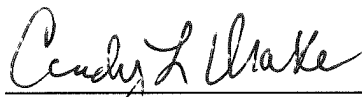
Donna Wisniewski informed us that the American Association of Code Enforcement Board of Directors severed ties with their management company. The contract was terminated with cause. They have appointed an Executive Director who is serving without pay for one year. The Board of Directors will be performing the duties usually handled by the management company. The financial condition of the Association is precarious. They have discussed holding fundraisers. The Board of Directors is dedicated to survival.

Bob Hamilton will send an update on the case of William Ridge IV vs. the City of Stuart injunction for publication in Interface. The issue of Super Priority Liens will be presented to the Supreme Court in April.

The next meeting of the Board of Directors will be held May 4th and 5th at Major Blvd in Orlando.

The meeting was adjourned at 3:12PM

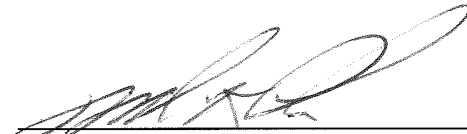
Attest:



Respectfully submitted by
Cindy L. Drake, Secretary

Approved:

Florida Association of Code Enforcement



Mark K. Caskie, President