

**P.A.C.E. Meeting**  
**January 9, 2019 Minutes**  
**Lake Myrtle Sports Park**  
**2701 Lake Myrtle Park Rd, Auburndale, FL 33823 at 9:00 a.m.**

The Polk Association of Code Enforcement meeting was called to order with the Pledge of Allegiance led by Steve Shifley at 9:00 a.m. in the Lake Myrtle Sports Park located at 2701 Lake Myrtle Park Rd, Auburndale FL 33723. Other Board Members present were Sanyqua Marshall, Treasurer and Lisa Harris, Secretary. David Anders, Vice President was absent.

Steve Shifley, President, introduced the Guest Speaker, Steve Bissonnette, President of VISTE. Mr. Bissonnette advised this program is not a government agency. VISTE is celebrating (35) years within a portion of the Polk Communities. Since 2018 they currently assist 4140 clients. Some of the items they help with are transportation, hot meals, bathing, housekeeping, respite care, and 24/7 emergency monitoring. They are financially funded from United Way, City of Bartow, Lakeland, and donations. Mr. Bissonnette advised if we as Code Officers observe the elderly in need to contact the United Way Hotline.

Steve Shifley, President called for a (10) minute break – 10:00 a.m. / Meeting back to order at 10:10 a.m.

Approval of Minutes

The minutes from the October 10, 2019 meeting were presented by Lisa Harris. A motion to accept the minutes was made by Jamie Harrell and seconded by Hank Smith.

Treasurer Report

The Treasurer's Report from October 9, 2018 thru January 9, 2019 were presented by Sanyqua Marshall. The Beginning Balance as of October 31, 2018 was \$2,609.74. There was a deposit of \$675.00 on November 8, 2018 and on November 14, 2018 an amount of \$165.00 for cash donation for Heartland for Children. The total interest for November and December totaled \$0.25 making a grand total deposit of \$840.25. Expenses: Check #1052 for the Luncheon was \$313.04 and Check #1053 for Heartland for Children in the amount of \$415.00 for a grand total of expenses \$771.38. The ending balance is \$2,721.83. A motion to accept the treasurer's report was made by Chris Barry and seconded by Denise B-Kendrick.

Vice – President Report

David Anders absent – No Report.

President Report

Steve Shifley, President – No report

Announcements

No announcements

Old Business

There was no old business to discuss

New Business

- Steve Shifley stated we needed to vote on the date for the yearly seminar. It was questions on the month again and Steve advised everyone that the seminar will be held in August this year. Lisa Harris recommended August 23, 2019. A motion to accept August 23, 2019 as the seminar date was made by Denise Purcell and seconded by Melanie McVay.

- Steven Shifley discussed the past policies for the Association and how documents can't be found. He mentioned what takes place with F.A.C.E., minutes etc. Steve Shifley made the recommendation to keep a policy book with all changes such as dues, 50/50 raffle, scholarships along with any changes to other legal documents we may have changes to. Hank Smith questioned how we would keep it organized. Steve Shifley stated electronically it can be lost. A motion to keep the changes to policies at the end of the policy book was made by Denise Purcell and seconded by Amy Hernandez.
- Denise Purcell brought up when the new board takes over on October 1<sup>st</sup> of each year the books are just handed down and wanted to know about a training process. Melanie McVay suggested an SOP in front of the current P.A.C.E. book so each officer will know what their responsibilities are. Steve Shifley stated that the responsibilities are listed in the Bylaws. Lisa Harris suggested that when the board changes each October to have a board meeting between the old and new to show how the books and the checking account are handled. Also for the President and Vice President on obtaining speakers etc. At that time the old board would go over the Bylaws with the new board. Sanyqua Marshall stated that reading the Bylaws really doesn't tell how to do the day to day responsibilities. Hank Smith recommended that all positions get together to create the SOP and place them on thumb drive collectively. Chris Barry suggested creating a cloud where everyone can access. Steve Shifley stated there could be security issues. However, we would look into it. Hank Smith requested we table until the next meeting to allow the board to research google cloud. A motion was made by Chris Barry to table this issue until next meeting and seconded by Hank Smith.
- Steve Shifley advised that he was running for office of F.A.C.E. (Vice President) and asked P.A.C.E. for their support.
- Don May asked about CEU's that haven't been credited and Steve Shifley stated all members would need to contact David Anders, Vice President. Steve Shifley stated there have been changes at IOG and that it may be a good idea to call F.A.C.E.
- Steve Shifley asked if everyone had the chance to review the revised Bylaws and if anyone wanted to discuss the changes (no discussion). Steve Shifley read the changes. F.A.C.E. asked Steve Shifley to present the new Bylaws at the February 1, 2019 meeting for acceptance. A motion to accept the new Bylaws on the condition of F.A.C.E. approval was made by Melanie McVay and seconded by Jeff Hites.
- Denise Purcell stated she wrote a letter to F.A.C.E. with the recommendation of all members receiving a F.A.C.E. approved photo id badge. She plans on attending the meeting on February 1, 2019.
- Denise Purcell stated that F.A.C.E. / P.A.C.E. website is updated by Leanna Teague. She is the designer of the website and hasn't received any information regarding P.A.C.E. since last year. She asked that we put her back on the email list.

#### Next Month's Meeting

1104 Martin L. King, Jr. Ave, Lakeland, FL

#### Adjournment

There being no further business to discuss, a motion was made to adjourn by Amy Hernandez. Meeting adjourned at 10:55 a.m.

Respectfully Submitted,  
Lisa Harris

Steve Shifley, President \_\_\_\_\_