

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

3 **Friday July 21, 2017**

4 **9:00 a.m. – 5:00 p.m.**

5
6 **The Doubletree by Hilton**

7 **Cypress Boardroom**

8 **5780 Major Blvd, Orlando, FL 32819**

9 **407-351-1000**

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12 **Item #1:** Call to Order
13 President Bill Van Horn called the meeting to Order at 10:09am

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15 **Item #2:** Roll Call
16 Bill Van Horn, President
17 April Hartseil, 1st Vice President
18 Jeff Look, 2nd Vice President
19 Michael Hauserman, 3rd Vice President
20 Joe Petrick, Sergeant at Arms
21 Cindy Drake, Secretary
22 Leslie Banta, Immediate Past President
23 James Acosta, Treasurer – excused
24 A quorum was present.

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26 Marilyn Crotty, Institute of Government, UCF
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29 **Item #3:** Approval of Agenda
30 **Motion** to approve the Agenda as presented/amended by Leslie Banta, second by Jeff Look.
31 **Motion carried** unanimously
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33 **Item #4:** Approval of Minutes-Affidavit for President's Signature
34 **Motion** to approve the minutes of the Friday June 23, 2017 session of the Annual Business
35 Meeting and the minutes of the June 23, 2017 Post Conference Board Meeting by Leslie Banta,
36 second by Jeff Look.
37 **Motion carried** unanimously
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40 **Item #5:** Welcoming Visiting Members
41 There were no visiting members present.
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43 **Item #6:** Opening Comments President – Bill Van Horn
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45 **a. General Comments**

46 Bill asked the Board to review the BOD contact information sheet. Everyone
47 was satisfied with the information as presented.
48 Please forward Agenda items to Bill as they come up.
49 Bill has opened communication with the Chapter Leadership by reviewing
50 their information on the web-site and by sending emails inviting them to
51 attend board meetings and encouraging them to utilize their page on the
52 website. The correspondence was individualized for each Chapter. Copies
53 were provided to the Secretary.
54

55 **b. Standing Committees**

56 On 7-22-16 there was a motion by Jeff Look, second by Cindy Drake to
57 create a policy governing the needs of the committee chair, appointment of
58 members to ensure fair and equitable treatment and only allowing members
59 to serve on one standing committee per term. The policy was not formed.
60 After discussion about what was intended, it was agreed Cindy will draft the
61 policy and send it out for review and will be brought to the September Board
62 meeting for ratification. The policy will include appointed positions also
63 serving on standing committees as well. A Board member will not serve on a
64 standing committee other than the committee they Chair. Committee Chairs
65 are to be conscientious of geographic diversity on their committee avoiding
66 filling a committee with several individuals from the same jurisdiction.
67

68 **1. Committees Assembled**

69 5 standing committees have been approved. Each committee roster
70 will be listed under the Chair on this document.

71 **2. Remaining Interest Forms**

72 There are 6 interest forms left. We will make every effort to place
73 every one. Jeff Look suggested assigning one or two individuals to
74 look for current interest items to publish on the website.

75 **3. Committee Minutes Procedure**

76 Each committee chair was reminded to assign a recorder who will
77 compose minutes of the meeting. Minutes are to be composed and
78 distributed for approval within 30 days of the meeting. Once approved
79 by the committee, provide a copy to the Secretary and the President.

80 **4. Finalized Timeframe (Remaining Committees not approved)**

81 All committee seats have been filled except Nominations. Leslie Banta
82 has some individuals in mind. This committee begins work a bit later
83 than the others.

84 Marilyn asked if we have received draft minutes from the pre-conference meeting and day one
85 of the Annual Business meeting. Cindy Drake advised she was told they would be provided
86 soon. Marilyn Crotty stated she has notes and will create minutes from them if that becomes
87 necessary.
88

89 **c. Goals for 2017/2018**

90 Bill encourages everyone to stay focused. If you need help, ask for it.
91 Develop measurable objectives using the information provided in the handout
92 we received during the Strategic Plan workshop.
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94 **d. A.A.C.E. Conference update**

95 Bill has registered for the A.A.C.E. Conference and travel arrangements have
96 been made. The conference is October 23-27 in Hebron, Kentucky.

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Item #7: Membership Issues
There are 2 decertification appeals pending. The Certification Committee will be reviewing them at their first meeting.

Item #8: Immediate Past President – Leslie Banta

- a. Nomination Committee Update**
Leslie has reached out to 2 individuals. Bill provided her the remaining committee interest forms for possible assignment. She will choose the committee soon.
- b. Florida League of Cities Conference Vendor update**
F.A.C.E. will be a vendor at the 2017 FLC Annual Conference August 17-19, 2017 at the Orlando World Center Marriott. Exhibit Hall dates are August 17&18. Leslie Banta and Bill Van Horn will attend. All vendor information has been confirmed and hotel reservations have been made. Past conference giveaway items will be used as giveaway items at the vendor table. Bill will purchase candy. The primary contact information will be changed to Bill after the conference.
- c. ICC annual report and change of primary contact**
The ICC Chapter Annual Report has been completed. The primary contact was changed to Bill Van Horn.

Item # 9: IOG – Marilyn Crotty

- a. IOG General Comments**
Marilyn Crotty didn't have general comments.
- b. 2017 Conference Evaluations**
Conference evaluations were reviewed and discussed. Overall, the conference received an excellent score. The Financial Report should be completed by the September meeting.

PTI representatives David Cox and Cynthia Woodly provided a presentation "FACE Digital Considerations". They reviewed the background of the F.A.C.E. Certification Program, explained the computer based testing options available and gave an explanation of and examples of Digital Badging.

Recess for Lunch at 12:02pm
Metisentry Liaison, Marlene Broman arrived during lunch.
At 12:43pm President, Bill Van Horn reconvened the meeting.
ICC representative, Tom Allen arrived at 12:53pm

- c. 2018 Conference Items**
Due to expensive food costs, Marilyn projects the conference registration fee will need to be increased. The Board should be able to set the fee at the December meeting.
- d. 2019 Conference Location Update**
The Board would like to tour the Rosen Plaza. Marilyn will make the arrangements. The target date and time is September 27th at 4:00PM.

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Item # 10: 1st Vice President – April Hartseil

a. 2018 Program Committee Update
Program Committee

- April Hartseil, Chair
- Beverly Singley-Highlands County
- Howard Ostlund-Highlands County
- Robert Santos-Albora-Palm Beach County
- Sam Sullivan-Alachua County
- Mark Foster-Belle Glade
- Marilyn Morrison-Cape Coral
- Marilyn Crotty-IOG
- Karen Ossi-IOG

The first meeting of the Program Committee will be held next week.

Item # 11: 2nd Vice President – Jeff Look

a. Certification Committee Update
Education and Certification Committee

- Jeff Look, Chair
- Trude Hull, West Melbourne
- Dot Hird, Seminole County
- Lori Crain, Clermont
- Dennis Bunt, Cocoa
- Marlene Broman, Altamonte Springs
- Zack Stiscak, Manatee County

The committee will meet in August. Jeff sent James Acosta the invoice for the contract with Mari Rains to create a branding standard format. Payment of 50% is due at the onset of the project. Subject matter experts Mari Rains and Karen Hussey will update and re-write Communications, Ethics and Report Writing.

Jeff has put together a solid committee and they are ready to hit the ground running. He expects to accomplish great things this year. The sub-committee that is reviewing Legal Issues papers for the Journal lost a member but there is another member ready to fill the void.

Marilyn asked about the status of the Emotional Intelligence class. It has been offered several times in South FL. Should she be contacting the other IOGs to see if they will schedule?

Marilyn advised a Train the Trainer class has been scheduled. They need 15 students to hold the class, 5 have registered. Jeff will reach out to some of the individuals who have expressed interest but who haven't signed up.

b. Registration info for ICC Preferred Provider details
This will be a task of the committee.

192 Item # 12: 3rd Vice President – Michael Hauserman
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194 a. Membership Committee Update
195 **Membership Committee**
196 Michael Hauserman, Chair
197 Andre Deschenes, Charlotte County
198 Kayleigh Sloman, South Pasadena
199 Rose Covin, Sanford
200 Nicole Nelson, Seminole County
201 There are currently 2407 members. Re-certification notices went out today.
202 Marlene Broman and Michael will look at what type reports are available.
203 They will look for a graphic report. Susan Pruchniki will be included in this
204 discussion.
205 Michael's complete report is on file as an attachment to these minutes.

206 b. Interface Article Deadlines
207 The INTERFACE is to be published 4 times per year. The Board of Directors
208 and Chapter articles are to be submitted to the IOG, President and Third Vice
209 President for review. The dates and deadlines are as follows:
210 **August 15th**
211 *Deadline to submit articles to IOG: August 8th
212 *Distribution of Newsletter and posting on website: August 15th
213 **November 15th**
214 *Deadline to submit articles to IOG: November 8th
215 *Distribution of Newsletter and posting on website: November 15th
216 **February 15th**
217 *Deadline to submit articles to IOG: February 8th
218 *Distribution of Newsletter and posting on website: February 15th
219 **May 15th**
220 *Deadline to submit articles to IOG: May 8th
221 *Distribution of Newsletter and posting on website: May 15th

222 c. Website/ Forum
223 Michael will respond to "Code Guy" email. One of the Committee's
224 responsibilities will be to promote the use of and monitor the Forum.
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226 Item # 13: Sergeant-at-Arms – Joe Petrick
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228 a. Legislative Committee Update
229 **Legislative and Judicial Committee**
230 Joe Petrick, Chair
231 Linnelle Stewart City of Alachua
232 Michael Acevedo, City of Gainesville
233 Orlando Diaz, City of Miami
234 Joe Damien, Temple Terrace
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236 Joe plans to help the committee members identify their local legislators.
237 He advised he plans to visit Tallahassee with the committee this year. Session
238 begins January 9th. Marilyn suggested they visit during committee hearing weeks
239 because it is difficult to get an appointment to see the legislators or even their
240 aides during Session. Joe will purchase Legislative Committee business cards
241 for use during this visit. Tom Allen (ICC) suggested a document be created
242 explaining briefly who we are and why we exist. Joe intends to teach members
243 how to become more involved in the legislative process by speaking to their own
244 legislators. April Hartseil suggested each committee member bring their
245 jurisdictional business cards to hand out during the Tallahassee visit.
246 There was a discussion about termination of the current Lobbyist and then
247 finding a replacement.

248 **MOTION** to dismiss our Lobbyist, David Shepp as per the current contact (30 day notice) by Jeff
249 Look, second by Joe Petrick. A letter notifying David will be written by Bill Van Horn and
250 enclosed with next month's payment.

251 Motion **CARRIED** 6 for 1 against

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253 Joe will miss the FLC Committee meeting on August 17th. Marilyn will attend and
254 will sit in and take notes.

255 Item # 14: Secretary – Cindy Drake

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257 **a. Secretary Documentation needs**

258 Cindy Drake submitted a report which includes a list of documents needed to
259 make the files in the laptop up to date. The complete report is on file as an
260 attachment to these minutes.

261 Cindy explained the laptop is rather slow. Marlene Broman will look at the laptop
262 to determine if the laptop can be cleaned out and upgraded to Windows 10.
263 Thumb drives with the BOD Manual and Motion/Procedures Manual were
264 distributed to the BOD.

265 Marilyn Crotty will have Jennifer forward the signed copy of the IOG Scope of
266 Services to Cindy.

267 Leslie Banta advised the CPA agreement and the D&O policy were signed and
268 forwarded to Jim Litterello.

269 Cindy created a calendar in the laptop and placed important dates on it.

270 The Train the Trainer "toolbox" is obsolete. The information is on the website.

271 A process for utilizing online classes and the affidavit are online.

272 It is important to include Marilyn Crotty when sending out information.

273 The folders including some conference information are not necessary. The
274 information is passed from one First Vice to the next.

275 Recordings may be destroyed after minutes for the meeting have been approved.

276 Motion forms may be destroyed after the minutes are approved.

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278 Item # 15: Attorney – Gary Glassman was not in attendance

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280 Item # 16: Metisentry Liaison – Marlene Broman

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- a. Face-online.org email addresses for BOD. Marlene advised all of the BOD have the link to email on the website, which is their work email rather than the face-online.org email. Cindy Drake stated that only works if the person is on the web site. They may have the face-online.org from somewhere else. Secretary@face-online.org is still forwarded to Jim Litterello's work e-mail. Marlene will look into automatic forwards.
 - b. The admin system membership program updates are complete and ready for renewals.

292 Item # 17: Treasurer – James Acosta

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- a. Expense Reports: Leslie Banta is collecting expense reports to take back to James Acosta for payment.
 - b. Credit Cards: Leslie provided credit cards to the new board members.
 - c. Leslie presented the financial reports including the 2017 Annual Conference Budget report which is not complete. The Association's total cash & bank accounts equals \$148,649.23 as of July 13, 2017. The complete report is on file as an attachment to these minutes.

304 Item # 18: Webmaster – Liana Teague

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306 The Webmaster Report was read into the record by President Bill Van Horn:

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308 Website Issues:

309 Prior to and during the conference I was experiencing website issues,
310 especially related to uploading documents. I contacted Metisentry and
311 was advised that our theme was possibly broken. The theme is the
312 design of the website, the way it looks, which was a custom design by
313 Epolk. I setup a conference call with them to try to fix the theme. During
314 the call they stated that the theme appears to be working fine and is
315 updated regularly (I do the updates whenever they pop up). They said the
316 Epolk theme is an older, custom design without regular support, so we
317 should consider long term updating our theme, but the theme is not the
318 cause of the problems. They now feel the issue is a bandwidth issue,
319 meaning the internet connections I am using are not fast enough to
320 upload the documents before timing out. Unfortunately the uploading
321 problem is random and has happened on a variety of internet connections
322 (work, hotel, cell hotspot, etc.) and with a variety of documents (photos,
323 word, pdf) so we haven't been able to pinpoint the problem any further.
324 The good news is that I can usually get everything to upload within a day
325 or two. The bottom line is that this is an issue I can work through for now,
326 but may need attention in the future so I wanted to make the Board
327 aware. If you have questions, please feel free to conference call me at
328 (352) 540-6257 or (352) 277-6479.

329 Metisentry has offered to either make some small visual changes for us or
330 to provide a one hour word press session to teach me how to make small
331 visual changes to the site. To take advantage of this we need to make a
332 list of the changes we want (that are not part of the usual updating) so
333 that they can show me how to make those changes. It was brought up in
334 the past to change the picture banners that go across the top of the page.
335 If you would like to do that then we would need some appropriate photos
336 that would support that wide view angle to use as replacement. I have
337 attached the current banner pictures on the next page.

338 List of Pending Website items:

339 These are items that have been discussed for adding to the website, so if
340 the information is ready please forward it:

- 341 • Unlicensed Contractor Database
- 342 • Benefits of FACE Membership Brochure

343 Meeting Notes:

344 Please send me a copy of the signed June meeting minutes for the
345 website and please let me know if there is anything that comes from this
346 meeting that you would like posted.

347 Bill would like to ask some of the committee applicants who haven't been
348 assigned to committees to join the Website Committee. Jeff expressed an
349 interest in seeing this committee look into the website and find out if we
350 need a different company to host the website or if Metisentry is the right
351 provider for our needs.

352 Item # 19: Historian – Lori Troxel

353 The Historian's Report was presented by Leslie Banta. Lori Troxel reports
354 she will release the first installment of F.A.C.E. History. The article was
355 read by second President, Bob McCormick and 4th President Cindy
356 Diemer. Both enjoyed the first installment and verified the authenticity and
357 accuracy of the material. They have agreed to help Lori with this project.
358 She will continue to write articles and release them periodically.

359 Lori is learning WordPress and will soon update the History Tab on the
360 website. She hopes to have accomplished this by the September BOD
361 Meeting. Donna Wisniewski and Lori plan to meet later in the summer to
362 complete the Historian transition from Donna to Lori.

363 Bill Van Horn restated it is the desire of the Board to allow the Historian
364 access to the website to establish and manage the Historian Page.

365 The complete report is on file as an attachment to these minutes.

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367 Item # 20: Tom Allen - International Code Council Representative

368 The 20/21 recommendations of proposed changes must be submitted
369 before January 8, 2018. F.A.C.E. would specifically look at the IPMC and
370 Zoning Codes. The recommendations will be considered and posted at
371 the end of February. Then the voting will be online. The new ICCU
372 training site will be rolled out shortly. New certification testing options
373 online will be available soon. The 2018 International Property
374 Maintenance Code will be released by the end of the year. There will be
375 early bird pricing until 8/31/17. The IPMC is considered a model code.

376 The new FEMA Director, Rob Long, has been named.

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378 Item # 21: Old Business

379 Reminder of Scheduled 2017/2018 BOD Meetings

380 September 28, 2017 @ IOG 8am to 5pm

381 December 8, 2017 @ IOG 1pm to 5pm

382 December 9, 2017 @ IOG 9am to 1pm

383 March 2, 2018 @ IOG 8am to 5pm

384 May 4, 2018 (TBD)

385 May 5, 2018 (TBD)

386 June 18 & 19, 2018 @ Fort Lauderdale Marriott Harbor Beach Resort
387 & Spa 3030 Holiday Drive, Ft. Lauderdale, FL 33316

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389 Item # 21: New Business

390 There was no New Business to discuss.

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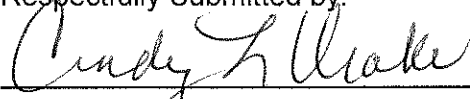
392 Item # 22: Adjourn

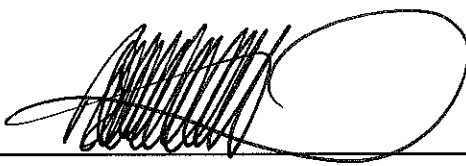
393 **MOTION** to adjourn at 2:56pm by Jeff Look, second by Michael Hauserman.

394 Motion **CARRIED** unanimously.

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396 Respectfully Submitted by:

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398 _____
399 Cindy L. Drake, Secretary



Bill Van Horn, President