

**Florida Association of Code Enforcement  
Board of Directors Meeting Minutes  
July 24, 2018**

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President April Hartseil called the meeting of the Florida Association of Code Enforcement Board of Directors Meeting to order at 8:48 am

**Present:** President – April Hartseil; 1<sup>st</sup> Vice President – Cindy Drake; 2<sup>nd</sup> Vice President – Michael Hauserman; 3<sup>rd</sup> Vice President – Lily Ramcharran; Sergeant-at-Arms – Mitch Posner; Secretary – Dorothy Hird; Treasurer – Michelle Forstrom.

**Absent:** Bill Van Horn – Past President  
Liana Teague – Webmaster

**Quorum Present:** Yes

**Others Present:** Mari Rains – Florida Institute of Government at UCF (UCF IOG)  
Mary Sneed – F.A.C.E. Attorney  
Tom Allen – International Code Council  
Susan Pruschnicki – Florida Institute of Government at UCF (UCF IOG)

**MOTION:** Michael Hauserman, motioned to approve the agenda

**SECOND:** Mitch Posner, seconded the motion

With no further discussion

**Motion carried unanimously**

**MOTION:** Mitch Posner, motioned to approve the minutes

**SECOND:** Lily Ramcharran, seconded the motion

With no further discussion

**Motion carried unanimously**

**April Hartseil – President**

The board discussed who has laptops. F.A.C.E. now has six (6) laptops. The 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President, Secretary, Treasurer and the Sgt at Arms will have them. The board discussed purchasing laptop bags and budget options for upcoming subscriptions. Michelle will check with Jim regarding appropriate line items.

**MOTION:** April Hartseil motioned to approve annual subscription for Norton & Office for six (6) computers with the intent to buy Norton now and Office in February and to also purchase 5 laptop bags.

**SECOND:** Mitch Posner seconded the motion

With no further discussion

**Motion carried unanimously**

Mari provided the Board with the preliminary report of the Strategic Planning session from 7/23/18. The board finalized and identified Champions/Person(s) responsible for each objective. Mari will send a final Strategic Planning document to the board noting Vision, Mission, Goals, SWOT Analysis, Objectives, and Champions for each objective for 2018-19.

April discussed the conference wrap up. Mari provided the results from the surveys taken at the conference; which most of them were positive. The board went over some of the problems such as parking, food costs and Audio Visual problems.

The Huskey Award/Code Enforcement Officer of the Year Award was discussed with some possible procedural changes to the nomination process. It was suggested that we get information out to the local chapters. Michael will work on an advertisement to get out to the membership and April will work on an outline on award procedures.

The board discussed who will be attending the Florida League of Cities (FLC) Conference. It was decided the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President in place of the 3<sup>rd</sup> Vice President and the Sgt at Arms will be attending a Committee Meeting with the 2018 Committee Member Joe Petrick.

Susan Pruschnicki, the liaison between F.A.C.E. and Metisentry discussed the problems F.A.C.E. is having with the member search on the website. She is also having problems taking credit card payments. April will talk with Liana, F.A.C.E.'S webmaster, to see if there is anyone on her committee that is computer savvy and can assist with the problems we are having on the website, and will also be talking to Metisentry about the contract they have with F.A.C.E. April suggested that we add Susan Pruchnicki to the agenda for future meetings, since she is the Metisentry Liaison. Susan will not need to stay for the entire board meeting.

### **Cindy Drake – 1<sup>st</sup> Vice President**

Cindy's 1<sup>st</sup> committee meeting was July 23<sup>rd</sup>. Her committee's next meeting will be late September or early October, late February and/or early March and late April and/or early May. Mari will set up a doodle poll for her and her committee. Her committee also reviewed the evaluations from the last conference. She advised the actual 30<sup>th</sup> anniversary of F.A.C.E. is June 2, 2019.

The 30<sup>th</sup> Anniversary logo is still a work in progress. She went over some of the items from the minutes of her committee meeting, such as live streaming the business meeting. They went over the hotel contract and layout.

Cindy's committee members are: Donna Wisniewski – Retired, Past President, Sam Sullivan - Alachua County, Past President; Howard Oslund - Retired, returning committee member; Angela Kaiser - Lakeland, returning committee member; Therese Smyack, Boca Raton; Krista Callahan, Fort Myers; Michael Jordan, Audio/Visual presentation advisor.

### **Michael Hauserman - 2<sup>nd</sup> Vice President**

Michael submitted a Late Fee Appeal Form he received from John M Johnson, City of Riviera Beach. The board discussed the submittal.

**MOTION:** April Hartseil motioned to deny the late fee due to no hardship submitted

**SECOND:** Michelle Forstrom, seconded the motion

With no further discussion

**Motion carried unanimously**

Michael has his committee already selected. They are planning their first meeting to be held August 24<sup>th</sup> at the IOG, and possibly having the remainder in south Florida.

Michael's committee Members are: Joseph Oliva, City of West Palm Beach; Margaret Arraiz, City of Fort Pierce; Jo Forti, Associate; John Weitzner, City of Hollywood

He advised Conserve Turtles would like to use the F.A.C.E. logo on their brochures. It is an approved Continuing Education Course on sea turtles. Michelle advised they are a great organization and she is aware of their work.

**MOTION:** April Hartseil motioned to approve Conserve Turtle to use F.A.C.E. logo with approval from 2<sup>nd</sup> Vice President on each new flyer created.

**SECOND:** Mitch Posner seconded the motion

With no further discussion

**Motion carried unanimously**

Michael received an email from the Panhandle regarding a request for their upcoming training. Mari will follow up with FSU and also with Amy Brewer.

Michael would like Susan to have access to Code Guy email. The board discussed this and it was decided she should have access. He will share with the board the Survey Monkey results.

Michael suggested F.A.C.E. pay \$50.00 per year for the board to have ICC representation. After further discussion, the board decided to do so.

**MOTION:** Michael Hauserman motioned for F.A.C.E. to pay \$50.00 for one ICC membership for the President to represent the F.A.C.E. Board of Directors and its membership.

**SECOND:** Michelle Forstrom, seconded the motion

With no further discussion

**Motion carried unanimously**

### **Lily Ramcharran - 3<sup>rd</sup> Vice President**

Lily will be working on developing a new member Orientation packet for Susan to send with the membership letters. Susan provided the board with a copy of the letter that is sent to the new members and advised they are also sent a F.A.C.E. pin and their member number card.

Lily has not scheduled a meeting with her committee, but will be doing so in the near future.

The Interface Articles are two (2) weeks prior to these dates, August 15, November 15, February 15 and May 15.

Lily's committee members are: Chalimar Gregory, Stuart, FL; Mark A Foster, Belle Glade FL; Sarah Santisteban, Davie, FL;

**Dorothy Hird - Secretary**

The board discussed with the Secretary her duties which included the minutes, action list, and the Metisentry contract. F.A.C.E. does not have a signed copy of the Metisentry contract on file. April will contact them to request a copy and to discuss technical support costs.

**Michelle Forstrom - Treasurer**

Michelle will check the Bylaws to get a clearer description of her duties and will separate them from the duties of the bookkeeper.

Michelle advised F.A.C.E. has \$132,981.55 in our checking account. Wells Fargo savings has \$6,584.67 and Orlando Federal Credit Union (OFCU) has \$5,329.40 bringing our total assets to \$144,895.62.

The new members on the board were advised they could check their committee budget amount in the line item for their committee. April advised the board the previous Treasurer redeemed rewards points earned to gift cards to be used to pay for meals during meetings so as not to touch F.A.C.E.'s account. Michelle will discuss with James the status of these cards and ask about the rewards program.

The board advised Michelle the bank statements could be emailed to the board before the meeting and all we would need to see would be the budget and line items.

Michelle requested shirt sizes from the board members and the webmaster Liana by August 16 for the 30<sup>th</sup> anniversary shirts. April would like to see a line item for the shirts and also a line item added for her committee.

Michelle would need at least two (2) or three (3) committee members. April will be working with the Webmaster and The Finance and Budget Committee helping with recruitment of committee members and will then help Michelle recruit committee members.

April requested that we add a line item for the Treasurer's Finance/Budget Committee to sell swag at the conference.

**Mitch Posner - Sergeant-at-Arms**

Mitch has no new Legislative issues. April advised she would like to "piggy back" off the 911 Operators High Risk Bill for early retirement and F.A.C.E.'s Lobbyist, Ryan, will meet with the Florida League of Cities (FLC) and see if they will support the Bill with us. The upcoming election was discussed as some of the proposed Bills, including Amendment 1, may have an effect on Code Enforcement and how we do our jobs.

Since the board has updated the terms for positions on the board, April would like for Mitch and his committee to work on the term limits sections of the Bylaws and work on getting clear directions in the Bylaws for the Treasurer and Bookkeepers duties. She also requested that the Legislative Committee review and propose term limits for the Treasurer and 2<sup>nd</sup> VP. Mitch and his committee have not met yet, but the 1<sup>st</sup> meeting will probably be a teleconference.

Mitch's committee members are: Joe Petrick, Tequesta; Linelle Stewart, Alachuca County; Steven Hunnicutt, City of Davenport; Dwayne Johnson, Palm Beach County.

**Bill Van Horn – Past President**

Not present, but April appointed him as Chairman of the Nominating Committee

**Mari Rains - Institute of Government**

Mari reported the preliminary income from the registration, banquet tickets, vendors and/or sponsors. Catering bill \$111,000, Rooms, \$12,800, Audio \$11,000 totaling \$136,000 in hotel costs. The IOG would get a portion for registration \$28,700 leaving a deficit of \$16,000, however, this does not include vendors and/or sponsor revenue. With the sponsor revenue the conference revenue should exceed expenses. A full report will be provided at the next board meeting.

The F.A.C.E. 2019 conference will be held at the Rosen Plaza Hotel June 10<sup>th</sup> through June 14<sup>th</sup> in Orlando. The room rate is \$121 per night or the government rate with 270 rooms blocked.

Mari discussed the updated 2020 conference hotel options (including Jacksonville), provided by Helms Brisco. The board decided they would like for her to look at the Westin Cape Coral Resort at Marina Village to see if they will host the board there, coming in on October 7<sup>th</sup> and leaving on October 8<sup>th</sup>, and the Westshore Grand in Tampa at future date.

The board discussed with Mari the possibility of a sitting board member possibly having a seat on the Search Committee filling Marilyn Crotty's position. The Secretary volunteered for this responsibility if the University will allow this and if not, then a Letter of Recommendation would be submitted.

Mari advised the IOG is actively recruiting trainers for F.A.C.E. There is a Train the Trainer class September 6<sup>th</sup> – 7<sup>th</sup> at the UCF IOG. Mari asked for the Board's help in recruiting trainers. F.A.C.E. is willing to cover the difference for this cost if we have too few attendees to cover the costs of this course. The IOG will send a target email to retirees, and to all members. Mari requested the board share the TTT flier/info with their local chapter meetings. F.A.C.E. is willing to sponsor a members for future, but would like to see some type of commitment to the entire process including the mentoring section. It was suggested to have a Train the Trainer class at the conference. The class would be for two (2) days and 16 CEH's could be given. The Program Committee will consider this for 2019. Mari will be following up with Mike Durham to see if he would like to be a trainer for the Legal Aspects of this course. Mari will also provide a report to the board at the next meeting regarding the TTT attendees/job shadowing/trainer completion rates.

**Mary Sneed – F.A.C.E. Attorney –**

Handed out and discussed a modified Waiver of Liability Form done for the Officer Safety and Field Applications Course. She advised Mari to get a copy of UCF's Liability Insurance Policy.

Left at 3:05 pm

**Tom Allen, International Code Council (ICC)**

Tom advised the board the registration for the upcoming 2018 Annual Conference, Code Hearing & Expo to be held in Richmond, VA on October 21 – 31<sup>st</sup> is now open.

The annual report from F.A.C.E. is due by the middle of August in order for F.A.C.E. to get benefits from the chapter portal. Along with the report ICC requires a copy of the Bylaws and the membership roster. For this information, F.A.C.E. gets a free education day and ICC will reimburse F.A.C.E. \$1,200 for a day to have someone to come in and train; however, they have to be ICC certified.

The annual Chapter Leadership Academy was in June, but the 2019 conference will be held in Denver, CO June 3-5.

Tom advised that on July 1, an additional 51 certification exams were added. Proctored exams can be taken at home or office, but you must have a webcam. Testing sites are offered in different locations.

ICC also offers College Scholarships to ICC member's children and the deadline is July 31<sup>st</sup>.

ICC has offered to sponsor lanyards for the 2019 F.A.C.E. Annual Conference. He also advised the board that the Officers on the website need to be updated. Cindy volunteered to do this as she has the ability to go on the ICC website.

ICC has at least 64,000 members and the ICC Chapter status costs F.A.C.E. nothing.

**New Business**

The board's next meeting is a GoTo Meeting conference call on August 31, 2018 at 8:30 am. Mari will send the GoTo Meeting dial in access information.

**Old Business**

None

**MOTION:** Mitch Posner, motioned to adjourn

**SECOND:** Michelle Forstrom, seconded the motion.

With no further discussion

**Motion carried unanimously**

Meeting adjourned at 4.00 pm.

APPROVED:

FLORIDA ASSOCIATION OF CODE ENFORCEMENT

  
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April Hartseil, President

Attest:

  
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Respectfully submitted by  
Dorothy L Hird, F.A.C.E. Secretary  
July 30, 2018