

**Florida Association of Code Enforcement, Inc.
Board of Directors Meeting**

PRE-CONFERENCE MINUTES

**Monday, June 20, 2016
1:15PM – 5:15 PM**

**Tuesday, June 21, 2016
9:06 AM – 10:04AM**

**Rosen Centre Hotel
9840 International Drive
Orlando, FL 32819
800.204.7234**

1. Call to Order

2. Roll Call

President, Cindy Drake

1st Vice President, Leslie Banta

2nd Vice President, Bill Van Horn

3rd Vice President, Ken Jackson

Sergeant-at-Arms, April Hartseil

Treasurer, James Acosta

Secretary, Lori Troxel

Immediate Past President, R. Sam Sullivan

Also present: Marilyn Crotty, IOG

Mark Caskie – e-Polk Liaison

Donna Wisniewski - Historian

Bob Hamilton, Attorney

Gary Glassman, Attorney

3. Approval of Agenda

Motion to approve the agenda as amended:

James Acosta second: R. Sam Sullivan

Motion Carried

4. Approval of Minutes

Motion to approve the May 2016 Board of Directors minutes:

R. Sam Sullivan second: Leslie Banta

Motion Carried

5. Welcome Visiting Members

Tom Allen – ICC

6. Opening Comments – President Cindy Drake thanked everyone for being here today, and that she feels we have accomplished a lot this year.

7. Membership Issues- No membership issues

8. Reports

A. Treasurer – James Acosta

- a. **2014/2015 Budget** – James Acosta supplied the Board with the following documentation for the record: Recap Report, fiscal year budget report, income/expenses by month report, as well as copies of reconciliation reports and statements from the bank except Wells Fargo, (they only give reconciliation reports once a quarter), and advised he will be giving this information at the Annual Business Meeting. James reminded the Board that the fiscal year ends on May 31st; all expense reports received after that date come out of the next year's budget. He would like these as quickly as possible so he can finalize the books.
- b. **2016 Conference Budget** – James passed out the current conference budget. Jim advised we surpassed last year's sponsors and have a total of \$23,025 in sponsors this year.
- c. **2016-2017 Budget** – James Acosta shared the upcoming budget for membership vote on Friday.

B. President – Cindy Drake

- a. **General Comments- None**
- b. **2016 AACE Conference-** Cindy Drake reminded the Board the AACE conference is in October and that Leslie Banta will be attending, she will forward any emails she receives

to Leslie as they come in. Cindy asked if the Board was interested in sponsoring the AACE conference again this year. Lori Troxel asked how we are going to continue to have AACE participate in our Conferences in the future now that Donna Wisniewski is retiring. Donna advised that AACE typically only sponsors in the city they are attending. Lori Troxel indicated sponsoring back and forth seems like a wash for funds but would like to see AACE participate in the future without the need for monetary funding. Lori further stated she did not think it would be a bad thing to donate money toward their conference similarly as our Chapters donate to F.A.C.E. Cindy shared with the Board that Mark Caskie was attending the conference; however, he was changing jurisdictions. Marilyn Crotty shared that they refunded the City of Brooksville, and allowed Mark to pay the registration fee. Cindy indicated Mark asked if the Board would pick up one night for his room fees. Lori Troxel reminded the Board we have a motion that was passed, that we pay for anyone that has been asked to attend an F.A.C.E. function. A discussion of the Board took place, Marilyn advised she thought the motion was only for Board Meetings, and was not for other functions. Lori Troxel researched the motion, and it was found the motion did not contain verbiage to include the Conference or other functions; the motion was only for Board Meetings.

Motion: Any person whose presence is required by the Board of Directors, to attend Board Meetings, Conference, or any other function as directed by the Board of Directors will have the expenses covered. (Lodging, Mileage, and Meals), Effective June 20, 2016.

Leslie Banta Second: R. Sam Sullivan

Motion Carried

- c. **Strategic Plan Update – Explore mechanisms for increased interaction between Board and Chapters.** – Cindy Drake advised she will have a chapter representative meeting Thursday afternoon at 4:00 in her Suite. She further indicated she will continue to make an effort bringing more interaction between the Chapters with the Board.

C. **IOG** – Marilyn Crotty

- a. **IOG- General Comments** –Marilyn Crotty advised she has none, although it was nice not to have any challenges on certification and re-certification, and that they are still running a lot of classes. Other than that she will chime in on certain Board Member topics as needed.
- b. **2017 & 2018 Conference Location Preference Update-** Nothing more done on the 2017 Conference, the contract has been signed with the Florida Hotel, at the Florida Mall. The new 1st Vice President will begin working on that venue when the time comes. Marilyn went over the 2018 Conference options the Marriott Harbor Beach Resort, and the Westin Beach Resort and Spa. Marilyn shared with the Board her experience during their tours, along with the concessions being offered by each, asking Bill Van Horn and Ken Jackson to also share their experiences with the two options. The Board recommended that Marilyn attempt to negotiate with the Marriott Harbor Beach Resort to meet some of the Westin Beach Resort and Spa’s concessions. The negotiation attempt recap is to include Wi-Fi in the rooms, increase the discount for food and AV, and attempt a waiver or discount the resort fee from \$25.00 to \$10.00 or \$15.00. Once the negotiations take place Marilyn will bring back to the Board for a vote.
- c. **2016 Conference Update** – Marilyn Crotty advised the Board that a member contacted the IOG indicating she was not able to attend the conference due to a serious family health issue after registration. Marilyn explained the refund policy and advised the requestor she would bring the request to the Board.

Motion to waive refund policy and refund Linda Conrad the full \$375.00, back to Highlands County.

R. Sam Sullivan

Second: Lori Troxel

Motion carried w/ April Hartseil Abstaining (Both from Highlands County)

D. 1st Vice President – Leslie Banta

- a. **2016 Conference** – Leslie Banta went over the remaining open items for the Conference, passing out the Committee Certificates to the chairpersons for signatures. Leslie went over the final preparations for speakers; also sharing the vendor welcome will be in her suite, from 8 to 10 pm on Tuesday. Marilyn Crotty went through delegating the speakers to Board members for introduction. Leslie Banta went over the General Session schedule

with the Board, sharing when the committee members will be acknowledged, along with drawings for door prizes. Cindy Drake passed out the Annual Business Meeting script she printed out for the Board. Lori Troxel advised a small change to the script would be to advise anyone making a motion from the floor to state their name and jurisdiction for the record.

E. Immediate Past President – R. Sam Sullivan

- a. **Nomination Committee Update** – R. Sam Sullivan shared the slate of nominees, which had not changed from the last update.
- b. **Job Descriptions** – R. Sam Sullivan advised the job descriptions are done; he just needs to get them typed up for dissemination. Bob Hamilton requested a disclaimer to the form that the positions are filled on a volunteer basis, and are not paid. He also suggested that some verbiage is included that meeting related expenses are covered.
- c. **Admin Contract Evaluation Committee Update** – All of the individual contracts have been signed by both the IOG's and Cindy Drake. Lori Troxel will ensure the IOG copies are mailed back to them once scanned and input in the system.
- d. **Strategic Plan Update: Continue and increase Board and Committee recruitment.**

F. 2nd Vice President – Bill Van Horn

- a. **Strategic Plan Update: Create 8-16 hour course for online training for CEH. Develop one day class for in person training in underserved areas. Recap Emotional Intelligence class held 2016, Webinar scheduling update, Condensation of Fundamentals & Administrative Aspects classes from 40 to 36 hours, CEP Journal roll out** – Bill Van Horn updated the Board on the Emotional Intelligence class, thanking Lori Troxel for acknowledging the committee members and thanking them for their hard work, sharing that they really appreciated getting the acknowledgement. He further indicated he has at least thirty (30) more members interested in taking the course, offering a space in his jurisdiction for holding the course. Overall many people enjoyed the class and it worked out very well. James Acosta shared that the IOG actually lost \$137.75 on giving the class; however, Marilyn advised the IOG agreed to put the class on if they had at least thirty (30) registrants. Marilyn suggested that it would be nice for

them to at least be thanked for putting on the class at a loss especially since it was so successful for us. Bill Van Horn advised Mike Titmuss agreed to do the first couple of webinars, however, due to some family issues he would not be able to roll out the first class until early August. The new 2nd Vice President will work out the logistics with the IOG's and Mike, to roll out when appropriate. An initial read to condense the Fundamentals class has been done, and the committee will begin the second read shortly. Bill Van Horn advised most if not all of the standing committee members have already put in to return this coming year. The CEP Journal has not been rolled out as of yet, however, they are working with our Webmaster Liana Teague to get it on the Website. Bill reviewed with the Board once more what the Journal will contain, and how it will be revealed. Cindy Drake and Marilyn Crotty shared with the Board, that our member that needed special accommodations passed their class. Marilyn shared one last item that we have nine members interested in taking a Train the Trainer course, so they are gearing up for one in the future. Bill Van Horn advised he will put some train the trainer applications on the F.A.C.E. table during conference.

G. 3rd Vice President – Ken Jackson

- a. **Membership Committee Update – Strategic Plan Update: Enrich content of Interface and Website (not a priority)** – Ken Jackson shared with the Board a current membership report, and indicated it is a sign the economy has picked up, and hopes that the efforts of his team also contributed to the increase. Our membership is currently at 2,230 members.

Recess: 3:33 PM

Reconvene: 3:48 PM

H. Sergeant-at-Arms – April Hartseil

- a. **Legislative Committee Update** – April Hartseil shared with the Board that the Legislative Committee, David Shepp, and Gary Glassman, participated in a conference call to discuss next year's strategy. They discussed the items that came out of the last Board of Directors meeting, as well as State recognition. Gary Glassman shared that his

experience with State Agencies, are when you get involved with them, they take over, and highly recommended that F.A.C.E. rethink this goal. Gary Glassman further advised it may not be what we want to hear and he would be remised if he did not at least bring this to our attention, but it is a big possibility if we continue to go in this direction we should be prepared for the State to take over, and possibly disband F.A.C.E. as we know it today. Gary also advised that David Shepp also strongly agreed with his opinion on involving the State in our organization. April Hartseil shared some of the history with dealing with the legislation and advised they were still going to push for state recognition and noted that it will not be a mandate. She further shared the committee was going to continue to model the recognition wording after the Animal Control legislation .

b. **By-law Amendments - None**

c. **Strategic Plan Update: Continue efforts to obtain state recognition of F.A.C.E. Certification-** April Hartseil shared with the Board that she, David Shepp, and Marilyn attended the Florida Local Government Coalition Group. She shared the visit was more like a homeowners meeting since they are attempting to regroup, due to funding issues. Marilyn Crotty shared her take from the meeting of the Florida Local Government Coalition was to determine the value and should it continue. She further explained that the Florida League of Cities was staffing the Coalition at no charge; however, they could no longer staff them. She further advised there was not a lot of participation, but those that attended did agree there is value with the loose nit collaboration, and felt the benefit was if there were legislative issues that we could all agree on we could get together and oppose or support it together. The networking benefit is there as we were able to present at FCCMA due to the coalition involvement. They will be going to another meeting to see how the legislative collaboration could benefit us further; advising that if the group continues F.A.C.E. should continue to support the group as well. April also agreed we should maintain our association with the group. April indicated the group was looking for support to continue but were not looking to create an entity; rather, the coalition was looking more for collaborating groups or associations to pay for a lunch, or drinks at meetings. Marilyn Crotty stated she had heard from Casey Cook, from the Florida League of Cities, the same day they attended the Coalition meeting. April and Marilyn reminded the Board, F.A.C.E. was looking to have a seat on the Urban

Affairs Committee. Marilyn reminded the Board that at our last Board that she was going to ask the League to reinstate a seat for Code Enforcement. Marilyn said she spoke with Scott Dudley who referred her to Susan Haney the incoming FLC President who appoints the seats. Marilyn followed up with Ms. Haney and received a short note advising they will consider our request. Marilyn went over the FLC timeline, and said we should know something after the August Conference. Marilyn indicated that coincidentally she was contacted by Casey Cook's administrative aid requesting background and historical information on F.A.C.E. and our educational program, which Marilyn advised she was able to get them a one page letter the next day. Marilyn asked April if her committee defined what they are looking for in State recognition, April advised they were going to look for recognition from the state for our educational program. She further indicated she is interested in attending the Florida League of Cities Conference for the legislative side. Donna Wisniewski stated she was glad we were back to simply looking for recognition of the certification/education program and that we are continuing on with the FACA verbiage. April Hartseil indicated Ken Jackson is working on getting the numbers together for Counties that participate in F.A.C.E. and those that don't and why so when they go back to Tallahassee they can show the legislators that many already have the certification already, so it would not be a mandate or have a heavy monetary impact of jurisdictions. Marilyn reminded the Board that all legislative seats are up for re-election, and that a lot of the districts are different, sharing it would be a good opportunity to educate new legislators.

I. **Historian** – Donna Wisniewski

- a. **Passing of the Torch** – Donna shared with the Board that she has been in touch with Lori Troxel about not bringing all historical items to the conference, assuming the Board agrees with her choice, and advised that she and Lori could meet up at a later date to pass off the items. Donna then shared with the Board what she has prepared for the Historian's Table during Conference. Cindy Drake explained that Donna was not retiring this year and will be at next year's conference, advising after next year she will retire.

J. **Secretary** – Lori Troxel

- a. **Committee Interest Forms** – Lori Troxel shared that we received some interest forms already, and that we will have some forms on the F.A.C.E. table this year for members to fill out. Lori Troxel also advised that we have unchosen applicants from last year that we can have the chairs contact and ask them if they are still interested. Marilyn Crotty indicated she wanted to see more of a rotation of committee members. Cindy Drake stated that we do want to see some rotation; however, we do need to keep some experience on the existing committees. Lori Troxel stated she has seen new people each year, and that the only issue she has is members serving on multiple committees. Lori explained that she was denied the same request last year, explaining she wanted to be on the Legislative Committee; but had already promised her time to the Program Committee, and she was told she could not be on two committees, only to find multiple people were serving two committees this year. She stated either we set formal rules or we don't but there should be fairness to all while serving.
- b. **CC: Secretary on Formal Outgoing Email and Mail** – Lori Troxel explained that she has noticed over the years, that very little official correspondence is included in the archives/records, yet multiple letters are sent annually, and we have had some issues in the past, where a past or present Board member has indicated they sent correspondence, but cannot be located. Lori explained that any correspondence that is sent representing the association, which provides a decision, or action on behalf of F.A.C.E., should be recorded by copying the Secretary for depositing in the Associations archives/records. Lori further shared an issue last year where we had a Chapter that requested time on the agenda, during a Board meeting to discuss an issue. It was during this meeting that the Chapter representatives advised they did not receive a notice of the Associations previous decision, yet an attendee at the meeting advised while on the Board the correspondence was sent. Lori Troxel advised if the Secretary would have been copied the correspondence would have been archived, and it would not have been an issue. The Board discussed the issue and Lori indicated she is looking for a policy that requires all Board Members to copy the Secretary on any formal correspondence, mail, or email, at which time the current Secretary can determine how it will be filed on the F.A.C.E. Computer for future reference. It was further determined through discussion that if the correspondence makes a decision on behalf of the Board that the correspondence will be

copied to the Secretary. R. Sam Sullivan stated a good indication it should be copied to the Secretary, is if it is on F.A.C.E. Letterhead, it includes a decision that represents the Board as a whole or the Association as a whole. Bob Hamilton suggested that going forward if we are going to make a motion a policy we be a little more formal by stating “The Board establishes a policy”, etcetera.

Motion: The Board establishes a policy that a copy of all formal communications between a member of the Board and external parties shall be provided to the Secretary to be placed in the Associations records.

R. Sam Sullivan Second: James Acosta
Motion Carried

Lori advised the Board we had two email motions that need to be ratified.

Motion to award the 2017 Conference to the Florida Hotel and Conference Center at the Florida Mall.

R. Sam Sullivan Seconded: Lori Troxel
Motion Carried

Motion to refund the full conference fee for Lyndon Reinwald, Charlotte County Community Development due to the death of the member.

Leslie Banta Seconded: Lori Troxel
Motion Carried

Motion to ratify the two email motions.

R. Sam Sullivan Seconded: April Hartseil
Motion Carried

Lori discussed an issue she came upon during her previous two tenures where she had to research the records to understand the intent of motions made in the past, and when she was asked to stand in this year, she found motions that were again very vague, and when she went to the minute content they were just as vague. She advised the Board and that we as an Association cannot move forward if these motions are going to be vague, especially if the minute content is vague. She asked that going forward each Board member read the motions

and if they don't understand it ask, that it be rewritten in a manner that future Boards will understand the intent, sharing that we all have a duty to our members and our future Boards to be consistent today.

K. **Webmaster** – Liana Teague – Liana Teague advised she does not have any updates from the last meeting. Liana advised the Board that she and Mark have their laptops and air cards with them and will be able to make live updates throughout the conference. Mark gave Liana the current membership numbers, and she stated she will get that placed online, along with some conference updates possibly twice a day.

L. **e-Polk Liaison** – Mark Caskie

a. e-Polk Update – Mark Caskie advised the Board he was able to make some of the changes requested at our last Board meeting. Mark stated e-Polk created a solution to the duplicate member issue, and he and Susan worked together to get that done, this now allows Susan to have a working solution when someone creates a second membership in the future. Mark stated they were able to add the addition of email to the data export, which was needed since we started; and that people creating passwords can now use special characters in their password. Mark explained that we leave open the last three years for a member to pay their late fees for recertification or member dues, and now even though someone signs up brand new, it will show them the last two years that they owe.

Mark told the Board, the people who have access to the admin system, are called users, and that he was asked to find a way to delete the inactive users. He was advised that inactive users cannot be deleted for historical purposes, he was then asked to find a way to put the inactive users at the end of the list. Mark indicated a solution could be built for this however, he decided we do not need to spend any of the technology budget on a solution for this issue, because there are very few inactive users. Mark advised the Board the two big things he is still waiting for a response on cost is 1. Automating the renewal process so that we can send membership cards via email, and 2. Automating the renewal process so we can send recertification slips via email. Both of these items can be pulled up by the member at any time they need it. The Board discussed if converting will have a

negative impact on members, it was decided moving in this direction will benefit the membership more by allowing them to have instant access to them online. Mark was hoping it would happen before the end of this year; however he is looking at these items to roll out the membership fiscal year 16/17, and for the recertification year January 2017. Marilyn Crotty asked if we have any idea of the cost, Mark advised he has worked with James Acosta, and put money in the budget, if approved by the membership this year, we will have the funds for program updates.

9. Old Business –

- A. **Item from May 6 & 7, 2016 BOD meeting minutes page 9, K, a) Line 6, 7, and 8: “ The Board consensus for payment and revenue sharing will extend to the new continuing education courses, as they do for our certification courses”.** – Lori told the board that during a review of the tapes for the BOD meeting she missed in May, that someone stated a simple note in the minutes that states the policy of the board is to extend the revenue sharing for the certification courses to the continuing education courses should be enough to create a policy. Lori Stated that it was her understanding and that of Roberts Rules is you cannot make a policy without a motion and a vote. Lori reminded the Board that simply adding verbiage in the minutes also relies heavily on the memory of the meeting attendees or Marilyn, and will be lost to future Boards especially if the attendees are no longer available. James Acosta stated he did not think it needed to be a policy, as we have a contract with the IOG’s. Marilyn Crotty indicated the continuing education classes are not included in the revenue sharing contract since we have never done them prior to now. She felt we should not try to amend our current contracts and that a motion should suffice with the IOG’s to extend the revenue sharing.

Motion to establish a policy to extend the current 10% revenue sharing policy for certification courses, will apply to continuing education classes that are administered, and advertised by the Institutes of Government.

Lori Troxel

Seconded: Bill Van Horn

Motion Carried

B. Attorney Update –Gary Glassman was formally introduced to the Board and spoke briefly about himself and his background. Sharing that he has enjoyed his time teaching Legal Issues for F.A.C.E. and looks forward to working with F.A.C.E. in the future.

Recessed June 20, 2016 at 5:15 PM

Reconvened June 21, 2016 at 9:06 AM: Return to Item 8, K. Webmaster and L. e-Polk Liaison, and 10. New Business.

Roll Call

President, Cindy Drake

1st Vice President, Leslie Banta

2nd Vice President, Bill Van Horn

3rd Vice President, Ken Jackson

Sergeant-at-Arms, April Hartseil

Treasurer, James Acosta

Secretary, Lori Troxel

Immediate Past President, R. Sam Sullivan

Also present: Marilyn Crotty, IOG

Bob Hamilton, Attorney

Mark Caskie – e-Polk Liaison

Liana Teague - Webmaster

Donna Wisniewski – Historian

10. New Business- Cindy Drake stated Lori Troxel advised her we are missing some contracts for this year, and that the PTI contract was expired. Marilyn Crotty stated she can get us last year's IOG contract, along with the current contract. Marilyn stated there were some changes in personnel at PTI, and she will get with them on a contract that it may have been overlooked. The Board discussed the ADHOC Committee that was created by Michael Titmuss to review all contracts, and services. The ADHOC was then reestablished the next year with R. Sam Sullivan to specifically focus on the creation of contracts for certification courses with the individual IOG's. The history of the ADHOC Contract Review Committee was meant to expire and be recreated every five years to review where we are at with our contracts and services, and not to monitor the contracts annually. The next year's Secretary is to create a tickle file of contract dates in order to keep up with them better. Lori Troxel stated that back in the history of F.A.C.E.

she noticed that each Board member submitted a report at the Board meetings, making it easier to understand what each Board member has done for that quarter and what the intent was for certain members. She suggested we go back to this and start submitting a staff report to the Secretary for help with the meetings, and motion intent. She read a portion of the September minutes and a motion and again reiterated the vague language. The Board agreed and indicated it will go back to Leslie Banta and if she chooses to have staff reports she can advise the Board to be prepared to submit a staff report at the meeting. The Board then discussed the Board manual which contains instructions on motions, and minutes, etcetera. Lori Troxel stated she stopped making the big book, and created a thumb drive with the same data. There was some discussion about updating the book which was tabled for the new incoming Board.

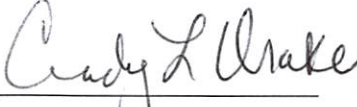
Motion to Adjourn at 10:04 AM

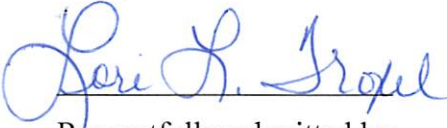
Lori Troxel Second: April Hartseil

Motion Carried

The next meeting will be the Annual Business Meeting to start on June 22, 2016; 8:00 AM; at the Rosen Centre Hotel, 9840 International Drive, Orlando, FL 32819.

Attest:
Florida Association of Code Enforcement

Approved:

Cindy Drake, President


Respectfully submitted by
Lori L. Troxel, Secretary