

Florida Association of Code Enforcement, Inc.

Board of Directors Meeting

MINUTES

Monday June 9, 2014

1:10PM – 3:43 PM

Tampa Marriott Waterside

700 South Florida Avenue

Tampa, FL 33602

1. Call to Order

2. Roll Call

President, Michael Titmuss

1st Vice President, R. Sam Sullivan

2nd Vice President, Joanne Naumann

3rd Vice President, Leslie Banta

Sergeant-at-Arms, Danny Thompson

Treasurer, James Acosta

Secretary, Lori Troxel

Immediate Past President, Jim Dehne

Also present: Michelle Gardner, IOG

Bob Hamilton, Attorney

Donna Wisniewski- Historian

Mark Caskie - Webmaster

3. Approval of Agenda

Motion to approve the agenda:

R. Sam Sullivan second: James Acosta

Motion carried unanimously

4. Approval of Minutes

Motion to approve two sets of minutes:

R. Sam Sullivan second: Joanne Naumann

Motion carried unanimously

5. **Welcome Visiting Members**

Welcome Kenny Jackson – Palm Beach County, Terry Suggs – Keystone Heights, Shawn O’Rourke – City of Oviedo, April Hartseil- Highlands County

6. **Opening Comments** – Michael advised this was quite a year and personally thanked each Board member for their hard work. Michael stated this Board truly followed the strategic plan, and had a great deal of accomplishments this year, and how proud he is, and how proud we should all be of our hard work.

7. **Membership Issues-** No membership issues

8. **Reports**

A. **Treasurer** – James Acosta

- a. **Current Budget/2014 Conference Budget** – James Acosta supplied the Board with the following documentation: Recap Report, fiscal year budget report, income/expenses by month report, as well as copies of reconciliation reports and statements from the bank, for the record, and advised he will be giving this information at the Annual Business Meeting. James advised this is the first year that F.A.C.E. has actually made more money than we have spent. He attributes that to this Board’s ability to keep track of their budgets and not spending as much. James also went over the current conference budget and advised this will change once all the figures come in. James advised the Board we are doing real well for conference, with Michelle Gardner advising we have 270 conference attendees, with 9 one (1) day attendees.
- b. **2015 Proposed Budget** – James passed out the proposed budget for the 2014-2015 year. James advised the budget is higher than last year, explaining our technology budget as increased for updates and improvements to the F.A.C.E. website, and administrative systems. James indicated we may need to tap into our checking account to accommodate the funds if we do not increase our income this year. Joanne asked about the certification committee budget and if the budget will increase if she has the sub-committee. Discussion took place and she wanted clarification if these funds come from her budget, the consensus was if funding is needed it will be addressed with the Board.

B. President – Michael Titmuss

- a. **General Comments-** No general comments
- b. **Strategic Plan Status Update-** Michael Titmuss went over our strategic plan accomplishments and shared his favorites for this year, advising we succeeded in them all with the exception of passing our education bill.
- c. **Review of our 2013-2014 Accomplishments –** Michael Titmuss reviewed the Board’s accomplishment this year and went over his favorites: Posting the strategic plan online for the first time is very important to our memberships, created an application form for getting on a F.A.C.E. committee, as this is the biggest complaint he has received year after year, F.A.C.E. was chosen to submit a presentation to the FCCMA, for a chance to facilitate a class at their 2015 Conference, creating two new subcommittees for administrative contract review, and alternative training options , reviewed and revised the F.A.C.E. Trainers Mentorship program, created a central database for all training material so all F.A.C.E. trainers have the same information, Increased our membership substantially, our first ever F.A.C.E. membership drive, the completion of the scanning and digitization project which was started two years ago, and created the first ever searchable document, added board members, committee members, and chapters to the F.A.C.E. website, developed a F.A.C.E. website PowerPoint tutorial, and last but not least a comprehensive review of our entire F.A.C.E. computerized system, which is a monster accomplishment.
- d. **Formation of Special Sub-Committees for next FY-** Michael Titmuss advised while president and at the will of our next President R. Sam Sullivan he would like to appoint the formation of two new special committees.
 - **Administrative Contract Evaluation –** Michael advised he will be happy to Chair this committee. Shawn O’Rourke has expressed his interest in serving, which Michael welcomed him to the committee and advised he will be calling upon the current Board and especially the Certification Committee, as well as others to aid in this committee.
 - **Alternative Training Options –** Michael appointed Joanne Naumann who will Chair or decide whom she would like to Chair the committee.

- e. **Committee Interest Form- follow up procedure-** Michael advised the form is really good, and would like a response sent to each applicant whether chosen or not. He feels the committee that the applicant has chosen should be the one to send a response. He requested advice on a response to the applicant who is not chosen. Several responses were addressed. Jim Dehne stated that someone who requests multiple committees should be found a home somewhere, Michael agreed. The secretary is listed as the recipient of the form and is responsible for forwarding to the appropriate committee.

C. **IOG – Michelle Gardner**

- a. **IOG- General Comments –** Michelle Gardner gave the Board an update on Marilyn, and advised due to the situation she would not be able to attend the conference, and let everyone know she will be getting back and active soon. Michael expressed again if anything he or this Board can do for Marilyn please do not hesitate to let us know, and that Marilyn is in our thoughts.
- b. **IOG Contract-** Michelle Gardner indicated the contract has not had any requests for changes from either the Board or the IOG. James Acosta clarified there are no changes from the \$500.00 increase from last year, Michelle agreed. No further discussion on the contract between F.A.C.E. and the IOG.

Motion to approve the 2014-2015 Letter of Agreement and Scope of Services from the IOG:

R. Sam Sullivan 2nd: Jim Dehne

Motion carried unanimously

- c. **2014 Conference Update –** Michelle advised we need to assign speaker introductions, she went over the conference agenda and speakers were assigned to each Board member. Michelle recapped the proposed class attendance schedule for each workshop.
- d. **2015 Conference Rate –** Michael advised this was a carryover topic from last meeting where Mark Caskie asked the Board to set the rate early enough for those budgeting attendance can preplan the expense. Michelle apologized for not being able to get to this with this year’s conference in full swing. A short discussion on previous conversations with Marilyn, and having raised the conference fee last year, Jim Dehne felt this was

enough for a motion to set the rate as the same as this year \$350.00, indicating we can adjust it later if needed.

Motion to keep the 2015 Conference Rate at \$350.00

Jim Dehne 2nd: James Acosta

Motion carried 7-1

- e. **Soliciting Conference Gifts Policy-** Michael asked if Michelle had any information on this and if not this will carry-over to another meeting where Marilyn will be present. Michelle advised she did not have any information on this.
- f. **FCCMA Invitation for F.A.C.E. to submit a Workshop for 2015 Conference at Royal Pacific Universal Studios Orlando – May 27-30 (75 Min) –** We have not received any new information on our submittal.

D. 1st Vice President – R. Sam Sullivan

- a. **2014 Conference Update** –Sam advised the Sponsor income was \$17,600.00. Michael congratulated Sam on the amount of sponsors he obtained this year. Sam updated the Board on the conference schedule, events, and prize drawing timeframes. Donna updated the Board about our F.A.C.E. Booth, which will have photo albums, our past and current InterFace, and a display board.
- b. **Banquet Schedule-** Sam shared the tentative scheduling for the Banquet, with Donna going over the historical presentation of F.A.C.E., and Past President Recognition.

E. 2nd Vice President – Joanne Naumann

- a. **Certification Committee Update** – Joanne Naumann advised all items for this year were wrapped up from the last meeting pending the New Year. Terry Suggs thanked Joanne for the Train the Trainer Workshop and advised it was full, and well ran. Joanne reminded the Board out of the thirteen attendees we have three new Certified Trainers, with several Assistant Trainers waiting their turn for tandem training.
- b. **List of IOG approved CEH classes** – Michelle advised there really is no way to create a list, explaining if a class is required for a jurisdiction the IOG will approve CEH's for them, but may not for another that does not require it. Joanne elaborated that the IOG does not have a list, and indicated she will be delegating this subject to the sub-

committee. She further shared that when the IOG is not sure of a class they forward it to the Certification Committee. Michelle clarified certain classes will automatically be approved because it is required as part of our daily jobs, but some things will not be dependent upon the subject and relevancy of information.

F. **3rd Vice President** – Leslie Banta

- a. **Membership Committee Update** – Leslie advised the winner of the membership drive was from Palm Beach CEOA. The chapter ended up with eleven new members. Ken Jackson advised they offered the scholarship to anyone in their chapter that was interested, however the scholarship ended up being awarded to one of the eleven new members the chapter obtained.

G. **Sergeant-at-Arms** – Danny Thompson

- a. **Legislative Committee Update** – No new information at this time, the committee is waiting for the New Year to start their new prospects for the house and senate.
- b. **Lobbyist- Contract with David Shepp - \$15,000** – a short discussion referencing the contract, no changes from last year, and who will be signing the contract based on the contract date. Bob Hamilton advised if we approve the contract today the current president will sign the contract.

Motion to approve the 2014-2015 Contract from David Shepp, Lobbyist

Danny Thompson 2nd: R. Sam Sullivan

Motion carried unanimously

- c. **Recommended objective for next year?** - Danny advised our objective will remain the same to get our education bill approved. Danny advised we have some house support right now that have come to us to push our bill through. Unfortunately the house only gets six bills they can get through each session, so dependent on which bills come through will set the prioritization level for the F.A.C.E. bill. The senate side does not have a bill limit so we still maintain our support there.
- d. **State Recognition Presentation for IOG-** Discussion took place from subject matter from the last Board of Directors meeting and Danny advised we can discuss this at the next meeting.

- e. **F.A.C.E. Exams vs State Exams** – Michael advised he took this information from our last meeting minutes, and thought we should discuss the difference in the exams. Mark indicated we need to continue along the lines of FACA (Florida Animal Control Association), since this is their test, not a State test. Danny explained what he has been told we cannot make the exams and curriculum specific to our association, for the bill. Discussion took place on the language contained in the bill, as well as other certification courses for other professions. Michael explained this is the reason the topic is on the agenda, we need to determine exactly what our vision is for the exams. Michael stated we discussed looking at all professions which require certification so we can answer all questions on why we want this bill. Donna explained in the beginning it was not to be State Certified it was for F.A.C.E. classes to be required and our program be the standard. Michael asked if F.A.C.E. received any adversity for this as others may feel they can provide quality training and exams. Donna stated F.A.C.E. did not receive any adversity at that time, and that we do not want to lose the fact that these are F.A.C.E. classes, and that we initially wanted the State of Florida to recognize our courses and exams in order to be a code enforcement officer in Florida. The closest program we have as an example is FACA (Florida Animal Control Association). Joanne suggested that we look at promoting our program on the point that our certification and decertification requirement is more stringent than others. Sam Sullivan, stated at the time he was the Sergeant at Arm, the political environment was not conducive to F.A.C.E. taking control of the whole system. Sam stated the original bill stated anyone could teach a class but the exam must be an F.A.C.E. exam. Danny stated the language in the current bill does not reflect that. Further discussion took place where the language should be written that F.A.C.E. has control of the exam. Michael advised we need to look further at the language of the current bill and get it figured out so we are on the same page. This subject will be tabled for a future meeting this coming year.

H. **Secretary** – Lori Troxel

- a. **Approval of Minutes from May BOD Meeting, and Go to Meeting**– Completed at start of meeting.
- b. **BOD email vote items needing to be ratified (4)** - Lori explained we need to ratify three email votes as follows:

d. **New electronic and Searchable Board Member Manual-** Lori explained the new Board manual is updated with all motions made, the policies have been highlighted in yellow and is searchable for any subject. Lori advised this manual will take the place of every document distributed to previous Boards. This manual includes the By-laws, Oath of Office, Policy and Procedures, Basics of How to be a F.A.C.E. Board Member, Record Retention Requirements, Board Contact Information, Motion and Policy Book, Board Responsibility Charts, F.A.C.E. Forms, F.A.C.E. Contracts, and the Strategic Plans. Lori explained the new Board Manual is completely searchable and will require tweaking, and further explained the layout of the document makes it easily updated for future use. Michael explained this one accomplishment he did not think would get done and is easily the one to be most proud of. Michael stated that Lori had suggested the manual be made available online for our members. Mark Caskie indicated he would put it online but made the suggestion that it be in the member's only section. Joanne advised in the age of transparency she doesn't see anything in our manual that should not be available to the members. Lori explained our personal contact information should be redacted, and Sam shared our Contracts should not be available outside our membership either. It was determined when the new 2.0 comes out, we can revisit placing the manual online once tweaked.

I. **Immediate Past President** – Jim Dehne

a. **Nomination Report** – Jim went over the current slate of candidates, explaining we only have one contested race and that is the 1st Vice President, with Cindy Drake – Village of Wellington and Hector Garcia – City of Daytona.

J. **Webmaster** – Mark Caskie

a. **F.A.C.E. 2.0 Update** – Mark Caskie thanked the Board for approving the funds to update our systems and keeping us in the forefront of technology. Mark went over the timeline of our projects with the update being completed in July. Mark said at a later date we may want to make the members only portal mobile friendly which will run about \$1300.00. Discussion took place on some of the features that will now be offered with the updates.

K. Historian – Donna Wisniewski –

- a. **Updates-** Donna stated they purchased an edible arraignment for the Banner Company and they were very pleased with the thank you gift. She also picked up ribbons and the past president membership cards. Donna also shared that one of the things they are going to do during the conference at Marilyn's suggestion was to do a trivia questionnaire on F.A.C.E. History. She stated they are going to put them on the tables at the Presidents Reception, and everyone can try to get the answers.

9. Old Business –

- A. **Local Works Kick-Off Event July 25, 2014 – F.A.C.E. Reps?** – Sam Sullivan stated he will be attending the event, Michael indicated he thought April Hartseil would be attending as well; Danny indicated their committee meetings are at different times. More information is required on this event, for a definitive answer of attendance.
- B. **FLC Conference August 14-16, 2014** - Sam, and Michael will be in attendance, and Joanne may be attending.
- C. **AACE Conference October 27-31, 2014 in Illinois** – Sam Sullivan will be attending for F.A.C.E..
- D. **FCCMA May 27-30, 2015 Conference** – F.A.C.E. Presentation, this is still open as we are waiting on a response for our workshop presentation.

10. New Business- None

Motion to adjourn at 3:43 PM

R. Sam Sullivan Second: Joanne Naumann

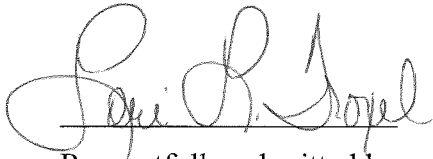
Motion carried unanimously

The next meeting dates will be the Annual Business Meeting on June 11, 2014; 8:00 AM; at the Tampa Marriot Waterside, 700 South Florida Ave. Tampa, FL 33602.

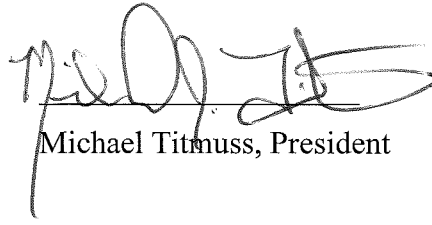
Attest:

Approved:

Florida Association of Code Enforcement



Respectfully submitted by
Lori L. Troxel, Secretary



Michael Titmuss, President