

**FLORIDA ASSOCIATION OF CODE ENFORCEMENT
BOARD OF DIRECTORS MEETING
Friday March 2, 2018
8:00 AM – 4:00 PM
MINUTES**

1. Call to Order 8:15 AM

2. Roll Call

Bill VanHorn	Present
April Hartseil	Present
Jeff Look	Excused
Michael Hauserman	Present
Joe Petrick	Present
James Acosta	Present
Leslie Banta	Present
Cindy Drake	Present

IOG/UCF:

Marilyn Crotty	Present
Mari Rains	Present

ICC:

Tom Allen	arrived 8:30 AM
-----------	-----------------

3. Approval of Agenda

MOTION to approve the Agenda as amended (addition of Metisentry after Secretary) and presented by Leslie Banta second by Michael Hauserman.
Motion **CARRIED** unanimously

4. Approval of Minutes

MOTION to approve the minutes for the December 8, 2017 Board of Directors Meeting by April Hartseil second by Michael Hauserman.

Motion **CARRIED** unanimously

MOTION to approve the minutes for the January 12, 2018 Go-To-Meeting Meeting by April Hartseil second by Joe Petrick.

Motion **CARRIED** unanimously

5. Welcome visiting members

Mark Gibson City of Deltona
Beverly Abrahamson County of Volusia
David Hooker Town of Ponce Inlet

Members of the proposed **Volusia/Flagler Association of Code Enforcement** were present to answer any questions the Board might have regarding the formation of this 11th Chapter.

6. Opening Comments

7. Membership Issues

No Membership Issues to discuss

8. Reports

A. President Bill Van Horn

a) ICC Networking Dinner

ICC representative Tom Allen will arrive soon. We will hold off on ICC until his arrival.

b) New Chapter Discussion "VFACE"

Mark Gibson, City of Deltona, Beverly Abrahamson, County of Volusia and David Hooker Town of Ponce Inlet represent a potential 71 members in two counties. The 2 meeting held had more than 24 attendees from 19 individual jurisdictions. The Chapter will provide an opportunity for networking and training more efficiently. As part of the Central Florida Code Enforcement Officers Association, the drive to meetings and/or training could exceed 2 hours each way. The new boundaries farthest drive is 45-50 minutes.

A completed Chapter Registration Form with a copy of the by-laws and a listing of Officers were provided in advance of the meeting and all BOD members had opportunity to weigh in on any concerns. Central Florida Code Enforcement Association sent an email in response to the news of the Chapter split. The question of using F.A.C.E. in the Chapter name was reviewed. The most recent MOTION addressing the use of F.A.C.E. in a Chapter name is dated **February 6, 2015**:

Motion to allow the use of the F.A.C.E. acronym in chapter names, upon Board approval.

Motion carried unanimously

MOTION to accept **Volusia/Flagler Association of Code Enforcement (VFACE)** as the Chapter name by Joe Petrick, second by Michael Hauserman.

Motion **CARRIED** unanimously

MOTION to make **Volusia/Flagler Association of Code Enforcement** the 11th Chapter of the Florida Association of Code Enforcement by April Hartseil, second by Leslie Banta.

Motion **CARRIED** unanimously

Joe Petrick referred the Chapter leaders to the Webmaster to create their Chapter page. Michael Hauserman offered to help them develop a logo. The Chapter Map will need to be re-drawn.

The Chapter leaders thanked the Board and left the meeting at 8:45 AM.

c) ICC

Tom Allen invited Bill VanHorn to an ICC Networking Dinner. This is one of the soft benefits of ICC Chapter Membership.

Marilyn Crotty requests Tom Allen and Joe Petrick add her to the email distributions for Legislative issues.

March 16th is the deadline for Governmental Voting Members; there are 4, 8, or 12 per jurisdiction depending on size. Check with your Building Official. The key is involvement.

May is Building Safety Month. Building Codes Save Lives is this year's theme.

Tom asks for Chapter support with a Building Safety Month Proclamation.

MOTION to proclaim **May Building Safety Month** by Joe Petrick, second by April Hartseil.

Motion **CARRIED** unanimously.

Bill VanHorn signed the Proclamation. The Proclamation will be published on ICC-safe.org ICC provides weekly content that may be posted on FACE-online.org . Tom encourages the Board to participate in any local initiatives other Chapters may be sponsoring. Check with your Building Official or directly with local Chapter leadership.

There are Committee Action Hearings in Ohio in April. Tom will send out a list of recommendations related to the **International Property Maintenance Code (IPMC)**. The entire process may be viewed on the website. Public comment is welcome. Final action votes are in October. There are no proposed Zoning Code changes this year.

Jim Elwood is the new Government Career Development Coordinator. He is tasked with expanding the current program from High School to Vocational Schools. Veterans training is also a priority.

Preferred Provider Program:

Tom Allen provided a form to simplify entering certification classes, conference classes, Emotional Intelligence to start.

The BOD thanks Tom Allen and ICC for dinner last night. Tom advises we can count on ICC as a sponsor at conference.

d) 2018 FLC Conference

\$1971 was spent to send the President and Past President to the FL League of Cities Conference as vendors in August 2017. Bill VanHorn and Leslie Banta have suggested we purchase a fitted table cover, a tablet or laptop and send a third person to project professionalism and better meet the goals of attendance. The booth fee covers up to 4 individuals. Expenses will increase about \$600.00 It is a **CONSENSUS** of the Board that F.A.C.E. will send 3 representatives to work the vendor booth at the Annual Florida League of Cities Conference. The first (transition) year there will be 4 representatives; the President, the Past President, the 1st Vice President and the 3rd Vice President. The Past President and the 1st Vice President will arrive Wednesday to set up the space. The President and 3rd Vice President will arrive Thursday to work Thursday afternoon and Friday. This will save 2 room nights at \$185/room/night. In subsequent years the President, 1st Vice President and 3rd Vice President will attend. Joe Petrick, Sergeant at Arms, is a FLC Committee Member. He intends to register to attend the conference and would like to take at least one committee member as well.

e) 2018 ICC Chapter Leadership Academy

Each Chapter is offered a Chapter Benefit of an all-inclusive registration to the 2018 ICC Chapter Leadership Academy or registration only to the Annual Conference



TO: ICC Chapter Leaders

Please join us for the Third Annual Chapter Leadership Academy!

WHEN: June 4–6, 2018

WHERE: Hyatt Regency Denver Tech Center, Colorado ([*book online here*](#))

WHO SHOULD ATTEND: Chapter Vice President or another Chapter Officer

REGISTER by clicking [here](#), and let us know how many leaders from your Chapter plan to attend the Academy!

Additional information:

Chapters in good standing may choose between a complimentary registration to the Annual Conference in Richmond or travel, accommodations and registration to this Academy. If you choose to attend the Academy, you will be responsible for making your own travel and hotel arrangements and submitting receipts for reimbursement. The cut-off date for hotel reservations is May 14, 2018. Reimbursement guidelines are covered under [Council Policy 4](#).

If you are interested in sending more than one Chapter Leader to the Academy, you can pay travel and accommodations for up to three additional Leaders and ICC will waive their registration and ICC-provided meals (a \$300 value).

We will hold an informal dinner the evening of Monday, June 4th for those in town, and the two-day Academy will begin on Tuesday, June 5th at 8:00 am.

We hope you will join us in Denver and help to make the Code Council's Third Annual Chapter Leader Academy a success! We'll be sending out more details as we get closer to June!

Bill VanHorn will attend.

f) Scholarships

New scholarships were proposed:

Past scholarship award does not affect this scholarship

Up to one partial scholarship per jurisdiction may be awarded with 10-20 partial (1/2 registration fee) scholarships awarded in total.

Apply by submitting a 100 word essay how past attendance at conference has been beneficial to my job.

Both the partial scholarship and the standard full registration scholarships will be promoted concurrently.

Applications accepted until April 1st

MOTION to allow Bill VanHorn to develop an alternative partial scholarship program providing a \$200.00 partial conference registration scholarship, no more than one scholarship will be given to any jurisdiction, with a maximum of 20 recipients. Final selection of recipients will be chosen by the BOD at the May BOD Meeting by Cindy Drake, second by April Hartseil.

The motion **CARRIED** 5-1, the 1st VP was out of the room at the time of the vote.

g) Well-functioning Board Goal:

To maintain a well-functioning Board with effective policies, open dialogue of diverse ideas, and active participation by all the members

Priority Objectives:

Employ effective internal Board communication

Break, returned at 10:27 AM

Item C. Treasurer heard out of order Immediate Past President follows Treasurer

B. Immediate Past President Leslie Banta

a) Nomination Committee Update

Past Presidents, Michael Titmuss, Ft Myers and Joe Fenton, Sarasota County have agreed to serve on the Nominations Committee.

b) Well-functioning Board Goal:

To maintain a well-functioning Board with effective policies, open dialogue of diverse ideas, and active participation by all the members

Priority Objectives:

Employ effective internal Board communication

c) Fiscal Goal

Priority Objectives:

Succession Planning for Treasurer's position

As discussed during Treasurer Report, there are no nominations yet.

C. Treasurer James Acosta

a) Financial Reports:

Total Assets:	\$165,727.26
Liabilities	\$0.00
Equity	\$165,727.26
Total Liabilities and Equity	\$165,727.26

b) 2017/2018 Budget

Reviewed note Line items \$75,000 projected, \$81, 167 earned to date.

c) 2018 FACE Conference Budget

Reviewed: 2 sponsors have committed to date. The UCF fee is \$74.00 per attendee, not \$73.00.

d) Revenue Share with the IOG

Revenue Share payments are outstanding for 5 classes.

Renaming of Certification titles needs to be branded. The use of 1, 2, 3, 4... needs to go away.

e) Well-functioning Board Goal:

To maintain a well-functioning Board with effective policies, open dialogue of diverse ideas, and active participation by all the members

Priority Objectives:

Employ effective internal Board communication

f) Fiscal Goal

To continue to ensure the Florida Association of Code Enforcement's fiscal integrity and sustainability with transparency to the membership

Priority Objectives:

Succession Planning for Treasurer's position

James Acosta stated the need for a Treasurer candidate in his February InterFACE article.

The scope of duties for the position were discussed. As it stands, this position is time intensive.

Pros and Cons of utilizing a Bookkeeper were discussed.

James Acosta will provide a proposal as will Marilyn Crotty for the IOG.

James will ask the CPA office if they provide Bookkeeping services.

Bill VanHorn will ask Board Attorney to draw up a contract.

James will re-define the responsibilities of the Treasurer.

Examine current fee structure and potential changes

Other Objectives:

Assemble finance and budget committee

D. 1st Vice President April Hartseil

a) 2018 Program Conference Update

April Hartseil expects registration to open next week.

The conference agenda was reviewed.

A vendor has offered to provide Conference Pins in return for recognition. There was consensus that mention in printed conference material would be acceptable.

b) Conference advertisement in program flyer discussion

c) Unlicensed Contractor Website table request

Jim Litterello requested an exhibit table at no fee to display the Unlicensed Contractor database program developed by he and Paul Gates. The Board rejected this request. It was suggested they might pair up with a Chapter sponsoring an exhibit table.

d) ICC Contract request, release of funds

There are some unanswered questions about the ICC education benefit class. Cindy Drake is acquainted with the instructor. She will call him and ask for clarification.

e) F.A.C.E. Table cover quote and request

A 6 ft. black table cover with 1 color (GOLD) F.A.C.E. logo will be purchased.

MOTION to approve the 2018 Conference Logo with the insertion of dots (periods) between the letters of FACE and removal of the comma and FL by Michael Hauserman, second by Leslie Banta.

Motion **CARRIED** unanimously

f) Well-functioning Board Goal:

To maintain a well-functioning Board with effective policies, open dialogue of diverse ideas, and active participation by all the members

Priority Objectives:

Employ effective internal Board communication

Lunch Break 12:08 PM – 12:45 PM

E. 2nd Vice President Jeff Look-absent, Report read into minutes by Bill VanHorn.

Copies provided.

Certification Committee Update

a) The Committee will continue to review and update certification curriculum and exams on a rotating basis. All training curriculum will be uniformly formatted

b) Digital Badging options, costs and method of funding must be considered

c) Well-functioning Board Goal:

To maintain a well-functioning Board with effective policies, open dialogue of diverse ideas, and active participation by all the members

Priority Objectives:

Employ effective internal Board communication

The comment noted below about lack of volunteer legal counsel response ignited a side conversation. Bill VanHorn will contact Gary Glassman to discuss continuing as a trainer but stepping down as BOD Attorney.

d) Education and Training Goal

To continue to provide an exemplary education and certification program for code enforcement officers in Florida.

Priority Objectives

Continue to review and update certification curriculum and exams on a rotating basis

Uniform formatting of all training materials

Fundamentals Re-write Update:

Fundamentals of Code Enforcement curriculum is presently being updated. The **Legal Aspects section** of the curriculum has not yet been updated due to lack of response from the subject matter expert, our volunteer legal counsel. The Committee hopes to send material to PTI to develop test questions prior to the end of the fiscal year.

Other Objectives

Explore alternative methodologies for delivery of certification classes

F. 3rd Vice President Michael Hauserman

a) Membership Committee Update

The Membership Committee is scheduled to meet next week. They will be considering the assigned Goals and Objectives.

b) Waiver of Liability for Officer Safety Course

After a recent Officer Safety Course offering the questions were raised regarding the **Waiver of Liability for Officer Safety Course**. Individuals are asked to sign the waiver prior to participating in the hands- on portion of the course. In the time the Course has been offered this is the first time anyone has complained about signing the form. BOD members read the form and felt it needs review. The form is referred to the Education and Certification Committee and the F.A.C.E. attorney

Membership numbers, renewals and non-renewals

2017/2018 Membership Counts as of March 1, 2018:

Active: 2,017

Associate: 123

Past President 22

Retired: 20

TOTAL:2,182

b) Survey and survey websites

Michael Hauserman performed a trial survey to determine response. The committee will review obtained results. Mari Rains will inquire about a survey engine used by the University. Michael has access to a program through his jurisdiction but future 3rd Vice Presidents and staff would not have access.

c) Resource page on website (links, survey results and suggestions)

The Membership Committee is developing a recruitment letter for non-code, but related occupations. They are also reviewing the letter that is sent to new members.

h) Update BOD with Tablet quotes and request

Michael Hauserman provided prices for tablets with service and data plans (AT&T) ranging from \$359.00 to \$879.00. After discussion about the desired use for this device, the BOD requested alternatives.

i) Well-functioning Board Goal:

To maintain a well-functioning Board with effective policies, open dialogue of diverse ideas, and active participation by all the members

Priority Objectives:

Employ effective internal Board communication

j) Membership Goal:

To increase the value of membership in F.A.C.E. and attract, retain, and involve members.

Provide surveys and results that benefit the membership

1 per quarter beginning 2/2018

Provide website links, articles and forms for the membership

Best Practices, sample forms starting April 2018

Revise existing new member letter by the end of April 2018

Develop a recruitment letter for prospective members by the end of April 2018

Priority Objectives:

Increase Board involvement with Chapters.

Member Involvement:

Surveys

Monthly email blasts beginning February 2018

Membership Committee visits to locals Chapter meetings

Increase online presence. FaceBook, LinkedIn...

Increase Membership

Other Objectives:

Engagement of new members

Objective Statement:

The 3rd Vice President and the Membership Committee will develop a recruitment letter that will assist in increasing membership as well as revise the new membership letter by April 30, 2018. The 3rd Vice President and the Membership Committee will also use the F.A.C.E. website to provide at least one survey per quarter with results and provide links for best practices and sample forms.

G. Sergeant-at-Arms Joe Petrick

a) Legislative Committee

Joe Petrick chairs a committee of 4 members. Joe will work to educate the Committee how to be effective as legislative representatives.

Ballot Box:

By-Laws state the President and Immediate Past President hold the Ballot Box and Key. Last year the Immediate Past President was a candidate for office so a decision of who would hold the key was made upon realization. It was suggested this matter does not belong in the By-Laws, it is a Policy issue. The by-laws should be amended to delete this issue.

b) Legislative Update

c) Lobbyist provided information

Joe finds Ryan Matthews of Peebles and Smith very responsive. Ryan confirms he will attend the May BOD Meeting and will present a Legislative Update at Conference.

d) Well-functioning Board Goal:

To maintain a well-functioning Board with effective policies, open dialogue of diverse ideas, and active participation by all the members

Priority Objectives:

Employ effective internal Board communication

e) Advocacy Goal

To continue to take an active role in legislative matters and other actions that promote the organization and the profession of code enforcement

Priority Objectives:

Educate the membership about the legislative process and effective advocacy techniques

Other Objectives:

Explore opportunities for the legislative advocacy support

Inform the membership about relevant legislative issues

H. Secretary Cindy Drake

a) Well-functioning Board Goal:

To maintain a well-functioning Board with effective policies, open dialogue of diverse ideas, and active participation by all the members

Priority Objectives:

Employ effective internal Board communication

b) Image and Relationships Goal

To maintain a positive image and professional relationship with all our stakeholders

Priority Objective:

Explore developing relationships with additional organizations – FAC, FACA and others

The Secretary, in collaboration with Chapter Leadership and the Membership, will identify Associations and Organizations whose partnership with F.A.C.E. are likely to be mutually beneficial. The Secretary or appropriate Committee to determine possible partnerships will contact the entities identified.

Announced in February Interface article.

Keep America Beautiful contacted – needs follow up

FL Department of Health Environmental Services – Chapters are encouraged to reach out to their local office.

April Hartseil established a relationship with the FL Department of Health that broadened into **FL Department of Health, US Department of Health and Human Services, the Centers for Disease Control & Prevention and the US Environmental Protection Agency** providing a 2 hour webinar as another continuing education hours option.

The Polaris Project in partnership with **1HTC Human Trafficking Coalition** recently offered free training in Miami and West Palm Beach specifically targeting how Code Enforcement can assist with the **Illicit Massage Parlor Industry**, specifically the associated forms of Human Trafficking.

Other Objective

Enhance the image of the Board to the membership

I. Metisentry Liaison Marlene Broman

a) Metisentry budget request

Metisentry estimates five hours of work to automate social media postings at a cost of \$825.00. Awaiting additional information regarding what content would be automatically posted and which social media sites it would post to.

b) Susan Pruchnicki reports a system failure that needs correction swiftly.

Individuals attempting to register and pay fees on the website received an error message. There is also a need to create a report that quantifies recertifications every 6 months. Funds are available in the Budget. The Board authorized contracting for 5 hours at a cost of \$825 for the work to fix the fee payment

error. If there are any unused hours, they will be used to create the recertification report. If no hours are available, purchase of another 5 hours to do so was authorized.

It is the **CONSENSUS** of the Board to engage Metisentry to repair the registration error and use any overage toward creating the recertification report.

J. Webmaster Liana Teague-absent, report received by email and read into minutes by Bill VanHorn

a) Webmaster Update report

There are 867 subscribers to our blog posts, up from 806 subscribers in December.

Happy F.A.C.E...Coming Soon Red button is on the website and live Most Chapter Pages are being kept up to date. SFACE is the exception. Efforts are being made to correct this.

Liana requests receipt of Minutes along with the BOD to stay in the know. Only signed accepted minutes will be posted to the site.

There are several pending topics for posting to the website. Please forward content to Liana.

b) Webmaster Committee Update

Liana welcomes Vaudeen Cagnina to the Website Committee

c) Technology Goal

To continue to embrace technologies to advance the effectiveness and efficiency of the Florida Association of Code Enforcement

Priority Objective:

Adopt alternative communication methods through use of technology

Objective Statement:

Contact Metisentry to determine if Technology can be used to automate social media posts, what the cost would be and which social media sites this would cover.

Metisentry estimates five hours of work to automate social media postings at a cost of \$825.00. Awaiting additional information regarding what content would be automatically posted and which social media sites it would post to.

K. IOG Marilyn Crotty

a) IOG General Comments

Training:

Officer Safety scheduled for January at IOG/UCF cancelled

2 Fundamentals classes are scheduled

Florida Gulf Coast University is no longer participating,
USF held a class in Naples. They will cover the West Coast.

Participating Institutes of Government:

UCF, FAU, USF, FSU

Administrative Aspects is a difficult class to fill. The last class, although
challenging, had a 75% passing rate.

b) PTI Badging

Continue until May Meeting

c) 2018 IOG Conference Items

Food costs are very high at this venue even with 2017 prices and 24% gratuity
(last year's rate) and an additional 15% discount.

The decision was made to keep the additional dinner ticket price \$65.00.

d) 2019 Conference Update

A contract has been signed for the Rosen Plaza for June 2019

e) 2020 Conference Update

Responses to the inquiries for venues for the 2020 conference were reviewed.
Sanibel Harbor Resort and Innisbrook will be considered.

Marilyn Crotty will look into a 3:00PM tour of the facility on May 2nd with a
Board Meeting 8:00-5:00 on May 3rd and 8:00 finishing before noon on May 4th.

L. Attorney Gary Glassman

Absent – no report

M. Old Business

a) Reminder of Remaining Scheduled 2018 BOD Meetings

a. May 2 - 4, 2018 (TBD LOCATION)

b. June 18 & 19, 2018 @ Fort Lauderdale Marriott Harbor Beach Resort

N. New Business

No New Business

O. Adjourn

3:41 PM

Attested:



Cindy Drake, Secretary



Bill VanHorn, President