

Florida Association of Code Enforcement, Inc.

Board of Directors Meeting

Minutes

Friday, March 4, 2016

8:42 AM – 5:00 PM

Saturday, March 5, 2016

8:06 AM – 11:41 AM

Institute of Government at UCF

12443 Research Pkwy #402.

Orlando, FL 32826

(407) 882-3960

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
Bob Hamilton- Attorney
Donna Wisnewski - Historian
Tom Allen – ICC

Excused: Mark Caskie -- E-Polk Liaison
Liana Teague - Webmaster

- 3. Opening Comments** – President Cindy Drake thanked the Board and the IOG for their continued efforts this year. Cindy briefly discussed an email from Safeguard about the National Property Preservation Conference. She asked if 2nd Vice President Bill Van Horn would reach out to Heather Lazar for more information to determine if this is something F.A.C.E. would want to become involved in. The task was later delegated to Secretary Lori Troxel.

4. Approval of Agenda

Motion to approve the agenda as amended:

R. Sam Sullivan Second: Bill Van Horn

Motion carried unanimously

5. **Approval of Minutes**

Motion to approve minutes as amended for the December 2015 BOD Meeting

April Hartseil Second: R. Sam Sullivan

Motion carried unanimously

6. **Welcome Visiting Members** – No visiting members

7. **Membership Issues** (Bay County and Member Login's) – The Board discussed an issue involving Bay County CE Manager Katherine Ashman and a misunderstanding with the renewal dates. The Board made a decision to discuss the issue with Katherine, and delegated 2nd Vice President Bill Van Horn to make contact with her and discuss the situation. Julio Medina from Town of Southwest Ranches failed to pay his membership fees in several years. Mr. Medina contacted Susan Pruchnicki and stated he has paid his fees and advised this must be a mistake, Susan advised Mr. Medina to send him any receipts that these fees were paid and that we can correct the system. Mr. Medina requested a call from a Board member. Susan Pruchnicki will send President Cindy Drake the appeal application, and then Cindy Drake will contact Mr. Medina and encourage him to bring his membership current and then to appeal his lost certifications. A discussion ensued about our membership getting these emails. 2nd Vice President Bill Van Horn wants us to sign everyone up to receive emails from F.A.C.E. and leave it up to the member to opt out. There was some confusion on the logins for online, and subscriptions. Secretary Lori Troxel indicated we have far too many logins and subscriptions and advocated for one login for everything. The Board agreed we only need one login for every system we have, and subscribe all members. Bob Hamilton suggested the Board make a motion to have everything set to one login from F.A.C.E. Online to our Forums etc.

Motion to waive the renewal late fee for Katherine Ashman

April Hartseil Second: R. Sam Sullivan

Motion Not Carried

Motion to have the e-Polk liaison merge an all-encompassing access to all current F.A.C.E. member functions, example forums, subscriptions, and member portal one login.

James Acosta Second: Bill Van Horn

Motion Carried

8. **Reports**

A. **Webmaster** – Read by President Cindy Drake – Webmaster Liana Teague requested that we have the Chapter Presidents add Liana to their Distribution List in order for her to update the F.A.C.E.

Online website for Chapter News. The InterFace will be updated with the correct contact information, and Ken Jackson will update his contact information to ensure he has all the correct Chapter President Contacts. Liana also advised the Conference Pages are now up and running live.

B. Historian- Donna Wisniewski- Donna Wisniewski advised she is working on compiling information from Past Presidents from the 20th and 25th Anniversaries to put on the Historian pages for F.A.C.E. Online. Donna further advised after the Conference she is going to be stepping down. She indicated she has someone in mind; however she has not had the opportunity to get with that person. President Cindy Drake advised Donna to get back with her when she speaks with that person. April Hartseil shared how much Donna has done for F.A.C.E. and we all hate to see her go, the Board agreed. Donna shared she will be paying out of pocket to attend the final two conferences before her retirement.

Recess 10:10 AM

Reconvene 10:22AM

C. Treasurer- James Acosta

- a) **Current Budget-** Treasurer 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. James Acosta advised we will need to adjust the budget referencing the new credit card charges for using credit card. The Board discussed charging the member a surcharge for using the credit card. Pros and Cons were discussed, James advised he will contact the bank and see if this fee can be negotiated.
- b) **2016 Conference Budget** –We currently have \$8,625.00 in vendor/sponsor applications.
- c) **IOG Fee Updates** – James presented a spreadsheet of fees we receive from our exams, and revenue sharing with the IOG. The breakout included the totals for each level, and the different IOG Sessions completed.
- d) **Strategic Plan Assignment** – Locating an apprentice treasurer, is not going to be an easy task for logistical purposes. Bill Van Horn suggested we recruit from the conference, he suggested we seek out a CE Manager who has experience in budgeting, however he also indicated he realizes the need for someone to take in on that is in a close location to apprentice. President Cindy Drake advised the Board she wants a job description for each Board Seat, and asked that each Board member get this to R. Sam Sullivan as soon as possible for the nomination function. James Acosta reminded the Board he has gone from working on the F.A.C.E. Treasurer duties from every other day to everyday, as the work has become intensive. President Cindy Drake asked that each Board member complete a job description for each position, in order to

facilitate the recruitment of new Board members. R. Sam Sullivan advised he will take the descriptions and create a document for the website and to distribute among potential recruits.

Recess for Lunch 12:15 PM

Reconvened from Lunch 12:59 PM

D. President- Cindy Drake

- a. **General Comments** – President Cindy Drake advised she went to our website and looked for the F.A.C.E. Vision Statement, Organizational Values, and Mission Statement and was unable to locate them. She further indicated these items should be easily accessible and should be the first thing people see when they go to our page. The Board agreed. The Board further discussed the F.A.C.E. stand up banners and that they will be displayed at our Conference Table this year with the other vendors and sponsors. Cindy will discuss with Webmaster Liana Teague to have the mission statement placed on the Homepage of our Website. 1st Vice President Leslie Banta indicated the Program Committee will present a game or an icebreaker at conference using these items possibly at the Presidents Reception or during the General Session using some of the previous F.A.C.E. Conference gifts as prizes. Cindy Drake advised F.A.C.E. is an official exhibitor at the FLC Conference this year in Hollywood, FL on August 18-20th. The team going to the conference will take a “Save the Date” for the next F.A.C.E. Annual Training Conference. An invitation was received from the Florida Local Government Coalition Steering Committee. It was determined that April Hartseil will attend the meeting and represent F.A.C.E. Cindy Drake asked that anything sent out to the membership needs to be proof read to ensure that errors are corrected prior to going out. The Board discussed using Constant Contact to have more creative and engaging communication with the membership. Cindy shared with the Board she is getting entries for the Before and After Contest.
- b. **2017 Conference Location** – The location has been chosen Marilyn Crotty to discuss.
- c. **Bob Hamilton Scholarship** – Cindy Drake informed the Board that the member who won the scholarship cannot attend this year. The Board decided to allow the scholarship to roll into the open scholarship bank this year.
- d. **Strategic Plan Update:** Cindy shared with the Board she was working on Reasons to Join F.A.C.E. Flyer. Lori Troxel is to tweak the flyer to use with the membership, uses to include website, chapters, our F.A.C.E. pamphlet etc... Chapter Meetings were discussed by the Board and it was determined that several Board members along with Committee members have been attending various chapter meetings. Cindy Drake advised she is having a problem with communication with the Chapter Presidents. She indicated she sends emails and they go unanswered, she is looking for ways to bring the communication and actions closer.

E. Immediate Past President- Sam Sullivan

a. Nominations Committee Update – R. Sam Sullivan updated the Board on the current list of nominations. No contested races at this time, however, he is looking to get some competition for the current nominees.

- Treasurer – James Acosta, St. Johns County
- Secretary – Jacqueline Raes, Alachua County
- 2nd Vice President – Jeff Look, City of Gainesville
- 3rd Vice President – Ken Jackson, Palm Beach County
- Sgt. at Arms – April Hartseil, Highlands County
- 1st Vice President – Bill Van Horn, Altamonte Springs

b. Administrative Contract Evaluation Committee Update- R. Sam Sullivan advised they are still working to complete the contracts for individual IOG approval. The contract that Bob tweaked at the last meeting will be personalized for each IOG. Marilyn advised the IOG's are fine with the raise proposed as long as the certification rate is increased slightly. The Board discussed raising the rates; James Acosta advised he does not feel we need to raise our rates, stating the original desire was to bring about a more equitable share of the current distribution of the revenue sharing with the IOG. Bob Hamilton advised these monies are gratis, and that F.A.C.E. does not put these courses on. He feels F.A.C.E. needs to complete the projects on the plate in an attempt to decrease the 40 hour courses to 36 hour so we can keep the courses under \$500.00. Bill Van Horn advised his committee will get started on this project. Lori Troxel reminded the Board that Michael Titmuss and his Ad Hoc Committee recognized a need to increase the fees due to the continued use of the reserves. We need to make sure we are securing the future of F.A.C.E. and not putting off the hard decision of rate increases in hopes the economy continues to improve. Bill Van Horn also shared F.A.C.E. is still one of the cheapest certification rates around, and that he is going to ensure the courses are shortened to keep them economical for the members.

Motion to implement written contract with IOG's from 5% to 10% for F.A.C.E. profit sharing, and to make the contract timeframe a three year period beginning July 1, 2016.

Bill Van Horn Second: James Acosta

Motion Carried

Motion to increase the hourly rate \$1.00 of all certification courses provided by F.A.C.E. starting July 1, 2016.

Bill Van Horn Second: R. Sam Sullivan

Motion Carried

Recessed for break 3:04 PM reconvened from break 3:18 PM

F. IOG – Marilyn Crotty

- a. **General Comments-** Marilyn Crotty shared with the Board a letter written by Susan Pruchnicki at the request of Cindy Drake concerning some issues with the F.A.C.E. Online System. The Board reviewed the letter, with James giving information on the Deposit History, and with additional commentary on the old records. We suggested in the past that all old records from previous members be removed from the system. Lori Troxel to review the last couple of years to determine if we decided to have ePolk removed the archived members from the system. Lori Troxel requested this letter go to Mark prior to the Board discussing further. Marilyn Crotty advised the Board that Michelle Gardner will be leaving the IOG, and relocating to the UK. She will remain with F.A.C.E. through the conference.
- b. **2016 Conference Location** – Deferred to 1st Vice President
- c. **2017 Conference Location** – Contract was received yesterday, and needs to be reviewed through the normal University Channels. Marilyn went over some of the content of the contract, and advised the contract looks good, sharing that the hotel also gave the option to extend one additional year. The Board discussed getting RFP's for the 2018 Conference earlier. Marilyn Crotty to have Helm's Briscoe put an RFP out for south of Melbourne and will bring back to Board.
- d. **Council Transition** – Bob Hamilton will be officially retiring; the 2016 conference will be his final. Gary Glasman will take over as Board Attorney. Marilyn is to ensure Gary Glasman has an invitation to the May and Pre-Conference Meeting, however Bob advised he nor will not be able to attend the May Board Meeting as he will be attending a government law seminar to his CLE's.

G. Sergeant-at-Arms - April Hartseil

- a. **Legislative Committee Update** – April Hartseil presented the by-law change for the definition of active member and then further discussed retirees, explaining the retirees should not pay the same fee as our recertifying membership and discussed creating a new membership category in the bylaws. Lori Troxel reminded the Board that the retirees were to be reclassified in the F.A.C.E. online system as retirees instead of being listed as an associate. Bill Van Horn also reminded the Board that Mark Caskie stated he would change that in our online system, due to the determination of the Board last year that member information would not be available to associate members. It was determined that this has not been taken care of yet. Retiree status

on standing committees was discussed. It was determined that no policy exists that does not allow an associate or a retiree being allowed to participate on a committee. Bylaw changes came back from committee with the revision to Article 2 Section 2 of the Bylaws.

Motion to direct the legislative committee to prepare a written ballot amending Article 2, Section 2 of the Bylaws pertaining to active members.

Lori Troxel Second: James Acosta

Motion Carried

- **Treasurer Elect vs. Appointment** – The committee decided not to create an appointed position, however advised if the Board decided to appoint a treasurer they recommend the treasurer not have voting rights.
 - **Apprentice Treasurer-** The committee asked if the treasurer was bonded, and stated F.A.C.E. should be bonding our treasurer. James Acosta advised he is bonded however; he is not bonded by F.A.C.E. Bonding Fees were discussed. It was discussed that we do not need a Treasurer to be a voting position anyway. F.A.C.E. could pay a Treasurer, that has no policy making decision based on the current make up the Board. James Acosta to check on Bonding Fees and the details.
- b. **HB 723 and SB 1258** – Both bills have not gone anywhere, they were introduced and died. Marilyn Crotty asked what David Sheppard is doing for F.A.C.E. right now. Marilyn indicated we should be getting more information from David concerning bills that effect building, and codes. R. Sam Sullivan asked April if we need to put the lobbyist position out to bid again. April advised it wouldn't hurt. The conversation was tabled for another meeting.
- c. **Strategic Plan Update** – April Hartseil indicated they are going to attempt to gain the support of the Florida League of Cities, as the committee feels F.A.C.E. will not move forward without their help. Marilyn Crotty is going to speak with Scott Dudley and attempt to get F.A.C.E. a seat on the Urban Administration Committee.

Motion to recess 5:00 PM, March 3, 2016.

April Hartseil Second: James Acosta

Motion Carried

Reconvene 8:06 AM; March 4, 2016

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

Excused: Mark Caskie – E-Polk Liaison
Bob Hamilton- Attorney
Donna Wisnewski - Historian
Liana Teague - Webmaster

H. 2nd Vice President – Bill Van Horn

- a. Certification Committee Update – 2nd Vice President Bill Van Horn advised he will be going back to his committee and start working on the revision of classes from 40 Hrs. to 36 Hrs. Bill also discussed a six hour course designed for the Panhandle, in order to provide additional affordable CEH's for this area. The course will also be available later to all F.A.C.E. members.**
Motion to approve the six hour emotional intelligence and interpersonal skills course to be financially self-sustaining.

April Hartseil Second: R. Sam Sullivan

Motion passed unanimously

Bill Van Horn also advised the Board, that he discussed the issue of Gary Glassman's study guide handout, Mr. Glassman agreed to title the handout, place his name as the creator, have the document notated that the study guide is not endorsed by F.A.C.E., offer the study guide to other facilitators throughout the state, address some of the questionable multiple answers, and language that was used. Bill and Sam reviewed a couple of submitted PowerPoints provided by approved F.A.C.E. trainers for potential webinars; the course titles are Verbal Tactical Defense, and Unsafe Structure Abatement. The calculation to present the course is \$2500.00 and that covers everything but the trainer, the maximum number of attendees would be 90 to 100. Bill stated he feels \$40.00 should cover the course and hopefully provide a profit to F.A.C.E.

Motion to reallocate \$2500.00 for webinar production and \$100.00 for instructional fees to hold a 2 hour webinar at a minimum cost of \$40.00 per attendee hosted by FSU's platform.

R. Sam Sullivan Second: Leslie Banta

Motion Carried

- b. Language for Amended Recertification Policy (Suggested by S. Pruchnicki due to specific instance) – Bill Van Horn requested that the Board consider a few housekeeping items to help**

the committee clean up verbiage of the recertification policy, as well as create a written policy that members shall not resubmit the same class within the same two year certification period. **Motion to revise the May 4, 2007, policy verbiage, indicating that if a member does not meet the deadline for recertification, the member has an additional six months to submit the required continuing education hours to the UCF-IOG office, and upon payment of the non-refundable late fee of \$50.00, plus any outstanding annual fee(s) the member will then be recertified.**

Bill Van Horn Second: James Acosta

Motion Carried

Motion to create a new policy or reinforce a possible existing policy created sometime in the 1990's; that a member shall not submit any repeat continuing educational hours or class certificates within a current two year period of certification.

Bill Van Horn Second: R. Sam Sullivan

Motion Carried

- c. **ICC Partnership (Heard out of Order on 3-4-16)** – Tom Allen, Regional Manager of ICC Government Relations presented information on partnership benefits for F.A.C.E. and our membership. He also asked that we support a proclamation for Building Safety Week.

Motion to approve proclamation for Building Safety for the month of May 2016

Lori Troxel Second: Bill Van Horn

Motion Carried

Motion to become an ICC Chapter

Lori Troxel Second: Bill Van Horn

Motion Carried

- d. **Decertification Appeal – Joe Pasquariello, City of Ft. Lauderdale** – A discussion with Joe Pasquariello, and the Board took place. The issues were discussed.

Motion to restore all certification levels upon payment of late fees and annual fees amounting to \$265.00, payable immediately.

R. Sam Sullivan Second: Lori Troxel

Motion Carried

Recess 9:00 AM; Reconvene 9:19 AM Returned to 2nd Vice President

I. 1st Vice President – Leslie Banta

- a. **2016 Conference Update** – 1st Vice President Leslie Banta advised the Board of the changes to the conference agenda, and we had to make changes to the registration. Marilyn Crotty

indicated she has some reservations on the Solid Waste course, she indicated Susie Dolan of Waste Pro turned the course facilitation over to Kessler, who stated they would take it under consideration. R. Sam Sullivan will possibly put a course together in the event they fall through. Since this is Bob Hamilton's last year with F.A.C.E. we will put him on the General Session titled Bit, Shot, or Sued, and have Bob reflect on his last 26 years with F.A.C.E. then open the floor. The National Anthem is still open. Marilyn to check on Tony Ortiz to welcome the conference attendees. Marilyn advised we do not have a facilitator for the Workshop for Coordinators, the Board agreed to remove it from the offering this year, and suggesting the next 2nd VP find someone to facilitate this course in the future. Leslie advised the Board if we do not get enough talent registrations, Michelle Gardner has a backup comedian for entertainment.

- b. **Strategic Plan Update** - Leslie updated the Board on the CVENT conference app, Leslie suggested we consider this in the future, once we try out the free app provided by the Florida Hotel next year. Technology is exciting however it is at a cost that at this time is more than we can afford, suggesting we continue to consider using this new platform in the future.

J. 3rd Vice President – Ken Jackson

- a. **Membership Committee Update** – 3rd Vice President Ken Jackson advised his team has cross referenced several databases in order to determine who does not participate with F.A.C.E., Ken indicated they have a form letter and are not getting back very many responses, with some negative responses. April Hartseil advised this information would be helpful with the Legislative team, Ken advised he will share with April. Cindy Drake asked if they are following up with phone calls or leaving it all to email, Ken advised they are using just email, however they can start follow-up calls. Ken went over the membership report showing we now have an overall total of 2,159 members.
- b. **Strategic Plan Update** – Ken would like to check on the technology to email the InterFace where it opens directly in the email, and send it in a blast rather than just blasting the members a link. The Board discussed advised Ken to get with Liana or Mark and start sending the InterFace out to the members direct. He also feels they are enhancing the Website for our membership.

K. Secretary – Lori Troxel – Nothing to present

- 9. **Old Business** – April Hartseil brought back up reducing the membership fee for our retirees, Leslie Banta suggested a lifetime member fee rather than an annual fee. The Board discussed and again wants Mark to

set up the membership classifications to match the Bylaws to include retired members. April Hartseil will check what other associations do in regards to their retirees.

10. New Business – No New Business

Motion to adjourn the meeting at 11:41 AM on March 4, 2016

R. Sam Sullivan

Second: James Acosta

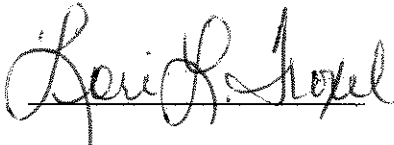
Motion Carried

The next meeting dates will be May 6-7, 2016; Comfort Suites 5617 Major Blvd. Orlando, FL

Attest:

Approved:

Florida Association of Code Enforcement



Respectfully submitted by

Lori L. Troxel, Secretary



Cindy Drake, President