

Florida Association of Code Enforcement, Inc.

Board of Directors Meeting

MINUTES

Friday, May 3 & Saturday, May 4, 2013

1:00 p.m. – 6:00 p.m.

8:00 a.m. – 12:00 p.m.

Comfort Suites at Universal

5617 Major Blvd.

Orlando, FL 32819

407.363.1967

1. Call to Order 1:02PM

2. Roll Call

President, Jim Dehne

1st Vice President, Michael Titmuss

2nd Vice President, Donovan

Sergeant-at-Arms, R. Sam Sullivan

Treasurer, James Acosta

Secretary, Cindy Drake

Immediate Past President, Mark Caskie

3rd Vice President, Jennifer Baker – excused

Also present: Marilyn Crotty, IOG Bob Hamilton, F.A.C.E. Counsel

3. Approval of Agenda

Motion to amend the agenda adding C. John Weber to #7 Membership Issues:

R. Sam Sullivan Second: Mark Caskie

Motion carried unanimously

Motion to amend the agenda adding d. E-Polk to C. IOG:

Mark Caskie Second: R. Sam Sullivan

Motion carried unanimously

Motion to approve the Agenda as amended:

R. Sam Sullivan Second: Mike Donovan

Motion carried unanimously

4. Approval of Minutes

Motion to approve minutes of the February 19 & 20, 2013 Board Meeting:

R. Sam Sullivan Second: Mike Donovan

Motion carried unanimously

5. Welcome Visiting Members

Danny Thompson, Legislative Committee, Lakeland

Hector Garcia, Program Committee, Daytona Beach

Ken Jackson, Membership Committee, Palm Beach County

Joe Fenton, Past President, Bradenton

John Weber, Alachua County

Curtis Gillespie, City of Sarasota

6. Opening Comments – President Jim Dehne

Jim Dehne commented on how quickly the year has gone and that it has been a good year. The Board had a lot of accomplishments, held to the budget, and everyone has been great to work with. He thanked everyone.

EXECUTIVE SESSION – visiting members were excused

7. Membership Issues

A. Aaron Pool – City of Port Orange

Mr. Pool was not present so his appeal was postponed until later in the agenda.

B. Curtis Gillespie – City of Sarasota

Second Vice President Mike Donovan introduced Curtis and stated the purpose of the visit. Mr. Gillespie addressed the Board and answered questions. Mr. Gillespie was excused and discussion ensued.

Motion to grant the appeal and recertify both lost levels and payment of the required fees:

James Acosta Second: Mike Donovan

Discussion ensued

Roll Call vote – Motion failed 5 – 2

Motion to a partial grant of the appeal. Re-instate Fundamentals of Code Enforcement and pay required fees (\$65):

Michael Titmuss Second: R. Sam Sullivan

No discussion

Motion passed 5-2

Mr. Gillespie was advised of the decision.

C. John Weber – Alachua County

Second Vice President Mike Donovan introduced John and stated the purpose of the visit. Mr. Weber addressed the Board and answered questions. Mr. Weber was excused and discussion ensued.

Motion to deny the appeal:

Mike Donovan Second: Cindy Drake

Motion failed 4-3

Motion to a partial grant of the appeal. Re-instate Fundamentals of Code Enforcement and pay required fees (\$260) by June 25, 2013:

Michael Titmuss Second: R. Sam Sullivan

Motion passed 5-2

Mr. Weber was advised of the decision

Break 2:25PM – 2:40PM

Aaron Pool's appeal will be heard later in the meeting.

8. Reports

A. Treasurer – James Acosta

- a. Current Budget presented and reviewed
- b. There was no Conference Budget presented
- c. Reconciliations reviewed

Motion to approve the Treasurer's Report:

R. Sam Sullivan Second: Michael Titmuss

Motion passed unanimously

B. President – Jim Dehne

The President deferred his report until later in the meeting.

- a. Webmaster
- b. 2014 Conference- Silver

C. IOG – Marilyn Crotty

- a. IOG – Marilyn advised that the IOG received a letter regarding a code enforcement complaint in Palm Beach County. She advised that the IOG receives letters like this periodically. They are referred to the appropriate agency.

Marilyn asked for clarification regarding the F.A.C.E. annual fee:

If an individual was a member of F.A.C.E. but was not certified and his membership lapsed, does that person have to pay fees for the years he did not join in order to be reinstated?

Mark Caskie reviewed the Single Fee Policy to find out if this question is addressed. He found that it was not because the policy only references a certified individual.

Motion: In the case of a non-certified member, if there is a lapse in membership and they seek re-activation, the individual will be treated as a new member and will pay the current membership fee.

Mark Caskie Second: R. Sam Sullivan

Motion carried unanimously

b. PTI Contract

A 2 year contract for testing service includes an increased fee to \$36.00 per person. The current fee is \$34.00. Currently, the fee to take the exam is \$75.00 if paid up to 2 weeks prior to the exam. PTI receives \$34.00 per student plus a \$100.00 site administration fee for 1 proctor. The IOG receives \$12.00 per student.

The cost to develop test questions increased from \$37.50 to \$38.00 per test question developed.

The fee to take the exam has remained the same since 2008.

Motion to accept the PTI contract as proposed effective May 1, 2013 through April 30, 2015:

Mark Caskie Second: R. Sam Sullivan

Motion carried unanimously

c. 2013 Conference – this issue will be discussed under 1st Vice President

d. E-Polk

Mark Caskie, R. Sam Sullivan, and Susan Pruchnicki met with E-Polk on April 10, 2013.

A list of technology items was developed with input from IOG. E-Polk submitted a proposal to address the items listed (see attached). Item #2 was addressed during the meeting at no charge. #9 on the proposal was not on the list. It was added during the meeting. The proposal includes 19 line items. The estimate is based on addressing the items separately at an estimate of 17 hours and a cost of \$2210.00. Addressing the items individually will certainly cost more than if several are addressed at the same time. The goal is to allow for the efficient management of the F.A.C.E. database by IOG staff. Mark would like to accomplish these upgrades within this year's budget, not to push this out until next year's budget. James reviewed the current year's budget.

Motion to approve the proposed maximum of 17 hours to upgrade the online administration program by E-Polk:

Mark Caskie Second: Mike Donovan

Motion carried 6-1

Mark suggested additional funding for technology in next year's budget.

Mark will request the work be done right away to allow for billing by the end of May to keep the expense within this year's budget. He will negotiate with e-Polk to see if the hours and price can be lowered.

D. 1st Vice President – Michael Titmuss

a. 2013 Conference

Planning for the conference is on track and going well. 215 are registered to date (239 needed to break even). The class on internet cafés has been replaced with a panel discussion Creative Solutions for Abandoned properties – 2 one hour blocks with 3 panel members each hour.

The thumb drive materials are due to Image Depot by May 15th.

P.A.C.E. requested to conduct a 50/50 raffle and has paid a \$200.00 vendor fee; they will be the only 50/50. Other Chapters may raffle something else with Board approval.

To date there is \$11,200 in paid sponsorships. At least two more are expected.

Michael displayed a sample of the gift item; a cooler with a palm tree bottle opener, the embroidery file belongs to F.A.C.E. and can be used without a set-up fee in the future.

Michael is creating an updated Program Committee Check List.

b. New Program Booklet

Program Committee member Hector Garcia presented information about a 34 page Program Booklet featuring local business advertising. The cost to F.A.C.E. is \$2800.00 and he has already sold \$4500.00 in ads. The cover will be the conference logo. There is an advertiser who is purchasing a full page ad that would like to use the F.A.C.E. logo on the ad. Some of the advertisers have donated trinkets for giveaways. The printer is donating 350 water bottles with the conference logo on one side and vendor information on the other. 10 pages are reserved for conference information. A suggestion was made to include a condensed agenda for the booklet “Conference at a Glance”. A map of the hotel and a list of

sponsors will also be included. Each advertiser will get a copy of the booklet.

The Daytona Beach Police Honor Guard will present the colors.

During the President's Reception they hope to have a Stomp group. There will be no charge for their performance.

At the banquet Dusty Crook Caribbean Sounds, a calypso style steel band will perform. This will cost \$500.00 for 3 hours.

Motion to prohibit the use of the F.A.C.E. logo in advertising:

Michael Titmuss Second: Mike Donovan

Motion carried unanimously

Room Night Status:

796 sleeping room nights had been obligated to in the contract. There are currently 566 room nights booked. The attrition clause has been enacted. The block was reduced by 25% (199 rooms). We now are obligated to 597. We are currently 31 rooms short of meeting the commitment.

Marilyn advised Vice Mayor Scott Maxwell, City of Lake Worth has contacted the IOG to say he would like to sponsor a meal for the outgoing and incoming Board members. Sam advised Mr. Maxwell told him he has issues with limitations of 162 and would like to discuss his thoughts with the Board. The Board wishes to know more specifically what he wants to present and who else would be attending. Sam will contact him, get the information and an e-mail vote will be conducted to determine whether or not to accept the offer.

E. **2nd Vice President** – Mike Donovan

a. **Train the Trainer update**

There is little interest in the mentoring program. To hold a train the trainer class we need 12 participants. Mike has attempted to find interested individuals and received no response. Karen Matches has 4 or 5 interested. Mike will put this in his Interface article.

Hector advised he applied several years ago and has been disappointed to have received no response. He believes he meets the criteria. Jim recalls the Board decided to supplement a class if necessary. Jim recommended Hector bring this question to the new Board. Michael advised he was on the Certification Committee at that time and he believes a decision was made. Michael recommended Hector provide Karen Matches with the particulars of the training he has had that may qualify him and she can determine if it is or if he needs to take the F.A.C.E. Train the Trainer course. Mike advised he received a letter from an unhappy member. This member took the recently offered revised Administrative Aspects class. He complained about one of the instructors being unprepared and said he was disappointed to be in a "Guinea Pig" class. It is apparent from the date of the letter the test score had not yet been received. He is requesting a credit for the class so he can go elsewhere and take the class again. Marilyn will share the comments with the instructor.

Marilyn received a phone call from Scott Peters with the FL Department of Education. There is a Law and Public Safety program for high school students considering career choices. They are looking at careers that have industry certifications and are interested in partnering with F.A.C.E. to allow high school students who complete a "Compliance Officer" course to

take the F.A.C.E. exam; James commented this type of partnership could help us in our bid for certification.

Mark asked Mike if the Certification Committee has developed the Certification Appeal Form. Mike advised they have not, but he will create the form and e-mail it to the Board for review.

F. **3rd Vice President** – Jen Baker

a. Membership Update (presented by Marilyn)

Membership is down from this time last year. Mark believes this is relative to the state of the industry.

G. **Sergeant-at-Arms** - Sam Sullivan

a. Legislative Update

House Bill 269 passed yesterday 119-0. The Senate bill already passed. The Bills are at the Governor's desk for signature.

c. **Hot Topics - Bob Hamilton**

Bob advised the Board that one of the topics he will cover during his ethics presentation is related to the Miami Beach sting operation. He also reported he received a request to look at an old Circuit Court Appeal case. Bob read the item to the Board so they are aware before he presents it. In short, local decisions have no effect statewide.

The meeting recessed at 5:30PM.

The meeting reconvened on Saturday May 4, 2013 at 8:00AM.

Roll Call:

President, Jim Dehne

1st Vice President, Michael Titmuss

2nd Vice President, Donovan

Sergeant-at-Arms, R. Sam Sullivan

Treasurer, James Acosta

Secretary, Cindy Drake

Immediate Past President, Mark Caskie - excused

3rd Vice President, Jennifer Baker – excused

B. President – Jim Dehne

a. **Webmaster** – The current Webmaster, Debbi Leigh, will be retiring this summer. Mark Caskie has been trained to administer the web site and is willing to serve. Jim made the suggestion to Michael that Mark would be a good choice when he considers naming the Webmaster. Since the last meeting with E-Polk Mark has been using the training received.

b. **2014 Conference- Silver** The 2014 conference will be the 25th anniversary. Jim encourages the Board to plan something special.

G. Sergeant-at-Arms - Sam Sullivan

a. **Legislative Update** – HB 269 passed 119-0 and has been sent to the governor for signature. The committee and the F.A.C.E. Lobbyist have been speaking to Keith Perry of Alachua County about sponsorship of the certification bill next session. The League of Cities has expressed interest in having F.A.C.E. meet with their Policy Committee. Sam will explain the process in his Interface article.

b. **Membership Issues** – Sam spoke to Scott Maxwell, Lake Worth Vice Mayor. Scott is concerned that 162 doesn't address dilapidated properties. Mr. Maxwell is the incoming president of the Palm Beach County League of Cities. Scott also asked about his appeal. Marilyn advised the IOG has no additional information. All they have are his certification and de-certification dates.

Jim believes it would be a good idea to have an explanation of the Board Policy and some history of appeals. Marilyn commented that there is currently no brochure that fully describes the process. The new Membership Chair could be tasked with developing a new comprehensive brochure. James presented 2 brochures that were developed after the Single Fee was adopted. These need to be reviewed, updated and possibly melded into one brochure. Michael will contact Mark and find out if he can review the content and update it in time for conference. Marilyn requested an electronic format for IOG use.

Member Chick Eric Henderson of Port St Lucie was charged with soliciting or accepting unlawful compensation. He is contesting the charges and is scheduled to have a hearing June 5, 2013. He has been terminated by his jurisdiction. The Legislative Committee reviewed Article II Section 8 of the By-Laws and the particulars of this situation. They recommended Mr. Henderson's membership be suspended and reviewed again after the June 5 hearing.

Motion to suspend the membership of Chick Eric Henderson:

Mike Donovan Second: Michael Titmuss

Motion carried 6-0

H. Secretary – Cindy Drake

Formalization of the email motion and vote. Re: PACE 50/50

Motion to accept the e-mail vote regarding the P.A.C.E. 50/50 raffle at the conference:

R. Sam Sullivan Second: Mike Donovan

Motion carried 6-0

Discussion: Other Chapters may be allowed to raffle other items with Board approval. Chapters may set up an information table for no fee. If they want to hold a raffle or display merchandise they may give F.A.C.E. a donation and may have a table.

- a. **Update on Records Management Project** – Cindy advised of the progress she has made and told of some of the interesting things she has found such as the Policy Manual that is complete through 2008. Michael would like a copy of the existing Policy Manual. Jim would like the “Board Book” to be electronic.

Break 8:43AM – 8:48AM

I. Immediate Past President – Mark Caskie

- a. **Nomination report – In Mark’s absence**, Jim presented a list of nominees and showed the Board the e-mail that was sent in search of nominees. Jim also read the candidate for Treasurer, Kimberly Corbin’s, bio.

Marilyn advised the Volusia County League of Women Voters is scheduled to conduct the election.

7. Membership Issues

A. Aaron Pool – City of Port Orange

Mr. Pool’s letter was read. Marilyn presented the IOG information re: his certification, associated fees and continuing education hours.

Motion to deny the appeal:

Michael Titmuss Second: R. Sam Sullivan

Motion carried unanimously

J. 2013 Scholarships

13 complete scholarship applications were received. There were a few other incomplete applications received. Susan contacted each of them however did not receive the required information therefore they have not been included. James advised of the amount of money available in the Scholarship Fund. There is more than enough money available to fund all of the complete requests.

Motion to grant 13 scholarships:

R. Sam Sullivan Second: Mike Donovan

Motion carried unanimously

K. 2013 Joseph V. Huskey Award

Nominations were reviewed and a decision was made.

L. Webmaster - no report

M. Historian – Jim Dehne recommended that the next president reappoint Donna Wisniewski as historian.

9. Old Business

Mike Donovan asked about certificates for Committee Members – Michael advised they will be provided by the Program Committee. Ribbons are in their conference packets.

The suggestion was made to recognize the Committees during the General Session rather than at the banquet.

The League of Cities Conference will be held in Orlando August 15 – 17. The President and Past President will attend as vendors. Registration information has not been received yet. The details will be discussed at the June BOD meeting.

10. New Business

The PTI contract has an increased fee of \$2.00. Jim reported that Mark had suggested the cost to take the test be increased to cover this with implementation October 2013. Michael believes it would be better to raise the fee at a time when the participants can receive something more for the money rather than because of an increase in the contract. There was discussion about why the test for Fundamentals and Administrative Aspects is held on Saturday. James reminded the Board that F.A.C.E. participates in a revenue sharing agreement with IOG and we do make some money from that. There was discussion about scoring and why it takes so long for the student to receive the results. Marilyn reminded the Board that course participants can take the test at PTI in Orlando for an additional fee and receive their results the same day. Michael asked what it would cost to have PTI provide the technology needed to score the test at the test site so the participants could get the exam results the day they take the test. Marilyn will ask PTI if this is possible and if it is what it would cost. It was the consensus of the Board to wait to decide on raising the fee until we get an answer from PTI about the possibility of scoring the test at the test site.

Sam reminded everyone to bring their Board Books to pass on to the new Board Members.

Michael advised that the company that did the embroidery has a virtual store. They have proposed allowing F.A.C.E. to participate at no upfront cost to F.A.C.E. The customer could purchase items with the F.A.C.E. logo on them. Image Depot has offered a similar program. They have a vector file (single color) of the F.A.C.E. logo. Michael is going to experiment using this method for the Code Man site.

Motion to adjourn 10:20AM:

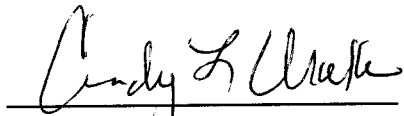
James Acosta Second: R. Sam Sullivan

Motion carried unanimously

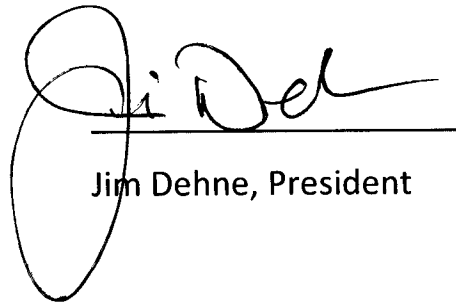
The next meeting will be held Monday June 24, 2013 at 1:00PM at the Daytona Beach Hilton Ocean Walk.

Attest:
Florida Association of Code Enforcement

Approved:



Respectfully submitted by
Cindy L. Drake, Secretary



Jim Dehne, President