

Florida Association of Code Enforcement, Inc.

Board of Directors Meeting

Minutes

**Friday May 8, 2015
1:12 PM – 6:54 PM**

**Saturday, May 9, 2015
8:05 AM – 10:19 AM**

**Comfort Suites Universal Studios Area
5617 Major Boulevard
Orlando, FL 32819
(407) 363-1967**

1. Call to Order

2. Roll Call

President, R. Sam Sullivan

1st Vice President, Cindy Drake

2nd Vice President, Bill Van Horn

3rd Vice President, Leslie Banta

Sergeant-at-Arms, Danny Thompson

Treasurer, James Acosta

Secretary, Lori Troxel

Immediate Past President, Michael Titmuss

Also present: Marilyn Crotty, IOG

Bob Hamilton, Attorney

Donna Wisnewski – Historian

Mark Caskie – Webmaster

3. Approval of Agenda

Motion to approve the agenda as amended:

James Acosta Second: Cindy Drake

Motion carried unanimously

4. Approval of Minutes

Motion to approve amended minutes for the December Board Meeting

Cindy Drake Second: Bill Van Horn

Motion carried unanimously

5. Welcome Visiting Members and Guests – Tom Allen- ICC Government Relations Liaison. Tom is Central Florida Code Official for the past 20 years.

6. Opening Comments – R. Sam Sullivan thanked the Board for their professional behavior at the February Board meeting.

7. Membership Issues

A. Wayne Phillips – Port St. Lucie – Bill Van Horn presented Mr. Phillips case to the Board. The Certification Committee denied the members request to reinstate his certification. R. Sam Sullivan indicated the member provided him some documentation regarding his re-certification appeal. The information reflects that Mr. Phillips did not have enough CEH's to retain the certification even if the late fee was waived.

Motion to deny the appeal of Wayne Phillips

Leslie Banta Second: Michael Titmuss
Motion carried unanimously

B. Membership Emails – Bill Van Horn read an email out to the membership via Susan Pruchnicki. Member notification emails are not making it to the membership due to being marked as spam. Bill Van Horn indicated he supports Susan's position on the email situation and would like to see a fix to the problem. Mark Caskie indicated the email log in the system represents about a ten percent bounce back rate. He further states that he receives the emails and he identifies the email and attempts to correct the issue, however a lot of them is an issue with the member. Either they are no longer working or the jurisdiction changed their domain name. Mark stated Susan just sent out over 400 emails and the return rate was approximately eight percent, and that they are currently working with the issue however, he doesn't feel the issue will ever go away due to the outside issues out of F.A.C.E. control. Bill Van Horn would like a card to go out at the conference to remind members to go online and update their personal information.

8. Reports

A. Treasurer – James Acosta

- c) **FCCMA 2015 Conference** – R. Sam Sullivan advised he has been keeping in touch with Shawn O'Rourke, and stated the presentation has been developed and as soon as he receives it, he will forward it to the Board. He will keep everyone updated as they approach the conference date. Marilyn stressed the information provided at the conference not be a sales pitch for F.A.C.E. and that it contain quality information concerning Code Enforcement.
- d) **FLC Conference** – R. Sam Sullivan advised the conference is coming up, and reminded the Board the President and Past President attend this conference. The conference is August 12-14, 2015, in Orlando.
- e) **PTI Contract** – R. Sam Sullivan advises the PTI Contract was received and advised there were no changes. Marilyn advised no fee or condition changes were taking place this contract. The contract was disseminated.

Motion to accept the PTI Contract as written.

Cindy Drake Second: Bill Van Horn
Motion Carries Unanimous

C. 2nd Vice President – Bill Van Horn

- a) **Certification Committee Update** – Everything is going great at this time with certification appeals, and CEH approvals. They have had a hiccup with CEP topics which they are working through. Bill Van Horn advised the Board the committee lost a long time member Monica Cole, advising she moved to a new jurisdiction which does not support her role. Bill advised they decided to wait and choose new committee members from the applications received for 2015-2016.
- b) **Survey Results (Topics Presented to Chapters)** – Bill advised they took the 16 courses that the Board approved last meeting to different chapter meetings. They had 284 responses, with the top choices of classes being Meth Labs, Arborist, Plan Review, Social Media, and Minimum Housing, Unsafe Structures, and CEPTED. Marilyn stressed these courses would be mini certification courses, while other classes that did not make the list would make good webinar courses. Each topic has been touched on at our conferences and

he hopes we can get them up and running fairly quickly. Bob Hamilton and Donna Wisniewski want to ensure the courses we implement are not in conflict with current certification programs and exams versus specialty certifications. Lori Troxel suggested using the certification courses outside and F.A.C.E. just being the host for the class.

- c) **CEH Consideration for online classes-** Bill Van Horn has some recent submittals for CEH's via attendance with an online course. Bill Van Horn advised that per F.A.C.E. policy the only online course approved is FEMA related. Lori Troxel advised the Board recently changed this policy to include any online course that is required by a jurisdiction, the class must include an exam and certificate. Tom Allen advised many online courses have a system which monitors use of the course. The Board discussed the use of online courses. The certification committee will work to identify and approve future online courses which members can use to obtain CEH's.

Recess 3:10 PM

Reconvene 3:25 PM

D. Historian – Donna Wisniewski –

- a) **Conference Banner –** Donna shared the history of the banner updates each year for conference. Donna indicated she and Dot are getting uncomfortable just expecting the banner be updated. The Board discussed, and R. Sam Sullivan advised Donna to approach Jayco Signs and simply ask how much they will charge us to update the banner annually.

Motion to approve the cost of banner update not to exceed \$50.00.

Michael Titmuss Second: Bill Van Horn
Motion Carried Unanimous

E. e-Polk Liaison – Mark Caskie

- a) **Admin System Update –** The admin system has been completed and is generally working well. Susan requires much less support and is getting comfortable with the changes. Marilyn advised Susan gave her something to

bring to the Board, some items that e-Polk agreed to do was not included in the update. They are building a report that will be specific to the invoice such as membership fee vs. late fees. Currently the invoice only indicates part of the invoice was paid. Mark indicated this is not an easy fix, and that when the update to the system was being discussed the idea of reporting did not get the attention it needed. Mark has been manually calculating the information required until the reprogramming is completed. They are attempting to fix the issue without re-writing the program and try to make it a maintenance fix. Marilyn Crotty read a letter to the Board from Susan, advising the Board of the issues going on with e-Polk and the system. Mark asked that the letter be forwarded to him, in order to work on the issues Susan indicates she is having. Mark advised most of the issues Susan is relating to the Board were fixed, and the ones that Susan is finding are going to have to be addressed and are expected as part of a new system implementation. He further stated the system is new and some issues will be corrected quicker than others. The Board discussed the issues with the new program and suggested Mark and Susan continue to work together identifying and correcting the issues as they are found. R. Sam Sullivan shared with the Board that he has appointed a new Webmaster Liana Teague, and Mark will be the e-Polk Liaison, due to the overwhelming amount of work the implementation of the new system programs and updates.

- b) **Late Fees for Non-Certified/De-Certified Members** –Discussion took place on the amount of individuals who were not charged the late fee, Mark indicated only eleven individuals were not charged the late fee, and that area of the system was corrected.

F. IOG – Marilyn Crotty

- a) **IOG – General Comments and Updates**–Marilyn shared with the Board an issue with a non-member who registered and took an F.A.C.E. course in which he paid member price instead of paying the non-member price. Marilyn advised an invoice was sent for \$85.00 and an email reply was received back

indicating no further money would be paid for the course. A short discussion took place on how to change the format of payment so this does not continue to occur. Michael Titmuss advised that it is not necessary to make a change based on the reoccurrence rate of this issue being minimal, and further sharing that nonmembers taking a course is a plus for F.A.C.E. whether they pay member or non-member pricing. The Board agreed to flag the individual from taking further courses until payment is received.

- b) **2015 Conference** – Deferred to Cindy Drake
- c) **2016 Conference** – We have a signed contract with the Rosen Centre. Marilyn advised the conference fee must be raised this year, due to food cost increases. Mark requested we set the conference fee so jurisdictions who are working on their budgets can incorporate the cost of conference in them. Marilyn stated the Rosen Centre did not set a food cost in the contract, so she does not have them. The Board did not set the 2016 Conference Fee
- d) **IOG Contract Letter of Agreement** – Marilyn provided the contract for next year, with a 2% increase. The scope of services were modified, and suggested we take our time to review it, and to let her know if we have any questions.
- e) **Scholarships** – Marilyn presented the Board with thirteen applications which were received and reviewed. One was late, and can be eliminated if the budget does not allow for all to be approved. The Board discussed the budget and the applicants. Due to F.A.C.E policy only three applicants can be approved per jurisdiction, thus one from Collier County cannot be approved. One application was received late; the Board discussed accepting versus not accepting the application. The application will be included in the motion for vote and further discussion.

Motion to approve three of the four Collier County scholarship application as well as all other nine submitted requests. Collier County is to select the identity of the three recipients from their jurisdiction at their own discretion.

Lori Troxel

Second: Cindy Drake

Motion Carried 5-3. Bill Van Horn, Leslie Banta, and R. Sam Sullivan dissenting.

Executive Session 4:12 PM

- f) **Huskey Award** - The Huskey Award nominations were reviewed, discussed, and voted on. The information will be included in the post conference minutes.

G. Administrative Contract Review Committee – Michael Titmuss

- a) **Administrative Contract Review Committee Update**– Michael Titmuss went over the progress of the Admin Contract Review Committee.

Recessed 6:54 PM May 8, 2015

Reconvened 8:05 AM on May 9, 2015

Roll Call Saturday February 7, 2015

President, R. Sam Sullivan

1st Vice President, Cindy Drake

3rd Vice President, Leslie Banta

Sergeant-at-Arms, Danny Thompson

Treasurer, James Acosta

Secretary, Lori Troxel

Immediate Past President, Michael Titmuss

Also present: Marilyn Crotty, IOG

Excused:

2nd Vice President, Bill Van Horn

Board Attorney – Bob Hamilton

Historian – Donna Wisniewski

e-Polk Liaison – Mark Caskie

H. 1st Vice President – Cindy Drake

- a) **Conference Update** – Cindy and Marilyn shared with the Board this year has been a bad year with speakers cancelling, changing, or forgetting items for the itinerary. We currently have 207 members registered for conference. Cindy went over the budget and expenditures, showing only one line item over budget. Cindy advised the board the menu, conference script, entertainment;

conference gifts, speaker fee's, committee member accommodations, and the conference theme are all accounted for and ready to move forward. Cindy would like the committee members to be recognized in a more professional manner this year as she feels this will also help improve member participation. The Board agreed to having this done during the General Session, a schedule will be distributed during the pre-conference meeting, the chairperson will have their committee members up front and ready for distribution of certificates and acknowledgment during the general session. Community Champions would like the Board to approve an additional lunch and dinner ticket with their sponsor packet. Marilyn discussed the possibility of having a lunch buffet set up for our on your own lunch day. Marilyn discussed the menu and advised the hotel had a locked in menu, and the Association did not choose the menu for this conference.

Motion to grant an extra lunch and dinner ticket with the Community Champions Platinum Sponsor Packet.

Michael Titmuss Second: Leslie Banta
Motion Carried 6-1. Bill Van Horn Excused J. Acosta the lone dissenting vote.

- b) **PACE 50/50-** PACE requested a table for their annual 50/50. SWACE would also like to do a raffle however, they have not chosen a prize as of yet.

Motion to approve PACE for 50/50 and SWACE for raffle with item to be determined.

Cindy Drake Second: Michael Titmuss
Motion Carried Unanimously. Bill Van Horn Excused

- c) **SWACE Table Fee-** SWACE requested the table fee be waived in lieu of lanyard donation for the 2015 Conference.

Motion to waive table fee of \$300.00 table fee in lieu of lanyard donation

Danny Thompson Second: Leslie Banta
Motion Carried 5-1 w/ Michael Titmuss Abstaining and Bill Van Horn Excused. J. Acosta was the lone dissenting vote.

I. 3rd Vice President – Leslie Banta

- a) **Membership Committee Update** – Leslie Banta gave the membership report showing we have 328 new members with 1,471 renewals, and 5 reinstatements for a total of 1,804 members this year up from the 1,683 reported this time last year.
- b) **Membership Drive Update-** Leslie shared that PACE submitted the most new members for the membership drive and won the registration prize this year.

J. Sergeant-at-Arms – Danny Thompson

- a) **By Law Vote Results** – Danny advised the Board that he verified all votes received 5 No Votes 64 Yes, and announced the by-law passes. The Board expressed disappointment with the lack of member participation in the vote.
- b) **Education Bill** – Danny advised the Board the current session is over without getting our bill passed. Danny stated that the Legal Counsel for the House of Representatives went to the House Committee and they advised David Shepp our Education Bill is unconstitutional stating you cannot have a non-governmental agency mandating state certification. He further stated they were told the Animal Control bill is also unconstitutional, stating that the law is not enforceable. Marilyn countered that stating it is constitutional until it is challenged. Danny stated the Senate Side did not agree with the House, but because the bill did not move through the House Committee it was not sent to committee on the Senate side. Marilyn suggested locating an attorney to counter the opinion of the House attorney stating it is unconstitutional. David Shepp advised we will start early next year, and see how we move forward next year. Danny also advised we were not getting any support from the League of Cities, due to the unfunded mandate. Marilyn stated she did not get any email's advising the Board or herself updating everyone on the current status of our Bill. Danny stated he communicated with Sam a few times, but that he did not share much information with the Board on the status of the Bill. Danny is to get David Shepp to email Bob Hamilton the information

