

**Florida Association of Code Enforcement, Inc.
Board of Directors Meeting**

Minutes

**Friday, May 5, 2017
1:12 PM – 5:00 PM**

**Saturday, May 6, 2017
9:00 AM – 12:00 PM**

**Florida Hotel
1500 Sand Lake Road
Orlando, Fl. 32809
(407) 859-1500**

1. Call to Order

2. Roll Call

President, Leslie Banta
1st Vice President, Bill Van Horn
2nd Vice President, Jeff Look
3rd Vice President, Ken Jackson
Sergeant-at-Arms, April Hartseil
Treasurer, James Acosta
Secretary, Jim Litterello
Immediate Past President, Cindy Drake

Also present: Marilyn Crotty- IOG
Lori Troxel – Historian
Mark Caskie – Metisentry Liaison
Visiting Member
Michael Hauserman, Palm Beach County

Excused: Liana Teague – Webmaster

3. Motion to approve the agenda

Jeff Look Seconded: Cindy Drake
Motion passed unanimously

4. Meeting minutes March 5, 2017:

Motion to approve minutes

Bill Van Horn Seconded: April Hartseil

8 Ayes, Motion passed unanimously

5. Welcome Visiting Members –Mike Hauserman

6. Membership Issues:

Mr. George White, De-Certification appeal

Mr. White is requesting re-instatement of Administrative Aspects of Code Enforcement and Legal Issues in Code Enforcement certifications.

Motion to deny appeal:

Jeff Look Second: April Hartseil

8 Ayes, Motion Carried, Denied Re-instatement

Reports:

7. President – Leslie Banta:

Set standards for the improvement of the Board meetings, Board Members should send all reports to the President and then given to the secretary at the Board Meeting. Leslie discussed the Strategic Plan assignment urging the Board of Directors to improve the internal relations among all Board members and Chapters.

The 2017-19 contract with Professional Testing Inc. (PTI) was discussed. There are no changes to the cost or terms of the contract other than an option to conduct a job analysis and a job survey.

Motion to approve contract:

Bill Van Horn Second: Jeff Look

8 ayes, Motion passed unanimously

President Banta presented the IOG Agreement and Scope of Services for 2017-18. Other than a 2% increase in the administrative fee, the agreement is the same as the current one.

Motion to approve IOG Agreement 2017-18

April Hartseil Second: Bill Van Horn

Motion passed unanimously

8. Treasurer- James Acosta - 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. 2017 Conference Budget remains the same as last year.

Motion to approve the Treasurer's report:

Bill Van Horn Seconded: April Hartseil

8 Ayes, Motion passed unanimously

9. Mr. David Cox from PTI (Professional Testing Institute) arrived at this time and presented several options F.A.C.E. might want to explore concerning alternatives for testing (home-based, National College Testing Assoc., etc.) and digital badging (alternate credentials). He also discussed the potential for F.A.C.E. to deliver training on-line. David will provide the Board more information and costs for computer testing and digital badging.

10. **Past President - Cindy Drake** –Biographies for the 2017 positions on the Board will be included in the May InterFace. They are: 1st Vice President, April Hartseil - Highlands County; 2nd Vice President, Jeff Look - City of Gainesville and Sylvia Wellon - Winter Park; 3rd Vice President - Michael Hauserman - Palm Beach County and Dennis Bunt – Cocoa; Sergeant at Arms, Joe Petrick - Village of Tequesta; Treasurer, James Acosta - St. Johns County; Secretary, James Litterello, III - Cape Coral, Dorothy Hird - Seminole County and Lori Troxel – St Johns County.

CEOAPBC is also an ICC Chapter and they are donating their training benefit to the F.A.C.E. Conference to cover the costs of the IPMC workshop. Cindy said she will be attending the Chapter Leadership Seminar June 6 & 7 in Atlanta. F.A.C.E. may use their benefit to send a representative to this seminar with expenses reimbursed or may have a conference registration for one representative at the National Conference in the fall. The strategic Plan Priority Objective "*Improve internal communication and interaction among members and chapters*". The efforts of the Webmaster to keep the website current and increase the blog entries has been the most beneficial step taken to reach this goal. Cindy encouraged all Board of Director members to keep their eyes open for interesting articles to share with our members through the website and Interface.

11. **IOG Marilyn Crotty**- Informed the Board that the IOG will be offering the 2-day Train the Trainer course on Aug. 24 & 25th in Orlando to increase the number of trainers available to teach the certification classes. She discussed the possibility of F.A.C.E. needing to supplement revenues, as they have done in the past, if fewer than 15 people register for the class. She will have a better

idea if that will be necessary at the June Board meeting. The IOG staff is looking forward to the 2017 F.A.C.E. Conference and is finalizing all the details at this time.

12. Discussed the applications for the scholarships and the Huskey award. There were eighteen applicants for the F.A.C.E. scholarships. Since Collier County submitted 4 applications, they will be asked to eliminate one. Seventeen scholarships were awarded. The Huskey award nominees were discussed.

Motion to award the Joseph V. Huskey award to _____:

April Hartseil Seconded: Cindy Drake

7 Ayes, 1 Nay, Motion passed

Motion to approve 17 scholarships one of which is guaranteed to George Cascio. Collier County must select between Giguere, Connetta, and Brandes, which two may attend.

Bill Van Horn Second: Cindy Drake

7 Ayes, 1 Nay, Motion passed

Marilyn discussed options for the 2019 Annual Conference location. After reviewing the list of hotels that had responded, the Board directed her to get further information from the Embassy Suites-Kissimmee, the Rosen Plaza, the Florida Hotel, and the Grand Hyatt-Tampa.

President Banta recessed the meeting at this time and announced we would reconvene at 8:30 a.m. on Saturday.

Saturday, May 6, 2017

President Banta reconvened the F.A.C.E. Board of Directors meeting at 8:43.

Roll Call

President – Leslie Banta
1st Vice President, Bill Van Horn
2nd Vice President, Jeff Look
3rd Vice President, Ken Jackson
Sergeant-at-Arms, April Hartseil
Treasurer, James Acosta
Secretary, Jim Litterello
Immediate Past President, Cindy Drake

Also present: Gary Glassman, F.A.C.E. Counsel
Marilyn Crotty- IOG
Lori Troxel – Historian

Visiting Member: Tom Allen, ICC

Excused: Liana Teague – Webmaster

13. **Tom Allen, Regional Manager of ICC** – Tom thanked F.A.C.E. for helping the coalition that was able to kill a bad legislative bill this year and for supporting Building Safety month. ICC will sponsor a table at the 2017 F.A.C.E. Conference. ICC Conference will be in Columbus on September 10th – 12th, free registration for the President or a Board member, plus they will be having a Chapter's leader's Academy for three days in Atlanta, Georgia, in June, to assist with bringing new people in. ICC University will offer 300 courses on-line starting in the Fall. They are working on having mentored testing at an individual's location. Tom thanked F.A.C.E. for becoming a preferred provider.

14. **1st Vice President - Program Chair- Bill Van Horn-** Crayola Experience has been cancelled due to the cost and the amount of number of people required for the evening. Disney Springs is the only excursion. There are currently 239 registered for the 2017 F.A.C.E. conference plus those that have been chosen for the scholarships and the Huskey award winner. Bill Van Horn has revised the first time attendees' session. Leslie Banta meet with the chapter Presidents after the elections, at approximately 3:30 pm. A roundtable for supervisors will be held at the same time. Chris Cooper designed the app for the F.A.C.E. conference and has offered to assist the incoming 1st Vice President with next year's. You can load your conference schedule on it and it is able to help you locate that class. This is going to be an action packed week and Bill is ready to get the conference started. This will be Donnas' last conference as she is retiring. Bob Hamilton's class will have something special.

15. **2nd Vice President - Jeff Look** – Jeff is still researching Webinars for continuing education this year and will continue to work with the new chair person. He proposed the Board change its policy regarding approval of on-line classes and webinars for CEHs.

Motion to add to existing policy that approved webinars and other on-line courses will be allowed with either proof of attendance (certificate) or an affidavit verifying attendance:

Jeff Look

Seconded: April Hartseil

8 Ayes, Motion passed unanimously

16. 3rd Vice President - Membership Report- Ken Jackson – Ken sent out a survey and so far has received a good response. He will put the results on the membership page of the F.A.C.E. website. He has also received positive updates from local Chapters, which have been posted on the F.A.C.E website; this is a free benefit and service to all chapters. Ken is still exploring “Tickets at Work” as an additional member benefit.

17. Sergeant at Arms - Legislative Committee Update - April Hartseil – The committee is ready to start the process for the elections at the F.A.C.E. conference. The committee members will be available at the table in the lobby for questions at the conference. The By-law amendment that was proposed at the last meeting is available for review and or discussion.

Motion to approve by-law changes to Article IV, Section 3, “Terms of office” as read into the record for distribution to the membership for a vote.

“The Board is proposing a two-year term for Secretary, and Treasure beginning in 2018, and the 2nd Vice President, 3rd Vice President and Sergeant at Arms beginning the year of 2019”.

Jeff Look Seconded: Jim Litterello

8 Ayes, Motion passed unanimously

The amendment will be sent to all Active F.A.C.E. members for return by June 16th. The results of the vote will be announced at the F.A.C.E. conference banquet when the winners of board elections are announced. FLC Legislative Urban Administration Committee will have updates May 18, 2017 for final legislative action during this year’s legislative session. The strategic plan assignment to inform and educate members about legislative issues affecting code enforcement has been working pretty well. All updates are posted on the web site and also in the newsletter for all members to ready. At the last meeting it was discussed about additional benefits for retired members and what that should be. April discussed the potential for making it less costly for retired members to maintain their membership by lowering the annual fee.

Motion to adopt the annual fee for retired members to \$10.00 yearly effective July 1, 2017

April Hartseil Seconded: Cindy Drake

6 Ayes, 2 Nays, Motion passed

April advised that the current contract with our lobbyist is on a month-to-month status. She would like to prepare an RFP and put the position out to bid for the next year. She will present the RFP at the June Board meeting.

18. **Web Master – Liana Teague – report given by President Leslie Banta**, Conference related messages are being posted to the website twice a week to encourage everyone to register for the conference. These blog posting are being emailed to everyone who has signed up on the website. There are currently 659 members that have subscribed to the website. Newsworthy information will be forwarded to Mark Caskie to be posted as blog posts on the website. Mark Caskie will be leaving his position as Metisentry Liaison following this conference in June.

19. **Metisentry Liaison – Mark Caskie**, Mark announced that the automation of the recertification process has been completed within the budget. The next phase is to automate the membership renewal process. The cost will be \$2,760. Members will receive an email notification and membership cards will be printed by each individual.

Motion to except the quote from MetiSentry for the automation of the renewal process and to authorize the programing to commence.

Jim Litterello

Seconded: Jeff Look

7 Ayes, Motion passed unanimously

Mark also asked for approval to authorize programming to consolidate records. This will cost \$690 for 6 hours of work.

Motion to approve \$690.00 for programing changes relative to the “Consolidate Members” process.

Jeff Look

Second: April Hartseil

8 Ayes, Motion passed unanimously

The Board agreed to have Susan Pruchnicki serve as Metisentry Liaison when Mark steps down. Cindy Drake will rewrite the position description of the 3rd Vice President who will now respond to emails that come into the website and direct them to the appropriate Board Member.

20. **Historian – Lori Troxel**, No report

21. **Secretary – Jim Litterello** –Have received several F.A.C.E. Committee application interest forms to date for 2017-2018 F.A.C.E. and will forward them to the incoming president, Bill Van Horn.

22. **Old Business**

Gary Glassman has prepared rewrites of the Legal portion of the Fundamentals of Code Enforcement and the entire Legal Aspects course. He will send them to Jeff and Marilyn.

Motion to adjourn the meeting at 12:00 PM

James Acosta

Second: Jeff Look

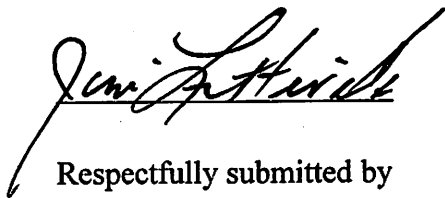
Motion Carried

The next meeting date will be June 19, 2017; **Florida Hotel**
1500 Sand Lake Road Orlando, Fl. 32809

Florida Association of Code Enforcement

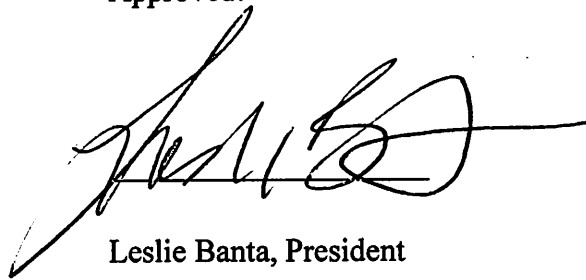
Attest:

Approved:



Respectfully submitted by

Jim Litterello, Secretary



Leslie Banta, President