

1                                   **FLORIDA ASSOCIATION OF CODE ENFORCEMENT**  
2                                   **BOARD OF DIRECTORS MEETING**  
3                                   **MINUTES**  
4                                   **City of Altamonte Springs Complex**  
5                                   **ANNEX Building**  
6                                   **175 Newburyport Avenue**  
7                                   **Altamonte Springs, FL 32701**  
8                                   **May 3, 2018 1:00PM – 5:00PM**  
9                                   **May 4, 2018 9:00AM-3:00PM**  
10                                  **MINUTES**  
11

12           **1. Call to Order**

13           President Bill VanHorn called the meeting of the Florida Association of Code Enforcement Board of  
14           Directors to order at 1:04PM.

15           **Roll Call**

16           Roll call administered by Cindy Drake, Secretary

17           Present:

18           Bill VanHorn, President

19           April Hartseil, 1<sup>st</sup> Vice President

20           Jeff Look, 2<sup>nd</sup> Vice President

21           Michael Hauserman, 3<sup>rd</sup> Vice President

22           James Acosta, Treasurer

23           Joe Petrick, Sergeant at Arms

24           Cindy Drake, Secretary

25           Leslie Banta, Past President

26  
27           Quorum present.

28  
29           Others present:

30           Marilyn Crotty, John Scott Daily Florida Institute of Government

31           Mari Yentzer Rains, John Scott Daily Florida Institute of Government

32           Marlene Broman

33           **2. Welcome visiting members**

34           Tom Allen with ICC arrived Saturday May 4, 2018 at 9:45AM

35           Liana Teague arrived Saturday May 4, 2018 10:45AM

36  
37           **3. Approval of Agenda**

38           **MOTION** to approve the Agenda by Joe Petrick, Second by Michael Hauserman

39           Motion carried unanimously 8-0  
40

41 **4. Approval of BOD Meeting Minutes March 2, 2018**

42 **MOTION** to approve the March 2, 2018 Minutes by Jeff Look, second by April Hartseil  
43 Motion **CARRIED** unanimously

44  
45 **5. Opening Comments**

46  
47 **6. Membership Issues**

48 There are no known membership issues.

49  
50 **7. Reports**

51 **A. President Bill VanHorn**

52 **a) Partial Scholarship Winners**

53 There were 19 submittals and 17 awards. 2 of the candidates have decided they cannot attend conference.  
54 I can only attend part of the conference. ½ of their fee will be paid.

55 **b) Laptop discussion**

56 *Conversations related to the purchase, assignment and utilization of laptops occurred at*  
57 *various times through the meeting. All related information and Motions are documented*  
58 *here.*

59 Three laptops have been purchased at \$399 plus tax each. Assigned to the Secretary, the 3<sup>rd</sup> Vice  
60 President and the 1<sup>st</sup> Vice President. The Sergeant at Arms will get the old Secretary's laptop to use at  
61 conference. The devices are assigned by the serial numbers.

62 Cindy Drake provided information gathered while setting up the Secretary's Laptop.

63 The default security program Norton free trial is over. James Acosta advised we have McAfee and it can  
64 be loaded on up to 10 devices. He will email a link to each laptop holder.

65 Cindy envisions a time when the F.A.C.E. Board will not use jurisdiction resources and servers to do  
66 F.A.C.E. business. Networking is available. Cindy suggests each BOD member develop a F.A.C.E. Office  
67 signature line and use it for all F.A.C.E. email.

68 Email difficulty discussed. Liana will continue to work on a solution to this. Possibly using a Contact Us  
69 with Captcha.

70 The Office Suite is now online subscription. There was a good deal of discussion about what is available  
71 and at what price. James Acosta believes he can find more reasonable pricing than that presented.

72 **MOTION** to approve the expenditure to purchase HP Care Pack with Accidental at the expense of  
73 \$103.49 for each of the new computers by April Hartseil, second by Michael Hauserman.

74 Motion **FAILED** 5 No – 3 Yes

75 **MOTION** to approve the purchase of Microsoft Office 365 for the F.A.C.E. computers by April Hartseil,  
76 second by Michael Hauserman.

77 Motion **CARRIED** 6 Yes – 2 No

78 **c) BOD Attorney discussion (Saturday 2:00PM)**

79 Bill VanHorn introduced Mary Sneed of Fowler, O'Quinn, Feeny & Sneed, P.A. Documented  
80 experience is attached in the backup to the minutes.

81 **MOTION** to approve Mary Sneed as the F.A.C.E. pro-bono attorney by Joe Petrick, second by Leslie  
82 Banta

83 Motion **CARRIED** 7-1

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**d) 2018 Chapter Leadership Meeting**

Bill VanHorn requests the name of the room assigned for this meeting for the invitation

**e) 2017/2018 accomplishment deadline**

Bill needs each Board Member and Committee accomplishments by May 18<sup>th</sup> to prepare the State of the Association address.

**B. Sergeant-at-Arms Joe Petrick**

**a) Legislative Update**

**b) Lobbyist introduction Ryan Matthews Peebles and Smith Friday 2:30PM-2:45PM**

**c) Lobbyist provided information**

Ryan Matthews called into the meeting, formally introduced himself and the firm and reviewed the importance and concerns of the legislative initiatives being promoted in Tallahassee.

Peebles and Smith is considered a Boutique Firm with only 32 clients.

Our contract with them is through January 1, 2019.

He reviewed some of the more noteworthy issues of this past session. Proposed Constitutional Amendment #39 limiting the ability to lobby at the State Legislature.

Ryan will present with Joe during General Session on Wednesday June 20, 2018.

Joe advised Orlando Diaz has resigned from the committee due to health issues. Steven Hunnicut will join the committee. Joe provided copies of the submitted Committee Interest forms for this year and for 2019.

Joe asks what is the Board's desire for next year?

High risk? Animal Control has jumped on the 911 dispatch bill.

**C. IOG Marilyn Crotty Friday 3:20PM**

**a) IOG General Comments**

Marilyn Crotty announced her retirement effective June 29, 2018. Mari Rains will apply for the position however there is no surety she will be hired for the position. Regardless, the staff at the IOG is stable and will continue to serve as always.

**b) PTI Badging discussion/ David Cox speaker 5/3 2:00PM**

David Cox provided information about Badging with Credly. The written documentation is attached to the minutes.

PTI is willing to split the cost of setup.

David will seek clarification of items discussed and will re-visit when he has more information.

Saturday May 4, 2018

**MOTION** to pursue a contract with PTI to obtain Badging for the membership of F.A.C.E., more specifically, using Credly by Michael Hauserman, Second by Jeff Look.

After discussion the motion **FAILED** 6 against, 2 for.

**c) 2018/2019 Scope of Services & Agreement**

**MOTION** to accept the IOG Scope of Services and Agreement for July 1, 2018 through June 30, 2019 as submitted by April Hartseil, second by James Acosta

Motion **CARRIED** unanimously 8-0

**d) 2018 IOG Conference Items**

**e) Huskey Award**

129 Cindy Drake proposed consideration of updating the name of the prestigious award to include Code  
130 Officer of the Year She feels presentation of the award at the banquet is not the best time and place to  
131 present the award representing the best of the best. She proposed the award be given during General  
132 Session when all attendees are present and engaged.

133 **MOTION** to change the name of the Joseph V Huskey Award to the **Joseph V Huskey Code Officer of**  
134 **the Year Award** by Cindy Drake, Second by Michael Hauserman

135 Motion **CARRIED** unanimously 8-0

136 It is the **CONSENSUS** of the Board the Joseph V. Huskey Code Officer of the Year Award will be  
137 presented during General Session beginning June 20, 2018.

138 Submitted nominations for the 2018 Joseph V. Huskey Code Officer of the Year Award were considered  
139 and discussed by the Board in Executive Session. The recipient will be revealed Wednesday June 20,  
140 2018 and will be recorded in the Minutes of the Annual Meeting.

141 **MOTION** to name \_\_\_\_\_ the Joseph V. Huskey Code Officer of the Year, 2018

142 Motion **CARRIED** 6-1

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144 **f) Conference Scholarships**

145 **MOTION** to approve all scholarship applications with the exception of the Collier County submittals. 4  
146 applications were submitted, only 3 may be awarded for one jurisdiction. The jurisdiction may choose  
147 which 3 members will use the scholarships by Jeff Look, second by April Hartseil.

148 The Motion **CARRIED** unanimously 8-0

149

150 There are 13 scholarships plus the Bob Hamilton Scholarship being awarded.

151 The Bob Hamilton Scholarship was awarded to Samantha Norris.

152 **g) Hotel & Meeting Room discussions**

153 The project manager assigned to our conference has been reassigned. A new project manager has been  
154 introduced. April asked Marilyn to check on a few unanswered questions. As of today there are 242 plus  
155 the scholarships awarded today (255).

156 **h) 2019 Conference update**

157 The contract with Rosen Plaza has been signed.

158 **i) 2020 Conference update**

159 **Identified Options:**

160 **Innesbrook** \$126/ night plus \$25.00 resort fee that is not waived. Not ideal.

161 **Sanibel** Marilyn Crotty will check dates for a tour. The last time we were there was 2005.

162 **Naples Grande** has given more concessions to entice us.

163

164 **D. Immediate Past President Leslie Banta**

165 **a) Nomination Committee Update**

166 **1<sup>st</sup> Vice President**

167 Susan Stone, Lakeland

168 Cindy Drake, Village of Wellington

169 **2<sup>nd</sup> Vice President**

170 Michael Hauserman, Palm Beach County

171 **3<sup>rd</sup> Vice President**

172 Lily Storm Ramcharran, Orange County

173 **Secretary**

174 Dorothy Hird

175 **Treasurer**

176 Michelle Forstrom, Fernandina Beach

177 **Sergeant at Arms**

178 Steven Hunnicut, City of Davenport – may not be eligible

179 Dwayne Johnson, Palm Beach County

180 Joe Petrick, Tequesta

181 **b) ICC Preferred Provider course submittal**

182 Leslie Banta reports that after a lot of hard work we now have 31 F.A.C.E. Classes approved for ICC  
183 CEU Credit. All the certification levels are approved as well as all the 2018 conference classes.

184 Leslie explained the process and time frames. Chapters may have their CEH Training topics entered  
185 provided they plan ahead. The topics and hours must first be approved by F.A.C.E. Registration is  
186 required before the class. It can take up to 10 days to get ICC approval. It is recommended they submit no  
187 less than 30 days prior to the training. The Second Vice President and the Education/Certification  
188 Committee will be tasked with submitting approved classes. Susan at the IOG will need to notify the 2<sup>nd</sup>  
189 VP when new certification classes are scheduled.

190

191 **E. Treasurer James Acosta**

192 As of May 2, 2018 Total Liabilities and Equity \$178,846.09. The fiscal reports are attached to the  
193 minutes.

194 **a) 2017/2018 Budget**

195 **b) 2018 F.A.C.E. Conference Budget**

196 The Budgets were reviewed. The documents are attached to the Minutes.

197 **c) Revenue Share with the IOG**

198 Standardized Accounting Form for F.A.C.E. Courses for UCF, FGCU, and FSU and Reports for 2017 and  
199 2018 indicating the Revenue Share to F.A.C.E. from the IOGs was provided and is attached to the  
200 Minutes

201 Cindy Drake advised she has it noted in the calendar the Revenue Share Agreements expire June 30,  
202 2018.

203 Meeting ADJORNED 5:00PM

204 Meeting RECONVENED 8:30AM

205 **d) 2018/2019 and beyond Treasurer task list**

206 The description of the Treasurers duties has been re-written. James Acosta reviewed it and acknowledged  
207 it is sufficient.

208 **e) Bookkeeper Contract discussions Saturday May 4, 2018 2:45PM**

209 **a. IOG**

210 **b. James Acosta**

211 **c. Thomas J. Longman, CPA, PA**

212 Proposals were received from the IOG/UCF and James Acosta. The CPA did not submit a proposal. No  
213 other proposals were forthcoming. The Board met in Executive Session.

214 **MOTION** to move forward with negotiations with James L. Acosta as the F.A.C.E. Bookkeeper, terms to  
215 be negotiated by the current President by Jeff Look, second by Joe Petrick.

216 Motion **CARRIED** unanimously 7-0

217 It is the desire of the Board the Bookkeeper be added to the Treasurer Bond at F.A.C.E.'s expense.  
218

219 **F. 1<sup>st</sup> Vice April Hartseil Saturday 9:00AM**

220 **a) 2018 Program Committee Update**

221 Trainer Doug Price will be presenting a sound meter class at conference. Quest, the company Doug  
222 represents at trade shows, has sold very few units this year. They request 50% off the cost of the exhibitor  
223 table. It is the **CONSENSUS** of the Board to accept the discount.

224 **b) Appointed position discussion**

225 It is the **CONSENSUS** of the Board the Metisentry Liaison position will be eliminated. Susan Pruchnicki  
226 has developed a working relationship with Metisentry Tech Support. Funds will not be spent without  
227 Board approval.

228 It is the **CONSENSUS** of the Board the duties of Historian will be absorbed by the Secretary.

229 **e) Committee Interest Form changes**

230 Cindy Drake will update the forms and forward to Liana to replace on the website.

231 **d) F.A.C.E. Table Cover**

232 This item has been purchased and will be used at conference.

233

234 **G. 2<sup>nd</sup> Vice President Jeff Look**

235 **a) Certification Committee update**

236 There are new Trainers who have been mentored and are ready to teach on their own.

237 Based on existing policy, Bill Friel and Skip Margerum are nearing the limits of qualification to teach.

238 **MOTION** allowing the Board to reserve the right to authorize all F.A.C.E. Trainers by Jeff Look, second  
239 by April Hartseil.

240 Motion **CARRIED** unanimously 8-0.

241 *Reminder: this motion replaces any formerly adopted motion or policy.*

242 **b) Fundamentals Re-write update**

243 The Committee has completed the review and re-write of Fundamentals except Legal Aspects. There are  
244 3 attorneys that teach this portion of the class.

245 Jeff advised of the steps remaining before release and application of new materials.

246 It is the **CONSENSUS** of the Board to send a request to Dick Doody and Bob Pritt to ask if they are  
247 willing to take on the task.

248 **c) Chapter Continuing Education discussion**

249 See comments under Immediate Past President/ ICC Preferred Provider course submittal

250 **e) Officer Safety Waiver discussion**

251 The waiver in question is the provider's, not F.A.C.E.'s. Any waiver should be of F.A.C.E. creation,  
252 simplified and approved by the F.A.C.E. Attorney. Jeff Look will make the current instructors aware.

253 This may need to be handled by the next 2<sup>nd</sup> Vice President and the F.A.C.E. Attorney.

254 **e) Train the Trainer**

255 The IOG suggested offering another Train the Trainer class in September. It will be promoted at the  
256 conference.

257 **H. 3<sup>rd</sup> Vice President Michael Hauserman Saturday 12:40PM**

258 **a) Membership Committee Update**

259 There are 2,299 members as of May 2, 2018.

260 **b) New Member Letter**

261 The new member letter is being drafted.

262 **c) Surveys**

263 A pay scale and job description survey has been completed. The results will be published next week.

264 **d) Pass-through membership PowerPoint**

265 AACE proposed a Pass-through membership for F.A.C.E. members. \$15.00 would be added to our  
266 Annual Fee. There is no interest in pursuing this offer at this time. Michael will respond.

267

268 **I. Secretary Cindy Drake**

269 Cindy reminded the BOD to look at the end of the Minutes document to see the Action List. It is intended  
270 to remind us of the tasks assigned during the meeting.

271 The Secretary engaged in all discussions regarding the laptop computers and necessary  
272 programs/applications to operate. See all computer related comments and Motions under President.

273

274 **J. Metisentry Liaison Marlene Broman Saturday 1:15PM**

275 Two issues were recently resolved utilizing less than the 10 hours of Metisentry time purchased. She  
276 believes there are 2 hours left. Susan began receiving odd pop up ads. Metisentry is scheduled to check  
277 into this issue today. Repairs may require the remaining hours.

278

279 **K. Webmaster Liana Teague Saturday 12:15PM**

280 Vaudeen Cagnina joined the Website Committee however has not yet been able to begin.

281 Liana will attempt to recruit committee members during conference.

282 The Chapters are all updated on the website except SFACE and the Panhandle Association. Liana will  
283 reach out to every SFACE Board Member.

284 Metisentry doesn't do anything without payment. The minimum time block purchased is 5 hours. They  
285 would create a shareable calendar in WordPress for 2 hour fee. Liana suggests a Google Calendar can  
286 provide what Cindy Drake desires with no fee.

287

288 **L. Historian Michelle Forstrom**

289 **a) Historian Update Report**

290 Michelle was unable to attend the meeting. She is committed to the position but there isn't much  
291 she can do without historical materials. Although Donna Wisniewski has been contacted, the  
292 records have not yet been transferred.

293 **b) Digitized Historic Records**

294 All agree it is desirable to digitize the records however there are some old documents and such that are  
295 desirable to keep in their original form.

296

297 **M. Old Business**

298 **a) Remaining scheduled 2018 BOD Meetings**

299 **a) June 18 & 19, 2018 at Marriott Harbor Beach Resort, Fort Lauderdale**

300 Monday 11:00AM the Board will meet for lunch

301 Monday afternoon 1:00PM sharp BOD Meeting

302

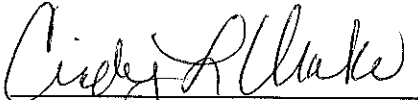
303 **N. New Business**

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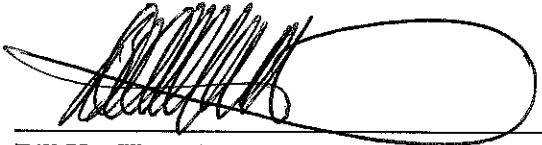
O. Adjourn 3:26PM

Attest:



Respectfully submitted by  
Cindy Drake, Secretary

Approved:  
Florida Association of Code Enforcement



Bill VanHorn, President