

**Florida Association of Code Enforcement
Board of Directors Meeting Minutes
December 11, 2019**

President Cindy Drake called the meeting of the Florida Association of Code Enforcement Board of Directors meeting to order at 1:15 pm

Present: President – Cindy Drake; 1st Vice President – Michael Hauserman; 2nd Vice President – Mitch Posner; 3rd Vice President – Dwayne Johnson; Sergeant-at-Arms – Sam Sullivan; Secretary – Dorothy Hird; Past President – April Hartseil

Quorum Present: Yes

Absent: Treasurer – Michelle Forstrom

Others Present: Mari Rains, UCF/ IOG
Michael Durham, Attorney
Donna Wisniewski, Retired
Steve Shifley, City of Haines City

MOTION: Mitch Posner, motioned to approve the agenda

SECOND: Sam Sullivan, seconded the motion

With no further discussion

Motion carried unanimously

MOTION: April Hartseil, motioned to approve the F.A.C.E. Board of Directors meeting minutes for November 5, 2019 phone minutes.

SECOND: Mitch Posner, seconded the motion

With no further discussion

Sgt-at-Arms - Abstain

Motion carried

President – Cindy Drake

Cindy advised the board the American Association of Code Enforcement of Code Enforcement (AACE) Conference was very good and in Minnesota.

Cindy, Dwayne Johnson, Michael Hauserman attended the Florida League of Cities Conference (FLC) where they talked to quite a few persons attending. Mari suggested a raffle and giving a free conference registration for someone attending the conference whose business card has been selected. Cindy advised FLC does not allow anything more than a \$25 give away at the conference.

Cindy advised the F.A.C.E. Brochure is out of date. She made up some flyers to be given out that the FLC Conference. It was suggested that FACE have both digital and printed materials. Dwayne, 3rd Vice President will update the design and will send this information to the board for their approval before getting it printed. Mari suggested adding to the brochure "Your Certifications, CEU's are administered and certified through the University of Central Florida -Florida Institute of Government/IOG" and F.A.C.E is an ICC preferred provider.

The Florida Floodplain Managers Association provided training at the 2019 F.A.C.E. Conference. Cindy Drake attempted to obtain sponsorship or an exhibitors table from them. They offered a table swap and training and we gave them an exhibitors table at no fee. In return, F.A.C.E. will have an exhibitors table (which includes a conference registration) at either their 2019 or 2020 conference. Their 2019 conference was less than a month after the agreement was made, so F.A.C.E. chose to defer to the 2020 conference which will be held April 7-10, 2020 at the DoubleTree. This arrangement was approved by the F.A.C.E. Board. Secretary, Dorothy Hird volunteered to attend this three (3) day conference with no hotel costs, only food and travel for the days no meals are provided.

Past President – April Hartseil

Web Liaison Update

April advised the building of the website is moving slowly and would like help from the board members. She found help but this would cost F.A.C.E. \$85 per hour and there are about 150 hours of work to be done. Mari introduced Juan, an IT Intern at the IOG and suggested to the board he would be able to work on this project for F.A.C.E. starting in January for about five (5) hours per week.

Cindy explained to the boards' attorney Michael Durham that presently F.A.C.E. has no contract with Metisentry and we are on a month to month basis. Michael Durham suggested F.A.C.E. pursue getting past persons involved with the F.A.C.E. website to see if they can get a digital copy of our data from Metisentry, send a demand letter which he would put together or do a records request. The board and the IOG discussed that there is currently no means of exporting/downloading our data.

Nominating Committee

April will visit SWACE looking for members to be on this committee. The upcoming positions up for election are 1st Vice President, Secretary and Treasurer.

Mari Rains – IOG

Mari discussed the information she passed out to the board. The membership update is at the present time there are 2,006 members.

Mari went over with the board their training schedule for the year 2020. There are 27 classes scheduled so far between July 1, 2019 and June 30, 2020.

Strategic Plan

Mari passed out the 2019-2020 Strategic Plan and went over some items with the board.

2019 Conference Items

Mari also went over the final budget for the 2019 conference and as of right now F.A.C.E owes a balance due to the IOG of \$21,468.06. This amount does not include sponsorship revenue, which goes directly to F.A.C.E., not the IOG. It was also determined that the IOG owes F.A.C.E. fees from classes taken along with the late fee amount. Mari discussed with the board the Contract Comparison comparing paying UCF Overhead fees versus F.A.C.E. paying tax. Mari reminded the board money could be saved if F.A.C.E. removed a lunch meal provided at the conference and this would help balance their conference budget for future. It was agreed the 1st Vice President and his Conference Committee would make that determination.

MOTION: Michael Hauserman, motioned to authorize UCF to enter into contracts for the 2021 (Hilton Daytona Beach) and (2022 Rosen Plaza) conferences.

SECOND: Mitch Posner, seconded the motion

With further discussion

Motion carried

Past President, April Hartseil voted No

Motion was later rescinded

MOTION: Sam Sullivan, motioned to rescind vote that just took place to sign contracts in order to correct the wording of the motion to negotiate contracts not sign them.

SECOND: Mitch Posner, seconded the motion

With further discussion

Motion carried unanimously

MOTION: Mitch Posner, motioned to authorize the IOG at UCF to negotiate contracts for the 2021 and 2022 conferences.

SECOND: Michael Hauserman, seconded the motion

With no further discussion

Motion carried unanimously

Break: 3:50 pm

Reconvene: 4:08 pm

IOG Revenue Share Agreements

Mari advised she has not any response to her emails to Jeff Hendry at FSU. She will forward email addresses to Cindy to reach to each IOG Director and have them sign their agreement.

Mari discussed with the board the Train the Trainer Program. She went over the updated list of Assistant Trainers/Certified Trainers and Mentor Trainers. She believes the process is not working. She suggested F.A.C.E. needs more mentoring trainees and suggested the participants be able to be mentor in areas they are certified for without being certified in all four (4) levels.

She suggested Todd Hoagland, George Nixon and Greg Lariscy be mentoring trainers in subjects they are certified for. She also suggested F.A.C.E. consider allowing the IOG to schedule multiple Assistant Trainers with Mentoring Trainers in one (1) course this spring 2020. F.A.C.E. to look at compensating the Assistant Trainers for that day by granting five (5) CEH's to Assistant Trainers for co-teaching as an incentive to become a Certified Trainer.

It was suggested if a member of F.A.C.E. has prior Instructor Development Training they can become an Assistant Trainer after submitting to the 2nd Vice President for approval. Mitch Posner will update the F.A.C.E. Train the Trainer Career Path document to reflect these changes.

MOTION: Mitch Posner, motioned to recess
SECOND: Dorothy Hird, seconded the motion
With no further discussion
Motion carried unanimously

Recess: 4:48

**Florida Association of Code Enforcement
Board of Directors Meeting Minutes
December 12, 2019**

President Cindy Drake reconvened the meeting of the Florida Association of Code Enforcement Board of Directors meeting to order at 8:45 am

Present: President – Cindy Drake; 1st Vice President – Michael Hauserman; 2nd Vice President – Mitch Posner; 3rd Vice President – Dwayne Johnson; Sergeant-at-Arms – Sam Sullivan; Secretary – Dorothy Hird; Past President – April Hartsell

Quorum Present: Yes

Absent: Treasurer – Michelle Forstrom

Others Present: Mari Rains, UCF/ IOG
Michael Durham, Attorney
Donna Wisniewski, Retired
Steve Shifley, City of Haines City (arrived at 9:19 am.)

1st Vice President – Michael Hauserman

Michael discussed the draft agenda for the conference in 2020. He has a committee meeting scheduled at the hotel on Thursday, December 19, 2020. The sponsor packets have been sent out and his committee will also be walking in the area where the conference will be held seeking out additional sponsors for the conference.

Mari suggested a presentation template be provided to the speakers to use. The board attorney Michael Durham was advised he would be discussing Hot Topics in the Legal arena and also any new court cases involving Code Enforcement to the membership.

Michael suggested increasing the benefits for the Diamond Sponsors. Cindy Drake would like to see the Exhibitor Table fee be increased to \$750 for regular businesses. Mari also suggested not offering a free conference registration with the low sponsorships and also not giving a lunch at the lower levels.

Break: 10:09 am

Reconvene: 10:20 am

Mari introduced Karen Allen. Karen works for the IOG and as an instructor for F.A.C.E. She discussed the concerns she is having with the F.A.C.E. materials specifically regarding Report Writing, Media Relations, Ethics, Communication, Stress Management & Time Management because they are so dated.

2nd Vice President – Mitch Posner

Mitch advised the committee meeting will be in January. Any rewrites done will be forwarded to the Attorney Michael Durham, they will have to be sent to PTI for ninety (90) days for them to come up with questions needed then to Mari to be branded.

Mari and Karen requested that the curriculum rewrite be prioritized. The IOG believes some modules could be condensed so that the classes for exams be four (4) days of instruction, ½ day of review, and then testing on Friday. Mari volunteered to attend the next 2nd Vice President's Committee meeting, to help expedite the Fundamentals rewrite.

Membership Certification Issues

The board discussed the late appeal of Malaika Murray

MOTION: Michael Hauserman, motioned to deny Malaika Murray's Late Fee Appeal

SECOND: Mitch Posner, seconded the motion

With further discussion

Motion carried unanimously

The board discussed the Late Appeal email of Susan Meier, Hillsborough County

MOTION: Michael Hauserman, motioned to deny Susan Meier's Late Fee Appeal

SECOND: Mitch Posner, seconded the motion

With further discussion

President – No

3rd Vice President – No

Secretary – No

Sgt-at -Arms – No

Past President – No

Motion Fails

With further discussion by the board and Attorney Michael Durham, he advised the board of Articulate Excusable Neglect and discussed the meaning of such with them.

MOTION: April Hartseil, motioned to waive late fees for member #6128, Susan Meier as long as all membership fees are up to date on or before January 31, 2020.

SECOND: Dwayne Johnson, seconded the motion

With further discussion

1st Vice President – No

2nd Vice President – No

With further discussion

Motion carried

Mitch discussed with the board for direction an email received from Wanda Dhoray Jones, a member of F.A.C.E requesting credit for 60 hours CEU's for a college course on Leadership Supervision taken at Palm Beach State College. Susan Pruchnicki advised college or university course work is considered "for personal betterment" and is not eligible for F.A.C.E. recertification CEHs. As a long standing practice, College and University transcripts are not accepted for F.A.C.E. CEH's. Classes provided at State Colleges and Universities, through the FIOG offices, with supporting documentation may be considered for approval based upon submittal of the completed request form found on the website. Mitch Posner will include a statement to this effect on the current form.

3rd Vice President – Dwayne Johnson (left 12:55 pm)

Dwayne advised he would like to have business cards to be given out at the Florida League of Cities Conference (FLC). He will purchase Season's Greetings or Happy New Year Cards to be sent to the individuals who left business cards at the FLC Conference.

He will be updating the F.A.C.E. Brochure.

Cindy advised there is a failing Chapter the South Florida Association of Code Enforcement and believes this is a chance for F.A.C.E. to do some outreach and see if we can help them out. Outreach should also be done in Hamilton County to let them know about F.A.C.E.

Fee Confusion

Recently individuals who are no longer working in Code Enforcement, but are still working in local government, have chosen to re-new membership as Retired Member (\$10.00 Annual Fee) instead of Associate Member (\$40.00 Annual Fee). Cindy Drake asks the Legislative Committee to look at the possibility of clarifying the description after Retired Member in the by-laws.

Dwayne will send the Board reminders to be placed on their calendars with the due dates for F.A.C.E. articles. The articles will be due February 1 for February 15 and May 1st for the May 15, 2020 article.

Sam Sullivan – Sgt-at Arms

Sam advised his committee will be working on a couple of Bylaws changes. They will include establishing a minimum requirement for the office of 1st Vice President to include at least one (1) year on the Board of Directors or at least a minimum of three (3) years on a committee; and wording to address positions where the officers run for another position in the middle of their term on the board.

Sam also discussed with the board some upcoming Legislative Bills his committee will be watching. They include SB 796 Florida Hospital Special Risk, HB 785 Public Works Staff High Risk, HB 707 Building Officials/Deregulation and HB 537 Home based businesses.

Sam would like an actuary be done by a State Agency and given to Steven Honeycutt.

His committee will be sending Birthday Cards to the Legislators and business cards to be given out when his committee goes to Tallahassee January 28 thru January 29, 2020.

His committee will be inviting a member of the Senate and House of Representative to the Annual F.A.C.E Conference.

He will be sending the results a State Wide Survey by the weekend to the board with information on Jurisdictions and their need of certification.

Michelle Forstrom - Treasurer

Michelle sent the board her report. F.A.C.E.'s total liabilities and equity is \$164,825.44. April advised the board the association has double paid ICC's renewal for last year and will just have to submit the property information for renewal.

The F.A.C.E. Budget workshop is scheduled for the morning of May 13, 2020.

MOTION: Sam Sullivan, motioned to accept the treasurer's report as presented.

SECOND: April Hartseil, seconded the motion

With no further discussion

Motion carried unanimously

Cindy would like to reestablish a Contract Review Committee and change the Bylaws from Finance Committee to Contract Review Committee. The board discussed going through the Bylaws and seeing what is no longer pertinent.

Dorothy Hird - Secretary

The minutes are up to date. Nothing else to report.

Liana Teague – Webmaster

Retired member Donna Wisniewski suggested putting the next meeting dates March 10 – 11, 2020 and May 13 – 14, 2020 on the website.

MOTION: Mitch Posner, motioned to adjourn
SECOND: Dorothy Hird, seconded the motion
With no further discussion
Motion carried unanimously

Meeting adjourned at 1:32 pm.



Cindy Drake, President

Attest:



Respectfully submitted by
Dorothy L. Hird, F.A.C.E. Secretary
December 16, 2019

Action items

Dwayne to update the design of the FACE brochures
April to make sure everyone has a login to the new website
Mari to send class schedule to Jim Acosta
Cindy to send revenue share agreements to the IOG's
Mari to find about the bicycling charging station
Sam Sullivan to send a list of the Counties in FL to Dwayne
Sam to reword the Bylaws from Finance & Budget Committee to Administrative Contract Review Committee and make it a standing committee
Michelle to buy McAfee and/or McNorton subscription for computers