

**FLORIDA ASSOCIATION OF CODE ENFORCEMENT
BOARD OF DIRECTORS POST CONFERENCE MEETING
June 23, 2017
MINUTES**

**Florida Hotel and Conference Center
1500 Sand Lake Road
Orlando, FL 32809
407-859-1500**

1. Call to Order

President Bill Van Horn called the meeting of the Florida Association of Code Enforcement Board of Directors to order at 2:15PM.

2. Roll Call

Roll call administered by Cindy Drake, Secretary.

Present:

Bill Van Horn, President
April Hartseil, 1st Vice President
Jeff Look, 2nd Vice President
Michael Hauserman, 3rd Vice President
James Acosta, Treasurer
Joe Petrick, Sergeant at Arms
Cindy Drake, Secretary
Leslie Banta, Past President

There is a Quorum present.

Others present:

Marilyn Crotty, John Scott Daily Florida Institute of Government
Gary Glassman, Legal Council
Liana Teague – Hernando County, Webmaster
Marlene Broman, Altamonte Springs, Metisentry Liaison
Ken Jackson, Palm Beach County
Donna Wisniewski, Seminole County SO
Tom Allen, ICC

3. Approval of Agenda

There were no changes to the agenda.

MOTION to approve the agenda as presented by Jeff Look, second by April Hartseil.
Motion **CARRIED** Unanimously

4. President Bill Van Horn welcomed the visiting members noted in #2.

5. President Bill Van Horn

a. **General Comments:**

Bill thanked everyone for working well together to accomplish a

successful conference. He welcomed the new BOD members Joe Petrick, Sergeant at Arms and Michael Hauserman, 3rd Vice President and welcomed Cindy Drake, Secretary back to the Board.

b. **Appointment of Special Committee Chairs:**

1. **Historian**, Lori Troxel, St. Johns County - Although Lori was not present, Bill reported he spoke to Lori and she agreed to accept the appointment.
2. **Web Master**, Liana Teague - The web site has improved continually under Liana's care. He thanked Liana, for accepting the appointment.
3. **Metisentry Liaison**, Marlene Broman, Altamonte Springs, Bill shared his thoughts about the position and who he felt capable and willing to fill the position with Mark Caskie. He has come to the conclusion that a BOD representative needs to be familiar with the workings of the Admin System. Mark reported he spent some time going over information with Marlene during the conference and he feels, with some guidance, Marlene will transition successfully into the position. Bill thanked Marlene for being willing to learn.
4. **Legal Counsel**, Gary Glassman, Bill thanked Gary for his service as both Legal Counsel and instructor.
5. **Nomination Committee Chair**, Leslie Banta

c. **Standing Committees:**

1. **Procedure**

The Committee Interest Form Procedure and e-mail response templates were reviewed. Bill requested the committee interest forms of those who have requested more than one committee be forwarded to him. Bill will contact them and see where they may best fit. Cindy Drake explained that the Procedure and templates were requested of the Secretary last year. The procedures have been written, were reviewed by the BOD and are being formally provided to the Board today.

2. **Budgets**

Each committee chair is provided a budget for committee travel and meals.

3. **Committees to be assembled**

The submitted committee interest forms were given to Secretary, Cindy Drake. Cindy will respond to each applicant and forward the committee interest form to the appropriate committee chair and to President, Bill Van Horn. The committee chair will acknowledge receipt of the application, use their judgement choosing members, submit their choices to Bill for approval and notify applicants if they have been chosen. Those not chosen should be sent to Bill so they may be used elsewhere. Use the e-mail templates approved with the committee interest form procedure.

4. **Maximum per committee**

Program Committee Chair + 6 + IOG

Legislative Committee Chair + 4 + IOG
Membership Committee Chair + 4 + IOG
Education Committee Chair + 5+ IOG
Nomination Committee Chair 2 or more

5. **Committee structure recommendation**

Try to have committee members from various areas of the state. The Program Committee will want to have a couple of members from the area where conference will be held.

6. **Committee minutes**

Each Committee Chair shall assign a recorder of minutes for each meeting. Minutes are to be provided to the Chair and President within 2 weeks of the meeting, and to the Secretary once reviewed and approved.

7. **Finalized timeframe**

Bill Van Horn requested all committee interest applicants be acknowledged by the Secretary and forms forwarded to appropriate Chairs no later than July 14, 2017.

The Chairs will select their committee members and obtain the President's approval by July 21, 2017.

Committee Chairs will notify their members and have their first meeting scheduled by August 1, 2017.

6. **Treasurer James Acosta**

a. **Expense Report**

An Expense Report is completed any time a BOD or Committee Member has travel expenses related to F.A.C.E. business. Indicate the number of miles traveled in your personal vehicle. If you bring your jurisdiction's vehicle and you have to put gas in the vehicle, that expense may be reimbursed. Provide the toll receipt or a printout from SunPass for toll reimbursement. Committee members will give their completed expense reports with any receipts to the committee chair to review and sign. The committee chair will forward all expense reports to the Treasurer for payment. James processes the checks very quickly.

b. **Credit Cards**

James Acosta has the information he needs to get Joe Petrick and Michael Hauserman F.A.C.E. credit cards.

Always turn in receipts to James right away. Write the purpose of the purchase and the names of any individual receiving benefit of the purchase. IE: "Committee meeting lunch" Chair name and name of each member. Once you scan the receipts and forward those to James, the receipts may be destroyed.

Limits on the cards are as follows:

President \$2500

1Vice President \$5000

2nd Vice President\$2500

3rd Vice President \$1000
Sergeant at Arms \$3000
Secretary \$1000
Treasurer \$1000
Immediate Past President \$1000

7. IOG Marilyn Crotty

Cindy Drake will prepare the new contact list for the BOD. Please provide to Marilyn as well.

Marilyn advised any Committee Chair that wishes to have IOG assistance and/or needs meeting space please contact Marilyn Crotty or Susan Pruchnicki to schedule. If IOG will be involved please include them on any email exchanges.

When the schedule is set for Interface, please be aware of timing when writing your articles.

a. Scheduling of 2017/2018 BOD Meetings

1. **July 20 & 21, 2017** at Doubletree by Hilton 5780 Major Blvd, Orlando, FL 32819
This is a 2019 site selection visit. The hotel is providing complimentary sleeping rooms for 8 as well as complimentary breakfast and a meeting room. Strategic Planning will be conducted Thursday afternoon. This is one of several hotels on the narrowed down selection list.
Bill explained that last year Leslie established holding 1 day meetings rather than 2, ½ day meetings. Each Officer is required to provide a report to the Board prior to the meeting.
2. **September 28, 2017** IOG offices 12443 Research Parkway Suite 402, Orlando, FL 32826.
F.A.C.E. Train the Trainer will be held next door on September 27 & 28.
3. **December 8 1:00-5:00 & 9 8:30-1:00, 2017** IOG offices 12443 Research Parkway Suite 402, Orlando, FL 32826
December 15 & 16, 2017 the Marriot Harbor Beach has offered the hotel for the committee meeting and tour of the hotel. There will be 2 or 3 extra rooms for board members who haven't seen the hotel. Jeff Look would like to attend. Leslie will be in Palm Beach Gardens that day so she may be able to come. The members from Palm Beach County may drive in for the day.
4. **March 2, 2018** 8:30-5:00 IOG offices 12443 Research Parkway Suite 402, Orlando, FL 32826
5. **May 4 1:00-5:00 & 5 8:30-1:00, 2018** location TBD If feasible we may look at a possible 2019 venue.
6. **June 18 & 19, 2018** Harbor Beach Resort and Spa 3030 Holiday Dr., Ft Lauderdale, FL 33316

8. Secretary Cindy Drake

Cindy Drake asked for all members to provide their thumb drives. She'll load them and bring them back to the July BOD meeting. She will provide the Palm Beach County members theirs right away so they can become familiar.

9. 1st Vice President April Hartseil

Looking forward to supporting Joe in the coming year. She's ready to get this program going. April explained she has attended conference every year since 2003 and this

conference is the most organized and well put together she has ever attended. The committee was well prepared. She is worried she can't live up to the standard set. Bill assured her there are many willing to lend a hand in the process.

10. 2nd Vice President Jeff Look

He will have 5 committee members, Trude Hull is a great committee member who doesn't attend meetings in person. She can do a lot through e-mail. Bill agreed. Jeff suggested the presentation of committee certificates be placed somewhere on the agenda for next year's conference. There was a brief discussion about where that best fits in the scheme of things. Jeff mentioned if you have lunch brought in for a committee meeting, look to see if tip is already added.

11. 3rd Vice President Michael Hauserman

Michael Hauserman is looking forward to working with the Board and the membership by engaging the current membership, particularly by interacting with Local Chapters. Bill encouraged him to assemble a good committee and he sees him being very busy this year.

12. Immediate Past President Leslie Banta

Leslie Banta encouraged transparency in communication. Pay attention to how you reply or reply all to an e-mail. Bill suggested that if we have an e-mail discussion and a member misses it, upon return let the rest of the Board know where you stand on the item. Cindy Drake shared information brought up at the ICC Chapter Leadership Academy. The presenter stated that the utilization of email votes on motions of the Board should be contemplated in your by-laws. An e-mail vote needs to be unanimous to be accepted because of the lack of opportunity to properly discuss the idea. Marilyn Crotty stated this has not been a policy of this Board. If it is the pleasure of the Board, the subject may be placed on a future agenda for consideration.

Jeff requested Joe look at bylaws to see if e-mail votes are discussed and to investigate if the subject needs to be noted in the by-laws. Bill suggested that if there is a lot of discussion on a motion, there is not full understanding and therefore; the subject will be placed on the next meeting agenda.

Leslie reminded April that any changes to the Vendor/Sponsor packet need to be approved by the Board.

3:00PM James Acosta was excused from the meeting.

13. Webmaster Liana Teague

Bill Van Horn thanked Liana Teague for the obvious efforts she continues to take for the betterment of the website. She assured all the Board members she is available to help them accomplish their goals for their positions in relation to the website. Liana went on to explain the 2 different types of "blasts" that can go out. The first is to all members through the Admin System, by the Liaison or by the IOG, the other is what goes out, to those who have signed up to receive e-mail updates, each time there is new content on the home page.

Bill mentioned Interface due dates. This will be discussed more fully at the next Board Meeting.

Liana tries to post things that make members get to know you better. Jeff told a story of a member who recognized him because of the increased exposure. Bill suggested if you haven't changed your picture lately, do so. There are now 690 members signed up to receive e-mail updates. Liana gave some suggestions to various Board Members for posts.

Amended By-laws are to be uploaded to the web site, an article will go on the blog, and are to be sent to all members via the Admin System.

Bill suggested putting a drop down on your page with your committee's contact information.

14. Metisentry Liaison Marlene Broman

Marlene Broman thanked Bill Van Horn for the opportunity and his faith in her abilities. There will be some learning curve as she's not worked in this program before. Marlene met with Mark Caskie for about 4 hours Thursday. Menus have been set up to give her access, but no set up capabilities have been given yet. Mark will stay involved enough to assist Marlene as needed. They will conference call meet with Marlene, Mark, Susan and Metisentry. New email log in will be sent out in the next few weeks. Bill explained his jurisdiction blocks the F.A.C.E. email. He uses his jurisdiction email. Marlene will work on this. Leslie suggested setting the link up in a manner that doesn't show your email address on the web page.

Code Guy e-mail will be taken over by 3rd Vice President Michael Hauserman. Cindy Drake advised that this has been listed in the duties of 3rd Vice President. She encouraged Michael to promote the Forum. Some people don't know it even exists. Liana said if she had some website committee members, they could monitor the Forum. Michael visits the Forum often and is willing to start monitoring it or assign it to a committee member.

Marilyn Crotty suggested Marlene contact Susan and come to the office, sit down, and see what she does and so forth. Mark told Marlene about the automated, paperless renewal and recertification process. Bill encouraged development of a strong link between Marlene, Liana and Susan.

- a. Face-online.org email addresses for BOD

15. Sergeant at Arms Joe Petrick

Joe is looking forward to getting started. He feels the accomplishments of the past Sergeant at Arms and legislative committees and his service on the committee last year have set him up for success.

The committee will prepare the Lobbyist RFP as a top priority. There was a good deal of conversation regarding the scope of duties expected from the Lobbyist.

Attention will be paid to protecting Home Rule.

He is anxious to identify objectives for upcoming years.

April Hartseil would like to see Joe continue on the FLC Municipal Affairs Committee.

Bill reminded all BOD members to bring these ideas to the Strategic Planning session.

16. Historian Lori Troxel

Lori was absent but Bill Van Horn relayed she is looking forward to applying some changes to the historian tab of the website. Bill expects good communication throughout the year.

17. Legal Counsel, Gary Glassman

Gary Glassman stated he is glad to be involved. He advised that he and Jeff Look have already started looking at possible revisions/re-writes to Fundamentals and Legal Aspects. In 9 years of teaching he has heard the issues that bother the exam candidates. Early in the year there was an issue where an individual threatened to sue F.A.C.E. over a "public records request". Gary explained to Susan how to reply and the issue was handled.

Bill reminded April that all contracts need to be reviewed by Gary before being signed.

18. International Code Council Representative, Tom Allen

Tom Allen commended F.A.C.E. on a good conference. He attends many and this one was done well. He was particularly impressed with the Chapter Leadership meeting coordinated by Leslie Banta and Cindy Drake. He recommended vendor display time be limited to 2 days and the vendor hall have some type of activity to draw participants in.

The ICC Annual Report is due by August 11th. Leslie will complete the annual report and transfer the primary contact to Bill Van Horn.

The Preferred Provider partnership has been established. Now classes need to be set up in the system. The Education Committee will handle this. Jeff Look will contact Tom for help with the set up. The 4 "levels" will be entered as well as some of the "soft skill" classes we offer. F.A.C.E. membership is happy with the ICC partnership. Next year's conference can count for ICC continuing education once properly entered. Tom feels there is some potential for some of the Local Chapters to join ICC as a Chapter.

Tom reached out legislatively this past year. The coalition intends to be more proactive in the coming session.

Code proposals for the 2020 Code cycle open up this summer. The process is completely online. He cannot assist with language but can help with formatting. He would like F.A.C.E. to set up a subcommittee to look at the proposals once formulated. Ultimately, Code Officials vote but having recommendations by Code Enforcement Associations is important.

Leslie Banta was excused at 4:00PM

19. Old Business

Bill Van Horn bid Donna Wisniewski farewell. This is her last Board Meeting as a member, as she retires in July. Donna is happy to know that the BOD members over the past several years serve the membership, not themselves. She asked that we continue to foster that type service.

20. New Business

There was no new business to discuss.

The meeting adjourned at 4:29PM.

Attest:

Approved:



**Respectfully submitted by
Cindy Drake, Secretary
Florida Association of Code Enforcement**



Bill Van Horn, President