

Florida Association of Code Enforcement, Inc.

Board of Directors Meeting

MINUTES

Monday, June 24th & Tuesday June 25th, 2013

1:00 p.m. – 5:00 p.m.

9:00 a.m. – 11:00 a.m.

Hilton Daytona Beach Resort/Ocean Walk Village

100 North Atlantic Avenue

Daytona Beach, FL 32118

386.245.8200

1. Call to Order 1:10PM

2. Roll Call

Present:

Jim Dehne, President

Michael Titmuss, 1st Vice President

Mike Donovan, 2nd Vice President

James Acosta, Treasurer

R. Sam Sullivan, Sergeant at Arms

Mark Caskie, Immediate Past President

Cindy Drake, Secretary

Excused:

Jen Baker, 3rd Vice President

Others in attendance:

Marilyn Crotty, IOG

Robert Hamilton, Attorney

3. Approval of Agenda

Motion to Approve Agenda with the following changes; 7b moved to 6/25/13
after 9:00am, the 6/25/13 meeting will begin at 9:00:

R. Sam Sullivan second: Mike Donovan

Motion carried unanimously

4. Approval of Minutes

Motion to approve the Minutes for May 3 and 4, 2013:

Michael Titmuss second: R. Sam Sullivan

Motion carried unanimously

5. Welcome Visiting Members

Visiting members in attendance:

Danny Thompson, Polk County

George White, Lauderhill, FL

Ken Jackson, Palm Beach County

6. Opening Comments – President Jim Dehne

Jim welcomed everyone and thanked them for their service. The Board will have a different face next year. Jim appreciates the stability of the IOG and the legal advice of Bob Hamilton.

7. Membership Issues – Executive Session

A. George White

Mr. White is requesting re-instatement of Fundamentals of Code Enforcement, Administrative Aspects of Code Enforcement and Legal Issues in Code Enforcement certifications. He presented his case. Certification and membership records were reviewed. Discussion ensued.

Motion to reinstate Fundamentals of Code Enforcement effective July 1, 2013; \$275.00 in fees is to be paid by July 31, 2013:

R. Sam Sullivan second: Mike Donovan

Motion carried 6-1

Mark entered updated e-mail in the data base and suggested George go to the web site and update his information. Mark told him his member number.

Break

Member Ed de Jesus, Palm Beach County arrived

B. Gary Addleman – City of Key West (issue deferred to 6/25/13)

8. Reports

A. Treasurer – James Acosta

a. FY 2012/2013 Budget Closeout

b. 2013 Conference Budget

Motion to accept the Treasures Report:

R. Sam Sullivan second: Mike Donovan

Motion carried unanimously

Mark thanked James for his work as Treasurer for the past 4 years.

The Boards have been good stewards of Association funds.

Proposed budget for 2013/2014 reviewed.

B. President – Jim Dehne – Jim’s report was deferred – heard 6/24/13 after item

F. Membership

a. General Comments Jim advised that he and Michael Titmuss will be attending the Florida League of Cities conference.

b. Jim advised he was contacted in regard to blast emails sent by two candidates for the F.A.C.E. Board of Directors. Mark said he was also contacted. Mark reviewed the by-laws and policies and found no prohibition. Contact information is available to any member through the member’s only section of the website. Bob Hamilton saw no reason

to disallow the use of e-mail as a campaign tool. Michael felt a candidate may use all the resources available.

C. IOG – Marilyn Crotty

a. IOG

b. IOG Contract - the Letter of Agreement was reviewed. There is no increase of the fee this year.

Motion to accept the Letter of Agreement:

Mark Caskie second: Michael Titmuss

Motion carried unanimously

Discussion: Mark suggests the word “individual” be inserted in the Scope of Services, pg. 2, since we preach individual responsibility.

c. 2013 Conference

The agenda was reviewed. Assignment of speaker introductions decided.

There are 294 attendees registered which does include some 1 day attendees. There have been a few cancellations.

d. Florida Local Government Coalition 2013 Initiative

F.A.C.E. joined the Coalition last year. There is no fee for membership.

They have become more active and have established an initiative. There

will be an event in Orlando on July 2nd. They request the attendance of up

to 5 representatives from each member association. Marilyn encouraged

the Board to send as many representatives as possible. Individual

attendees will need to register online. There is no fee for attendance. The

decision of who to send will be deferred to the post conference BOD

meeting.

BREAK

D. 1st Vice President – Michael Titmuss

a. 2013 conference

Michael praised the Program Committee and applauded Hector for his work on the Program Booklet. The booklet is a great first effort. The lessons learned in its production will be used in the future.

b. Cost for PTI to score exams at test sites

Marilyn contacted David Cox at PTI. They do have equipment to provide scoring of tests at the test site however the organizations that use the technology always hold the exam at the same place. There would be an additional cost of \$75.00 – \$100.00 per person. For a nominal additional fee an expedited scoring could be provided. This would be an e-mail that simply advised the individual if they passed or failed.

Discussion of the pros and cons ensued. Marilyn commented that only individuals who have pre-paid should be able to get an expedited result. PTI offers the F.A.C.E. exams once a month at their office. Individuals who take the test there pay a higher fee and receive immediate results. Mark proposed raising the test fee to cover the \$2.00 increase in the PTI contract and to cover the cost of updating test questions. He believes it's a good way to offset our added costs.

Motion to increase the exam fee \$10.00 effective October 1, 2013:

Mark Caskie second: Michael Titmuss

E. Motion carried unanimously 2nd Vice President – Mike Donovan - Mike

deferred his items to 6/25/13

a. Approval of Membership/Certification request form

F. 3rd Vice President – Jen Baker

a. Membership Update – presented by Marilyn Crotty, IOG

Membership is still down from last year in all categories. There are opportunities for improvement for the new membership vice president and committee.

Meeting adjourned at 4:40pm Monday June 24, 2013

Meeting Reconvened at 9:07AM Tuesday June 25, 2013

Roll Call:

Present:

Jim Dehne, President

Michael Titmuss, 1st Vice President

Mike Donovan, 2nd Vice President

James Acosta, Treasurer

R. Sam Sullivan, Sergeant at Arms

Mark Caskie, Immediate Past President

Cindy Drake, Secretary

Excused:

Jen Baker, 3rd Vice President

Others in attendance:

Marilyn Crotty, IOG

Robert Hamilton, Attorney

Visiting members in attendance:

Ken Jackson, Palm Beach County

Ed de Jesus, Palm beach County

Gary Addleman, City of Key West

Joe Fenton, Manatee County, Past President

Marilyn reminded those introducing speakers this afternoon to advised attendees to fill out and hand in the attendance forms when they finish their classes today to receive credit.

7. Membership Issues – Executive Session

B. Gary Addleman – City of Key West

Mr. Addleman is requesting re-instatement of Legal Issues in Code Enforcement and Code Enforcement Professional certifications. He presented his case. Mr. Addleman has been in litigation with his jurisdiction and provided the Board with a copy of the ruling of the Arbitrator.

Motion to reinstate certifications for Legal Issues in Code Enforcement and Code Enforcement Professional with no late fee based on the peculiar circumstances of this case and the arbitration award dated May 14, 2013; contingent upon the completion of 16 hours of continuing education by December 31, 2013. This action will re-set the clock to July 1, 2013. Recertification will be due June 30, 2015:

R. Sam Sullivan second: Mike Donovan

Motion Carried unanimously

Agenda Item E. deferred from June 24, 2013

2nd Vice President – Mike Donovan

a. Approval of Membership/Certification request form

The requests heard during this board meeting used the form developed. Mark will reformat the membership payment portion to make it easier to understand.

Motion to approve the Certification Appeal Application Form as reformatted:

Michael Titmuss second: R. Sam Sullivan

Motion carried unanimously

G. Sergeant-at-Arms - Sam Sullivan

a. Meeting with City of Lake Worth

Although we haven't received the promised information about the content of the lunch meeting planned to be hosted by the City of Lake Worth Vice Mayor this is a good opportunity to network. Mark cautioned that new Board members will not know what this is about. They won't have attended their first Board meeting yet. Michael will moderate.

b. Skype/Lobbyist presentation

David Shepp is presenting at the conference via Skype technology. This will be tested prior to Wednesday morning. Recommended objective for next year

Sam suggested legal representation accompany the Legislative Committee at the meeting with Florida Association of Counties in September.

Sam believes we have a commitment from Representative Keith Perry and Senator Simpson for the certification bill to be introduced in the 2014 legislative session.

Mark commented he is happy that the League of Cities recognizes F.A.C.E. as an up and coming organization.

6000 individuals have been certified in Fundamentals over the years.

Sam reminded us that about 88% of the Jurisdictions answering the survey employ certified officers. 65 – 75% require certification.

H. Secretary – Cindy Drake

- a. Approval of Minutes from the May BOD Meeting – approved 6/24/13 item #4 on the agenda

b. Formalize email vote for purchase of Member Guides

Thursday May 30, 2013 via e-mail:

Motion to purchase 1000 Member Guide brochures for approximately \$190.00:

Mark Caskie second: Michael Titmuss

Motion carried 6-1

c. Formalize email vote for accepting the City of Lake Worth's lunch offer

Friday May 24, 2013 via e-mail

Motion to accept Mr. Maxwell's lunch offer and to request the list of researched specifics be forwarded to the Board at their earliest convenience:

R. Sam Sullivan second: Cindy Drake

Motion carried 6-1

d. Update on Records Management Project

Cindy reported she was able to complete the task of cleaning out the records and scanned the documents into the laptop. A list of what's missing has been prepared. Donna Wisneiwski advised she has records in her storage. She has the list – she'll see if she has any of what's missing. The incoming Secretary will need to work with the Board to decide what they want to do about the missing items. The Motion and Policy book developed in 2008 needs to be updated. The scanner used for the project is a NEAT desktop scanner. The Board may want to consider purchasing a similar item.

I. Immediate Past President – Mark Caskie

Mark introduced the known candidates for the upcoming election.

For the office of **1st Vice President:**

Hector Garcia, Cindy Drake, R. Sam Sullivan

For the office of **2nd Vice President:**

Mike Donovan, Joanne Naumann

For the office of **3rd Vice President:**

Ken Jackson, Leslie Banta

For the office of **Sergeant at Arms:**

Danny Thompson

For the office of **Treasurer:**

Kimberly Corbin

For the office of **Secretary:**

Lori Troxell

a. E-Polk

The board approved upgrades to the computer system provided by E-Polk at the May Board meeting. Mark had hoped E-Polk would complete the conversion quickly and bill by May 31st. He is disappointed that that wasn't accomplished however they have committed to finishing by July 1st. Mark is generally pleased with E-Polk. He believes the amount budgeted is sufficient. The current upgrades should help Susan have a more efficient work flow.

J. Webmaster

Mark has accepted the position of Webmaster. Debbi Leigh is retiring.

K. Historian

The historian was not in attendance. No report.

9. Old Business

Marilyn advised James to be prepared to write checks for conference speakers and the League of Women Voters. Accounts and credit cards will need to be updated right away. James has prepared a book for the incoming Treasurer.

10. New Business

Mark received an invitation from LPS for the Board to join some of the vendors for dinner. He and Debbi Leigh attended a similar dinner a couple of years ago. There is a concern about the cost of dinner exceeding \$25.00. Cindy and Mark will attend.

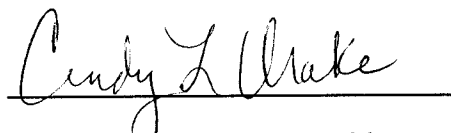
The codes for the class attendance sheets have been assigned and distributed to the introducers.

Acknowledgment of committee members will be during general session. The committee chairs will distribute the certificates to their members. Photos will be taken at the banquet.

Meeting Adjourned 10:40AM

Attest:

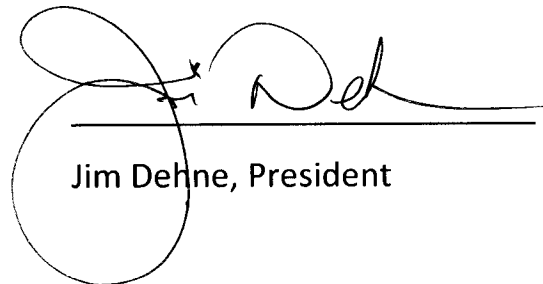
Florida Association of Code Enforcement



Respectfully submitted by

Cindy L. Drake, Secretary

Approved:



Jim Dehne, President