



The MANAGER

FLORIDA CITY AND COUNTY MANAGEMENT ASSOCIATION
Post Office Box 1757 – Tallahassee, Florida 32302 – (850) 222-9684
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Executive Director's Column: FCCMA Coaching Program – Cost Effective and Easy to Use!

By Lynn Tipton

Late at night when I cannot sleep, I'm not a big fan of television because most of it is infomercials. The product tag lines, however, are often catchy – like, “so easy to use...you'll wonder how you ever lived without it!” That phrase comes to mind when I think of FCCMA's Coaching Program – and I have to admit, now that I've listened in on the excellent panel discussions we've had, how is it that we haven't been doing these before?

Many of you are looking at scaled-back, drastically reduced budgets for 2007-08, and I know your training dollars are tight. I think the Coaching program is one of the best deals anywhere – you can include such a large number of your team on each session! These regularly-scheduled calls allow large numbers of participants to learn from seasoned professionals on topics that are timely, relevant and broadly applicable to local governments. I want to encourage every FCCMA member to check out the information and schedule on the FCCMA web site, and see how many of these offerings apply, and will apply in the future to your city, county or special district. We have engaged folks in the dialogue of our profession who did not previously know anything about FCCMA – another added bonus.

As we look to build our next generation of local government professionals while sustaining the teams we have right now, I believe this coaching commitment made by your Board and led by a great committee and consultant is one of the best tools we have. I can't resist another great product tag line: Try it...you'll be glad you did!

2008 FCCMA Annual Conference-“Emerging Trends—Looking Into Florida’s Crystal Ball”

The conference planning committee has been working planning next year’s conference. One can guess from the theme that this year’s conference will focus on future trends and best practices. Speakers are being contacted and confirmed—watch for announcements in September and October. During difficult fiscal times, it is more important than ever to meet with colleagues. Help the committee meet its goal of 250 attendees. The conference will be held May 28-31 at the Marco Island Marriott. Hope to see you there.

Emerging Leaders Symposium

The Emerging Professionals Council is planning its annual symposium on November 16. It will be held at the Lakeside Community Center in Port Orange from 8:30 a.m. – 4:30 p.m. Registration with Coffee and Danish will begin at 8:00 a.m. The theme is “Under Construction: The Building of a Successful Public Manager.” The EPC is offering scholarships for the Symposium; the application will be with the brochure. The brochure will be sent in mid-September.

Coaching Panels

Over 177 people participated in a lively conference call on July 11 about how local governments are responding to the challenges of property tax reform.

If you missed the session, you can go to <http://www.fccma.org/coaching/phonepanels.htm> and see an outline, download a digital recording, and access the materials that panelists provided about their strategies and communications. On August 9 another phone panel was held on “Balancing Career and Life.” More than 63 people participated. The next discussion will be September 12 @ 2:00 p.m. on “Ethical Challenges.”

This is a special service of the FCCMA Coaching Program--learning and leading @ the speed of light. Check out the "Coaching Corner" at www.fccma.org/coaching for more resources to support you in a successful career in local government.

Florida to Create Nation’s Most Robust Networked Emergency Management System

Getting personnel, equipment and other resources to a Florida community hit by a disaster will become easier, faster and more systematic when the State of Florida rolls out a new approach to disaster management. The Florida Division of Emergency Management (FDEM) has selected a solution that combines comprehensive technology tools with the training and management expertise of an ICMA-led team that includes the National Emergency Management Network.

“Florida is definitely ahead of the curve in putting the networked approach to emergency management into action,” said Robert O’Neill, Executive Director of ICMA, the premier local government leadership and management organization. “Given the number of hurricanes and other emergencies the cities and counties of Florida deal with in a year, FDEM fully understands what’s required to put people and resources where they need to be, when they need to be there.” The networked approach to emergency management means forming networks of local jurisdictions who work in partnership with State and Federal agencies improving efficiency and effectiveness over traditional command and control models.

The first phase of the process to deliver world class emergency management in Florida will focus on adopting the National Emergency Management Network (NEMN), which was launched last year by the Public Entity Risk Institute (PERI) and ICMA. NEMN tools, developed by Emergency Visions, Inc. and Georgia Tech Research Institute, link communities together by providing a common database where emergency management resources can be catalogued and easily deployed. NEMN also includes a geo/mapping tool so jurisdictions can get a picture of where those resources are located.

The Florida solution also integrates a comprehensive suite of logistics, inventory and warehouse management tools provided by ScanLynx, which are designed to work with mobile devices.

To ensure that local jurisdictions are involved early-on in the development and implementation of Florida's new approach to emergency management, the Florida City & County Management Association (FCCMA) will form an advisory council and get local jurisdictions involved in incident test exercises. "FCCMA works closely with the Florida League of Cities and the Florida Association of Counties and will provide local government leadership and collaboration to foster the adoption of this overall solution at the county and community level throughout the state," said Barbara Lipscomb, President FCCMA and City Manager, City of Casselberry, FL.

"We were looking for more than just a set of technology tools," said Charles Hagan, Unified Logistics Chief, Florida Division of Emergency Management. "The approach ICMA proposed involves the state agencies and local jurisdictions in helping both design and implement the approach. It also includes a substantial amount of training. This way we'll know the system works at both the state and local levels."

Two FCCMA Members Appointed to the Blueprint Commission on Juvenile Justice

Steven Thompson, City Manager, City of Deltona and Marlon Brown, County Manager, Gadsden County have been appointed to the Blueprint Commission on Juvenile Justice by Secretary Walter McNeil. This 25-member commission, made up of citizens, stakeholders and policy experts, will be chaired by Florida Atlantic University president and former lieutenant governor Frank Brogan. The commission will be tasked with the development of a plan to reform Florida's juvenile justice system.

Hot Topics in Local Government Finance

The South Florida Government Finance Officers and City Clerks Association in cooperation with the Florida League of Cities cordially invite you to attend their 2007 Training seminar entitled "Hot Topics in Local Government Finance, Issues and Challenges 2007-2008. The seminar will be held on Friday, September 21, 2007 from 8:00 a.m. to 5:00 p.m. at The Signature Grand in Davie, Florida. Sessions will include topics on property tax reform, revenue options, GASB, OPEB and service delivery. The cost will be \$100 per person for SFGFOCCA members, and public administrators and elected officials; \$125 per person for non-members (includes free Chapter membership for one year); and \$135 per person at the door. Payment must be received by September 17, 2007. To make your reservation, please email your RSVP to pvarney@ci.dania-beach.fl.us and mail your completed registration form and check made payable to the "SFGFOCCA" to: SFGFOCCA Treasurer, c/o Patricia Varney, Director of Finance, City of Dania Beach, 100 W. Dania Beach Boulevard, Dania Beach, FL 33004.

ICMA Conference/FCCMA Events

Dutch Treat Dinner -For those of you traveling to Pittsburgh for the ICMA Conference, reservations have been made at the Olive or Twist Restaurant for Monday, October 8 at 6:30 p.m. The restaurant is located within walking distance of the Convention Center and has offered FCCMA the upstairs lounge area for a buffet dinner. The menu is an "All American Cookout Buffet" with the following items: extensive salad bar with choice of three house-made dressings, BBQ chicken and ribs, pulled pork BBQ sandwiches, buttered ears of corn, baked beans, fresh baked apple pie, soft drinks, iced tea and coffee. A cash bar will also be offered. Tickets will be necessary, as FCCMA will be paying deposits and making the final payment on one bill. The cost is \$32 per person, which includes taxes and gratuity. Please send your checks made payable to FCCMA with the order form below by September 24 to receive your ticket(s) by return mail. This dinner event is always very popular with the FCCMA members, and it is hoped there will be a good turnout. Due to budget cuts, it was necessary to take the dinner back to a restaurant rather than FCCMA hosting something in the hotel.

FCCMA Suite-The President's hospitality suite will be at the Westin Hotel. FCCMA will open the suite Sunday evening from 7:00 p.m. to 10:00 p.m. and Tuesday evening from 5:30 – 9:30. The suite will open Monday evening after dinner, if it's not too late.

ICMA Conference/FCCMA Dutch Treat Dinner

Name: _____

Mailing Address where you want the tickets to be sent: _____

E-mail: _____

Number of tickets requested at \$32.00 each: _____

Amount enclosed: _____

Checks should be payable to FCCMA.

Visa/Mastercard: circle one

Name on the card: _____

Credit Card #: _____ Expiration Date: _____

Billing Address for the Cardholder: _____

Please mail to FCCMA, PO Box 1757, Tallahassee, FL 32302 or Fax: 850.222.3806 or attach with an e-mail to llovallo@flcities.com.

Alliance for Innovation Launched

The Innovation Groups announced its transformation into the Alliance For Innovation on June 6th, at the opening session of the *Transforming Local Government Conference* in Bellevue, Washington. Alliance Partners, the International City/County Management Association (ICMA) and Arizona State University, joined forces with the Innovation Groups to form the new international consortium dedicated to innovation and accelerating the transfer of ideas into practice.

The new Alliance for Innovation unveiled its information materials, logo and web-site (www.transformgov.org) in Bellevue. Katy Singlaub, Manager of Washoe County, NV, serves as the first Board Chair of the Alliance. Jim Keene, ICMA's Director of Strategic Initiatives and ICMA West, has recently been named president of the Alliance. Both were on hand for the unveiling.

With "Transforming Local Government," as its tagline, the Alliance was formed in August 2006, committed to the discovery and application of leading ideas and practices. Its goals are to identify major trends and create a repository of information on innovative, leading practices and the process of innovation. The Alliance will continue to study and test local government innovations, benefiting from the partnership with ASU and ICMA. It will serve as a network for local governments around the world, as well as members of the academic community and the private and non-profit sectors.

"The Alliance's structure creates a special collaborative forum for learning, measured risk-taking, exploration and discovery and sharing of knowledge and experience," said Keene. "To solve the problems we face in the 21st century, we must connect, share, and change."

The 350 communities which are members of The Innovation Groups continue as members of the Alliance for Innovation. "This is an exciting time for local government," said Bob O'Neill, Executive Director of ICMA, the premier local government leadership and management organization. "Given the dramatic social and demographic shifts happening right now, we need to focus more on developing and integrating innovative practices that can help create the kinds of communities that will flourish in years to come. The Alliance, in partnership with ICMA, provides the vehicle to make that happen."

According to Jim Ley, County Administrator, Sarasota County and Alliance Board Member, "The Innovation Groups has a rich history in Florida and the Florida members have shared and contributed to the vision that has supported the pursuit of progressive thinking and innovative practice in local government." Ley went on to say that, "The fundamental vision for the Alliance for Innovation takes the success of IG and principles of progressive thinking that define IG, to create an even more powerful organization incorporating a strong research component that would add an R and D base to our efforts and build a wider bridge to practical application of the many ideas that sprout forth from IG members and the Alliance research platform."

The Florida City and County Management Association is a Program Partner to the Alliance. In addition, more than 60 Florida local governments are members of the Alliance, according to its website. The Alliance continues to provide web hosting and design services for FCCMA and is a valued partner when it comes to marketing and learning activities within the state.

In addition, the Alliance has five regional offices, with Florida belonging to the Southeast Region. The region's office is located, conveniently, in Tampa. Tracy Miller is the Regional Director, and can be reached at 813.857.8466 or tmiller@transformgov.org .

MIT News and Update

Listed here are the current members-in-transition. **Lester B. Baird, Sr.**, former administrator of Hendry County, Lesterbb2000@earthlink.net; **Mitchell Bobowski**, mbobowski@yahoo.com; **Steve Cottrell**, former manager in the Town of Belleair, scottrell@knology.net; **Joe DeLegge**, former manager of Bartow, jdelegge@gmail.com; **Jim Gallagher**, former manager of Dundee, jgallagher27@tampabay.rr.com; **Charity Good**, former manager of North Bay Village, good2821@aol.com; **Stella Heath**, former assistant manager of Frostproof, 863.639.2178; **Tom Moffses, Sr.**, former manager of Madison, moffsesr@gmail.com; **Katrina Powell**, former manager of Fort Meade, ktpowell68@aol.com; **Susan Ashley Stanton**, former manager of Largo, a19b59@yahoo.com; **Ron Stock**, former manager of Leesburg, rs9588@earthlink.net. Please take a minute to show your support of these MITs by making a phone call or sending an e-mail.

New Members

The following membership applications have been received. If no current member comes forth with a reason why these applicants should not be approved as members, they will be invoiced for dues. **Robert Bartolotta**, city manager, Sarasota, full; **Monica M. Cepero**, senior business development manager, PBSJ, corporate; and **Robert DiSpirito**, city manager, Dunedin, associate.

Positions

Budget and Management Analyst – Broward County, FL - Analysts are fiscal and management consultants to agencies and staff advisors to County Administration. Salary of \$45,000 to start. As management and analytical skills grow, Analysts are promoted to Associate Analyst, Senior Analyst and Principal Analyst. Benefit package includes: employer-funded health insurance; three weeks leave; employer-funded retirement with no employee contribution; and no state or local income taxes. Applicants should possess: Master's Degree in Public Administration or related field; working knowledge of local government and budgeting; highly developed analytical, problem-solving, creative thinking and communication skills. For more information on Broward County and the Office of Management and Budget, see our website at <http://broward.org/budget/welcome.htm>. Send resume and both undergraduate and graduate transcripts to Marci Gelman, Assistant Director, Broward County Office of Management and Budget, 115 S. Andrews Avenue, Room 404, Ft. Lauderdale, FL 33301; FAX (954) 357-6364 or e-mail mgelman@broward.org EOE.

Finance Director - Casselberry, Florida - - (Pop. 25,000). Salary Range: \$68,687 - \$114,478. Hiring Range: up to \$91,500 DOQ. The City is seeking an experienced municipal finance professional. Under general direction of the City Manager, the Finance Director is responsible for directing and coordinating all financial activities of the City, which includes the responsibility for financial planning, budgeting, accounting, revenue administration, utility customer service and billing; and the billing and collecting of special assessments and service charges for the City. Work in this class requires the employee to work effectively with and maintain communications with elected and appointed officials, other department directors, representatives of other governmental jurisdictions, private consultants and contractors, and subordinate personnel. Located in Seminole County, the City of Casselberry is within the

Orlando metropolitan area. The population is approximately 25,000. The Finance Director is responsible for coordinating City-wide accounting and related fiscal activities, directing the overall development and operational controls for maintenance of the central accounting system and directing the gathering, interpreting, recording and distribution of financial data. The Finance Director also monitors fiscal activities, ensures compliance with laws and requirements and ensures that city funds are correctly and effectively managed and that accounting and internal controls are maintained. The Finance Department is responsible for processing and maintaining all City-wide financial data per Governmental Accounting Standards Board (GASB) principals and State of Florida guidelines, producing the City's Comprehensive Annual Financial Report (CAFR) and coordinating the preparation of the City's annual budget. The Department is also responsible for providing billing and customer service for customers of the City's utility system, ensuring compliance with government purchasing guidelines, and processing the City's payroll, accounts payable, and fixed asset records. The Department includes 23 staff members and a 2006-07 budget of \$1.9M. The Department consists of three major functional areas: accounting, purchasing and customer service. The requirements include: graduation from an accredited college or university with a degree in business administration, accounting or finance, and a minimum of five (5) years highly responsible work experience in accounting, revenue administration, and other phases of fiscal management, (three (3) years of which must be in local government finance). At least two (2) years of experience in a supervisory capacity relating to local government finance functions. Certified Public Finance Officer, Certified Government Finance Officer, or Certified Public Accountant preferred. Resumes will be accepted until the position is filled. Please submit resume with current salary information to: Human Resources Department, 95 Triplet Lake Drive, Casselberry, FL 32707 or abrooks@casselberry.org. Additional information may be obtained by contacting Andy Brooks, Human Resources Coordinator at (407) 262-7700, Ext. 1150, or e-mail abrooks@casselberry.org (Please include "human resources" in the subject line to ensure that your email clears the email filter). All application materials are subject to the Florida Public Records Law.

Assistant City Manager – Clearwater, FL - Target salary: \$115-125k. City of Clearwater seeking motivated, dynamic leader to assist City Manager in admin of various City programs/depts. Candidate will possess extensive knowledge of city ops, incl. budgeting. Position calls for proven mgmt/leadership ability, strong interpersonal skills; degree in Bus./Public Admin, or Finance; & familiarity w/emergency mgmt and infrastructure issues. Submit resume/salary history to HR Dept., 100 S Myrtle Ave., Clearwater, FL, 33756. Fax: (727) 562-4877. Email: humresweb@myclearwater.com; for more info: www.myclearwater.com. DFWP-AA-EOE

Assistant City Manager - Clermont, FL (23,000). Salary \$65,000-\$85,000. Requires Masters Degree in Public Administration or related field and local government experience or a combination of education, training and experience providing skills and knowledge required for the position. Strong organizational, interpersonal, and public relations skills are essential. Areas of involvement may include but not be limited to planning, economic development, Community Redevelopment Organizations, recreation, risk management, information technology, customer service, grant writing and administration, advisory committees, project research and development, implementation of plans and programs, and providing other assistance to the City Manager. The position will remain open until filled. Send cover letter and resume to: The City of Clermont, Office of the City Manager, P.O. Box 120219, 685 W. Montrose St., Clermont, FL.

34711. Fax: (352) 394-4087. Submitted materials are subject to Florida Public Records Act. An Equal Opportunity Employer.

Finance Director – Miami Shores Village - The Village is seeking a qualified individual to direct all financial aspects and functions of the Finance Department, including Budgeting, Accounts Payable, Accounts Receivable, Cash Management, Payroll and Personnel Administration, Risk Management, and Pension Benefits. This position reports directly to the Village Manager and interacts with local elected officials, fellow department heads and staff, as well as residents. Requirements include: graduation from an accredited college or university with a degree in business administration, accounting or finance; at least five years of finance work experience and at least three years of governmental finance work experience. Good communication and interpersonal skills required. CPA and/or CGFO preferred. Excellent salary and benefit package offered. Submit resume with current salary information to: Village Clerk, 10050 N.E. 2nd Avenue, Miami Shores, FL 33138 or e-mail to: estepb@miamishoresvillage.com. EOE

Operations Manager – City of Oviedo - Starting Range: \$58,688 - \$73,360. Closing Date: September 14, 2007. Performs professional work managing the Operations Division encompassing; Fleet Maintenance, Streets and Right of Way, Landscaping, Arbor and Forestry, Building Maintenance, Grounds Maintenance/Mowing and Drainage programs. Manages the general maintenance, repair, renovation, and landscaping of all City facilities. Incumbent must schedule and distribute available manpower and equipment to provide effective, efficient operations. Supervision is exercised over all division personnel. Work is performed under the general direction of the Public Works Director, but incumbent exercises final responsibility in routine matters. Considerable knowledgeable in the practices and procedures as related to automobile, truck, heavy equipment maintenance; knowledge of equipment, tools, and safety factors involved in the repair/renovation of automotive and heavy equipment mechanical systems; knowledge of building construction, facilities maintenance, and custodial operations; knowledge of fleet maintenance, streets and right of way, landscaping, arbor and forestry, building maintenance, grounds maintenance and mowing and drainage; knowledge in office methods, procedures, equipment and computer applications such as Windows, Word, Excel, PowerPoint and Access programs; excellent public speaking skills; knowledge in local government purchasing and contracting requirements; knowledge and demonstrated abilities in business planning and reporting techniques i.e., profit loss statements, inventory control, etc.; ability to present programs and budget in a public forum; ability to utilize mathematical formulas and exercise analytical judgment. Bachelor's degree from an accredited college in business, public administration or a related field. A minimum of 6 years of increasingly responsible experience in the management of Fleet Maintenance, Streets and Right of Way, Landscaping, Arbor and Forestry, Building Maintenance, Grounds Maintenance/Mowing and Drainage programs and automated work scheduling systems. An equivalent combination of education/experience may be considered. Valid driver license (must obtain Florida driver license within thirty (30) days of employment). Subject to emergency call-out during off-duty hours and on weekends as required. As part of our commitment to a drug-free workplace, each applicant who is successful during the new hire process, is offered employment conditioned upon successfully passing a drug test. Refusal to take a test, or failure to pass the test according to minimum standards, is cause for disqualification. Complete job description and application materials available at Oviedo City Hall, Human Resources Department, 400 Alexandria Blvd., Oviedo, FL 32765 or at www.cityofoviedo.net. **Resumes are not accepted without a completed application.** EOE-M/F/D/V-Drug-Free Workplace

Utility Manager/Public Works Department – City of Oviedo - Starting Range: \$53,232 - \$66,540. Closing Date: September 14, 2007. Manage, plan and direct the utility division to ensure that potable water, reuse water, sanitary sewer collection/transmission and stormwater management services are provided to protect needs of the citizens of the City of Oviedo. Coordinate efforts with and provide assistance to the Public Works Director. This position reports to the Public Works Director. Comprehensive knowledge of the principles of water utility administration, planning and design; ability to formulate comprehensive operational policies; ability to prepare technical reports; ability to supervise the work of a subordinate staff; establish and maintain effective working relationships with department directors, government officials, associates, contractors and the general public. Bachelors Degree in Civil or Environmental Engineering or equivalent training and six years of technical experience in the water, reuse, sanitary sewer management with three of the six years in management. A combination of education and experience may be considered. Must possess a valid Florida driver license. Subject to emergency call-out during off-duty hours and on weekends as required. Special preference will be given for a valid State of Florida, Board of Professional Engineer's Registration. As part of our commitment to a drug-free workplace, each applicant who is successful during the new hire process, is offered employment conditioned upon successfully passing a drug test. Refusal to take a test, or failure to pass the test according to minimum standards, is cause for disqualification. Complete job description and application materials available at Oviedo City Hall, Human Resources Department, 400 Alexandria Blvd., Oviedo, FL 32765 or at www.cityofoviedo.net. **Resumes are not accepted without a completed application.** EOE-M/F/D/V-Drug-Free Workplace

Manager of Emergency Management - Seminole County Government – (07/165)
\$56,927.22-\$93,929.91. Minimum Qualifications: Bachelor's Degree and three (3) years experience in Emergency Management or Public Safety Administration required. IAEM Certified Emergency Manager (CEM) or Florida Professional Emergency Manager (FPEM) certification is required within one (1) year of appointment to this position. Knowledge of the principles and practices for emergency management planning. Knowledge of Emergency Operations Center functions and operations is required. Knowledge of Federal, State, and Local requirements for County and municipal governments. A comparable amount of education, training, or experience may be substituted for the minimum qualifications. Essential Functions: Administrative and professional work overseeing emergency management functions and operations for Seminole County. Manages all aspects of the Emergency Management Division. Responsible for all day-to-day emergency management issues including personnel, fiscal, budgeting, planning, purchasing, recovery from disaster, and training and development of staff. Participates in local, state, and regional Domestic Security Task Forces. Reports to the Director of Public Safety. Apply to Human Resources at 1101 East First Street, Sanford, FL 32771. Resume may be faxed to (407) 665-7939. E-mailed to hr@seminolecountyfl.gov. Or apply on line at: <http://www.seminolecountyfl.gov>. "Equal Opportunity Employer M/F/D/V" Drug Free Workplace

Public Safety Director – Taylor County, Perry, Florida - Salary \$59,000 – \$67,000 negotiable DOQ. Position responsible for directing the activities of Fire/Rescue and Emergency Management within the County. **Education and/or experience:** Graduate from an accredited two-year community college with an Associates Degree in Fire Administration, Fire Science, or

a related field. Five (5) years of progressive responsibility in the fire service with at least three (3) years service as a chief, assistant chief, or a ranking officer in a similar sized or larger department, or graduate from an accredited four-year college or university with a Bachelor's Degree in Public Administration, Business, Fire Science or related field is preferred. Experience can be substituted for the above educational requirements. **Certificates, Licenses, Registration:** Requirements include Florida firefighter certification and be Fire Officer I certified within one year. Must also be Florida certified Emergency Medical Technician. Preference may be given for Paramedic Certification. Possession of current BLS or CLS certification, Emergency Vehicle Operators Course (EVOC) certification or equivalent is required, as is current valid Florida Class E drivers license. Certification of courses specific to hazardous materials response and emergency management also required. **Applications and Information:** Visit www.taylorcountygov.com for entire job description and application. Position is open until filled. EOE/DFWP/VP/background check employer.

Dates to Remember:

October 7-10, 2007 – ICMA Annual Conference, Pittsburgh
November 16 – Emerging Leaders Symposium, Port Orange
May 28-31 – FCCMA Annual Conference, Marco Island