

**Florida City and County Management Association
Board of Directors
Wednesday, February 6, 2013
Westin Lake Mary**

President Shanahan called the meeting to order at 1:40 p.m. with the following members present:

President Joyce Shanahan, City Manager, Ormond Beach
President-Elect Russ Blackburn, City Manager, Gainesville
Secretary/Treasurer Jill Silverboard, Assistant City Manager, Clearwater
Past President Jonathan Lewis, City Manager, North Port
District I Director Jeffrey Brown, Assistant City Manager, Panama City
District II Director Michael Pleus, City Manager, DeLand
District IV Director Richard Reade, Sustainability Officer/PIO, Delray Beach
District V Director Michael Cernech, City Manager, Tamarac
District VI Director Judith Zimomra, City Manager, Sanibel
District VII Director Robert LaSala, County Administrator, Pinellas County
District VIII Director Paul (Andy) Stewart, Town Manager, Dundee
At-Large Director Robert (Bobby) Green, City Manager, Auburndale
At-Large Director Faye Outlaw, County Administrator, St. Lucie County

Members Absent:

District III Director, Desiree Matthews, Assistant City Manager, Kissimmee
At-Large Director Horace McHugh, Assistant City Manager, Oakland Park

Others in Attendance:

Kurt Bressner, Range Rider Coordinator
Lee Feldman, City Manager, Fort Lauderdale and ICMA SE Regional VP
Robert E. Lee, CFLGE Executive Director
Tracy Miller, AFI
Ken Parker, City Manager, Port Orange and ICMA Sr. Advisor
Beth Rawlins, Corporate Liaison
Lynn Tipton, FCCMA Executive Director
Carol Russell, FCCMA Administrative Assistant
Lynn Lovallo, FCCMA Executive Assistant

President Shanahan recognized and introduced Mr. Parker, who has been appointed by ICMA to be a Senior Advisor to FCCMA.

President Shanahan gave a brief explanation for the letter that was sent to the Florida Association of Counties and included in the agenda packet with the correspondence. She continued with a report back from the Executive Committee meetings. The officers met with representatives from FSU on the status of the Center for Florida Local Government Excellence (CFLGE) and the proposed legislative funding for practitioner positions at the different schools, which may be appropriated.

President Shanahan requested more support for the various awards. The deadline has been extended for the Sittig Award. She asked for recommendations for the If You Care, You Do Award. No decision has been made yet as to who should be invited to the Board Dinner at Conference. The President is looking at a smaller affair than in the past.

Consent Agenda:

A motion was made by Mr. Green and seconded by Mr. Cernech to approve the Consent Agenda, which included: Minutes of November 9, 2012; Financial Statements for the First Quarter FY2013 and the final Financial Statements for the Year Ending September 30, 2012. The motion passed without opposition.

Ms. Tipton gave the Executive Director's report next and notified the Board that the membership issue discussed at the last meeting was resolved, and the proposed member has declined to be an FCCMA member.

Information on an out-of-state possible ethics violation for a member applicant with FCCMA was passed around. There was discussion and questions answered.

Moved by Mr. Green to approve the member candidate. The motion was seconded by Mr. Lewis and passed without opposition.

A motion was made by Mr. Blackburn to approve the Letter of Agreement with Digital Opps (the company that hosts the FCCMA website). The motion was seconded by Mr. Brown and passed without opposition.

Dr. Lee reported for the Center for Florida Local Government Excellence. He thanked the Executive Committee for traveling to Tallahassee to meet with FSU representatives. His written report was included in the agenda packet with the request for the second quarterly payment.

Moved by Mr. Lewis and seconded by Mr. Brown to approve the second quarterly payment of \$15,000 to the Center. The motion passed without opposition.

Ms. Rawlins was next with the report on the corporate fundraising and sessions at conference. A chart was included in the agenda packet showing the rankings for the corporate submittals.

A motion was made by Mr. Brown, seconded by Ms. Outlaw to accept Ms. Rawlins' recommendations for the top five companies: CareHere, LLC/Crowne with the City of Ocoee; Musco Lighting with Martin County; North Star Destination Strategies with the State of Florida; Safeguard Properties with the City of Scottsdale, AZ; and United Water Environmental Services with the City of Bayonne, NJ. The motion passed without opposition.

Ms. Rawlins reported that to date about \$130,000 has been raised for conference.

Next on the agenda was an item for the selection of the future conference sites. Ms. Tipton reviewed the information submitted by the meeting planner.

Moved by Mr. Brown, seconded by Mr. Lewis to approve the recommendation for the 2015 conference site to be the Loews Royal Pacific Resort and the recommendations for the 2016 and 2017 conferences to be at the Hilton Lake Buena Vista (2016) and the Dolphin for 2017 (if the Dolphin can provide a similar proposal for 2017). The 2016 and 2017 sites are contingent upon site visits by the meeting planner. All the hotel sites are in Orlando. The motion passed without opposition.

Mr. Bressner reported for the Range Riders. Mr. Bressner gave some background on the thoughts behind the new policy language.

A motion by Mr. Blackburn, seconded by Mr. Pleus to approve the revised Policy 11 – Range Rider Program – inclusive of all sections except V-13 and clarifying V-11 to not preclude cities such as West Palm Beach with strong mayors but administrators also. The motion passed without opposition.

Item V-13 was discussed. There were issues regarding the population thresholds proposed. There was also a concern about the perception of competing with the private recruitment firms when Range Riders assist with city manager selections. A recommendation was made for more emphasis to be placed on assisting MITs.

Moved by Ms. Silverboard to approve Section V-13 as written, but strike line 3 (after the word villages) through the end of that sentence. In the second paragraph strike “jurisdictions with populations in excess of the above limits”. In the next paragraph take out “for any sized jurisdiction.” The words “placement services” should be changed to “guidance and assistance.” Mr. Reade seconded this motion.

An amendment was made to include a change to V-14 to eliminate the last sentence “(Imported from California Range Rider Program.)”

The amendment was accepted and a statement added to say “highest priority to communities hiring a first-time manager or for loss of a manager due to death or illness. If a Range Rider has a problem, he/she should come to the executive director.”

The motion passed with Mr. Blackburn opposed.

The second part of the Range Rider report requiring Board action was approval of the quarterly report.

Moved by Mr. Brown, seconded by Mr. Blackburn to approve the quarterly Range Rider report. The motion passed without opposition. Ms. Tipton will forward the report to ICMA.

Mr. Feldman, City Manager of Fort Lauderdale and ICMA SE Regional Vice President was asked to give an update from ICMA. He reported that ICMA is pushing volunteerism and asking the state associations to get their members more engaged in things rather than being passive members. He said the next generation is very critical to ICMA. He would like to start a student chapter in Florida at one of the universities and give them a forum. He said Florida has no student chapters, which are formed through involvement with the universities. Mr. Blackburn said this is one of his goals for next year.

Mr. Pleus volunteered to assume this responsibility through the FCCMA Student Council.

Other things ICMA is asking for:

- Members should invite an MIT to lunch or breakfast.
- Members should serve on a committee or task force.
- Members are being asked to sponsor a local management fellow. ICMA supports their training.
- Members should contribute to the Fund for Professional Management or the Life, Well Run Campaign.
- Members can mentor a member from the Emerging Leaders Program.
- Members should participate in CityLinks.

Mr. Feldman continued with his report and said the Life, Well Run Campaign is raising money but not as much or as fast as they would like. Pilots have been run in two areas—San Antonio and Chicago. ICMA is working on expanding membership resources by the end of 2013 and will launch a national campaign of pledges.

ICMA will be holding discussions on the Code of Ethics, focusing first on Tenet 7. All tenets will eventually be addressed.

ICMA wants to partner and work with affiliates on a state-by-state strategy to work smarter and better to recruit and retain members. Mr. Feldman asked for a Board member to be designated to work with Mr. Feldman and Ken Parker to develop a proposed strategy, bring it to the FCCMA Board in May and then to the ICMA Board in June. **Mr. Reade was appointed to represent FCCMA.**

Mr. Parker reported that Florida has dropped below 100 credentialed managers. He will check to see who fell off and why.

Mr. Lewis reported on the two ICMA committees he's serving—conference planning and the task force on financing. He has asked for a short, one-page document on ICMA's financing and would appreciate feedback from the Board.

Committee Reports:

Awards

A written report was included in the agenda packet. Mr. Brown reported that the deadline for the Sittig award was extended to February 18.

Conference Planning & Winter Institute

Updates were given on the Winter Institute by Ms. Silverboard and on the conference by Mr. Blackburn. The Winter Institute is sold out and expectations are high for a successful Institute. Conference is at a good point; the registration announcements should go out next week.

Fiscal & Administrative

Mr. LaSala reported on the tasks his committee tackled. Suzanne Sherman prepared a paper on the sustainability of the Center for Florida Local Government Excellence, which will be sent to the Board.

Carl Schwing did an evaluation of the reserve fund policy and "fund balance." Suggestions will be submitted to the Executive Committee for review and then brought back to the full board.

Regarding Conference, Mr. LaSala's committee felt the Board should clarify what the purpose of the conference truly is—revenue generator or educational opportunity for members. He would like to clarify those points and have a discussion at the Executive Committee level—particularly what percentage of income should be expected from conference.

The Committee looked at dues structure and dues as percentage of total revenue collected and percentage of total expense. Dues are showing a declining percentage in both areas. They felt an index should be created to adjust dues by some measure to avoid large dues increases. The question still is: should FCCMA bundle services into the dues structure (include some registrations with dues?). This item will be carried over into Mr. Blackburn's year as president.

Student Council

Mr. Pleus has been working on recruitment of a few more members and trying to keep the membership of this group active. A number of visits to classes have been set at Stetson and the University of Central Florida. He has not been successful in reinstituting the internship program so far, but he still would like to continue to work on that.

Legislative Committee

Rich Reade reported that some from the committee met with legislative staff directors in Tallahassee, and the meetings went very well.

A motion was made by Mr. Pleus, seconded by Ms. Silverboard to adopt the proposed FCCMA Legislative Policy Statement as presented. The motion passed without opposition.

Membership/MIT

Mr. Reade reported that several members have still not paid dues. The Board members were asked to assist by reaching out to these people. He would like a discussion with the Executive Committee on issues that need to go forward such as splitting the Membership/MIT Committee back into two committees and to consider prorating dues.

Intergovernmental Coalition

Ms. Tipton reported that the Coalition has been moving forward and is focusing on Civics education. The Coalition now has 22 member organizations.

Professional Development

Ms. Outlaw reported that her committee's work is mostly done. Two successful symposiums were held; the career development luncheon at conference has been planned as well as the So You Want To Be ...session.

Director Reports;

District I: District I held a training session on the west side of the district.

District II: Mr. Pleus tried to reach out to Ann Toney-Deal, but he did not connect. He spoke to Ms. Wingo and Ms. Miller (Deltona).

District IV: This district is hosting an on-site training on March 22.

District V: Mr. Cernech is trying to focus a little more on Miami-Dade County. He and Mr. McHugh have traveled down to discuss FCCMA. He has called members whose dues have not been paid. The comments back have been "they don't see the benefit of being a member of FCCMA. The value is not there." He and Mr. McHugh have encouraged those people to look at it again and get involved to realize the value.

District VI: An on-site training session on civility was hosted by District VI. Ms. Zimomra reported there were non-members in attendance that she plans to follow up with for membership.

District VII: Mr. LaSala reported that two trainings were held in this district with the assistance of Dr. Lee.

District VIII: Mr. Stewart reported that he reach out to Ms. Deal and sees her at manager meetings. He's reached out to Range Riders concerning vacancies and complimented them on their work.

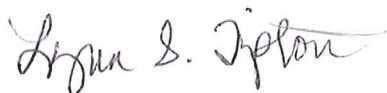
At-large Director Green: Mr. Green submitted a written report that was included in the agenda packet.

At-large Director Outlaw: Ms. Outlaw has been dealing with the Medicaid issue in her county.

Mr. Lewis asked to report on the ICMA Conference Planning and said the committee is trying to perk up the structure of the conference by adding "featured" speakers in the afternoon.

There being no further business brought forth, the meeting adjourned at 5:15 p.m.

Respectfully submitted:



Lynn Tipton
Executive Director

I hereby certify that these Minutes
were approved at an official meeting
held on: _____


Signature-Presiding Officer