

**Florida City and County Management Association
Board of Directors
Wednesday, August 14, 2013
World Center Marriott – Orlando**

President Blackburn called the meeting to order at 10:10 a.m. with the following members present:

President Russ Blackburn, City Manager, Gainesville
President-Elect Jill Silverboard, Assistant City Manager, Clearwater
Secretary/Treasurer Michael Pleus, City Manager, DeLand
Past President Joyce Shanahan, City Manager, Ormond Beach
District I Director Lee Garner, City Manager, Chattahoochee
District II Director Sally Sherman, Deputy County Administrator, Flagler County
District III Director Beth Anne Knight, Deputy County Administrator, Osceola County
District IV Director Rich Reade, Village Manager, Palm Springs
District V Director Yocelyn Galiano, Village Manager, Pinecrest
District VII Director Robert LaSala, County Administrator, Pinellas County
District VIII Director Ryan Leavengood, City Manager, Lake Alfred
At-Large Director Robert (Bobby) Green, City Manager, Auburndale
At-Large Director Horace McHugh, Assistant City Manager, Oakland Park
At-Large Director Faye Outlaw, County Administrator, St. Lucie County

Members Absent:

District VI Director Judith Zimomra, City Manager, Sanibel

Others Present:

Terry Atchley, City Manager, Wauchula
Kurt Bressner, Range Rider Coordinator
Jeff Hendry, Executive Director, The John Scott Dailey FL. Institute of Gov't.
Kenneth Parker, ICMA Senior Advisor
Beth Rawlins, Corporate Liaison
Ken Small, FLC
Lynn Tipton, Executive Director
Carol Russell, Administrative Assistant
Lynn Lovallo, Executive Assistant

As the first order of business, President Blackburn administered the oath of office to Mr. Leavengood. He then introduced the guests that were present.

President Blackburn reported that he attended the Florida Association of Counties managers' session at their conference. He said it was a good meeting. The format is now an all –day session where the focus is on the interests of county managers and assistants.

Consent Agenda:

A motion made by Mr. Garner, seconded by Mr. Green to approve the items on the consent agenda passed without opposition. Those items were: the minutes of May 22, 2013; the minutes of May 25, 2013; a budget adjustment for FY2013 to increase the audit amount; the third quarter financial statements; and an appointment to the ICMA 2014 Conference Planning Committee.

Ms. Tipton reviewed her executive director's report which was included in the packet. Mr. Bressner pointed out that the Range Rider report (his summary of the Range Rider work) was included within Ms. Tipton's report.

The report on the Center for Florida Local Government Excellence was delayed to allow Mr. Hendry to arrive.

Mr. Parker gave a report from ICMA. He said that Lee Feldman is leading a review of Tenet 7 with an August 30 deadline to provide input. Other deadlines: credentialing is October 1; early registration for a virtual ICMA conference for those who cannot attend in person is August 22 for \$299—after that date the price goes up to \$399. Mr. Parker encouraged the Board members to visit the Knowledge Network. President Blackburn also pointed out that the Life Well Run campaign is starting to show some return to FCCMA on its investment.

Agreement with Beth Rawlins, Inc.: Ms. Rawlins explained that the proposed changes were actually initiated this fiscal year, so the proposed agreement reflects no change from the practices of 2013.

Moved by Mr. Garner, seconded by Mr. McHugh to approve the agreement for consulting services with Beth Rawlins, Inc. The motion passed without opposition.

The Fiscal Year 2013-2014 budget was the next item for discussion. Mr. Pleus announced that the budget was being presented in balance. There were several items identified to the Board for consideration in order to keep the budget balanced.

- The conference registration rate was increased
- A reduction was made to the commitment to the Center for Florida Local Government Excellence
- Consideration of an audit every other year instead of annually. If this is approved, the By-Laws will need to be changed to allow this.

A motion was made by Mr. LaSala to direct staff to prepare a by-laws change to allow for audit every other year, and for the by-laws change to be approved by the membership in May. Mr. LaSala then withdrew the motion.

Suggestions were made to see if a local accounting firm could do the audit and whether or not it would be beneficial to go out for bids.

Mr. McHugh made a motion to prepare an RFP for audit firms with two options—an annual audit and an every-other-year audit. This should be brought back to the November meeting. The motion was seconded by Mr. Garner and passed without opposition.

The Conference budget was reviewed, and President Blackburn explained some of the changes such as the increased registration fee and a smaller exhibit hall.

Moved by Ms. Shanahan and seconded by Mr. Garner to approved the conference budget as presented. The motion passed without opposition.

Mr. Pleus continued with the FY14 budget discussion and said the printed membership directory has been eliminated from the budget. He has also been pricing a mobile conference app for about \$4,000. It is not included in the budget presented, but Mr. Pleus feels it is an added value. Ms. Rawlins reminded the group that vendors are not interested in advertising in an electronic format. There was a discussion on the pros and cons of an on-line directory and some would like to see a visual of what it would look like. The Fiscal and Administrative Responsibility Committee (FARC) was instructed to get guidelines on having an electronic directory and bringing the information back to the November meeting.

A motion was made by Ms. Knight and seconded by Mr. Garner to approve the Fiscal Year 2014 budget. The motion passed unanimously.

The Center for Florida Local Government Excellence (CFLGE) report was given by Mr. Hendry for Dr. Bob Lee. Mr. Hendry reported that the Institute of Government and Dr. Lee have signed an agreement for Dr. Lee to continue as the executive director of CFLGE. Dr. Lee had a written report on his activities included in the agenda packet.

A motion by Ms. Silverboard and second by Mr. Garner to authorize the fourth quarter payment to CFLGE was approved unanimously.

The Memorandum of Understanding (MOU) between FCCMA and the John Scott Dailey Florida Institute of Government (IOG) was the next item for approval. President Blackburn gave some historical background.

A motion to approve the MOU was made by Mr. Garner and seconded by Ms. Silverboard. The motion passed without opposition.

Ms. Rawlins gave some history and explanation for her proposal to form an affiliate relationship between Florida Business Watch and FCCMA. She outlined the responsibilities of each organization.

A motion was made by Mr. Garner and seconded by Mr. Green to enter into an agreement and authorize the Executive Committee to work out the details. The motion passed without opposition. Ms. Shanahan was asked to serve on the FBW Board of Directors as FCCMA's representative.

Committee Reports:

Awards and Scholarships: Mr. Green reviewed some points with the Board. When someone hires an MIT, staff needs to be notified to track it for a Lifesaver Award. Mr. Green's committee is proposing a change to the Sittig Scholarship. It should be made more prestigious than the Emerging Leaders Scholarship, which has the same benefit. The Committee will be looking at this. Next, Mr. Green explained the committee's recommendation to honor Dick Simmons. They would like the Honorary Award to be named after Dick Simmons and become FCCMA's most prestigious award.

A motion was made by Mr. Reade and seconded by Ms. Shanahan to accept the Awards Committee's recommendation. The motion passed without opposition. Mr. Green then suggested that this award be presented at the opening session of conference to allow the recipient to be recognized throughout the conference. The Board was in agreement.

Communications:

A motion was made by Ms. Silverboard and seconded by Mr. Green to accept and file the report from the Communications Committee.

Ms. Rawlins asked the members to provide any information they would like to see explored during the "focus group" sessions.

The motion passed without opposition.

Winter Institute and Conference: Mr. Pleus reported on the Winter Institute stating that triSect has agreed to conduct the sessions for FCCMA. "Six Steps to Civic Innovation" is the title, and it will be in Daytona Beach.

Ms. Silverboard reported on the conference, "Building Trust and Confidence in Local Government." Requests for case study submittals were sent out. Ms. Silverboard stressed how important it is to get people to attend, and she asked the board members to talk it up.

Fiscal and Administrative Responsibility Committee (FARC): No report.

Legislative: The committee report was included in the packet. The Committee hopes to come to Tallahassee to meet with the legislative staff as they have done in past years.

Professional Management Task Force: Mr. LaSala reported that the Life Well Run materials will work with FCCMA's needs. He said it will take active participation from the Board and members for the outreach part; it will be a long-term effort. The work plan for the group was included in the packet. Ms. Rawlins recommended that the charter review calendar be revised to allow the Task Force to know where and when charter reviews are being scheduled.

Membership Committee: Mr. Green and Mr. Garner have been working with the Committee on building membership. A thermometer chart was passed out to the board, and the competition for new members has officially begun. **The committee report was included in the packet and accepted for filing.**

MIT Committee: Ms. Galiano reported that the Committee has eight goals for the year, which are included in the written report. The Committee is recommending that the MITs be allowed to attend any on-site training, as the cost is minimal (just for food). They would also like to open up the Winter Institute and Symposium.

A motion was made by Ms. Shanahan and seconded by Mr. Garner to allow MITs to attend the on-site trainings at no charge. The motion passed without opposition.

Mr. Green asked to be recognized, as he had something he forgot to bring forth for discussion. The Membership Committee has discussed allowing a member who joins late in the fiscal year to receive 17 months of membership by paying dues in one fiscal year, but then not being billed again until the year after the next fiscal year (i.e., pay in July FY 13, not be billed again until 10/1/14 for FY 15). He was asked to get more information on the accounting of this (some credited to one fiscal year; some credited to the next), and bring it back in November.

Professional Development: This committee has met and split into subgroups. The Ethics Training group has asked for more direction on this requirement. There was a discussion on how many hours—four or eight. Ms. Outlaw has reviewed other associations to see what is being done; most do four hours. Methods to obtain the hours were discussed: reading books, attending programs/conference sessions, webinars, etc. It was felt that FCCMA should be leaders in this area, and that the training has to be required. Ms. Outlaw will bring this back to her committee.

A motion was made by Ms. Sherman and seconded by Mr. Garner to require FCCMA members to have four hours of annual ethics training. The motion passed without opposition.

Moved by Mr. LaSala and seconded by Ms. Galiano that the Professional Development Committee bring back the details of training with a means of reporting. A membership will not be renewed if a member will not abide. There was no opposition.

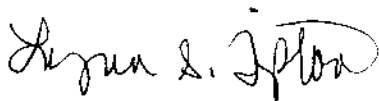
Ms. Outlaw will meet with her committee and come back with specifics in November to include the reporting mechanism.

Moved by Ms. Shanahan and seconded by Ms. Sherman to accept the work plan for the Professional Development Committee. The motion passed unopposed.

District Reports:

- District I: First on-site training is set for October 11 on the topic of economic development.
- District II: Ms. Sherman welcomed new members, reached out to MITs and counseled a member.
- District III: Governance, ethics and other topics are being discussed for training topics.
- District IV: The on-site training is set for February 28 combined with the local managers' meeting.
- District V: March 14 is the on-site training date. It is the Broward County chapter meeting.
- District VII: On-site training opportunities are being finalized.
- District VIII:
- At-Large: Mr. Green submitted written report. There were no additions.
- At-Large: Mr. McHugh submitted a written report. He supports Ms. Galiano in District 5.
- At-Large: Ms. Outlaw had no further report.

Respectfully Submitted,



Lynn Tipton
Executive Director

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



Signature-Presiding Officer