

**Florida City and County Management Association  
Board of Directors  
Friday, November 15, 2013  
Lakeside Community Center, Port Orange**

President Blackburn called the meeting to order at 8:40 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 V Director Yocelyn Galiano, Village Manager, Pinecrest  
District VI Director Judith Zimomra, City Manager, Sanibel  
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 IV Director Rich Reade, Village Manager, Palm Springs  
District VII Director Robert LaSala, County Administrator, Pinellas County

**Others Present:**

Kurt Bressner, Range Rider Coordinator  
Robert E. Lee, CFLGE Executive Director  
Kenneth Parker, ICMA Senior Advisor  
Beth Rawlins, Corporate Liaison  
Lynn Tipton, FCCMA Executive Director  
Carol Russell, FCCMA Administrative Assistant  
Lynn Lovallo, FCCMA Executive Assistant

President Blackburn reported that he attended the Florida Association of Counties Managers' meeting at the FAC Legislative Conference. The decision has been made to formalize the county manager association in order to keep the county managers engaged and involved at FAC. They have voted on bylaws and selected Jack Brown as the first president.

Past President Ed Mitchell has accepted a position in the private sector and has resigned his position on the Ethics Committee. President Blackburn appointed Joe Yarbrough, City Manager of South Daytona, to fill the term for Mr. Mitchell.

ICMA Conference-Boston: FCCMA had more than 80 people at dinner at ICMA in Boston. At the conference, President Blackburn served on a Life, Well Run panel and brought the Board members up to date on the Professional Management Task Force. On November 18 Executive Director Bob O'Neil is presenting a webinar on LWR from 3-4.

**A motion was made by Mr. Pleus and seconded by Ms. Outlaw to approve the Consent Agenda. The motion passed without opposition. Items approved were: The minutes of August 14, the 2013; Nominating Committee appointments; waiver of dues for MITs for FY2014; changes to Policies 1, 2, 7, and 10; and the elimination of Policy 22.**

Ms. Tipton reviewed her Executive Directors' report, in particular the action item on the changes to the audit practices.

**A motion was made by Mr. Garner and seconded by Ms. Zimomra to reconsider the action approved at the August meeting regarding the audit. The motion passed without opposition.**

**A motion was made by Mr. McHugh and seconded by Mr. Pleus to amend the FCCMA by-laws to allow an audit to be conducted every other year rather than annually, but never to go more than two years between audits. The motion passed unanimously.**

Mr. Bressner reported for the Range Riders. He said he had a discussion with Severn Trent regarding interim work, and the information with details was included in the agenda packet.

**A motion was made by Mr. Pleus and seconded by Ms. Knight to not go forward to include interim management firms on the resource list provided to jurisdictions. The motion passed without opposition.**

Mr. Bressner continued and said he is looking for Range Rider candidates to cover the northeast. He will be handing off the coordinator's role next year; Mr. Durbin has expressed an interest in assuming that position at the appropriate time.

**A motion was made by Mr. Garner and seconded by Mr. Green to accept the Range Rider report as presented. The motion passed without opposition.**

Dr. Lee reported for the Center for Florida Local Government Excellence. His written report was submitted with the agenda material, but he gave an update on the on-site trainings.

**A motion was made by Ms. Silverboard and seconded by Mr. Garner to accept the CFLGE report as presented and to approve the first quarterly payment. The motion passed without opposition.**

Ms. Rawlins reported that the Florida Business Watch membership drive was launched. She said the FCCMA annual conference materials are with publications for finalization. She is working on the solution sessions for conference. She also reported that she has one confirmed corporate attendee for the Winter Institute, but she has received great interest from the business sector. The decision was made to raise the fee for extra name badges from \$5 to \$100, the reason being that companies were purchasing several extra badges to have a presence without registering.

Mr. Parker reported for ICMA and reported that Florida does more training than other state associations. He told the group that several ICMA institute deadlines are coming up and that the regional vice president nominating process is underway. Mr. Parker attended a South Florida summit on climate change and suggested FCCMA may want to have a board member there in the future. Staff will

check the dates for next year's summit, which will probably be in Miami Beach. Mr. Parker has interviewed and taped several for the 100<sup>th</sup> anniversary legacy videos. Ms. Tipton said there are more to be taped and that Mark Durbin and Dick Kelton are hoping to do something to recognize Dick Simmons and Pete Knowles. Mr. Parker encouraged everyone to put their stories on the website for the 100<sup>th</sup> anniversary. President Blackburn told Mr. Parker how disappointed he is that once again the ICMA board is meeting during FCCMA's annual conference so there will be no presence from ICMA. Mr. Parker will get with ICMA with dates going forward to try and have better coordination.

President Blackburn said reconsideration needs to be given to the audit question; the action taken did not address the action taken by the Board at the August meeting.

**Ms. Silverboard made a motion to set aside the previous action (August) regarding bids for an annual audit as a different process will be recommended. Mr. Garner seconded the motion, and it passed without opposition.**

The next item for discussion regarded the mandatory ethics training. Ms. Tipton gave the background on how the policy was developed; Ms. Outlaw gave background from the Ethics Subcommittee from whom the recommendations came. The recommendation is to have the annual compliance period coincide with the fiscal year. Any member who does not comply will be suspended. A 30-day grace period will be allowed, and notification (reminder) should be given 30 days prior to that (September 1). The Board stressed the importance of a good public relations campaign to get it in front of the legislature and membership. The Communications Committee will be tasked with getting the word out to them and the membership. The Communications Committee should work with the Professional Development Committee to publicize programs/training developed by Professional Development.

**A motion was made by Mr. McHugh to approve the policy with the recommended change. Mr. Garner seconded the motion.**

After more discussion, it was decided that throughout 2014 FCCMA will distribute "Got Ethics?" buttons to promote the requirement. Ribbons will be given out at the 2015 conference as another way to promote this.

**The motion passed without opposition.**

The next item was a proposal from the Florida Benchmarking Consortium asking to have an affiliate agreement with FCCMA. Ms. Tipton gave the background from her discussion with Susan Boyer.

**A motion was made by Ms. Galiano and seconded by Mr. Garner to approve the affiliate relationship.**

Discussion: The FBC is in direct competition with the ICMA Center for Performance Measurement. It was felt that the agreement provided more to FBC than to FCCMA.

**The motion was withdrawn. A discussion was made to go back to FBC and ask for an alternative agreement. Staff was directed to explore internally what an affiliate agreement means to FCCMA.**

Awards and Scholarship Committee: Mr. Green reviewed the changes made to the Honorary Award (approved on consent) and related some of the work that went into the decision to recommend the changes. Mr. Green then outlined the changes to the Sittig Scholarship and the reasoning behind it.

**A motion was made by Ms. Shanahan and seconded by Mr. Pleus to accept the changes proposed to the Sittig Scholarship. The motion was approved without dissent.**

Legislative Committee: The report was included in the agenda packet. Both the FLC and FAC are meeting this month to adopt their policies.

Winter Institute: Everything is moving forward. Successful and not successful case studies will be presented and attendees will develop models to take back to their cities/counties.

Conference: Ms. Silverboard said the case studies were vetted and selected for sessions. The Committee is requesting a price increase for extra name badges.

**Moved by Ms. Zimomra, seconded by Ms. Sherman to raise the extra name badge fee to \$100. It passed without opposition.**

FARC: Ms. Zimomra had no report at this time.

Membership: Mr. Green submitted his report with the agenda packet. The membership change that was addressed in Policy 10 was approved earlier on the consent agenda.

MIT: Ms. Galiano reported that they were working on a conference session on "Life Coaching."

Professional Management Task Force: President Blackburn gave the update and reported that Randy Reid has agreed to serve on the Task Force replacing Ed Mitchell, who had to resign. The Task Force is working hard; and in addition to the rollout of materials, they are hoping for editorial board visits.

Professional Development: Ms. Outlaw reported as chair of the committee. The outline for the So You Want To Be... session was included in the packet. The report from Jeff Brown on the Cal-ICMA Coaching program was also included, but Ms. Outlaw said her committee has not met to discuss this yet. The mentoring sub-group is also working. The full committee will bring back recommendations in February.

Student Council: The University of Central Florida now has an ICMA student chapter. The University of Florida is working on one. Stetson is struggling and may be a joint chapter with UCF. The Student Council will promote the upcoming scholarships to the students.

District 1: Mr. Garner said he is going to work on membership recruitment. District 1 had a successful on-site training.

District 2: Ms. Sherman reported she worked with an MIT and is working on new members. The district (on-site) training was a great success. She participated as a panelist in the symposium program.

District 3: District 3 is growing—Ms. Knight is working with Poinciana on becoming a city. There is an on-site training scheduled for January. She will reach out to Florida Christian College regarding a student chapter.

District 5: Ms. Galiano reported she is working on a topic for her district's on-site training.

District 6: Ms. Zimomra reported that she is now a credentialed manager. Her district added three new members. Estero is looking at incorporating also, and she is working with them.

District 8: Mr. Leavengood is working on training for his district. He's considering water resources as a topic. February 27<sup>th</sup> is the date. His district will be canvassing for the board seat. The Polk County managers have been meeting regularly. He's hoping to reach out to Lake County as well.

New Business: Ms. Galiano has been appointed to the International Hispanic Network (IHN). They are trying to put together a full-day symposium.

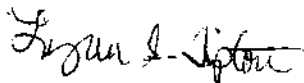
**Moved by Ms. Silverboard and seconded by Ms. Zimomra to include FCCMA as a sponsor of the IHN symposium. The motion passed without opposition.**

Pam Brangaccio, city manager of New Smyrna Beach has asked if FCCMA is interested in piggy-backing on a speaking engagement that Rebecca Ryan will be giving in New Smyrna Beach on March 15. FCCMA is not interested at this time.

Conference materials for exhibitors and sponsors are ready to go out. Ms. Rawlins asked to clarify that no ads will be sold this year for a directory. That was affirmed.

There being no further business, the meeting adjourned at 12:10 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