

**FCCMA Board of Directors  
August 13, 2014  
Westin Diplomat, Hollywood**

President Silverboard called the meeting to order at 1:04 p.m. with the following members present:

President Jill Silverboard, Assistant City Manager, Clearwater  
President-Elect Michael Pleus, City Manager, DeLand  
Secretary/Treasurer Bobby Green, City Manager, Auburndale  
Past President Russ Blackburn, City Manager, Gainesville  
District I Director Lee Garner, City Manager, Chattahoochee  
District III Director Beth Anne Knight, Deputy County Manager, Osceola County  
District IV Director George Brown, Deputy City Manager, Boca Raton  
District V Director Yocelyn Galiano, Village Manager, Pinecrest  
District VI Director Roger Reinke, Assistant City Manager, Naples  
District VII Director Micah Maxwell, Town Manager, Belleair  
District VIII Director Ryan Leavengood, City Manager, Lake Alfred  
At-Large Director Jonathan Evans, City Manager, Haines City  
At-Large Director Horace McHugh, Assistant City Manager, Oakland Park

**Members Absent:**

District II Director Sally Sherman, Deputy County Administrator, Flagler County  
At-Large Director Michael Cernech, City Manager, Tamarac

**Others Present:**

Jeff Hendry, Executive Director, The John Scott Dailey Florida Institute of Government  
Dr. Bob Lee, Executive Director, The Center for Florida Local Government Excellence; Ass't. Professor FGCU  
Beth Rawlins, Corporate Liaison and President, Florida Business Watch  
Lynn Tipton, FCCMA Executive Director  
Carol Russell, FCCMA Administrative Assistant  
Lynn Lovallo, FCCMA Executive Assistant

After introductions were made, Ms. Tipton shared some correspondence received too late for inclusion in the agenda packets—thank you notes from the Hammons family and from Mr. Hammons' church and a thank you from the Simmons family.

**A motion was made by Mr. Blackburn and seconded by Mr. Pleus to approve the consent agenda as presented. The motion passed without opposition. The items approved were: the minutes of May 28, 2014, the minutes of May 31, 2014, the third quarter financial statements, the agreement with Beth Rawlins Inc. and the agreement with Florida Business Watch.**

**Executive Director's Report:** Ms. Tipton gave some plan challenge updates. She reviewed her report that was submitted in the packet and elaborated on the Range Rider changes saying the concern is how to educate people on the new name. The term Range Rider is "branded" and well recognized. The November agenda will include the new agreement and suggested policy. The Board would like to be able to keep the term Range Rider Program—perhaps add it to ICMA's new name to be Senior Advisor-Range Rider Program or something to retain the recognizable name. The cost of changing everything was also discussed. Ms. Tipton will bring this up at the

Range Rider meeting in Charlotte and see what the other states think. Ms. Tipton went on to talk about the Local Works Day; Fred Murry from Gainesville will be the featured FCCMA person.

**2016 Winter Institute and 2017 Conference Site Selections:**

**A motion by Mr. Garner and second by Mr. Brown to accept the staff recommendation for the Winter Institute to be held in Lakeland in 2016 was approved without opposition. Ms. Tipton was authorized to sign the contract.**

**A motion to select the Hilton Orlando as the conference site for 2017 was made by Mr. Garner and seconded by Mr. Brown. After a short discussion as to why the Caribe Royal was not chosen for 2017 but recommended for 2018, the motion passed without opposition. Ms. Tipton was authorized to sign the contract.**

Staff was directed to bring back a new proposal for 2018.

**Corporate Liaison Report:** Ms. Rawlins' reported that she has been selling ads for the directory, and those ads will cover the expenses and show a profit. The conference is all wrapped up and all money has been collected. FBW is doing very well.

**The Center for Florida Local Government Excellence:** Dr. Lee referred to the written report included in the packet noting one action item.

**A motion made by Mr. Blackburn and seconded by Mr. Brown to approve the final FY 14 payment of \$7500 to the Center was approved without opposition.**

**Florida Association of Counties:** Mr. Holley announced his retirement in June 2015. He said FAC is conducting an assessment of talent for succession planning. Mr. Holley said the county administrators are organizing as a group to be part of the FAC team; it will in no way take away from FCCMA. He said there are two huge unfunded mandates: Medicaid (three hundred million dollars) and the Department of Juvenile Justice/Juvenile Delinquency issue. Chris brought a message from Mike Sittig and Ron Sachs regarding the need for public relations person to be on retainer so when a crisis occurs, it can be handled immediately. There was no discussion.

**ICMA Affiliate Agreement:**

**Moved by Mr. Blackburn and seconded by Mr. Garner to approve the affiliate agreement with ICMA. It passed without opposition.**

It was noted that the new agreement mentions the support of the ICMA student chapters.

**Institute of Government:** Mr. Hendry, Executive Director of the John Scott Dailey Florida Institute of Government, gave an update to the Board. He mentioned how well things were going with Dr. Lee and the Center and IOG's work with the Florida League of Cities. He reminded the group of the upcoming statewide Ethics Conference in Orlando and the North Florida Economic Development Partnership Conference in St. Augustine in November.

## **Committee Reports**

**Awards:** Mr. Leavengood's report was included in the agenda packet, and he provided a little more background on the thoughts behind the request to change the Sittig Scholarship to be more in line with the B. Harold Farmer Scholarship and to process the two scholarship awards from one application process. Mr. Pleus told the group about the decision to have the Awards Program separate from the Business Luncheon at conference and to make it a very special event. **The report and work plan were accepted as presented.**

**By-Laws:** Mr. Maxwell reported that they are waiting on the Strategic Planning Task Force to finish its work. Mr. Pleus asked that the Committee look at the stipulation of a board member having to resign when they lose their job.

**CFLGE Task Force:** Mr. Pleus gave the background and how the Task Force was started under Mr. Blackburn's term. It has been emphasized that the CFLGE Executive Director should be part of the FCCMA Professional Development Committee to maintain the training.

**A motion was made by Mr. Pleus and seconded by Mr. Garner to approve the Memorandum of Understanding between the John Scott Dailey Florida Institute of Government (IOG) and the FCCMA.**

**Discussion:** Mr. Hendry assured everyone that the CFLGE account is well protected, and he will let President Silverboard know the balance in the account. Mr. Pleus said the Task Force felt fundraising should not be done by FCCMA; the funding for CFLGE should come out of FCCMA's operating budget. Mr. Hendry said he would be willing to give a financial report every quarter to be included with Mr. Lee's CFLGE report.

**The motion was amended by Mr. Pleus and Mr. Garner to include a statement in the MOU saying that a quarterly financial report will be provided and to authorize the FCCMA Executive Director to sign the MOU. The amended motion passed without opposition.**

**Communications:** Ms. Sherman's report was included in the agenda packet; however, she had emailed a request to the Board asking if the members were comfortable participating in a survey the Florida Local Government Coalition was planning to do. **The Board members were fine with that.**

**Conference Planning and Winter Institute:** Mr. Green reported that Ian Hill has been signed for the Winter Institute, and T. Michael Stavres will facilitate. The sessions being planned will complement the upcoming conference. Mr. Pleus reported on the annual conference. Session suggestions have been received from FGFOA, FPCA, APWA, FMASH, FLGISA and the Communications Association. There will be a four-hour pre-con session on ethics that will be free to members. All the key note speakers have been obtained and contracts signed.

**Fiscal & Administrative Responsibility:** The report was included in the agenda packet.

**Legislative:** The report was submitted in the packet, but Mr. Garner said some things have come up since then. The medical marijuana issue is big right now. Any city or county that has taken a pre-emptive action on this should let FLC and FAC know. Pension issue: a draft letter has been finalized after Naples opposed the FLC legislation. Mr. Reinke said he will make sure that anyone interested can get a copy of this letter. A question was asked about FCCMA's stand on the 20-week severance package. Ms. Tipton reported that the timing is sensitive right now. It was suggested that any city/county that has experiences with this where decisions or ability to hire have been limited because of it, to please document it so when it comes back there is material that can be used in the argument.

**Membership:** Ms. Galiano's report was included in the agenda packet. There was one action item, and Ms. Galiano gave some background. The Committee is recommending a change to the new member endorsement requirement. They are asking that an applicant only needs one endorsement unless he/she is an ICMA member, in which case no endorsement would be necessary. Student applicants may be endorsed by deans or heads of the department. Affiliate members would be able to endorse also. A question was asked if endorsements are even necessary; the Membership Committee is not recommending to do away with them entirely at this point. Ms. Galiano said the Committee would like to re-visit the mentoring program.

**A motion by Ms. Galiano to accept the Membership Committee's recommendations was seconded by Mr. Garner. The motion passed with Ms. Silverboard voting no.**

**A motion was made by Mr. Blackburn and seconded by Mr. Brown to exempt Mr. Lester Baird from the four-hour ethics requirement at his written request as an honorary member who will be leaving the profession. The motion passed unopposed.**

**MIT:** This committee will be working with conference planning on a session—one suggestion is contract negotiations.

**Professional Development/Student Council:** Mr. McHugh reported that all webinar dates and topics have been identified as well as most speakers. Most of the district (on-site) training dates and potential topics have been selected. Two symposiums are being planned—one in October and one in November. The So You Want to Be... conference session is being worked on; the Career Development Luncheon has not been started yet. The Student Council outreach has begun.

**Professional Management Task Force:** Mr. Blackburn reported and reviewed the background. Last May there were questions on the scope of service in the plan presented by HCP and the fee associated with it. The Task Force went back to HCP and worked on the plan and is recommending that FCCMA hire HCP to do the work the managers cannot do or don't have time to do. The program will begin in the west-central area of the state. The Task Force recommended appropriating \$30,000 this year (FY 2015) for marketing assistance and to work with the Task Force on developing this plan.

**A motion was made by Mr. Green and seconded by Mr. Garner to approve the agreement and authorize the executive director to sign it.**

Discussion: Ms. Tipton was instructed to make sure that FCCMA owns the collateral and to have a new contract drawn up.

**The motion passed without opposition.**

**Strategic Planning:** There were no questions or comments.

**Fiscal Year 2015 Budget:** Secretary/Treasurer Green reported that the Executive Committee and the Chairman of FARC met to work on the budget last month, and the recommended budget was included in the agenda packet.

**A motion was made by Mr. Green to accept the FY 2015 budget as presented. The motion was seconded by Mr. Brown.**

Discussion: Mr. Green wanted to be sure everyone realized there is a cost to print the directory, but that Ms. Rawlins will more than cover the cost with the sale of ads.

**The motion passed without opposition.**

#### **District Reports**

**District I:** Mr. Garner reported that an on-site training has been planned in Chattahoochee on October 10. He has reached out to all new members.

**District III:** Ms. Knight reported that her district on-site training is scheduled for December 5; the topic is diversity and succession planning. She said her manager is allowing her to come to the monthly manager meetings to promote FCCMA. She has reached out to new members and announced that her county just launched a new mobile app.

**District IV:** Mr. Brown reported that the District 4 training was scheduled for February 27 in Palm Beach Gardens. He has been reaching out to new members as they come into the Association. He has planned a tour of the district to visit the other counties.

**District V:** The District 5 training is being planned for March; topics are still being discussed. The district membership has grown.

**District VI:** Mr. Reinke reached out to members who did not attend the conference and encouraged them to do so next year. He has also contacted non-members in the district. District 6 training is January 16 on ethics and diversity. He is working on ways to increase student membership at Florida Gulf Coast University. He has worked with Lee Garner on the Legislative Committee work.

**District VII:** Mr. Maxwell reported his district has planned two trainings—November 7 in St. Petersburg and February 20 in Gainesville. Topics are being discussed. For membership outreach he is working on the folks in Pinellas.

**District VIII:** Mr. Leavengood reported that the training in District 8 will be February 26; he is trying to have it in Lake County.

**At-Large Director Evans:** Mr. Evans reported that he has been speaking to students about FCCMA and encouraging his senior staff to join as well. He has been in communication with past So You Want to Be... attendees inviting them to "shadow" him and department heads.

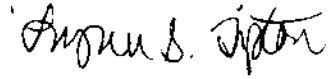
**At-Large Director McHugh:** He's been working with the Professional Development Committee, and the training calendar should be complete by the end of the month. He is also working with Ms. Galiano on several things and reaching out to members.

**Secretary/Treasurer Green:** He said the new format for the session to present awards at conference will require all the Board's efforts to promote it. He announced that Dr. John Daly from USF is going to be recognized for an academic award at the ICMA conference.

**President-Elect Pleus:** He noted congratulations were in order to Howard D. Tipton as the first recipient of the Raymond Sittig award to be presented at the FLC conference.

There being no further business, the meeting adjourned at 4:50 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