

**FCCMA Board of Directors**  
**August 12, 2015**  
**World Center Marriott, Orlando**

President Pleus called the meeting to order at 1:03 p.m. with the following members present:

President Michael Pleus, City Manager, DeLand  
President-Elect Bobby Green, City Manager, Auburndale  
Secretary/Treasurer Jim Hanson, Town Manager, Orange Park  
Past President Jill Silverboard, Assistant City Manager, Clearwater  
District I Director Lee Garner, City Manager, Chattahoochee  
District II Director Sally Sherman, Deputy County Administrator, Flagler County  
District III Director Norton Bonaparte, City Manager, Sanford  
District V Director Daniel Rosemond, Deputy City Manager/CRA Director, Hallandale Beach  
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 Ken Fields, City Manager, Lake Wales

**Member Absent:**

District IV Director George Brown, Deputy City Manager, Boca Raton  
At-Large Director Michael Cernech, City Manager, Tamarac

**Others Present:**

Sallie Ann Burnet, East Regional Director, Alliance for Innovation  
Bob Lee, CFLGE Executive Director  
Ken Parker, ICMA Liaison  
Beth Rawlins, Corporate Liaison  
Randy Reid, ICMA SE Regional Director  
Lynn Tipton, Executive Director  
Casey Cook, Assistant Executive Director  
Carol Russell, Administrative Assistant

After President Pleus welcomed everyone to the meeting, he discussed the FCCMA election process. He reminded the district directors that they would need to pick someone from their districts to serve on the nominating committee. This year elections will be held in the even-numbered districts and those districts would need to pick a canvassing committee for their elections.

President Pleus also asked the directors to encourage those members in their districts who are not credentialed to pursue their credentialing. Florida currently has 118 credentialed managers behind North Carolina's 123.

**A motion was made by Mr. Garner and seconded by Ms. Silverboard to approve the consent agenda as presented. The motion passed without opposition. The items approved were: the minutes of May 27, 2015, the**

**minutes of May 30, 2015, the third quarter financial statements, the agreement with Beth Rawlins Inc., the agreement with Florida Business Watch, the Memorandum of Understanding with the Institute of Government, the revised Board Meeting Schedule and a student survey request.**

District Director V Daniel Rosemond was not able to attend the first Board meeting of the program year on May 30, 2015. President Pleus swore him in.

**Executive Director's Report:** Ms. Tipton reported on the form of government challenge. She updated the Board that Senior Advisor Mark Durbin would work in the Senior Advisor booth at the Florida League of Cities' conference. She also reported that a workshop was scheduled for Friday at the FLC conference on professional management.

Ms. Tipton told the Board that the Florida Local Government Coalition was holding a workshop in Tampa on August 20 and asked the Board members in Districts VI, VII and VIII to promote this event in their districts. She reminded the Board that Local Works Day will be held on October 2 and to start thinking about how they are going to promote it. Material will be available soon to help promote it.

Ms. Tipton reported that the investments had done well the last quarter.

Ms. Tipton passed out an addendum to her report. She also reported that she had completed Kurt Bressner's evaluation per the new senior advisor policy. Each of the senior advisors need to be evaluated every three years and the Board will need to approve their reappointment.

**A motion was made by Mr. Fields and seconded by Mr. Hanson to approve Kurt Bressner as a senior advisor for another three-year term. The motion passed without opposition.**

Ms. Tipton reported that the rest of the senior advisors are also on a staggered calendar for evaluation and will go through this same process. Some of them will retire when their terms are up but the rest of them will go through this approval process. ICMA approved Bill Neron as a senior advisor and FCCMA now has filled all the open senior advisor positions. She asked that if any Board member has someone in his/her district that is interested in becoming a senior advisor to let her know. As vacancies occur, the Board will need to fill them. FCCMA still does not have a senior advisor in the Northeast or the Panhandle.

**Center for Florida Local Government Excellence Report:** Mr. Lee reported that all of the onsite training dates have been established except District II.

**A motion was made by Mr. Green and seconded by Mr. Garner to approve Dr. Lee's report to and to approve the quarterly payment. The motion passed without opposition.**

President Pleus reported that he had established a new committee: County Outreach and Membership Committee to address the needs of the FCCMA county members. He reported that

Mr. Cook and he attended the county manager's session at the Florida Association of Counties conference. Some of the county managers have expressed that FCCMA is not meeting the needs of the county managers. The county managers have established an association with dues and bylaws. This new committee is tasked with helping the 125 counties to become recognized so those county managers can be full members of FCCMA and to show FCCMA's value and relevance to those county managers. The committee members are Chair Lee Niblock, Russ Blackburn, Charles Chapman, Mike Herr, Dustin Hinkel, Ted Lakey, Cathy Pearson and Howard Tipton.

**Beth Rawlins's Report:** Ms. Rawlins reported that the exhibitors and sponsors were happy with the conference. From the feedback she received on the conference, one suggestion was a passport or bingo card for an exhibit hall gift. Per the ethics guidelines with ICMA, the board discussed a limit of \$25 limit on vendor give-aways. She will discuss this with the conference planning committee.

Ms. Rawlins also reported that August 21 is the deadline to purchase an ad in the FCCMA directory and she has had good response this year. She told the Board that if anyone wanted an electronic directory that it would be provided to them.

**Alliance for Innovation Report:** Ms. Burnett reported that Manatee County was selected to participate in the Innovation Academy this year. She reminded the Board that Rebecca Ryan and the Delphi panel is working on research for the next Big Thing. There will be a webinar on August 26 for a cost of \$149 for Alliance members and there will be a session at the ICMA Conference on Tuesday at 3:30 pm. The Alliance will continue rolling it out at the state Association meetings. The Alliance will have a booth at the ICMA Conference. The Local Government Research Collaborative has been doing work on grievance polices in local governments. This information can be found under red tape to green tape on the Alliance website. Upcoming Events: Alliance Ambassador Forum in Clearwater at the Clearwater Library. This session is free and open to everyone. Send Ms. Burnett an email if you are interested in attending. The Big Ideas Conference will be held October 9-11 in Milwaukee and the TLG Conference will be held June 15-17 in St. Paul.

**Florida Business Watch Report:** Ms. Rawlins thanked the Board for approving the renewal of the agreement. She reported that Joyce Shanahan has completed her term on the FBW Board and Ms. Silverboard will take her place for 2016. FBW will continue to work on open records reform with the Legislature. FBW has a session on open records at the FLC Conference on Friday at 11:00 am. She reported that FBW had exceeded the expectation of participation and revenue for their budget for this year. FBW will hold a Hospitality Suite at the FLC Conference.

**ICMA Report:** Mr. Reid reported on the recruitment for a new ICMA Executive Director. Mr. O'Neill's contract expires in December 2016 and he is not going to renew it. He told the Board that the Women's Task Force had made some recommendations that are currently being implemented. The Strategic Planning Committee has been meeting and he will provide a report. ICMA's software issues have been resolved. He reported that ICMA will begin working on the joint membership recruitment in Florida. One hundred forty-nine members did not renew, with several being in Florida and several being students. He asked the Board to work

with the ICMA Student Chapters to encourage membership. Mr. Maxwell and Mr. Bonaparte requested the list of non-renewals. The Southeast Regional Conference has been set and can be found on the website. It will be held in Savannah.

Mr. Reid also reported on the new signed international contract with the Philippines. This is the largest contract in ICMA history. Three Florida cities have volunteered for the international project with Haiti: Fort Lauderdale, Lauderdale Lakes and North Miami. There is a new performance management insights and ICMA has partnered with GFOA. The analytics project that Mr. Reid directs also had good news: SAS has entered into a global partnership with ESRI.

Mr. Parker also reported on membership especially that many managers are moving in from out of state and are not affiliated with either ICMA or FCCMA. He asked the Board to let him know if any out-of-state managers move into their districts. Either he or Randy will contact them to talk about both ICMA and FCCMA membership. He also reported that he is working with a group on an after-action report on Hurricane Sandy. Florida has a very important role. Sarasota County and Fort Lauderdale have provided a tremendous amount of information. FEMA is looking at their amount of, and nature of, governmental regulations and is soliciting comments on reform of its rules and regulations. Mr. Parker also reported that he will attend as many onsite trainings as he can.

### **Committee Reports**

**Awards and Scholarship Committee:** Mr. Garner encouraged the Board to read his report.

**A motion was made by Ms. Silverboard and seconded by Mr. Bonaparte to approve the work plan and to take \$4,000 for the B. Harold Farmer Scholarship each year from the reserved fund until the principal reaches \$10,000 and then the Committee will reevaluate whether it wants to continue drawing from the reserves to fund the scholarship. The motion passed without opposition.**

**Communications Committee:** Ms. Sherman reported that her Committee met on July 24 to develop a work plan. She also reported that the Committee recommended that the newsletter change from a weekly newsletter to a monthly newsletter to make it more effective. Mr. Evans reported on the work plan that was related to the strategic plan. The Committee will look to create a human element to the website. Currently the website has stock photos and the Committee would like to change the photos. Mr. Green reminded the Board that in previous strategic plans that there was a goal to find someone to take over Ken Small's clips when he retires and FCCMA needs to fulfill that goal.

**A motion was made by Mr. Garner and seconded by Mr. Green to approve the work plan and approve a monthly newsletter. The motion passed without opposition.**

**Winter Institute Committee:** Mr. Hanson reported on the 2016 Winter Institute. It will be held February 4-5 in Lakeland. The theme is "21<sup>st</sup> Century Local Government: Preparing Today's Leaders for Tomorrow's Challenges." The Institute will focus on now, five years from

now and 20 years from now on the social, demographic and economic factors. The Committee chose Katy Simon as the facilitator.

**A motion was made by Mr. Garner and seconded by Ms. Sherman to authorize the Executive Director to sign the scope of work. The motion passed without opposition.**

**Conference Planning Committee:** Mr. Green reported that the first day of the conference is almost planned and the Committee has incorporated the So You Want to be a City/County Manager preconference session into the first day of conference. Mr. Frank Benest will be the Opening General Session keynote speaker which will be a call to action to preparing the next generation. There will be a sign up at the Winter Institute for managers to be mentors at the Annual Conference.

**Diversity and Inclusion Committee:** Ms. Silverboard reported that the Committee had met and approved a work plan and developed a statement on diversity and inclusion for the Association. The statement developed: "The Florida City and County Management Association is committed to working with our members, and the communities we serve, to honor the fundamental value and dignity of all individuals. We strive to help organizations manage and create communities that respect diversity and promote inclusiveness."

**A motion was made by Mr. Hanson and seconded by Mr. Rosemond to approve the work plan and the statement. Ms. Silverboard asked when you are planning the onsite training sessions, the symposium, the webinars, the Winter Institute or the Conference to consider a session on diversity and inclusion. The motion passed without opposition.**

**Fiscal and Administrative Policy Committee:** Mr. Leavengood reported that the Committee met the previous week. The Committee reviewed previous tasks assigned to the Committee. The Committee is asking the Board for direction on what it wants to the Committee to do this program year. Mr. Leavengood reported that one Committee member had suggested putting together a long-term financial plan to look at the revenue sources and expenses. Mr. Cook then reported that he had been researching GIS mapping to look at the membership to see if the districts are balanced per a request from the Executive Committee. He reported that a FLGISA member had done the mapping for FLGISA. FCCMA does not have the software and does not have staff that knows the software. Mr. Cook spoke with Fort Walton Beach City Manager Michael Beedie who would be interested in helping. Mr. Cook will speak with the other Associations affiliated with FLC to see if those Associations would be interested in partnering with FCCMA to purchase the software. President Pleus suggested this would be a task that the Committee could coordinate with staff.

**Legislative Committee:** Mr. Reinke reported that the Florida League of Cities' and the Florida Association of Counties' Legislative Agendas were in the packet. The Committee is asking the Board for direction on what the Board expects from the Committee. Suggestions were made that the Committee could be a resource both to FAC and FLC. President Pleus requested the Committee send a letter to the presidents of both FAC and FLC to let them know

that FCCMA is willing to help with bill analysis or be a resource on issues that need a management opinion.

**Membership Committee:** Mr. Maxwell reported that the Committee submitted a work plan for 2015/2016 and a three-year plan, and submitted a new members' report.

**A motion was made by Mr. Garner and seconded by Mr. Hanson to approve the work plan. The motion passed without opposition.**

**Members in Transition Committee:** Mr. Fields reported that there were more retirements recently than terminations. Per the Board's request at the May 27 Board meeting, he is drafting a letter to the recruitment firms practicing in Florida to see if the firms are interested in submitting a proposal similar to the proposal received from Strategic Government Resources. Once he receives the responses he will submit them to the Board.

**Professional Development Committee:** Mr. Evans reported on the Committee's first conference call. The Committee is looking at engaging colleges and universities. The Committee has formed subcommittees to develop the webinars and the symposium. The committee is also looking at training on economic development and best practices. Once the webinars and onsite trainings are planned, the Committee will provide a calendar of events.

**Professional Management Matters Committee:** Mr. Hanson reported that Mr. Blackburn is now the chair and he is the co-chair. The Committee is rolling out the ambassadors in the East-Central region and has approved the first group: Joyce Shanahan, Oel Wingo, Ken Parker, Joe Yarbrough, Howard Tipton and Paul Nicoletti. The Committee formed a subcommittee to look at the proposals from HCP and Beth Rawlins. The subcommittee chose HCP and has asked them to reduce their fee to \$36,000 and add Facebook to its proposal. Once the proposal has been finalized it will be emailed to the Board for a vote to approve. The Board has asked that the Committee submit performance measures to show the membership that the campaign is working. Mr. Hanson reported that HCP has been collecting this information. Mr. Cook is putting together a spreadsheet of performance measures/metrics which he will submit to the Board once it is completed.

**A motion was made by Mr. Garner and seconded by Mr. Hanson to approve the Fiscal Year 2015-2016 budget. The motion passed without opposition.**

### **District Reports**

**District I:** Mr. Garner reported that his training has been scheduled for January 22 in Marianna. One of the topics may be CCNA. Jackson County Manager Ted Lakey and Marianna City Manager Jim Dean are working on putting it together.

**District II:** Ms. Sherman reported that her county has preliminarily secured a grant for a professional speaker for her training. She is planning to focus her training on diversity and inclusion. Her Life Well Run video that was shown at the FCCMA Annual Conference was picked up by ICMA.

**District III:** Mr. Bonaparte reported that the topic of his training will be Homelessness. There will be a panel from Seminole County.

**District V:** Mr. Rosemond reported that he has reached out to both Broward and Miami-Dade counties to ask for suggestions for topics for his district training. He talked to Yocie Galiano who was the District Director last year to find out what had been done last year so that he didn't repeat the same training. Mr. Rosemond also reported that he is an ICMA credentialed manager candidate.

**District VI:** Mr. Reinke asked Mr. Parker for his help in recruiting Roger Hernstadt for FCCMA membership. He reported that his training has been scheduled for October 23 from 9:00 am – 1:00 pm at Florida Gulf Coast University on Leadership. There will be a speaker for the first hour followed by panel discussion or a facilitated discussion.

**District VII:** Mr. Maxwell reported that there will be two trainings in his district: one in Gainesville at the Ironwood Golf Course and one in Largo on November 13 from 9:00 am – 1:00 pm. Both trainings will be ethics based.

**District VIII:** Mr. Leavengood reported that the Polk cities' managers had recently met for a water summit. Mr. Leavengood reported that his training will be sometime in February on fire assessment fees.

**At-Large Director Evans:** Mr. Evans reported that the topic has been finalized for the September webinar. The topic is "Preparing the Next Generation of Local Government Managers." He will work with the Diversity and Inclusion Committee to talk about topics for the Symposium. Mr. Evans also reported that Haines City has contracted Carey Lohrenz to speak in Haines City. It will be free but the City is requesting that attendees bring toiletry items that will be disbursed to the National Guard.

**At-Large Director Fields:** Mr. Fields reported that he contacts the MITs. He also asked that there be ethics trainings planned each year and available to managers around the state as this is an annual FCCMA requirement.

**President-Elect Green:** He stated that he had already reported on the conference.

**Secretary/Treasurer Hanson:** No report.

**Past President Silverboard:** No report.


**President Pleus:** He reported that four jurisdictions (DeLand, New Smyrna Beach, Port Orange and waiting on a response from Volusia County) will participate in a shared internship program for a whole year. The internship will be 20 hours a week at \$12.50 an hour. Each city will contribute \$3,250. There is money in the FCCMA budget for the interns to attend the annual conference and other trainings. The student council is also looking at doing another internship program in the Polk area. The internship announcements will be sent to the MPA schools and posted on the FCCMA website with a start date in September or October in Volusia County. Ms. Tipton also reported that North Port Manager Jon Lewis was interested in doing

an internship in his area. Mr. Maxwell reported that the City of Seminole made a commitment with St. Pete College to provide a job for one student for one year. This commitment is for the next 10 years.


President Pleus thanked the Board for its effort in doing a good job for getting the year started.

There being no further business, the meeting adjourned at 3:57 p.m.

Respectfully Submitted,

  
8/19/15  
Lynn Tipton  
Executive Director

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

  
Signature-Presiding Officer