

**FCCMA Board of Directors
November 6, 2015
DeLand City Hall**

President Pleus called the meeting to order at 9:08 a.m. with the following members present:

President Michael Pleus, City Manager, DeLand
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 IV Director George Brown, Deputy City Manager, Boca Raton
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
At-Large Director Michael Cernech, City Manager, Tamarac
At-Large Director Ken Fields, City Manager, Lake Wales

Member Absent:

President-Elect Bobby Green, City Manager, Auburndale
District VIII Director Ryan Leavengood, City Manager, Lake Alfred
At-Large Director Jonathan Evans, City Manager, Haines City

Others Present:

Sallie Ann Burnet, East Regional Director, Alliance for Innovation
Craig Hunter, Senior Advisor
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 told the Board the survey report in the agenda book was the survey on open data conducted by the USF School of Public Affairs. The executive summary of the survey will be in the December issue of the newsletter.

He reminded the Board that District elections needed to be run in even-numbered districts. The even-numbered districts need to choose a canvassing committee to run their district elections. He pointed out that there are no county members represented on the Nominating Committee. He asked the Board to encourage county members to apply for the open seats.

Ms. Tipton reported that the ICMA Leadership Advisory Board is recruiting a representative from the Southeast to serve on the Board. Mr. Bonaparte is interested in serving. Ms. Tipton will write a letter to ICMA nominating Mr. Bonaparte for the position.

A motion was made by Ms. Sherman and seconded by Mr. Hanson to nominate Mr. Bonaparte for the ICMA Leadership Advisory Board. The motion passed without opposition.

A motion was made by Mr. Garner and seconded by Mr. Brown to approve the consent agenda as presented. The motion passed without opposition. The items approved were: the minutes of August 12, 2015, the approval of 2016 Nominating Committee, the approval of the contract with RB Oppenheim for website hosting, the approval of the contract with the Florida League of Cities and the waiver of dues for MITs for FY2016.

Mr. Hanson reported on the FY 2015 year-end financial statements. There was an addition to the fund balance.

Executive Director's Report: Ms. Rawlins gave an update on plan support. Ms. Tipton asked for an approval to make a donation to the Fund for the Professional Management of \$1,500.

A motion was made by Mr. Garner and seconded by Mr. Bonaparte to approve a donation of \$1,500 to the ICMA Fund for Professional Management. The motion passed without opposition.

Ms. Tipton reported the ICMA-RC has given Cal-ICMA three years of funding to give states a reduced rate of \$1,000 for the Webinar and Coaching Program.

A motion was made by Ms. Sherman and seconded by Mr. Hanson to approve \$1,000 to be sent to Cal-ICMA for one year's participation in the Webinar and Coaching program. There were discussion that the Board encourage Mr. Reid to get Dr. Lee involved in the webinars. Mr. Reid asked that the Board speak to Mr. Feldman about it. The motion passed without opposition.

Ms. Tipton also reported that staff is working with Michael Winn, the Digital Opps consultant, website host and web architect to upgrade the website. This upgrade will allow the website to be used on all mobile devises.

A motion was made by Mr. Fields and seconded by Mr. Garner to approve the proposal from Digital Opps and an amendment to the FY2016 budget of \$3,800 to the technology item. The motion passed without opposition.

Ms. Tipton reported that both FLC and FAC have already done their legislative priorities as the Legislative Session is starting earlier this year.

The investment report is included in the agenda book. The market has been volatile recently.

Ms. Tipton included in her report some life member requests for waivers of the ethics request. She asked the Board to approve the requests with the revision that if the members returned to work within a year that they must take the online ethics course.

A motion was made by Mr. Hanson and seconded by Ms. Silverboard and Mr. Garner to approve the waivers of the four-hour ethics training requirement with the revision that if the members returned and notify said members of this waiver. The motion passed without opposition.

Mr. Cook reported that he is working with Michael Beedie on GIS mapping. This could be used by the Membership Committee when the Membership Committee does a membership drive to see where the membership is located. Fort Walton Beach agreed to continue to work with FCCMA to provide the GIS mapping. Mr. Maxwell will work with the Membership Committee to determine how it wants to utilize the information and bring it back to the February meeting.

Alliance for Innovation: Ms. Burnett reported that the Next Big Things are free to non-members of the Alliance. There is a premium report that is only available to the Alliance members. She reported that the Alliance was doing workshops at state association meetings and that if FCCMA was interested in a workshop to let her know. Ms. Burnett will not be able to attend the FCCMA Conference and Tony Shope will attend in her place.

The Alliance Conference is in St. Paul in June.

Beth Rawlins, Inc.: Ms. Rawlins reported that there were 36 advertisers in the directory and brought in \$20,500 in income. She has sent out solicitations to corporate members for the corporate sessions at the conference. The applications are due January 22nd. She will inform the Board of the corporate sessions that were chosen at the February Board meeting. She asked the Board that if anyone had any suggestions for the corporate sessions to please contact her.

Center for Florida Local Government Excellence Report: Mr. Lee reported that all of the onsite trainings have been going well. The District III training was on the homeless and Florida Gulf Coast University hosted District VI which focused on leadership by eight city and county managers. The webinars are also going well. CFLGE has two new sponsors: iCompass and Strategic Government Resources. The certificate program is now completely online and going well.

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

Dr. Lee also reported that he has been called as an expert witness in a case where the Collier County Clerk of Courts is suing the county administrator and purchasing manager. This case is whether county administrators does not have authority to approve any purchases. As an expert witness he wants to say under oath that he attended the FCCMA Board meeting and that the Board unanimously said that it is reasonable and customary that the administrator of a county or city would have some level of spending or purchasing authority by ordinance or resolution.

Florida Business Watch: Ms. Rawlins thanked the Board for approving the affiliate agreement in August so that FBW can put out its marketing brochure and promotional brochure for the coming year. FBW secured the technology speaker at the Winter Institute. She also reported that Ms. Silverboard will replace Joyce Shanahan's place on the FBW Board.

ICMA Report: Mr. Reid reported that the Southeast Regional Summit will be held March 31 – April 1. He reported that ICMA is working with FCCMA on a membership drive. ICMA is currently working with Florida, North Carolina and Virginia. The first round of the membership drive will be to solicit ICMA members who are not FCCMA members to join FCCMA. The second round will be to solicit FCCMA members who are not ICMA members to join ICMA. The last round will be to solicit members who are not members of either Association to join both Associations. The letters will be signed by Mr. Reid and President Pleus. He asked the Board to give authorization to the Membership Committee to decide on an incentive to join the Association. He asked that either the Board, senior advisors or Membership Committee to do a follow up after the letters are sent.

A motion was made by Mr. Garner and seconded by Mr. Maxwell to approve the incentive that is recommended by the Membership Committee. A suggestion for the incentive was made to look at a discount to conference and/or pro-rating dues and to be prepared to follow up after the letters are sent. Mr. Maxwell said he would talk to the Fiscal and Administrative Policy Committee about the financial impact to the Association. The motion passed without opposition.

Mr. Parker said he would work with the Directors to make the follow up calls.

Mr. Parker reported that in January 2016 solicitation for a new ICMA Executive Director. The Board hopes to make a decision in the summer and announce the new Executive Director at the Conference in Kansas City. Mr. O'Neill will transition out by the end of the year.

Mr. Parker stated that the student chapters are still an ICMA priority. He asked that FCCMA communicate to its members who work with said chapters to incorporate the various PA programs into said chapters. It has also been noticed that there is emphasis in the PA program to seek jobs in non-profit association instead of government jobs. Mike Abels is retiring at the end of the year so UCF needs someone to encourage students to look at local government as it does not have a strong program for local government. Stetson has unveiled its PA program. Dr. Lee got approval for FGCU to start a chapter but there is a provision that students need to be full-time students to participate in the chapter. Many of his students are part-time students who are already working. He is asking that the provision be waived.

A motion was made by Ms. Silverboard and seconded by Mr. Bonaparte to make a formal request to ICMA through Randy Reid to waive the requirement that students must be full-time to participate in the ICMA student chapters. The motion passed without opposition.

His last comment was that ICMA is looking at people who start their careers at the department head level. ICMA is working on encouraging them to become ICMA members and adopt the Code of Ethics. Many of these department heads will move into the manager position and are not ICMA members. They maintain their memberships in their former professional associations and do not join ICMA so ICMA is working to encourage them to join at the department level.

Senior Advisors: Mr. Hunter explained the proposal by the senior advisors for Jobs in Transition for Managers in Transition (JIT for MITs). This program was designed to help MITs find a job easier and provide a centralized place for MITs to find a job. This proposal would be to work with businesses to hire MITs on an interim basis. He explained that there are a lot more temporary opportunities in the private sector than in the public sector. The business would sign an agreement with FCCMA that the MITs cannot solicit business or do business development for purposes of future business. The senior advisors are asking that either the Board or the Executive Committee approve the agreement proposed by the senior advisors. This will be an annual agreement with the business. The agreement will be sent to the Executive Committee and will approve the agreement at its December meeting.

Also included in the agenda book is a brochure which gives areas of expertise of each senior advisor.

A motion was made by Ms. Sherman and seconded by Mr. Reinke to approve the Areas of Local Government Expertise brochure. The motion passed without opposition.

Committee Reports

Awards and Scholarship Committee: Mr. Garner reported that the awards and scholarship applications are due next year. A subcommittee was set up to update the university contact list. Please contact Mr. Garner if you have a contact at one of the universities.

Communications Committee: Ms. Sherman reported that the Committee was reviewing website advertising, monitoring the website and writing articles for the monthly newsletter. The Committee is interested in knowing how many people are reading the newsletter now that it has gone to a monthly newsletter.

The Committee is also looking at 25 manager evaluations to create a template for manager evaluations. The Committee was also tasked with looking for a replacement for Ken Small when he retires to continue the Ken's C-M's. David Johnson, Haines City Assistant to the City Manager, is interested in working with Ken and continuing it. Mr. Cook reported to the Board that Ken's C-M's belong to the League and the League will fill that position. The Committee looked at the current job policy posted on the website to now restrict job postings to those positions that require Bachelor's degree or higher. The Board agreed that there needs to be some guidelines for the jobs posted.

Conference Planning: Planning for conference is on track. Donna Brazile will be the speaker at the Saturday closing breakfast.

A motion was made by Mr. Garner and seconded by Mr. Bonaparte to limit the vendor giveaways at conference to no more than \$25. The motion passed without opposition.

Winter Institute Committee: Mr. Hanson reported that there have been eight conference calls to discuss the Winter Institute. He gave a special thank you to Ken Parker and Casey Cook in their help for securing speakers. Katy Simon Holland will be the facilitator. There will be three sessions with three provocateurs at each session, five breakout sessions and there the breakout groups report back. Darin Atteberry, Fort Collins, CO City Manager, Lee Feldman and Katy Simon Holland will do a session on the Next Big Things. The intent of the Winter Institute is for the managers to leave with something they can use in their organizations.

County Outreach and Membership Committee: President Pleus spoke with Lee Niblock and he will start work on the Committee.

Diversity and Inclusion Committee: Ms. Silverboard sent in a written report. She also reported that the Committee had designed a bookmark with tips for managers on diversity and the diversity statement. These were given out at the Symposium yesterday. She reported that the Symposium was a good session and she thanked the Professional Development Committee's support in putting on the Symposium.

Fiscal and Administrative Policy Committee: No Report.

Legislative Committee: The agenda book contains both the FAC and FLC legislative agendas. The Committee will be following the issues and looking at the issues that affect local governments. The Committee will provide information on how legislation will impact their cities/counties. The Committee will explore how to get the information to the membership without overloading them.

Membership Committee: Mr. Maxwell reported that the Committee is looking at a different approach to membership recruitment. It will look at diversity as it relates to FCCMA. The Committee is waiting on the GIS report to identify current membership. The Committee has a goal to increase the membership with one county member and one new ICMA Student Chapter in each district. The Committee will update its plan later in the year.

A motion was made by Mr. Garner and seconded by Mr. Hanson to approve the recruitment plan and membership goals. The motion passed without opposition.

A motion was made by Mr. Garner and Mr. Maxwell to approve the new members. The motion passed without opposition.

Members in Transition Committee: Mr. Fields reported on the proposal that was submitted by Strategic Government Resources at the May Board meeting. He followed up with letters to the other recruiting firms who are active in Florida to see if there was interest in submitting proposals to provide support to the MITs. The only firm that responded was The Mercer Group. Ralph Andersen is now active in Florida and Mr. Fields will follow up with

them. The Committee is seeking authorization to recognize Strategic Government Resources and The Mercer Group not in a formal agreement but in the newsletter and on the website.

A motion was made by Mr. Garner and seconded by Mr. Fields to accept the proposals submitted by Strategic Government Resources and The Mercer Group. The motion passed without opposition.

Professional Development Committee: Mr. Bonaparte reported that there is a list of webinars on the calendar.

Professional Management Matters Committee: Mr. Hanson reported that the Committee is meeting monthly by conference calls. The Central-West ambassadors have been successful. The Committee is working on rolling out the program in the Central-East. At the last Board meeting it was discussed to show deliverables and track methods. Included in the agenda book are some slides that the Committee put together to show the deliverables and tracking methods. The Committee is looking to design a survey to assess the perception of professional management.

District Reports

District I: Mr. Garner reported he is working with the Jackson County administrator to put on a training in Jackson County on January 22nd to focus on CCNA.

District II: Ms. Sherman reported that she was unable to procure the speaker she wanted for her District training and is working with Pam Brangaccio to come up with a proposal for the training.

District III: Mr. Bonaparte reported that his District training was held on October 30 on homelessness solutions by local governments. He thanked everyone who was involved in setting up the training.

District IV: Mr. Brown reported that his District training will be held March 4 from 9:00 am to 1:00 pm in Palm Beach Gardens. He thanked Ron Ferris and Charlotte Presensky for hosting and their help in the training.

District V: The Board congratulated Mr. Rosemond on his promotion to city manager. Mr. Rosemond reported that he plans to attend a Miami-Dade Managers Association meeting. He will coordinate with Dr. Lee to develop his training.

District VI: Mr. Reinke reported that his District training was held on October 23. The training was well attended and had good speakers. He also reported that he would reach out to the new village manager in Estero.

District VII: Mr. Maxwell submitted a written report. Matt Spoor, Safety Harbor City Manager will be his District representative on the Nominating Committee. He will reach out to Russ Blackburn. The District Training will be held on November 13 in Largo.

District VIII: No report.

At-Large Director Evans: No report.

At-Large Director Cernech: He reported on issues in his area: homelessness, vacation rentals, sea level rise and beach erosion.

At-Large Director Fields: Mr. Fields reported that the cities in Polk County are forming a regional water cooperative with the county. The group is drafting an agreement to be approved and signed by April. Eighteen city and county managers are part of the cooperative. This is a model agreement for water usage.

President-Elect Green: No report.

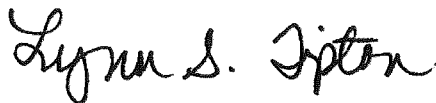
Secretary/Treasurer Hanson: No report.

Past President Silverboard: She reported that she is on the ICMA Conference Planning Committee. She has asked staff to put out the request that ICMA is looking for possible topics. She asked the Board to let her know if they have any ideas for sessions. She will be attending the planning meeting in Kansas City on November 20-22.

President Pleus: He thanked the Board for allowing DeLand to host the Board meeting.


There being no further business, the meeting adjourned at 12:17 p.m.

Respectfully Submitted,



Lynn Tipton
Executive Director

I hereby certify that these Minutes
were approved at an official meeting held
on: 14 February


Signature-Presiding Officer