



Florida Government Finance Officers Association, Inc
Meeting of the Board of Directors
Friday, September 14, 2018

Conference Room
Breakfast 8:00 a.m.
Meeting 8:30 a.m.

**Florida League of Cities
125 East Colonial Drive
Orlando, FL**

ATTENDANCE - FGFOA BOARD OF DIRECTORS MEETING

September 14, 2018

NOT
PRESENT

PRESENT

OFFICERS

Kent Olson
Ken Burke
Jamie Roberson

DIRECTORS

1st Term

2nd Term

3rd Term

Rip Colvin	2016-2019		
Frank DiPaolo	2017-2020		
Nicole Gasparri	2015-2018	2018-2021	
Mike Gomez	2017-2018	2018-2020	
Jonathan McKinney	2014-2017	2017-2019	
Shannon Ramsey-Chessman	2013-2016	2016-2019	
William Spinnelli	2018-2021		
Kelly Strickland	2018-2021		

COMMITTEE CHAIRS

Lorrie Simmons, Certification
Laura Aker Reece, Conference Host
Bryan Cahen, Conference Program
Brandy Ferris, Education & Webinar
Crystal Kinzel, Legislative
Olga Rabel, Member & Leadership Development
Sharon Almeida, 2018 SOGF
Linda Benoit, Technical Resources

CHAPTER PRESIDENTS

Jordan J. Steffens, Big Bend
Kurt Petersen, Central Florida
Judy Garard, Florida First Coast
Cindy Nenno, Gulf Coast
Karen Keith, Hillsborough
Marge Strausbaugh, Nature Coast
Claudia Rasnick, North Central Florida
Leslie Harmon, Palm Beach
Tatiana Abernathy, Panhandle
Linda Logan-Short, South Florida
Karen Vivian, Southwest
Milo Zonka, Space Coast
Judith Browning, Treasure Coast
Catherine Colwell, Volusia/Flagler

OTHERS IN ATTENDANCE

Paul Shamoun, Florida League of Cities
Jill Walker, Florida League of Cities
Karen Pastula, Florida League of Cities

FGFOA BOARD OF DIRECTORS MEETING AGENDA

DATE/TIME: Friday, September 14, 2018
Breakfast 8:00 a.m.
Meeting: 8:30 a.m.

LOCATION: Florida League of Cities - Orlando

- I. Call to Order – Kent Olson, President**
- II. Roll Call**
- III. Consideration of Minutes – July 2, 2018**
- IV. Report of Officers**
 - A. President – Kent Olson**
 - 1. Appointment for Audit Committee
 - B. President-elect – Ken Burke**
 - 1. Chapter Presidents Conference Call
 - 2. Appointment for 2019 SOGF Chair
 - C. Secretary/Treasurer – Jamie Roberson**
 - 1. Quarterly Financial Statements 06/30/2018
 - D. Executive Director Report – Paul Shamoun**
 - 1. Membership Update
 - 2. Investment Report as of 06/30/2018
 - 3. Check Register as of 06/30/2018
 - 4. 2021 Annual Conference Contract
 - 5. Annual Conference Membership Survey Results
 - 6. CPE process
- V. Task Force**
 - A. CGFO Marketing**
 - Chair – Shannon Ramsey-Chessman

B. CGFO Ethics Requirement

Chair – Ken Burke

C. Election

Chair – Kent Olson

D. Financing the Organization (Fees and Fee Structures)

Chair – Jamie Roberson

E. Subsidizing Programs

Chair – John McKinney

F. Coaching Program

Chair – Jamie Roberson

G. Mentoring

Chair – Kent Olson

H. Ad Hoc Committee

1. E-Learning

Co-Chairs – Nicole Gasparri and Frank DiPaolo

VI. Standing Committee Reports

A. Certification Committee

Chair – Lorrie Simmons

Liaison: Shannon Ramsey-Chessman

1. Summer CGFO Exam

2. FAQ for CGFO Designation

B. Conference Host

Chair – Laura Aker Reece

Liaison: Nicole Gasparri

C. Conference Program

Chair – Bryan Cahen

Liaison: Rip Colvin

D. Education and Webinar

Chair – Brandy Ferris

Liaison: Frank DiPaolo

E. Legislative

Chair – Crystal Kinzel

Liaison: William Spinelli

F. Member and Leadership Development

Chair –Olga Rabel

Liaison: Kelly Strickland

G. 2018 School of Governmental Finance

Chair – Sharon Almeida

Liaison: John McKinney

1. 2018 School of Governmental Finance Update
2. SOGF Committee “Thank You” Gifts

H. Technical Resources

Chair – Linda Benoit

Liaison: Mike Gomez

VII. Other Business

**Next Meeting – Friday, November 16, 2018 – Florida League of Cities
Offices, Orlando**

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
July 2, 2018

The meeting of the FGFOA Board of Directors took place on July 2, 2018 at the Florida League of Cities Offices in Orlando, FL.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

Kent Olson, President, City of Tallahassee
Ken Burke, President-elect, Pinellas County Clerk of the Circuit Court and Comptroller
Jamie Roberson, Secretary/Treasurer, Osceola County Property Appraiser
Rip Colvin, Director, Justice Administrative Commission
Frank DiPaolo, Director, City of Lighthouse Point
Nicole Gasparri, Director, City of Boca Raton
Mike Gomez, Director, Florida Auditor General Tallahassee
John McKinney, Director, City of Holly Hill
Shannon Ramsey-Chessman, Director, Clerk & Comptroller Palm Beach County
Kelly Strickland, Director, City of Sarasota

COMMITTEE CHAIRS

Lorrie Simmons, Certification

CHAPTER PRESIDENTS

STAFF

Paul Shamoun, Florida League of Cities

CALL TO ORDER

There being a quorum, President Olson called the July 2, 2018 meeting of the FGFOA Board of Directors to order at 11:00 a.m.

CONSIDERATION OF MINUTES

The June 15, 2018 minutes were reviewed with minor changes suggested.

Mr. Burke moved, seconded by Mr. Colvin, to approve the June 15, 2018 minutes with edits. Motion passed unanimously.

Conference Host Committee Direction

Mr. Olson presented benefits and drawbacks of several options presented in the agenda item. It is recommended the Tuesday night event be held off-site while avoiding a predominantly outdoor event due to weather concerns. However, it was not decided whether it will only be an opt-in event like a museum or going to the Hard Rock Events Center for one of its many offerings, or a combination of options. The committee will do more research and bring options to the September 14, 2018 meeting.

Conference Host Committee Direction, Continued

Transportation costs are of concern for the Tuesday night event. The issue is how to determine the number of people who may, or may not, attend. It was recommended to move the budget for the Tuesday night event extra ticket to \$2,000 on the revenue side and put the Tuesday night event budget

back to \$95,000 on the expense side for consistency.

Mrs. Roberson moved, seconded by Mrs. Ramsey-Chessman, to approve to increase the Tuesday night extra ticket budget to \$2,000, and to increase the event budget to \$95,000. Motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

March 31, 2018 Financial

Mr. Shamoun presented the financials as of March 31, 2018.

Mr. Burke moved, seconded by Ms. Gasparri, to approve the March 31, 2018 financials. Motion passed unanimously.

2018 School of Governmental Finance Session Topics and Descriptions

Mr. McKinney presented the 2018 SOGF session topics and descriptions as submitted in the agenda item, for Board review.

Mr. Burke moved, seconded by Mr. Gomez, to approve the session topics and descriptions as submitted. Motion passed unanimously.

OTHER BUSINESS

E-Learning Ad Hoc Committee was developed assigning Co-Chairs Nicole Gasparri and Frank DiPaolo. The Co-Chairs will begin asking past members of the Leadership classes to see if they would like to serve on the committee with a goal of having 5-7 members.

Mr. McKinney moved, seconded by Mrs. Ramsey-Chessman, to approve the creation of an E-Learning Ad Hoc committee. Motion passed unanimously.

NEXT MEETING

The next meeting of the Board of Directors will be Friday, September 14, 2018 at the Florida League of Cities Offices, Orlando.

ATTEST:

Jamie Roberson, Secretary/Treasurer



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: September 14, 2018

Title of Item: Appointment to Audit Committee

Executive Summary, Explanation or Background: The Audit Committee consists of the Immediate Past President, Secretary-Treasurer and one At-large member of the Board of Directors selected by the President. The Committee recommends the selection of the external auditor and coordinates the preparation of the annual financial audit of the FGFOA. This Committee may also be called upon by the President or Board of Directors to oversee other financial, tax and liability issues affecting the FGFOA. Mike Gomez has been selected as the At-large member and will serve as the chair of the Committee.

Recommended Action: Informational only.

Kent Olson, President

August 22, 2018

Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: September 14, 2018

Title of Item: Chapter Presidents Conference Call

Executive Summary, Explanation or Background:

Report is attached

Recommended Action:

For information purposes

By Ken Burke
Ken Burke

August 13, 2018
Date

Florida Government Finance Officers Association (FGFOA)
Chapter Presidents Conference Call
August 10, 2018, 10:00 – 11:00

Present:

Ken Burke, FGFOA, President-Elect, Pinellas County Clerk of the Circuit Court and Comptroller
Catherine Colwell, Assistant Finance Director, City of Holly Hill (Volusia/Flagler Chapter)
Amy Ratliff for Cindy Nenno, Administrative Services Director, City of Oldsmar (Gulf Coast Chapter)
Claudia Rasnick, Chief Financial Officer, Gainesville Regional Utilities (North Central Florida Chapter)
Jordan Steffens, Finance Director, Leon County Clerk (Big Bend Chapter)
Judy Browning, Senior Accountant, City of Stuart (Treasure Coast Chapter)
Judy Garard, Finance & Administration Manager, City of Jacksonville (Florida First Coast Chapter)
Karen Keith, Accounting Supervisor, City of Tampa (Hillsborough Chapter)
Kurt Peterson, Manager, Office of Mgmt. & Budget, Orange County, Central Florida Chapter
Leslie Harmon, Pension Manager, General Employees; Pension Plan, Police & Firefighters' Retirement System, City of Boca Raton (Palm Beach Chapter)
Marge Strausbaugh, Director of Finance, City of Belleview (Nature Coast Chapter)
Milo Zonka, Senior Director, Admin & Finance, Brevard County Property Appraiser (Space Coast Chapter)
Tatiana Abernathy, Councilwoman, Cinco Bayou (Panhandle Chapter)
Marie Elianor, Director of Finance, City of Cooper City (South Florida Chapter)
Amy Ratliff, City of Oldsmar, President-Elect (Gulf Coast Chapter)
Paul Shamoun, Executive Director, Florida Government Finance Officers Association
Jill Walker, Executive Assistant, Florida government Finance Officers Association

Not Present:

Karen Vivian, Staff Accountant II, Lee County Clerk (Southwest Florida Chapter)

Paul Shamoun, Florida League of Cities, gave an update on the FGFOA:

Upcoming events:

- Boot Camp coming up in Tampa on August 13 and 14.
- Registration for the School of Governmental Finance and next Boot Camp will be out on Wednesday

Renewals:

- Going well with almost 2,000 renewed for this year.

CGFO and Coaching Program

- Program is being revamped with updated test questions, review and study guides.
- Expected release is December to be ready for the March exams, although that timeline could be moved back to April or May testing.
- In response to complaints regarding the amount of study material, the study guide will be condensed from the FGFOA or a group of reference materials making it more succinct.
- Anyone passing 2-3 portions of the current test, can take the next 2 portions when the new test comes out. The rules regarding the timing of taking the tests have not changed/

Branding:

- Staff is working on FGFOA branding to include new graphics and colors on publications

Website:

- Work is continuing on an online speaker database for the FGFOA website.
- The goal is to set up a calendar of events for each Chapter that will feed into one main calendar with all dates for all Chapters.
- All should have access to individual chapter web pages. If not, let him know.

Ken then asked each Chapter President to introduce themselves, and provide information on their Chapter – number of members, meeting schedule, what is happening in their Chapter and something that has worked for them that might be of interest to other Chapters.

Ken Burke, Pinellas County Clerk of the Circuit Court and Comptroller, FGFOA President-Elect, has been Clerk since 2005 and a member of FGFOA since 2005.

Big Bend Chapter, Jordan Steffens, Finance Director, Leon County Clerk

- Finance Director for one year but with the Clerk's office for 8 years.
- They have been going through the renewal process.
- They have 85 members.
- They meet quarterly during lunch from 11:30 to 1:30. Their first quarterly meeting is on the 17th with a GASB update by a local CPA. They try to schedule 1 to 2 Accounting and Auditing sessions every year, but also try to offer broader topics to appeal to their members.
- They hold their own 8 hour investment training so their members who are not able to attend the summer conference are able to complete the needed hours. There were 156 people who completed that training at a reduced cost.

Central Florida Chapter, Kurt Peterson, Manager, Office of Management and Budget, Orange County

- Kurt has been with Orange County for 23 years and this is his second year as Chapter President.
- They have 200 members. A lot of the members don't come to the meetings, so that is why they try to spread the location around throughout the counties. There are usually 50 members at the regular meetings and 100 at the annual meeting.
- They hold 5 sessions per year with four half-day sessions and one full-day session, which is the annual meeting where they elect their officers. The half-day sessions include two separate topics. The meetings are normally held on Friday. They do not have a designated location. The next meeting will be in September with the Plante Moran speaker who spoke at the summer conference.

Leslie asked Kurt if they could reach out to him after their September meeting for feedback about the speaker.

Florida First Coast Chapter, Judy Garard, Finance & Administration Manager, City of Jacksonville.

- They have 95 members with 15 being new members. Most of their members are from Duval County. They are making efforts to recruit members in Nassau, Clay and St. Johns Counties, as well as Duval County in order to broaden their membership base.
- They have several volunteers for committees.
- They hold their quarterly meetings in person (11:30 to 2:30) and their Board meetings and Committee meetings through conference call. In-person meetings are normally held on Friday.

- They try to move the meeting locations to be closer to all members (Nassau, Duval, Clay and St. Johns counties).
- They are currently seeking speakers for their September quarterly meeting.

Gulf Coast Chapter, Amy Ratliff, City of Oldsmar, President-Elect, for Cindy Nenno, Administrative Services Director, City of Oldsmar.

- Amy has been on the FGFOA Board for 4 years.
- They have two full day sessions each year in September (Accounting and Auditing) and February (Investment Conference) and three lunch meetings in December, April and June.
- They are a very active chapter with 150-160 members in Pinellas and Pasco Counties and normally have 70 members at each event.
- They are looking to do something different in the spring and may schedule a dinner cruise.
- They have gone to online membership. The membership is paid on-line so they are no longer receiving checks which saves a lot of time and effort.

Hillsborough Chapter, Karen Keith, Accounting Supervisor, City of Tampa.

- They are going through rebuilding and are trying to get back on track. Their prior President had some difficulties and had to resign.
- They have 170-200 members, and have received renewals from 150 so far.
- They had a 4-hour event in May that was very successful.
- They have 4 meetings per year with 3 of those being half day meetings and one meeting being a full day meeting in the spring.
- They don't have a designated spot, but it is usually in the Hillsborough County building which is closest for most members.
- They have a meeting scheduled for August 29 with Dr. Jennifer Trout speaking on Emotional Intelligence and Scott Anderson speaking on GASB 84 and Internal Controls.

Nature Coast Chapter, Marge Strausbaugh Director of Finance, City of Belleview.

- Marge has been with the city of Belleview for 7 years and with FGFOA since 2000.
- They have meetings 4 times per year with 3 half day meetings and one full day meeting in April.
- They had a little bit of a drop off in their membership so this year they have tried to get the membership back up and members more active in committees and volunteering for the Board. They currently have 75 – 100 members which includes Lake, Marion, Citrus and Hernando Counties.

North Central Florida chapter, Claudia Rasnick, Chief Financial Officer, Gainesville Regional Utilities.

- Claudia has been with the Utility since 2014 and with FGFOA since 2014.
- They have 105 members from Alachua, Gilchrist, Suwannee, Columbia, Baker, Union, Bradford and Putnam, and some from Marion Counties with 30-40 members attending the quarterly meetings and 70-80 attending the annual meeting.
- The annual meeting is held in April which is a catered meeting. The speaker at their July meeting was Diane Rickert who spoke about Dynamic Leadership.
- In October, an investment banker from Chase Bank will speak about bonds and give an economic update. In January the speaker will talk about data analytics and they are still working on speakers for the next April meeting.

Palm Beach Chapter, Leslie Harmon, Pension Manager, General Employees' Pension Plan, Police & Firefighters' Retirement System, City of Boca Raton.

- Leslie has been with the City of Boca Raton for 20 years and with the Pension Plan for 1-1/2 years.
- They have a large chapter with 274 members, meeting the needs of the north and south part of the Chapter (Palm Beach County).
- They hold their meetings at the same central location to be convenient for all members.
- They have been using Wild Apricot for their website and payments, and are now looking to use the reporting feature to provide a CPEs earned report that members have requested.
- After problems with the past President, they are trying to change this up this year and offer every other monthly learning activities.
- They offer an 8-hour Investment Seminar once per year,
- They changed their bylaws to have the annual and business meeting in the summer in order to get the majority of the members to attend for voting purposes.
- They are looking to engage in professional improvement this year and to offer opportunities for members to work toward education. Classes are free through the FLC University.
- Is there somewhere/something that gives the members an opportunity to events happening in other Chapters?
- Their Board decided that if you are a member of another Chapter, they will charge their same member fee to attend any of their events to encourage cross chapter networking.
- What are the regarding sponsors and contributions by vendors to events? Are we allowed to accept anything from vendors who are sponsoring events?

There followed discussion on whether or not taking donations or sponsorships from vendors was prohibited by the local Chapters as it is by the FGFOA bylaws. Ken asked Paul and the FGFOA staff to research this and send out a clarification to the group.

Panhandle Chapter, Tatiana Abernathy, Councilwoman, Cinco Bayou.

- Tatiana has worked for the Sheriff's office for 6 ½ years and is also a Councilwoman for Cinco Bayou. She has been a member of FGFOA for 4 years.
- They are made up of Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Jackson, Calhoun, Bay and Gulf counties.
- They had an incident going into the new year with new Board members and were a victim of an email scam and lost 2/3 of their funds. It is important that when new Board members are coming in that they meet with the person they are replacing, are provided with a checklist and that they review their Chapter and State bylaws to avoid this type of thing from happening. They are trying to recover their losses.
- If they are not able to recover the money that they lost (2 years' worth of dues), can they raise their membership fees? They currently charge \$10.
- They have 112 members.
- They meet 4 times per year with an all-day Ethics Seminar every other year and Fraud Seminar every year.

Ken stated that he would send out a survey on local dues for members and associate members and will distribute the results to the group.

Paul stated that this is an ongoing issue with the Chapters and at the State level as well. People are scrubbing the websites for changes every day looking for new board members. To try to stop this, they have taken down all the email addresses for Board members.

South Florida Chapter, Marie Elianor, Director of Finance, City of Cooper City, and Acting Manager

- They have 160 members. At their last meeting in June they had 44 members attend. They have 89 registered for the 8-hour Investment Seminar.
- They meet 7 times per year - 6 CPEs, 3 dinner meetings, 1 full day and 2 lunches. They provide 18 CPE hours.
- They are having an issue with getting the CPE approvals and credit hours back after their meetings.

There followed discussion on the issues with getting CPEs approved with several in the group voicing the same concern. It is taking 6 to 8 weeks or more for them to be processed. It was suggested that the process be improved or changed so that any presenter who has been approved for a presentation with one Chapter not be required to go through the approval process for other Chapters. Paul and the FGFOA staff will research this issue and look for an improvement and report back on the next conference call.

Milo Zonka, Senior Director, Admin & Finance, Brevard County Property Appraiser, Space Coast Chapter

- Milo has been with the Property Appraiser's office for 6 years and with FGFOA for 6 years
- They have four meetings each year:
 - Business meeting
 - 2 CPE meeting during the year
 - Holiday party in December
- They have 64 members and 20 associate members
- Normal attendance is 10-20 at each meeting
- From feedback from members saying they would like to see different types of sessions, they brought in different speakers
- They are trying to find some new ideas to improve membership in their local Chapter

Judy Browning, Senior Accountant, City of Stuart, Treasure Coast Chapter

- Judy has been with the City since 2013, and has been the Senior Accountant for 4 years
- They have quarterly meetings
- They have 100 members with 30-35 at each meeting
- They have signed up for Wild Apricot and are in the process of getting set up and linked to the website. It should be up in 1-2 weeks.

Volusia/Flagler Chapter, Catherine Colwell, Assistant Finance Director, City of Holly Hill

- Catherine has been with the City for 10 years and with FGFOA for 10 years
- Second year as Chapter President.
- They have 75-100 members with 35 at each quarterly meeting.
- Meetings are held at a location next to I-95 so it is convenient for all members
- Meetings begin with networking, lunch and session except the December meeting which is a holiday gift exchange.

- She has been posting all speaker's presentations on the local Chapter webpage. They have had some good presentations – GASB 87, 88 and 89, GASB codification

Ken thanked all of the Chapter Presidents for making the commitment to be on the call.

Follow up Items:

- Survey Chapter Presidents on the cost of their local dues for members and associate members.
- Research sponsorship question as to whether or not local Chapters are subject to the FGFOA bylaws not allowing sponsorship of their events.
- Paul will provide an update on the website, master calendar and Chapter calendars.
- To address the concerns expressed over the length of time to approve CPEs, FGFOA staff will look for a way to streamline the process.
- FGFOA staff will work with the Florida League of Cities on a process to book staff from FLC University for Chapter sessions and will prepare a list of available resources and topics.
- FGFOA staff will research whether a Chapter can hold a fundraising event to send someone from their Chapter to the next Leadership class in 2020.
- Ken Burke stated that he will image the list of Chapter Presidents with contact information and send it to the group.

Upcoming FGFOA activities:

- School of Governmental Finance, October 15-19, PGA National Resort & Spa
- 2019 Annual Conference, June 8-12, Diplomat Resort Hollywood
- Boot Camps

Closing Comments, Ken Burke

The FGFOA Board decided not to do a Leadership class each year due to the limited amount of people who can be a part of it. The next Leadership class is scheduled for April 2020. The cost of this very high quality program is high (\$2,500), but is all inclusive. All Chapters are asked to promote the 2020 class and consider subsidizing a scholarship to assist a member from their Chapter to attend. A question was asked as to if a fundraiser could be held for that purpose, which the FGFAO staff will research.

Quarterly phones calls will be held with the next call being in November. If you are not able to attend, please have someone else from your Chapter attend the call.

The meeting was adjourned at 11:25.



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
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President-Elect
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Secretary/Treasurer
Jamie Roberson

DIRECTORS

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Meeting Date: September 14, 2018

Title of Item: Appointment for 2019 SOGF Chair

Executive Summary, Explanation or Background:

It is the president-elect's responsibility to nominate a Chair of the School of Government Finance for the following year for presentation at the board meeting scheduled for August/September.

Recommended Action:

Approval of Sharon Almeida as Chair of the 2019 School of Government Finance.

By Ken Burke
Ken Burke

August 2, 2018
Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

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Meeting Date: September 14, 2018

Title of Item: Quarterly Financial Statements as of 06/30/2018

Executive Summary, Explanation or Background:

Recommended Action:

None. For Review.

Jamie Roberson

Jamie Roberson

08/24/2018

Date

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Comparative Statement of Financial Position

June 30, 2018, March 31, 2018, December 31, 2017, September 30, 2017, and June 30, 2017

	30-Jun-18	31-Mar-18	31-Dec-17	30-Sep-17	30-Jun-17
ASSETS					
Current Assets:					
Cash - Capital City Bank	\$ 655,044	527,326	204,473	124,481	574,155
Investments - Vanguard	16,130	16,064	16,011	15,968	15,930
Investments - CD's	185,164	184,884	184,279	183,110	182,679
Accounts Receivable	2,773	47,225	933	97,248	91,523
Interest Receivable	592	146	161	129	118
Prepaid Expenses	5,868	2,759	0	474	6,354
Prepaid Conference Expenses	0	4,832	1,893	0	0
Prepaid School of Gov Finance Expenses	0	0	0	720	0
Deposits	6,881	71,773	12,000	5,000	0
Total Current Assets	\$ 872,452	855,009	419,750	427,130	870,759
Equipment:					
Computer Equipment	\$ 3,569	3,569	3,569	5,227	5,227
Less: Accumulated Depreciation	(2,996)	(2,964)	(2,932)	(4,558)	(4,526)
Net Equipment	\$ 573	605	637	669	701
Other Assets:					
Deposits	2,000	3,500	4,500	4,500	4,500
Prepaid	0	0	26	26	0
Total Other Assets	2,000	3,500	4,526	4,526	4,500
Total Assets	\$ 875,025	859,114	424,913	432,325	875,960
LIABILITIES AND NET ASSETS					
Current Liabilities:					
Deferred Revenues	\$ 0	390,020	0	71,480	140
Accounts Payable	530,943	128,280	82,469	27,914	603,590
Total Current Liabilities	\$ 530,943	518,300	82,469	99,394	603,730
Unrestricted Net Assets	\$ 344,082	340,814	342,444	332,931	272,230
Total Liabilities and Unrestricted Net Assets	\$ 875,025	859,114	424,913	432,325	875,960

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities For the Year Ended June 30, 2018

	QTR 1	QTR2	---ACTUAL---	QTR 4	YTD	---BUDGET---	---BUDGET---	---BUDGET---
	1-July-17	1-Oct-17	QTR 3	1-Apr-18	1-Jul-17	AMENDED	%	VARIANCE
	to	to	1-Jan-18	to	to	1-Jul-17	OF	YEAR
	30-Sept-17	31-Dec-17	to	30-Jun-18	30-Jun-18	to	BUDGET	TO
			31-Mar-18			30-Jun-18	SPENT	DATE
REVENUES								
Membership Dues	\$ 80,780	5,390	11,655	5,810	103,635	97,000	107%	6,635
Investment Income	480	1,244	643	793	3,160	1,500	211%	1,660
Annual Conference	0	0	0	600,583	600,583	542,000	111%	58,583
School of Governmental Finance	0	78,802	0	0	78,802	73,840	107%	4,962
Leadership FGFOA	0	0	0	54,000	54,000	54,000	100%	0
Seminars	0	0	0	25,635	25,635	22,000	117%	3,635
Boot Camps	0	11,520	17,120	12,320	40,960	39,600	103%	1,360
CGFO Fees	15,485	3,540	14,120	4,430	37,575	44,000	85%	(6,425)
Divergent Series	0	0	0	3,675	3,675	17,500	21%	(13,825)
Miscellaneous Income	0	0	0	543	543	1,000	54%	(457)
TOTAL REVENUES	\$ 96,745	100,496	43,538	707,789	948,568	892,440	106%	56,128
EXPENSES								
Professional Services:								
Florida League of Cities, Inc.	\$ 24,974	24,975	24,974	24,975	99,898	99,900	100%	2
Auditor Fees	0	0	0	9,150	9,150	9,500	96%	350
Total - Professional Services	\$ 24,974	24,975	24,974	34,125	109,048	109,400	100%	352
Meeting Expenses:								
Board of Directors	\$ 359	1,513	1,464	5,385	8,721	8,500	103%	(221)
Strategic Planning	0	0	0	1,544	1,544	3,500	44%	1,956
GFOA Conference	0	0	0	3,669	3,669	5,000	73%	1,331
GFOA Reception	0	0	0	5,083	5,083	5,000	102%	(83)
Total - Meeting Expenses	\$ 359	1,513	1,464	15,681	19,017	22,000	86%	2,983

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities For the Year Ended June 30, 2018

	QTR 1	QTR2	---ACTUAL---	QTR 4	YTD	---BUDGET---	---BUDGET---	---BUDGET---
	1-July-17	1-Oct-17	QTR 3	1-Apr-18	1-Jul-17	AMENDED	%	VARIANCE
	to	to	1-Jan-18	to	to	1-Jul-17	OF	YEAR
	30-Sept-167	31-Dec-17	to	to	to	to	BUDGET	TO
			31-Mar-18	30-Jun-18	30-Jun-18	30-Jun-18	SPENT	DATE
Training/Education:								
Conference Expenses	\$ 0	0	0	531,747	531,747	539,800	99%	8,053
School of Governmental Finance	0	59,592	(7,678)	0	51,914	78,400	66%	26,486
Leadership FGFOA	0	0	0	63,625	63,625	63,500	100%	(125)
Seminars	0	0	0	24,785	24,785	24,000	103%	(785)
Boot Camps	0	0	10,500	10,907	21,407	33,600	64%	12,193
CGFO Expenses	0	140	7,813	149	8,102	46,000	18%	37,898
Divergent Series Expenses	0	0	0	889	889	17,500	5%	16,611
NASBA Fees	0	0	795	0	795	1,000	80%	205
Total - Training/Education	\$ 0	59,732	11,430	632,102	703,264	803,800	87%	100,536
Standing Committees:								
Standing Committee Meetings	0	848	0	0	848	1,000	85%	152
All Committee Meetings @ Conference	0	0	0	4,381	4,381	6,000	73%	1,619
Total - Standing Committees	\$ 0	848	0	4,381	5,229	7,000	75%	1,771
Communication to Members:								
Postage & Mailing	174	74	27	636	911	1,000	91%	89
Internet Homepage	0	0	0	0	0	100	0%	100
Printing & Duplicating	90	215	177	0	482	1,000	48%	518
Total - Communication to Members	\$ 264	289	204	636	1,393	2,100	66%	707

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities For the Year Ended June 30, 2018

	-----	-----	---ACTUAL---	-----	-----	---BUDGET---	---BUDGET---	---BUDGET---
	QTR 1	QTR2	QTR 3	QTR 4	YTD	AMENDED	%	VARIANCE
	1-July-17	1-Oct-17	1-Jan-18	1-Apr-18	1-Jul-17	1-Jul-17	OF	YEAR
	to	to	to	to	to	to	BUDGET	TO
	30-Sept-17	31-Dec-17	31-Mar-18	30-Jun-18	30-Jun-18	30-Jun-18	SPENT	DATE
Administrative Expenses:								
Insurance Expense	\$ 3,976	0	0	364	4,340	4,200	103%	(140)
List Serve	1,557	0	0	789	2,346	5,000	47%	2,654
Filings & Registrations	0	0	0	61	61	100	61%	39
Staff Travel	0	0	1,517	790	2,307	3,000	77%	693
Miscellaneous Expense	157	528	454	1,028	2,167	6,000	36%	3,833
Credit Card and Bank Fees	4,725	3,066	5,093	14,533	27,417	15,000	183%	(12,417)
Depreciation	32	32	32	31	127	500	25%	373
Total - Administrative Expenses	\$ 10,447	3,626	7,096	17,596	38,765	33,800	115%	(4,965)
TOTAL EXPENSES	\$ 36,044	90,983	45,168	704,521	876,716	978,100	90%	101,384
Increase (Decrease) in Unrestricted Net Assets	\$ 60,701	9,513	(1,630)	3,268	71,852	(85,660)	-84%	157,512
Unrestricted Net Assets, Beginning of Period	\$ 272,230	332,931	342,444	340,814	272,230	272,230	100%	0
Unrestricted Net Assets, End of Period	\$ 332,931	342,444	340,814	344,082	344,082	186,570	184%	157,512

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Cash Flows For the Year Ended June 30, 2018

Cash Flows From Operating Activities

Receipts from Members and Associates	\$ 683,763
Receipts from Exhibitors and Hotel Sites	350,254
Interest and Dividends	2,685
Fees Paid to Florida League of Cities	(136,997)
Payments to Vendors	<u>(816,131)</u>

Net Cash Provided by Operating Activities \$ 83,574

Cash Flows from Investing Activities

Purchase of Certificates of Deposit	\$ (81,859)
Proceeds from Certificates of Deposit	<u>79,374</u>

Net Cash Used by Investing Activities \$ (2,485)

Net Increase in Cash and Cash Equivalents \$ 81,089

Cash and Cash Equivalents-Beginning of Period \$ 590,085

Cash and Cash Equivalents-End of Period \$ 671,174

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Cash Flows For the Year Ended June 30, 2018

Reconciliation of Increase in Net Assets to Net Cash

Provided by Operating Activities

Increase in Net Assets	\$	71,852	
Adjustments to Reconcile Increase in Net Assets to Net Cash Provided by Operating Activities:			
Depreciation		127	
Decrease in Accounts Receivable		88,276	
Decrease in Prepaid Expenses		486	
Increase in Deposits		(4,381)	
Decrease in Accounts Payable		(72,646)	
Decrease in Deferred Revenues		<u>(140)</u>	
Net Cash Provided by Operating Activities	\$		<u><u>83,574</u></u>

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2018 Conference

Orlando, FL

REVENUE COMPARISON	# of Reg	2018 ACTUAL	2018 BUDGET	VARIANCE
OTHER REVENUE				
Exhibitor Fees		202,475	188,400	14,075
Extra Tickets All Events	67	3,365	5,000	(1,635)
Golf	50	5,500	6,000	(500)
Cancellation Fees	30	1,260	1,000	260
Ethics Course Income	162	10,740	9,000	1,740
Room Credits		13,158	10,500	2,658
Conference Convention and Visitors Bureau		0	0	0
Hotel Commissions		45,025	43,600	1,425
TOTAL OTHER REVENUE		281,523	263,500	18,023
REGISTRATIONS				
Member Registrations	824	247,200	210,000	37,200
Member Late Registrations	17	5,780	6,500	(720)
Associate Registrations	129	46,440	41,000	5,440
Associate Late Registrations	4	1,600	4,000	(2,400)
Non-Member Registrations	32	13,440	15,000	(1,560)
Non-Member Late Registrations	10	4,600	2,000	2,600
TOTAL REGISTRATIONS		319,060	278,500	40,560
TOTAL REVENUES		600,583	542,000	58,583
EXPENSE COMPARISON				
INSTRUCTIONAL				
Equipment Rental		37,652	35,000	(2,652)
Speaker per diem/honorarium		3,517	10,000	6,483
Refreshment Breaks		129,381	120,000	(9,381)
Tuesday Business Luncheon		41,102	45,000	3,898
Monday Lunch		20,910	20,000	(910)
TOTAL INSTRUCTIONAL EXPENSE		232,562	230,000	(2,562)
SPECIAL EVENTS				
Golf Tournament		5,657	6,000	343
Opening Ceremony		300	500	200
Association Night		48,743	55,000	6,257
Ethics Course Expenses		9,284	10,000	716
Tuesday Event		116,227	95,000	(21,227)
Hospitality Food, Beverages & Supplies		24,883	30,000	5,117
President's Reception		11,179	12,000	821
Emerging Leaders Reception		4,314	4,000	(314)
TOTAL SPECIAL EVENTS EXPENSE		220,587	212,500	(8,087)

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2018 Conference

Orlando, FL

	2018 ACTUAL	2018 BUDGET	VARIANCE
SPECIAL CONFERENCE EXPENSES			
Welcome Bags	2,763	5,000	2,237
Speaker Gifts	2,850	3,500	650
Transportaion	5,630	6,000	370
TOTAL SPECIAL CONFERENCE EXPENSES	11,243	14,500	3,257
REGISTRATION/MAILINGS			
Postage/Shipping	60	500	440
Printing/Duplicating	3,805	6,000	2,195
Supplies	1,386	2,000	614
TOTAL REGISTRATION/MAILING EXPENSE	5,251	8,500	3,249
EXHIBITOR			
Security	437	1,000	563
Service	15,200	15,000	(200)
TOTAL EXHIBITOR EXPENSES	15,637	16,000	363
STAFF EXPENSES	10,389	12,000	1,611
OTHER			
Insurance	1,876	1,900	24
Internet Café - High Speed Connections	0	10,000	10,000
Miscellaneous	3,722	5,000	1,278
Meeting Planner Services	30,480	29,400	(1,080)
TOTAL OTHER EXPENSES	36,078	46,300	10,222
TOTAL EXPENSES	531,747	539,800	8,053
NET INCOME	68,836	2,200	66,636

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2017 School of Governmental Finance

Jacksonville, FL

REVENUE COMPARISON

REGISTRATIONS	# of REG	2017 ACTUAL	BUDGET	VARIANCE
Active Member Basic	47	10,810	8,800	2,010
Active Member Basic Late	4	1,080	1,820	(740)
Active Member Intermediate	52	11,440	11,000	440
Active Member Intermediate Late	17	4,420	2,100	2,320
Associate Member Basic	1	280	855	(575)
Associate Member Basic Late	1	335	0	335
Associate Member Intermediate	0	0	570	(570)
Non Member Basic	2	710	1,380	(670)
Non Member Basic Late	0	0	0	0
Non Member Intermediate	0	0	690	(690)
Non Member Intermediate Late	1	375	0	375
Active Member Week	84	30,240	28,800	1,440
Associate Member Entire Week	3	1,455	2,425	(970)
Active Member Week Late	13	5,200	4,000	1,200
Non Member Week	1	600	600	0
Associate Member Entire Week	0	0	0	0
Cancellation Fees	4	160	0	160
Hotel Commissions		9,104	10,800	(1,696)
Room Credits		2,593	0	2,593
TOTAL REVENUES		78,802	73,840	4,962

EXPENSE COMPARISON

	2017 ACTUAL	BUDGET	VARIANCE
Hospitality Suite	2,939	8,000	5,061
Refreshment Breaks	24,863	40,000	15,137
Emerging Leader Reception	2,145	3,000	855
Staff Travel	6,877	5,000	(1,877)
Equipment Rentals	6,992	9,000	2,008
Speaker Expense	135	500	365
Speaker Gifts	575	1,500	925
Postage/Mailing	0	50	50
Printing/Duplicating	1,108	1,500	392
Meeting Planning Services	5,650	6,650	1,000
Insurance	474	450	(24)
Internet Café	0	2,500	2,500
Operating Supplies	156	250	94
TOTAL EXPENSES	51,914	78,400	26,486
NET INCOME (LOSS)	26,888	(4,560)	31,448

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2018 Leadership FGFOA

Orlando, FL

REVENUE COMPARISON

	# of REG	2018 ACTUAL	ORIGINAL BUDGET	VARIANCE
REGISTRATIONS				
Registration Fees	20	54,000	54,000	0
TOTAL REVENUES		54,000	54,000	0

EXPENSE COMPARISON

	2018 ACTUAL	ORIGINAL BUDGET	VARIANCE
Hotel Fees	14,513	18,000	3,487
Breaks	3,140	1,700	(1,440)
Lunch	3,762	7,000	3,238
Dinner	7,278	7,500	222
Equipment Rentals	3,909	3,000	(909)
Awards	1,410	1,600	190
Supplies	0	200	200
Printing/Duplicating	630	500	(130)
Speaker Expense	24,883	20,000	(4,883)
Meeting Planning Services	2,000	2,000	0
Staff Travel	2,100	2,000	(100)
TOTAL EXPENSES	63,625	63,500	(125)
NET (LOSS)	(9,625)	(9,500)	(125)

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2017-18 Bootcamps

For the Year Ended June 30, 2018

REVENUE COMPARISON

REGISTRATIONS	# of REG	2018 ACTUAL	ORIGINAL BUDGET	VARIANCE
Registration Fees	58	40,960	39,600	1,360
TOTAL REVENUES		40,960	39,600	1,360

EXPENSE COMPARISON

	2018 ACTUAL	ORIGINAL BUDGET	VARIANCE
Refreshment Breaks	5,204	12,000	6,796
Lunch	4,319	6,000	1,681
Printing and Duplicating	930	600	(330)
Speaker Expense	8,512	9,000	488
Staff Travel	469	1,000	531
Equipment Rent	850	4,500	3,650
Room Rental	1,123	500	(623)
TOTAL EXPENSES	21,407	33,600	12,193
NET INCOME	19,553	6,000	13,553

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2017-18 CGFO

For the Year Ended June 30, 2018

REVENUE COMPARISON

REGISTRATIONS	# of REG	2018 ACTUAL	ORIGINAL BUDGET	VARIANCE
Renewals	97	6,425	3,000	3,425
Application Fees	55	2,900	3,000	(100)
Review Courses	542	17,270	22,000	(4,730)
Exams	314	10,980	16,000	(5,020)
TOTAL REVENUES		37,575	44,000	(6,425)

EXPENSE COMPARISON

	2018 ACTUAL	ORIGINAL BUDGET	VARIANCE
Food and Beverage	6,348	13,000	6,652
Scantron Maintenance and Supplies	149	500	351
Printing and Mailing	7	1,000	993
Exam Rewrite or Update	0	30,000	30,000
Equipment Rental	1,598	1,500	(98)
TOTAL EXPENSES	8,102	46,000	37,898
NET INCOME (LOSS)	29,473	(2,000)	31,473

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2017-18 Divergent Series

For the Year Ended June 30, 2018

REVENUE COMPARISON

REGISTRATIONS	# of REG	2018 ACTUAL	ORIGINAL BUDGET	VARIANCE
Registration Fees	19	3,675	17,500	(13,825)
TOTAL REVENUES		3,675	17,500	(13,825)

EXPENSE COMPARISON

	2018 ACTUAL	ORIGINAL BUDGET	VARIANCE
Room Rental	0	1,000	1,000
Refreshment Breaks	164	3,000	2,836
Breakfast	188	3,500	3,312
Lunch	379	5,000	4,621
Printing and Duplicating	0	400	400
Staff Travel	158	1,000	842
Equipment Rental	0	3,600	3,600
TOTAL EXPENSES	889	17,500	16,611
NET INCOME	2,786	0	2,786

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information
For the Year Ended June 30, 2018

Accounts Receivable:

Due from FLC	1,963
Miscellaneous Members	<u>810</u>

League Employee Travel to Annual Conference
Dues and Event Receivables

Total Accounts Receivable 2,773

Prepaid Expenses:

Network Solutions	26
Aon Association	434
L-Soft International	1,250
USPS	160
Hartford Insurance	1,659
Affinity Nonprofit Insurance	<u>2,339</u>

Domain Renewals
SOGF Cancellation Insurance
List Serve
Post Office Box
Business Owners Policy
Directors and Officers Policy

Total Prepaid Expenses 5,868

Deposits:

Current:

Diplomat Hotel	1,500
PGA National	1,000
PGA National	4,000
Second Harvest Food Bank	381

2019 Annual Conference
2018 SOGF
2018 SOGF
Strategic Planning Meeting

Non-Current:

Rosen Shingle Creek	1,000
Rosen Shingle Creek	<u>1,000</u>

2020 Annual Conference
2022 Annual Conference

Total Deposits 8,881

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information
For the Year Ended June 30, 2018

Accounts Payable:

Affinity Insurance	2,552
Marriott World Center	293,726
Various Speakers	6,440
Various Members	405
Print Works	94
FICPA	9,284
FLGISA	750
FLC	<u>217,692</u>

Total Accounts Payable

530,943

Insurance Premium
Annual Conference Master Bill
Speaker Expenses
Refunds
Conference Supplies and Printing
Ethics Training Expenses
Conference Equipment Rental
Fees and Expenses

Miscellaneous Expense:

Network Solutions	52
Hootsuite Media	105
In Bloom Flowers	101
Furney Brown	200
Omni Hotel Master Bill	152
PNC Bank	75
Amazon	51
Association Voting	342
Christianbooks.com	352
Amazon	273
Miscellaneous Meals and Taxis	194
Amazon	75
Clothslane	140
FICPA	<u>55</u>

Total Miscellaneous Expense

2,167

Website Domain Expenses
Software License
Sympathy Flowers
Partial Refund for Divergent Speaker Travel
President Room Expenses at SOGF
2017 Exhibitor Badges Write Off
Board of Director Gifts
Software License
Speaker Books
Board of Director Gifts
GFOA Conference in St. Louis
Photo Background and Stand
Logo Embossing for Board of Directors Bags
Additional Charge for Prior Year Ethics Course



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item Request

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: September 14, 2018

Title of Item: Membership Update/List Serve/Conference Registrations

Executive Summary, Explanation or Background Information on Request:

Membership Paid	08/23/18	05/25/18	02/28/18
Active:	2,169	2,583	2,486
Associate:	236	315	277
Lifetime/Retiree	47	48	46
Total	2,452	2,946	2,809

List Serve Activity

Attached

2018 School of Governmental Registration

Registration totals as of August 23, 2018

Member:	159
Associate:	2
Non-Member:	12
Boot Camp:	30






Recommended Action:

None. Information only.

Paul Shamoun, Executive Director

August 24, 2018
Date

FGFOA Listserve Report May 1, 2018 thru July 31, 2018

List Name	List Title
 FGFOA-ACCOUNTINGAUDITING	FGFOA - Listserve - Accounting, Auditing & Financial Reporting (659 Subscribers)
 FGFOA-BUDGETING	FGFOA - Listserve - Budgeting (562 Subscribers)
 FGFOA-DEBTTREASURY	FGFOA - List - Debt & Treasury (553 Subscribers)
 FGFOA-FINANCIALADMINISTRATION	FGFOA - Listserve - Financial Administration (563 Subscribers)
 FGFOA-PERSONNELPAYROLL	FGFOA - Listserv - Personnel & Payroll (321 Subscribers)

Accounting & Auditing

[Advertising Financial Reports/CAFR](#) (5 messages)
[Banking Contract Terms](#) (5 messages)
[Capital Asset Disposals](#) (5 messages)
[Cost Recovery/Fee Analysis for Parks and Recreation Department](#) (1 message)
[Credit Card -RFP](#) (1 message)
[FPL billing upload into A/P](#) (3 messages)
[Gas Depot](#) (1 message)
[Purchasing Threshold Requiring Written Quotes](#) (6 messages)
[RFP for Cash and Investment Management Services](#) (1 message)
[RFP for Loan for Capital Equipment](#) (2 messages)
[Technology fees on permits](#) (1 message)
[\[EXTERNAL EMAIL\]Banking Contract Terms](#) (1 message)
[FPL billing upload into A/P](#) (1 message)
[RV Parks](#) (1 message)
[CDBG RFP/ITB Completed](#) (1 message)
[Debt Management Policy](#) (5 messages)
[Financial Software for Payroll and Accounts Payable](#) (13 messages)
[Fraud Policy](#) (3 messages)
[Investment Policy](#) (3 messages)
[Questica budget software](#) (1 message)
[Resolution - Use of Committed Fund Balance](#) (2 messages)
[RFP for GASB 75](#) (2 messages)
[TRC Government Resource Manual - Information Technology](#) (2 messages)
[Who manages investments for your city or county](#) (1 message)

Budgeting

[City Clerk's Budget](#) (14 messages)
[Gas Depot](#) (1 message)
[Internal Service Charges & Administrative Overhead](#) (1 message)
[Pay Scales](#) (9 messages)
[RFP for Loan for Capital Equipment](#) (1 message)
[\[EXTERNAL EMAIL\]Pay Scales](#) (1 message)
[Billing for Stormwater/Garbage on Tax Bill vs. Utility Bill](#) (5 messages)
[Fire Assessment Fees](#) (6 messages)
[Personnel costs](#) (9 messages)
[Personnel costs City Of WPB 2018](#) (2 messages)

[Working Capital Reserve Policy for Enterprise Funds](#) (2 messages)
[\[EXTERNAL\]: Working Capital Reserve Policy for Enterprise Funds](#) (1 message)

Debt & Treasury

[Financial Advisor for Bond Issuance](#) (1 message)

[\[EXTERNAL\]: Financial Advisor for Bond Issuance](#) (2 messages)

Financial & Administration

[Cost Recovery/Fee Analysis for Parks and Recreation Department](#) (1 message)

[Donations for Projects](#) (1 message)

[RFP for Cash and Investment Management Services](#) (1 message)

[Technology fees on permits](#) (1 message)

[Billing for Stormwater/Garbage on Tax Bill vs. Utility Bill](#) (3 messages)

[Cell Tower Lease converted to Perpetual Exclusive Easement](#) (1 message)

[Financial Advisor for Bond Issue](#) (2 messages)

[Grants](#) (10 messages)

[Utility Billing Disconnections](#) (2 messages)

[Bank Fees for Concentration Account](#) (6 messages)

[Cash Bonus](#) (3 messages)

[Communications Services Tax FY 2019 estimates](#) (6 messages)

[Fraud Policy](#) (1 message)

[Investment Policy](#) (6 messages)

[Request for Proposal for Investment Management Services](#) (2 messages)

[Who manages investments for your city or county](#) (1 message)

[Working Capital Reserve Policy for Enterprise Funds](#) (3 messages)

Personnel & Payroll

[9/80 Schedule](#) (1 message)

[Finance Officer Employment Contracts](#) (1 message)

[OPEB/Retirement eligibility policy question](#) (1 message)



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF
DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

Meeting Date: September 14, 2018

Title of Item: Investment Report

Executive Summary, Explanation or Background Information on Request:

FGFOA Certificates of Deposit

As of 06/30/2018

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-
Chessman

William Spinelli

Kelly Strickland

<u>Purchased</u>	<u>Bank</u>	<u>Amount</u>	<u>APY</u>	<u>Term</u>	<u>Maturity Date</u>
09/04/17	Synchrony Bank	\$80,203.53	1.40%	12 months	09/04/18
03/09/18	American Commerce	\$104,960.68	1.52%	12 months	09/10/19
	Vanguard	\$16,130.44			
	TOTAL	<u>\$201,294.65</u>			

Recommended Action:

For review



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

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Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: September 14, 2018

Title of Item: Check Register

Executive Summary, Explanation or Background Information on Request:

Attached is the Check register from April 1, 2018 through June 30, 2018

Recommended Action:

Information Only

Paul Shamoun, Executive Director

August 24, 2018
Date

FGFOA
Check Register
Apr - Jun
2018

Date	CK #	Type	Paid To/Rcvd From	Payment	Deposit
	Balance @ Mar 31, 2018				\$ 527,326.47
	Deposits for Apr 2018				\$ 172,202.55
4/6/2018	R00255	ACH	Shorstein & Shorstein	\$ 9,150.00	
4/6/2018	3330	CK	Diane Bowser Transportation	\$ 6,840.00	
4/13/2018	CC Refunds	CC	FGFOA CC Refunds	\$ 820.00	
4/13/2018	3331	CK	USPS	\$ 214.00	
4/13/2018	R00256	ACH	L-Soft International	\$ 2,039.01	
4/25/2018	CC Refunds	CC	FGFOA CC Refunds	\$ 1,425.00	
4/27/2018	3332	CK	AIA Corp	\$ 165.17	
4/27/2018	3333	CK	Alachua Co. CCC	\$ 30.00	
4/27/2018	3334	CK	Melissa Corrales	\$ 96.76	
4/27/2018	3335	CK	Florida State University	\$ 2,400.00	
4/27/2018	3336	CK	Humberto Garzaro	\$ 2,400.00	
4/27/2018	3337	CK	Osceola County	\$ 25.00	
4/27/2018	R00257	ACH	Bresler Training	\$ 3,650.00	
4/27/2018	R00258	ACH	Hull & Associates	\$ 5,000.00	
BANK FEES	SVC000000530	SVC	Bank Fees	\$ 6,964.56	
	Deposits for May 2018				\$ 109,945.00
5/4/2018	3338	CK	Amy E. Lettelleir	\$ 440.00	
5/4/2018	R00259	ACH	FLC	\$ 122,830.11	
5/4/2018	R00260	ACH	FICPA	\$ 55.00	
5/18/2018	3339	CK	The Hartford	\$ 1,809.80	
5/25/2018	3340	CK	Hugh Dunkley	\$ 435.00	
5/25/2018	3341	CK	Gen Funk	\$ 60.00	
5/25/2018	3342	CK	Palm Beach Co. CCC	\$ 295.00	
5/25/2018	3343	CK	Sophia Taylor	\$ 435.00	
5/25/2018	R00261	ACH	Hello Florida	\$ 3,930.80	
5/30/2018	CC Refunds	CC	FGFOA CC Refunds	\$ 4,940.00	
BANK FEES	SVC000000532	SVC	Bank Fees	\$ 4,788.40	

FGFOA
Check Register
Apr - Jun
2018

Deposits for Jun 2018					\$38,030.00
6/1/2018	3344	CK	Kent Olson	\$ 128.56	
6/8/2018	3345	CK	Lucinda Howard	\$ 100.00	
6/8/2018	3346	CK	Cliff Morris	\$ 100.00	
6/8/2018	CC Refunds	CC	FGFOA CC Refunds	\$ 3,040.00	
6/15/2018	3347	CK	Tracy Flavien	\$ 260.00	
6/15/2018	3348	CK	Darlene Malaney	\$ 65.00	
6/15/2018	3349	CC	Orlando Firefighters	\$ 100.00	
6/15/2018	R00262	ACH	Printworks	\$ 2,653.31	
6/26/2018	CC Refunds	CC	FGFOA CC Refunds	\$ 1,410.00	
6/27/2018	CC Refunds	CC	FGFOA CC Refunds	\$ 520.00	
6/29/2018	CC Refunds	CC	FGFOA CC Refunds	\$ 65.00	
BANK FEES	SVC000000532	SVC	Bank Fees	\$ 2,779.85	
				\$ 192,460.33	\$ 847,504.02
Balance @ 06/30/2018				\$ 655,043.69	



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
Jamie Roberson

DIRECTORS

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: September 14, 2018

Title of Item: 2021 Annual Conference Contract

Executive Summary, Explanation or Background Information on Request:

At the April 13, 2018 Board of Directors meeting, staff was given approval to move forward with a contract with the Boca Raton Resort and Club to host the 2021 Annual Conference. Staff has negotiated the cost down as much as possible. Room rates range from \$199.00 to \$209.00 per night depending on the room option chosen.

Recommended Action:
None. Informational Only

Paul Shamoun, Executive Director

August 29, 2018
Date



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

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Kelly Strickland

Meeting Date: September 14, 2018

Title of Item: Annual Conference Membership Survey Results

Executive Summary, Explanation or Background:

Exhibitors were asked to fill out a short survey about their experience. Overall, their responses were very favorable.

Recommended Action:

No Action Required. Information Only.

Paul Shamoun, Executive Director

August 24, 2018
Date

2018 FGFOA Annual Conference Vendor Survey

How did you hear about the opportunity to participate as a vendor at the 2018 FGFOA Annual Conference?	Overall, I found the fee charged to be a vendor was:	Please provide comments as to why you feel this way about the fee charged.	The number of people visiting my booth was:	I believe I will experience an increase in business/sales in the future as a result of my participation as a vendor at the 2018 FGFOA Annual Conference.	Please rate the following: - Application Process	Please rate the following: - Instructions to vendors prior to the event
We have been participating for several years	Reasonable	This is about the going rate for a booth at this type of event	About what I Expected	Neither Agree or Disagree	Very Dissatisfied	Very Dissatisfied
we were a previous exhibitor	Overpriced	Almost every conference feels overpriced nowadays, but still had a busy room.	Better than Expected	Neither Agree or Disagree	Very Dissatisfied	Neither Satisfied or Dissatisfied
Been attending for years	Reasonable	Seems in line with other comparable conferences	About what I Expected	Disagree	Very Satisfied	Very Satisfied
We target many GFOA events.	Reasonable	Not personally involved with the fees... I don't know what we paid. Should have a N/A response button	Better than Expected	Agree	Neither Satisfied or Dissatisfied	Very Satisfied
Have been attending for years	Reasonable	It's worth it	About what I Expected	Agree	Satisfied	Satisfied
Have been participating since 2012	Reasonable	it is reasonable for the number of attendees	About what I Expected	Strongly Agree	Satisfied	Satisfied
past exhibitor and sponsor	Reasonable	in line with other conference pricing	About what I Expected	Agree	Very Satisfied	Very Satisfied
U.S. Bank has been an annual vendor attendee, via email	Reasonable	The fee is in line with other conferences that are attended	About what I Expected	Agree	Satisfied	Satisfied
we have been an exhibitor for many years	Reasonable	NA	Better than Expected	Neither Agree or Disagree	Very Satisfied	Very Satisfied
Past vendor	Reasonable	In line with similar events	About what I Expected	Agree	Very Satisfied	Very Satisfied
Been participating for years	Reasonable	NA	About what I Expected	Agree	Satisfied	Very Satisfied

2018 FGFOA Annual Conference Vendor Survey

Please rate the following: - Advertising/Promotion to vendors to potential attendees	Please rate the following: - Value for my money as a vendor	Please rate the following: - Venue in which the event was held	How satisfied were you with the hours of the day which you were able to display your product or service?	Do you feel you needed more time to display your product or service?	Please explain how much more time you feel you needed to display your product or service and why?	Would you like additional booth time on Tuesday?	Would you be willing to pay a higher booth fee to have the additional booth time on Tuesday?
Very Dissatisfied	Very Dissatisfied	Very Dissatisfied	Very Satisfied	No		No	No
Neither Satisfied or Dissatisfied	Neither Satisfied or Dissatisfied	Very Satisfied	Dissatisfied	No		Yes	No
Very Satisfied	Very Satisfied	Very Satisfied	Satisfied	No		Yes	No
Neither Satisfied or Dissatisfied	Neither Satisfied or Dissatisfied	Very Satisfied	Satisfied	No		No	No
Satisfied	Satisfied	Satisfied	Satisfied	No		Yes	No
Satisfied	Satisfied	Satisfied	Very Satisfied	No		No	No
Very Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	No		No	No
Satisfied	Satisfied	Neither Satisfied or Dissatisfied	Satisfied	No		No	No
Satisfied	Very Satisfied	Very Satisfied	Very Satisfied	No		No	No
Very Satisfied	Satisfied	Neither Satisfied or Dissatisfied	Satisfied	No		No	No
Neither Satisfied or Dissatisfied	Satisfied	Very Satisfied	Satisfied	No		No	No

2018 FGFOA Annual Conference Vendor Survey

Did you participate in or attend any of the sessions or events while you were on site?	In general, what could be done to make the event more satisfactory to you as a vendor?
Yes	I feel you do a really good job at attracting people to the displays
Yes	The exhibit times on Sunday were during Father's Day, I found that many people did not attend and it was sad for exhibitors participating. Especially because this was the main hospitality night. Very little members actually stayed to participate.
No	Overall satisfied
No	n/a
Yes	Lunch shouldn't be so expensive
Yes	more events at the exhibit floor
Yes	would love to see more events as with the backpack drive
No	The event is always something to look forward to each year
No	We believe that you all do a good job with everything! It is our job to bring the attendees to our table once you get them to the hall and we work very hard on our candy bar every year to make us a booth that each person wants to visit at least once!
Yes	Do not hold on Father's Day or other holidays
No	# of drink tickets should be 4, for the # of name badges or atleast enough to cover each worker in the booth. We'd also would prefer to draw our own winner for the door prize.



Florida Government Finance Officers Association, Inc.
Board of Directors
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

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Ken Burke

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Jamie Roberson

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Kelly Strickland

Meeting Date: September 14, 2018

Title of Item: CPE Process

Executive Summary, Explanation or Background:

At the Chapter Presidents conference call a question was asked about the process for obtaining CPE verification. Many of the Presidents said it took weeks and even months to get confirmation. Unfortunately, there is nothing in our control that would allow the process to be sped up. Below is an outline of the process.

- 1) Send the DBPR CPE Request form to FGFOA staff (Jill Walker) at FGFOA a minimum of six weeks prior to the meeting. Fill out:
 - a) Course Title
 - b) Date (of the session/meeting)
 - c) Time
 - d) Location
 - e) CPE Type (circle on the form)
 - f) Attach a copy of your agenda (DBPR will not process the request without the agenda. It will be sent back and the process starts over).
- 2) FGFOA staff fills out DBPR Request for Course Evaluation form (attached) and sends this form along with the CPE Request form and agenda to DBPR via **facsimile**. This is done within one day of receipt by the Chapter
- 3) Per DBPR, response takes a minimum of four to six weeks.
- 4) FGFOA only gets a response from DBPR if the request is approved (approval is received in the mail), or if there is an issue (e-mail is received by staff member).

Recommended Action:

None. Information Only.

Paul Shamoun, Executive Director

September 1, 2018
Date



**Florida Government Finance Officers Association
CGFO Marketing Task Force
2018-2019**

Agenda Item Request

2018-2019

CHAIRPERSON

**Shannon L. Ramsey-Chessman,
CPA, CGFO**

Chief Operating Officer of Finance
Palm Beach County Clerk &
Comptroller
301 N Olive Ave
West Palm Beach, FL 33401-4700
(561) 355-4277
slramsey@mypalmbeachclerk.com

Meeting Date: September 14, 2018

Title of Item: CGFO Marketing Task Force

Executive Summary, Explanation or Background Information on

A verbal presentation will be made.

Recommended Action:



**Florida Government Finance Officers Association
CGFO Ethics Requirement Task Force
2018-2019**

Agenda Item Request

2018-2019

CHAIRPERSON

Ken Burke, CPA

Clerk of the Circuit Court and
Comptroller
Pinellas County
315 Court Street
Clearwater, FL 33756
(727) 464-3341
kburke@mypinellasclerk.org

Meeting Date: September 14, 2018

Title of Item: CGFO Ethics Requirement Task Force

Executive Summary, Explanation or Background Information on

A verbal presentation will be made.

Recommended Action:



Florida Government Finance Officers Association, Inc.

Election Task Force

2018-2019

Agenda Item

2018-2019
BOARD OF DIRECTORS

OFFICERS

President
Kent Olson

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Kelly Strickland

Meeting Date: September 14, 2018

Title of Item: Election Task Force

Executive Summary, Explanation or Background: In 2017, then-President Linda Howard appointed an Election Ad Hoc Committee to review our nominating and election process. The Ad Hoc Committee's report was discussed at our Board meeting on February 9, with agreement on some elements of the Committee's recommendations but not on others. At our Strategic Planning session in May, we again discussed making revisions to the nominating and elections process, using the Committee's report as a basis for discussion and making various changes that seemed to enjoy a consensus of support at Strategic Planning. An Elections Task Force was formed of five volunteers (Jamie, Shannon, John, Frank and myself) to develop a report that reflected the consensus reached in May.

The Task Force reviewed a draft report on August 27 and made revisions as it saw fit. The Task Force has approved the attached Report for the Board's consideration at our September 14 meeting. Once a Report is approved by the Board, the Task Force will prepare a by-laws amendment to implement the agreed upon changes to our nominating and elections process.

Recommended Action: Approve the Task Force Report on Elections and authorize the drafting of a by-laws amendment to implement same.

Kent Olson, President

August 27, 2018
Date

Election Task Force

Purpose: Develop a merit-based system which is inclusive in nature and will yield a Board of Directors that is representative of the active membership and minimizes political maneuvering, acrimony, regionalism and any other source of factionalism.

Outline:

Nominating Committee Composition

The final recommendation from the Ad Hoc Committee was to have each President appoint two members to serve a three-year term on the Nominating Committee, with the President-elect serving as the chair. Should there be a vacancy on the Board during the year, the Nominating Committee would meet to appoint a replacement. This will result in a seven member committee that will have continuity from year to year. The revised structure will diffuse the current concentration of influence exercised by the Immediate Past President, President and President-elect.

Slate Process

The Nominating Committee will field a slate with only enough candidates as there are open seats (1 candidate per open officer, director or representative seat). All potential candidates will complete an application to the Nominating Committee by the prescribed deadline. The Nominating Committee will vet all future candidates, which may include one or more telephone, virtual or in-person interviews, and prepare the slate of candidates. Utilizing a slate process for candidates, the annual meeting would simply require a motion, second and an approving vote of the slate to elect the nominated candidates.

Board Size, Progression to President, Terms of Office

The discussion at Strategic Planning called for a total membership of 11 on the Board, with three officers, two Directors and six Representatives. The two Directors would be on track to become Secretary-Treasurer after a two-year period serving as a Director, with the most senior of the two Directors moving into the Secretary-Treasurer position. There would be 6 Representatives elected that would not be on track to serve as the Secretary-Treasurer. One Director position will be open each year; the Director position could be filled by selecting one of the Representatives or a Committee Chair or someone who had previously served as a Director (before these changes were adopted, e.g., Darrel Thomas, Kim Adams), a Representative or a Committee Chair. A member is not required to serve on the board in any capacity prior to being selected for a Director position. Once selected, the Director would move up automatically through serving as the President. Upon being selected as a Director, the person would serve a total of five years after completing a term as President.

The Representatives will each serve a term of two years, with three Representatives elected each year to provide for overlapping terms. Upon completing the term, the Representative

may be nominated to serve as a Director, nominated to serve an additional term (with a maximum of 2 terms that may be served) or may simply leave the Board.

Directors and Representatives will be required to have served or be serving as a Committee Chair in order to be nominated.

Filling a Vacancy

Should a vacancy occur in an Officer position, the next individual in line will automatically move into the higher position as would have occurred had the vacancy not happened. The Director next in line to become an officer will move into the position of Secretary/Treasurer. If the vacancy occurs in a Director or Representative position, the Nominating Committee will solicit nominees, have interviews and slate a replacement, with the Board of Directors confirming the choice.



Florida Government Finance Officers Association Financing the Organization Task Force 2018-2019

Agenda Item Request

2018-2019

CHAIRPERSON

Jamie Roberson, CGFO

Director of Finance
City of Apopka
120 E Main St
Apopka, FL 32703-5346
(407) 703-1725
jroberson@apopka.net

Meeting Date: September 14, 2018

Title of Item: Financing the Organization Task Force

Executive Summary, Explanation or Background Information on

A verbal presentation will be made.

Recommended Action:



**Florida Government Finance Officers Association
Subsidizing Programs Task Force
2018-2019**

Agenda Item Request

2018-2019

CHAIRPERSON

Jonathan C. McKinney, CGFO,
FRA-RP

Director of Finance
Holly Hill
1065 Ridgewood Ave
Holly Hill, FL 32117-2807
(386) 248-9426
jmckinney@hollyhillfl.org

Meeting Date: September 14, 2018

Title of Item: Subsidizing Programs Task Force

Executive Summary, Explanation or Background Information on

A verbal presentation will be made.

Recommended Action:



**Florida Government Finance Officers Association
Coaching Program Task Force
2018-2019**

Agenda Item Request

2018-2019

CHAIRPERSON

Jamie Roberson, CGFO

Director of Finance
City of Apopka
120 E Main St
Apopka, FL 32703-5346
(407) 703-1725
jroberson@apopka.net

Meeting Date: September 14, 2018

Title of Item: Coaching Program Task Force

Executive Summary, Explanation or Background Information on

A verbal presentation will be made.

Recommended Action:



Florida Government Finance Officers Association, Inc.
Mentoring Task Force
2018-2019

Agenda Item

**2018-2019
BOARD OF DIRECTORS**

OFFICERS

President
Kent Olson

President-Elect
Ken Burke

Secretary/Treasurer
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Rip Colvin

Frank DiPaolo

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Mike Gomez

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Shannon Ramsey-Chessman

William Spinelli

Kelly Strickland

Meeting Date: September 14, 2018

Title of Item: Mentoring Task Force

Executive Summary, Explanation or Background: At our Strategic Planning session in May, we discussed the possible formation of a mentoring program designed for short-term or single issue consultations rather than the longer-term commitment envisioned by the Coaching program. The only volunteer to serve on this Task Force was me. I distributed a draft Task Force report on July 30 of the program; the attached report is that same version. I have received no responses since July 30, so I hope our discussion on September 14 will lead us to quickly accepting, modifying or rejecting the proposed Mentoring Program.

Recommended Action: Approve the proposed Mentoring Program for implementation in the current year.

Kent Olson, President

August 27, 2018

Date

MENTORING TASK FORCE

(Council of Elders concept)

Purpose: To develop a program of experienced professionals that would be willing to consult with FGFOA members on ad hoc basis on a limited basis rather than a long-term commitment as envisioned by our Coaching Program. These discussions are to be confidential and are not to hold out the Mentors as Subject Matter Experts in a particular discipline, but rather to offer a peer that one could discuss a non-technical issue (ethical or work relationship issue or career advice) or a technical issue.

Outline: We would ask our membership for volunteers to serve as peer counselors that would be identified on the FGFOA website as such. Volunteers would provide information on their educational and professional background and be willing to discuss confidential issues with another member of our organization that is seeking advice or would simply like to discuss an issue that is affecting them professionally. This is expected to be for quick or short-term duration issues that would be a complementary program to the Coaching Program. The Volunteers' contact information would be available through the Membership Directory.

Implementation: Develop and disseminate a program description to the Membership and put out a call for volunteers once the Mentoring Program has been approved.



**Florida Government Finance Officers Association
E-Learning Ad Hoc Committee
2018-2019**

Agenda Item Request

2018-2019

CO-CHAIR

Nicole Gasparri, CGFO

Organizational Program Manager
Boca Raton
201 W Palmetto Park Rd
Boca Raton, FL 33432-3730
(561) 789-8236
ngasparri@ci.boca-raton.fl.us

Frank L. DiPaolo, CPA, CGMA

Director of Finance
Lighthouse Point
2200 NE 38th St
Lighthouse Point, FL 33064-3950
(954) 784-3432
fdipaolo@lighthousepoint.com

Meeting Date: September 14, 2018

Title of Item: E-Learning Ad Hoc Committee

Executive Summary, Explanation or Background Information on

A verbal presentation will be made.

Recommended Action:



Florida Government Finance Officers Association Certification Committee 2018-2019

Agenda Item Request

2018-2019

CHAIRPERSON

Lorrie A. Simmons, MSA, CGFO
Manager, Accounting & Payroll
Systems

City of Sarasota
1565 1st St
Sarasota, FL 34236-8597
(941) 365-2200 ext 4217

Lorrie.Simmons@sarasotaFL.gov

BOARD LIAISON

Shannon Ramsey-Chessman

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Jeremy Baker
DeeDee Beaver
Rebecca Bowman
Melissa Burns
Teri Butler
Raquel Castellon
Carol Conol
Sondra D'Angelo
Marie Elianor
Cindy Emshoff
Ian Evans-Smith
Laura Garcia
Sarah Graber
Sheron Harding
Lori Hill
Karen Keith
Sarah Koser
Sharon McGuire
Cheryl Miller
Robert Miller
Matthew Misco
Johnna Morris
Melinda Pensinger
Mary-Lou Pickles
Scott Simpson
Diane Smith
Todd Taylor
Viendu Tran
Terrence Vecchio
Elizabeth Walter

Meeting Date: September 14, 2018

Title of Item: Summer CGFO Exam

Executive Summary, Explanation or Background Information on

There has been multiple request over the years and most recently at the last FGFOA Annual Conference about adding an additional offering of the CGFO Exams; specifically, over the summer.

Our Certification Committee and the sub-committee chair is requesting information from the Executive Board as to their desire regarding the facilitating of a summer exam either in conjunction with the Annual Conference or separate.

Recommended Action:

That the Executive Board provide some guidance as to whether an additional exam should be offered or explored beginning in 2019.



Florida Government Finance Officers Association Certification Committee 2018-2019

Agenda Item Request

2018-2019

CHAIRPERSON

Lorrie A. Simmons, MSA, CGFO
Manager, Accounting & Payroll
Systems

City of Sarasota
1565 1st St
Sarasota, FL 34236-8597
(941) 365-2200 ext 4217

Lorrie.Simmons@sarasotaFL.gov

BOARD LIAISON

Shannon Ramsey-Chessman

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Jeremy Baker
DeeDee Beaver
Rebecca Bowman
Melissa Burns
Teri Butler
Raquel Castellon
Carol Conol
Sondra D'Angelo
Marie Elianor
Cindy Emshoff
Ian Evans-Smith
Laura Garcia
Sarah Graber
Sharon Harding
Lori Hill
Karen Keith
Sarah Koser
Sharon McGuire
Cheryl Miller
Robert Miller
Matthew Misco
Johnna Morris
Melinda Pensinger
Mary-Lou Pickles
Scott Simpson
Diane Smith
Todd Taylor
Viendu Tran
Terrence Vecchio
Elizabeth Walter

Meeting Date: September 14, 2018

Title of Item: FAQ for CGFO Designation

Executive Summary, Explanation or Background Information on

Several repeat questions come into the Florida League of Cities office regarding the Certification. These questions range from what happens if I have too many CPE credits can I carry them over to can I remain a CGFO after retirement.

Our Certification Committee would like to create the answers to these commonly asked items and post them as a FAQ on the FGFOA website on the CGFO landing page.

Recommended Action:

That the Executive Board approve the adding of a FAQ to the CGFO landing page on the FGFOA website.



Florida Government Finance Officers Association Conference Host Committee 2018-2019

Agenda Item Request

2018-2019

CHAIRPERSON

Laura Aker Reece, MPA, CPFO
Budget Manager
Fort Lauderdale
101 NE 3rd Ave Ste 1400
Fort Lauderdale, FL 33301-1512
(954) 828-5894
lreece@fortlauderdale.gov

BOARD LIAISON

Nicole Gasparri

STAFF LIAISON

Jill Walker

COMMITTEE MEMBERS

Emily Alves
Sheliza Bhola
Judy Browning
Kathleen Campbell
Marcia Carty
Kadem Chevere
Donna Cousins
Christine Davis
Adrienne Dwyer
Kathryn Eno
Ian Evans-Smith
Melba Gray
Shandra Jenkins
Robyn Lawrence
Fiona Morrell
Jacob Peacock
Georgina Rodriguez
Jonathan Rushnak
Rebecca Reynolds-Russell
Janice Scott
Scott Simpson
Gitaanjali Sookdeo
William Underwood
Holly Vath
Natalee Wallace
Kathleen Woodruff

Meeting Date: September 14, 2018

Title of Item: FGFOA Conference Host Sub Committee Report Back

Executive Summary, Explanation or Background: Recap of the FGFOA Conference Host Sub Committee Progress and Recommendations.

Conference Supports - Subcommittee Chair, Melba Gray
Theme/Logo, Welcome Bags and Speaker Gifts

- Theme Logo – 4 options are attached for Board discussion
- Welcome bag options for discussion
 - Free Bag from Fort Lauderdale CVB
 - Inexpensive recyclable bag FGFOA Logo
 - Portfolio (with one of the bag options above)
- Speaker gifts – gift cards

Volunteers

- Would like to initiate a volunteer website
- Opening Session
 - Georgina from City of Hollywood would look for:
Color Guard, Mayor, National Anthem

Conference Events Report - Subcommittee Chair, Gita Sookdeo

- Association Night – Meeting hall – Meeting Planner handles everything (last year there was a bingo game – group was interested in doing something similar this year)
- Hospitality Suite – Would like to have activities/games
- President's Reception – food and beverage are coordinated through Meeting Planner
- Emerging Leaders – Room at the hospitality suite networking and fun (speed networking) – Nicole & Jamie

Golf and Other Sports – Ian Evans-Smith

- Golf Tournament
- Zumba, Sunday Morning Walk – Nicole Gasparri will lead
- Sunday Morning Walk – Will get volunterr

Tuesday Night Event - Subcommittee Chair, Janice Scott in association with Natalee Wallace and Kathryn Eno

- Three options for consideration. The first option is a multi-venue event option and options 2-3 are single location options.

**Florida Government Finance Officers Association
Conference Host Committee
2018-2019**

Agenda Item Request

OPTION 1

- **Riverwalk** – Multi Venue Event - (Fort Lauderdale)
<https://www.goriverwalk.com/riverwalk-2> -The Tuesday Night subcommittee of the Conference Host Committee recommends using the concept of having multiple options of activities that begin at one location for bus drop off and pick up (Esplanade Park). We could allow participants to choose several event locations to visit during the event time frame (which would be determined at the time of their registration).
- The FGFOA Board could choose particular locations options based upon the costing and availability options that the Florida League of Cities would assist us with researching and developing based upon our understanding of the preferred procedures. The Tuesday Night Subcommittee would send members to personally go to each option selected once the FGFOA Board provides direction.

Particulars:

- **Contact person:** Genia Duncan Ellis, President of the Riverwalk (Our Committee Chair had the opportunity to discuss this option with the Riverwalk President and she noted that Riverwalk Nonprofit would be able to assist the FL League in meeting with the responsible individuals and ensuring that the best deals attained).
- **Transportation:** Buses to drop everyone at the Esplanade park (<https://www.goriverwalk.com/locations/esplanade-park>) as it is directly across from the Museum of Discovery and Science and adjacent to the Broward Center for Performing Arts. It is also a short walk away from one of the Water Taxi stops and a few blocks away from the NSU Museum of Art. We recommend that the shuttle runs on a periodic schedule (perhaps half hour) to allow for flexibility in departure and arrival times.
- **Cocktail Reception** - Options would be to provide heavy hors d'oeuvres and cocktails at one location (such as the Museum of Art or Museum of Discovery) or just have for food purchase at restaurants along SW 2nd Street, aka Himmarshee Village (Riverwalk may be able to help us to get discounts).

Locations:

**Florida Government Finance Officers Association
Conference Host Committee
2018-2019**

Agenda Item Request

- Museum of Science and Discovery - <https://mods.org/> (include a short film on IMAX) ***. Note: we could also offer heavy hors d'oeuvres here as a starting place as it's adjacent to the drop off location.
- Water Taxi (per the Ft. Lauderdale website - one of the ride options is: Stranahan House and Water Taxi present a River Ghost Tour, including a Stranahan House visit and New River boat ride)
<http://watertaxi.com/>
- NSU Museum of Art - <http://nsuartsuemuseum.org/> (maybe a band and ***)
- Broward Performing Arts Center for a Broadway show (Bronx tale)
<https://www.browardcenter.org/events/detail/a-bronx-tale>

OPTION 2 - 3 (Not ranked by the subcommittee)

- Gulfstream Park – <http://www.gulfstreampark.com/> (a band and ***)
- Hard Rock Casino – <https://www.seminolehardrockhollywood.com/> (a band and ***)

Laura Reece

Laura Reece

August 28, 2018
Date

FROM VISION TO REALITY



SEIZE THE DAY







**Transparency
&
Integrity**



Florida Government Finance Officers Association

Conference Program Committee

2018-2019

Agenda Item Request

2018-2019

CHAIRPERSON

Bryan Cahen, MPA

Budget Director

City of Weston

17200 Royal Palm Blvd

Weston, FL 33326

954-385-2000

bcachen@westonfl.org

BOARD LIAISON

Rip Colvin, CPA, CGFO, CPM

STAFF LIAISON

Jill Walker

COMMITTEE MEMBERS

Moises Ariza

Michelle Blackstock

Lynda Boswell

Jan Brewer

Rob Broline

Zach Chalifour

Jacki Churchill

Yvonne Clayborne

P. Ross Cotherman

Greg Cowan

Kimberly Ferrell

Mara Frederiksen

Brett Friedman

Nicole Jovanovski

Jeffrey Larson

Susan Nabors

Jacob Peacock

Michael Quesada

Tanya Quickel

Francine Ramaglia

Rebecca Reynolds-Russell

Alan Ricafort

James Rizzo

Jamie Roberson

Jonathan Rushnak

Daniela Russell

Ken Sinclair

Rebecca Tew

Brent Wertz

Cassandra Williams

Meeting Date: September 14, 2018

Title of Item: Conference Program Committee Update

Executive Summary, Explanation or Background Information on Request:

Since the 2018 Conference, the Conference Program Committee has been hard at work developing the 2019 program, refining the tentative list of topics and session titles. The Committee will begin to identify speakers and develop session descriptions once approved by the Board.

This year's Sub-Committee Chairs are as follows:

Accounting, Auditing and Financial Reporting – Kimberly Ferrell, Finance Director, City of Delray Beach

Budget, Economics, and Financial Planning – Ken Sinclair, Senior Accountant, Broward County Government

Policy, Leadership, Strategic Planning, and Personnel – Tanya Quickel, Director of Administrative & Financial Services, Village of Wellington

Banking, Investments, Risk, Treasury Management, and Debt Management - Nicole Jovanovski, Director of Finance, Sarasota County Clerk & Comptroller Office

Technology – Greg Cowan, Senior Management Analyst, Justice Administrative Commission

Sample schedule with changes for discussion:

Florida Government Finance Officers Association
Conference Program Committee
2018-2019

Agenda Item Request

Sample **Saturday** Schedule below:

- Discussion item - Pre-conference sessions: Suggestions included allowing attendees to scan out after each two-hour block in addition to allowing attendees to only pay for a half-day session, or 75% which includes lunch, or keep a full day payment. Sub-Committees are working on recommendations.

FGFOA 2019 Sessions			Sessions	Minutes	Credits
Saturday - Pre-Conference					
Sessions	800	940	2	100	2
Break	940	1000			
Sessions	1000	1140	2	100	2
Lunch	1140	100			
Sessions	100	240	2	100	2
Break	240	300			
Sessions	300	440	2	100	2

Sample **Sunday** Schedule below:

- Discussion item - New attendee orientation will be programmed by the Conference Program Committee with a brief speaker, small tables, more networking opportunities rather than just a presentation.

FGFOA 2019 Sessions			Sessions	Minutes	Credits
Sunday					
First Time Attendees	11	1145	1	45	0
Sessions	100	240	2	100	2
Break	240	300			
Sessions	300	440	2	100	2

Florida Government Finance Officers Association
Conference Program Committee
2018-2019

Agenda Item Request

Sample **Monday** Schedule below:

- Discussion item - Monday opening General Session format change from 8:10am – 9:50am (instead of 8:00am – 9:40am). This would allow for 20 minutes of travel time and break before morning 100-minute session and 10 minutes after session to reach standing committee meeting.
- Discussion item - Monday Standing committee meetings will be from 12:00pm – 1:00pm (instead of 11:40am – 1:10pm). This would decrease the time during the meeting but would allow enough time before and after the meetings for travel. No food or drink will be provided during 10-minute break.
- Monday Emerging Leaders will be from 5:15pm – 6:30pm (no change).
- This schedule provides for three shorter sessions after lunch/standing committee meetings.

FGFOA 2019 Sessions			Sessions	Minutes	Credits
Monday					
Opening General Session	810	950	1	NA	1
Break	950	1010			
Sessions	1010	1150	4	100	2
Standing Committee Meetings 12:00-1:00					
Sessions	110	200	4	50	1
10-minute travel time (no food or drink)	200	210			
Sessions	210	325	4	75	1.5
Break	325	345			
Sessions	345	500	4	75	1.5
Emerging Leaders 5:15-6:30					

Florida Government Finance Officers Association
Conference Program Committee
2018-2019

Agenda Item Request

Sample **Tuesday** Schedule below:

- Discussion item - If we stay with the Tuesday schedule from the previous conference and want to get three sessions in before the Business Luncheon, then the break after first 75-minute session will only be 10 minutes for travel time, no food or drink. This will be done to be able to have three sessions before business luncheon and allow travel time before the luncheon. Only concern with 10-minute breaks is technology and speaker set up.
- Discussion item - Tuesday Business Luncheon will be from 12:00pm – 1:30pm (instead of 12:00 pm – 2:00pm).
- Discussion item - This schedule allows for two afternoon sessions of 100 minutes and 75 minutes. The previous conference was two 75-minute sessions.

FGFOA 2019 Sessions

Sessions Minutes Credits

Tuesday					
Sessions	800	915	4	75	1.5
10-minute travel time (no food or drink)	915	925			
Sessions	925	1040	4	75	1.5
Break	1040	1100			
Sessions	1100	1150	4	50	1
Business Luncheon 12:00-1:30					
(Past President's meeting)	145	325	1	100	0
Sessions	145	325	4	100	2
Break	325	345			
Sessions	345	500	4	75	1.5

Florida Government Finance Officers Association
Conference Program Committee
2018-2019

Agenda Item Request

Sample **Wednesday** Schedule below:

- The CPA Ethics (separate registration required) will remain on Wednesday from 8:00am – 11:40am; however, it is recommended that two (2) moderators be utilized due to the sign in requirements.

FGFOA 2019 Sessions

Sessions Minutes Credits

Wednesday					
Ethics	800	1140	1	200	4
Sessions	800	940	3	100	2
Break	940	1000			
Sessions	1000	1140	3	100	2

Attachments: Session Topics for review.

Recommended Action: Review the draft program and schedule revisions and provide feedback.



Bryan Cahen

08/23/2018

Date

PRE-CONFERENCE

Leadership - (4) 100 minute sessions

Session Title	Descriptions
1 Everything Florida - Where We've Been - Where We're Going	Understand what Fortune 500 companies, significant businesses, and high profile individuals in Florida are seeing now. Info on resolving business, and governmental disputes, and advising CEOs and C-suite executives on business, law and government from a local, state and national perspective. Potential Speaker: George LeMieux, Chairman of the board of Gunster law firm
2 Strategic Planning	Potential Speaker: Jim Barnes, Assistant Village Manager, Village of Wellington
3 The City of West Palm Beach: Leveraging Performance Management Software for Increased Transparency and Better Strategy Execution	By having the right data and the right people in the room at the same time, the City of West Palm Beach is truly executing their strategy, with the City Manager and Mayor saying that these are the most valuable meetings they participate in all month. Potential Speakers: Mark Parks, CFO, City of West Palm Beach and Ted Jackson, ClearPoint
4 Florida Politics - It really is all about Alligators & Mermaids!	See the latest trends in elections with indepth analysis by Florida's most-quoted political scientist, and USF's distinguished professor in the Department of Government and International Affairs. From 1998 to the present, she has served as political analyst for WFLA News Channel 8 (Tampa's NBC affiliate). Potential Speaker: Dr. Susan McManus (fee)

Investments - (4) 100 minute sessions

Session Title	Descriptions
1 Macroeconomics -	
2 Microeconomics	
3 Approach to Investments - Small/Mid/Large	
4 Portfolio Management Interactive Activity	

Accounting, Auditing & Financial Reporting

Session Title	Descriptions
1 GASB Update	This session will include a general update on future pronouncements and proposals affecting state and local government.
2 GASB Hot Topics	This session will include the latest news from GASB and provide answers to address public confusion on current pronouncements.
3 Local Government Accountability Update	Update from the Florida Auditor General's Office and Florida Department of Management Services on current issues pertaining to local governments.
4 GASB projects	This session will provide information on the major issues that the GASB must address in each project
5 GASB 87: Deep Dive	
6 Internal Audit, Executive Leadership and the Governance Board: A Cohesive Team	
7 State Compliance for Local Governments	
8 The Effect of Internal Controls on the IT Function and Audit	
9 Financial Reporting Issues	
10 Bond Issuance Focus - Accounting and Best Practice	
11 The Internal Audit Function	
12 Year-end Financial Reporting Considerations	
13 Accounting and Auditing for Estimates	
14 Sub-recipient Monitoring for Grants	
15 Popular Reporting	
16 Internal Control for Smaller Governments	
17 Implementing an Internal Audit Function in Govt.	
18 Avoiding Common Audit Findings	

Budget, Economics, and Financial Planning

<u>Session Title</u>	<u>Descriptions</u>
1 Economic Update	Economic conditions affect budgeting and financial planning functions in all governmental entities. This session will discuss the current state of the economy and provide national, state and regional trends.
2 Long Range Financial Plans: Preparing for the future	How to prepare and arrange long range financial plans and budgets.
3 Performance Measures - from Development to Appraisal	From the development of performance measures using best practices through the appraisal and measurement process
4 Budget presentation - Addressing your Residents Directly	Presenting the budget to residents: How to present a budget directly to your citizens
5 The Cost of Government Services	This session will take you through what it takes to develop these costs, effectively communicate them to the residents.
6 Understanding the Fundamentals of an Investment Program	How to create and structure an investment program for a government's cash flow needs.
7 Capital Projects Financing	This session will look at the various ways to plan and finance capital projects.
8 Special Assessments - Options and Implementation	What are they? How are they used? What are the benefits? This session will explore the options available and how to go about implementing special assessments.
9 Outsourcing Services - Things to Consider	This session will consider all of the pro and cons of outsourcing services.
10 Managing Investments Based on Economic Conditions	

Ethics - 1 session (Wednesday 8-12)

<u>Session Title</u>	<u>Descriptions</u>
1 Ethics	Ethics

Policy, Leadership, Strategic Planning, and Personnel

<u>Session Title</u>	<u>Descriptions</u>
1 Legislative Update	Legislative Update
2 Bonds, Financing and Investment Policies - the Good, the Bad & the Ugly	Look at developing and maintaining good policies. Recommendations to make your policies current and useful. Review ways to examine cash flows and liquidity for investment purposes.
3 How to be a better business writer – We are all great finance professionals, but are we great communicators?	Learn the ins & outs of developing professional relationships. Understand what the media needs and how to meet those needs. And what NOT to do . . .
4 Strategic Planning for Your Capital Improvement Plans	What Is the Role of Leadership in Strategic Implementation or Project Planning?
5 Employee Engagement - Promoting Teambuilding and Good Working Relationships	How to encourage staff to be pro-active, take pride in their work, and promote teambuilding and good working relationships withIN and OUTside the department.
6 Emotional Intelligence and Employee Engagement	The program encompasses emotions/empathy, hiring effective staff, and real-time performance feedback.
7 Secrets to writing bid specs and reviewing procurement bids	
8 Love Your Purchasing Manual - Where's the Beef?	
9 Labor Law & Workforce Changes	How to handle new Medical Marijuana in Your Organization's Drug Free Workplace and Focus on using Emotional Intelligence for better work teams.
10 Business Continuity Plan – for Hurricane or other catastrophe	
11 Focus on Privacy - HIPAA & FIPA Update	HIPAA is a powerful weapon, if violated. FIPA and other Florida privacy laws can also be potent litigation weapons. Learn the latest information to improve your policies and procedures dealing with HIPAA, FIPA and other Florida privacy laws.
12 Expanding Staff Capacity	Train up your staff so you can take your vacation! Focus on Cross-training and improving bench strength.
13 The Grass is Not Always Greener	How to Coach Employees - Looking at the long range plan incorporating mentoring and coaching.
14 Maximizing the Use of Excel: Leveraging Efficiencies and Shortcuts to Save Time and Improve Accuracy	

15	Mathew, Irma, Maria.....FEMA Challenges and Issues	Challenges and issues from across the state and how to tips to make the process easier.
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Banking, Investments, Risk, Treasury Management, and Debt Management

<u>Session Title</u>	<u>Descriptions</u>
1 Update in Financings	
2 ABC's of Bond Finance	
3 Debt 101	
4 Debt 102	
5 How to Finance and Manage Growth	
6 Defined Contribution Pension Responsibilities	
7 Pension - Investment Risk	
8 Managing Bank Relationships and Fees	
9 Emerging Banking Technology	
10 Introduction to Municipal Bonds – Addressing issues after issuance and what to evaluate on related services RFPs	

Technology

<u>Session Title</u>	<u>Descriptions</u>
1 Block chain and cryptocurrency	
2 Cyber security – still and issue and news that criminals/hackers are targeting smaller governments	
3 Robotic process automation	
4 Emerging Accounting and Finance Technologies (or State of Accounting and Finance Technologies)	
5 New Developments in Excel and Excel Reporting (or Excel Tips and Tricks)	
6 Analytics for Accounting and Finance Professionals	
7 Introduction and Tools for Financial Modeling	
8 Tools for Dashboard Design and Development	
9 How Artificial Intelligence is Changing Accounting and Finance	
10 Effective Use of IT in Emergency Management	
11 IT, Public Records Management, and the Sunshine Law	
12 Data analytics in fraud detection and prevention	
13 Internet of Things: becoming a smart municipality	
14 Paperless office – opportunities and challenges	



Florida Government Finance Officers Association

Education & Webinar Committee

2018-2019

Agenda Item Request

2018-2019

CHAIRPERSON

Brandy Ferris, CPA

Finance Director

City of Fort Walton Beach
107 SW Miracle Strip Pkwy
Fort Walton Beach, FL 32548
850-833-9512
bferris@fwb.org

BOARD LIAISON

Frank DiPaolo

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Carmen Aleman
Rebecca Bowman
Rob Broline
Raquel Castellon
Jacki Churchill
Cindy Emshoff
Dallas Lee
Sheila Lowe
Lakia McNeal
Virginia Norberg
Everlyne Ololo
Richard Pengelly
Cintya Ramos
Daniela Russell
Rebecca Schnirman
Barry Skinner
Cody Walden

Meeting Date: September 14, 2018

Title of Item: Approval of Proposed Webinar Topics List & Schedule

Executive Summary, Explanation or Background Information on

The Education & Webinar Committee held its first meeting on June 18, 2018, during the Annual Conference. A follow-up conference call was held July 16, 2018, the purpose of which was to brainstorm topics for the upcoming year, beginning in September 2018. After ideas were discussed, the Committee ranked each of the topics and the final recommended list and schedule is as follows:

Webinar Topic	CPE	Date
GASB 87	AA	09/20/18
Ethics, Public Records & the Sunshine Law	TB	12/20/18
Performance Budgeting	TB	01/17/19
Best Practices for E-Payables and Purchasing Cards	TB	02/21/19
Fraud Policy (Internal Controls, Cybersecurity)	AA	04/18/19
Economic Update	TB	05/16/19
Legislative Update	TB	07/18/19
Retirement Plans - GASB & Reporting	AA	08/15/19

Recommended Action:

Approval of the Webinar Schedule & Topics List for the period beginning September 2018 and ending August 2019.

Brandy Ferris

08/22/2018

Brandy Ferris

Date



Florida Government Finance Officers Association
Legislative Committee
2018-2019

Agenda Item Request

2018-2019

CHAIRPERSON

Crystal K. Kinzel, CGFM

Chief Deputy Clerk

Collier County Clerk of Circuit Court

3299 Tamiami Trail E Suite 403

Naples, FL 34112

(239) 252-6299

crystal.kinzel@collierclerk.com

BOARD LIAISON

William Spinelli

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Rafael Borrero

James Braddock

Jan Brewer

James Buresh

Joanne Cambridge

Michael Carter

Marcia Carty

Linda Davidson

Veronica Ettel

Yana Matiyuk

Melinda Pensinger

Stephanie Russ

Ted Sauerbeck

Brittaney Scottile-Roe

Marshall Vanarsdall

Robert Villar

Helene Zackrison

Meeting Date: September 14, 2018

Title of Item: Legislative Committee Update

Executive Summary:

The Legislative Committee

The Committee's next meeting will be scheduled and assignments/distribution of information protocols will be established.

Recommended Action:

None at this time. The Committee is in the Organizational/Assignment phase and no action is recommended.



Florida Government Finance Officers Association

Member & Leadership Development Committee

2018-2019

2018-2019

CHAIRPERSON

Olga Rabel, CGFO
Assistant County Budget Officer
Sumter County BOCC
7375 Powell Rd Ste 141
Wildwood, FL 34785
352-689-4400
Olga.rabel@sumtercountyfl.gov

BOARD LIAISON

Kelly Strickland

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Jonathan Allan
Melissa Burns
Angelina Chen
Kadem Chevere
Christine Davis
Matthew DiFiore
Alyssa Doerr
Adrienne Dwyer
Michael Gauci
Maria Gozar
Linda Howard
Carlisha Jenkins
Dianne Klaiss
Dallas Lee
Yana Matiyuk
Cecilia McCorkell
Lakia McNeal
Susan Nabors
Virginia Norberg
Cintya Ramos
Jamie Roberson
Stephanie Russ
Rebecca Schnirman
Debbie Sileo
Rebecca Tew
Laura Thezine
Ann Wynter
Helene Zackrison

Agenda Item Request

Meeting Date: September 14, 2018

Title of Item: Member and Leadership Committee Update

Executive Summary, Explanation or Background Information

The Committee had the initial conference call on July 25, 2018, to discuss proposed projects for the upcoming year, establish the sub-committees and appoint sub-committee's chairs. Four sub-committees were formed as follows: Coaching Program, Membership Recruitment, Leadership Class of 2020 – Marketing Campaign and Emerging Leaders Program Development.

The sub-committees met and discussed their proposed plan of action for the upcoming year.

1. Coaching Program sub-committee

- a. Prepared the e-mail announcements of the second year of the program – announced on August 2, 2018; follow up announcement August 17, 2018, including Facebook.
- b. Updated the website page for Coaching Program and converted applications to the PDF-fillable format.
- b. Established target date for applications to be received in order to start program in September – August 24, 2018 (11 coachees applications were received and 3 coaches);
- c. Coach/Coachee Matching by Sub-Committee – target date - August 31st, 2018 to have Coach/Coachee pairs list;
- d. Agreement for Coach/Coachee – target date – September 3, 2018 emailed for signature for Coach/Coachee;
- e. Quarterly phone call to Coach/Coachees – sub-committee to work on two questions to use for the calls – target date for first quarter – end of November 2018;
- f. Survey questions – TBD.

2. Membership Recruitment sub-committee

- a. Target government entities that are not members of FGFOA - Compare FGFOA membership list with local chapter membership list

to identify entities that are members of local chapters but not the FGFOA – sub-committee’s members working with two chapters each;
b. Develop an outreach approach to identified local governments and agencies that are not already members of FGFOA - send flyers, create feedback surveys about what entities would like to see offered.

3. Leadership Class of 2020 – Marketing Campaign sub-committee

- a. School (SOGF) Tuesday Night Hospitality Suite – Leadership classes graduates panel discussion – working on list of graduates who will attend the School and participate in the discussion; working with Nicole Gasparri to help facilitate the discussion, prepare some questions to use as a startup and work on a flyer/announcement to let School attendees know about the event;
- b. Website page – improve the Leadership Class webpage by creating materials for the website to explain the program and provide more information to those interested in attending;
- c. Develop email series to different target audiences who can provide funding to the interested class participants such as officials and management of the local governments;
- d. Reach out to the FGFOA local chapters and discuss possible scholarships to fund leadership class participants from the chapter;
- e. Printed material – flyer for SOGF and brochure for the FGFOA Annual Conference (solicit help from the League of Cities print shop).

4. Emerging Leaders Program Development sub-committee

- a. Target audience is rather large in scope, ranging from people new to government finance, regardless of age, to people that just entered the workforce (recent college graduates) - target audience is a mixture of all ages, genders, work experiences, etc...as long as they have the drive and ambition to grow within the FGFOA and/or their careers. We want to make sure that our program will appeal to newcomers as well as more experienced leaders so that they too can get involved to offer their experience/advice.
- b. Vision/goal of the Emerging Leaders Program will be primarily focused on networking opportunities as well as some education/advice sessions or digital outreach programs of best practices on how to expand your network of colleagues, building leadership skills and developing professional communication skills. Reaching out to Human Resource departments and other influential hiring personnel to develop our “Best Tips for Career Advancement” not only on a State level but on a more regional chapter level, for example, the Palm Beach County FGFOA

Chapter's next guest speaker for the month of September is a public speaking instructor. We really want to work with the coaching sub-committee to develop some sort of leadership mentoring program. Perhaps not exactly a one-on-one mentor/mentee relationship but maybe a forum of established leaders willing to serve as a panel to answer Listserv questions develop webinars or pen advice articles we can publish to the members through email newsletters. We were thinking this might be beneficial to experienced leaders that may be looking for a pool of candidates that are looking to grow their careers so both parties would find the interactions mutually advantageous.

c. Listserv would be helpful to gather the group of potential Emerging Leaders members, and would be a way to incorporate hot topics such as streamlining processes (6 Sigma), public speaking, overcoming presentation anxieties, and advice on managing difficult coworkers, residents or vendors, etc... Maybe we could have monthly/quarterly forums/conference calls to discuss specific topics that could be decided in advance. In person, forums could be done regionally with networking afterwards and then conference calls as a whole group.

d. Our sub-committee would decide on the hot topics or gather/solicit from other FGFOA committees and we would be in charge of distributing the emails.

e. We want to host networking events at the school, conference and boot camps.

Recommended Action: review proposed sub-committees and their program for the year and provide guidance.

Title of Item: Member and Leadership Committee Policy and Procedures Manual Revision

Executive Summary, Explanation or Background Information

The committee reviewed the Member and Leadership Committee Policy and Procedures Manual during the August 24, 2018 conference call and recommended updates. Committee members' approved revisions were incorporated into the redline version attached.

Recommended Action: review and approve revisions to the Member and Leadership Committee Policy and Procedures Manual.

Olga Rabel
Olga Rabel

08/27/2018
Date

Florida Government Finance Officers Association Members~~hip~~ and Leadership Development Committee Policy and Procedures Manual

Purpose, Goals and Action Plan

The Members~~hip~~ and Leadership Development Committee is responsible for initiating and promoting diverse membership in the organization to ensure the strength and viability of FGFOA while developing effective leadership by using consistent talent management programs at all levels across the organization that will benefit FGFOA and local governments across the State.

Purpose:

To enhance, promote and serve the Association by actively engaging both existing and potential members. ~~–To promote growth and leadership opportunities to current members through the-~~mentoring~~various~~ programs developed by the Committee members. ~~To promote careers in government~~

Goals:

Membership Recruitment:

To promote membership opportunities in FGFOA to ~~students,~~ government professionals, retirees and potential associate members.

Leadership Development:

To equip members with leadership skills that will allow them to excel in the organization and local government s across the State.

Committee Structure:

The Committee is generally composed of 15 - 20 members plus the Chairperson. This provides a sufficient number of members to accomplish the duties and responsibilities assigned to the Committee.

The Chairperson is appointed by the President and serves as overall coordinator. The Chairperson establishes sub-committees and appoints Sub-Chairs based on the tasks developed during FGFOA Board of Directors Strategic Planning session. Each Sub-Chair is responsible for coordination of activities associated with the tasks assigned to that sub-committee. Each committee member is assigned to one or more ~~of the~~ sub-committees.

Chairperson Responsibilities:

General Responsibilities include the following:

- Provide leadership to committee members to ensure goals and assignments are met.

- Keep Board Liaison informed and include him/her in all communications (i.e., meetings, e-mails, and conference calls).
- Meet deadlines for submitting Committee Reports for Board of Director meetings. Attend Board of Director meetings when important items requiring board approval will be discussed.
- Meet deadlines for submitting any documentation to the Board of Directors.

The Chairperson is responsible for coordinating all major aspects of the Committee including: establishing meeting times, chairing Committee meetings, assisting Sub-Chairs with coordination of duties and assignments, reporting activities and results to all Committee members, and quarterly ~~reports-reporting~~ to the FGFOA President and Board of Directors.

The Chairperson is responsible for reviewing and recommending changes to the Committee's purpose, long range goals, short range goals, and plan of action as listed ~~on the website in the~~ Policy and Procedures Manual. The Committee as a whole should review recommendations, and submit changes to the Board of Directors for approval.

The Chairperson ~~may~~ is expected to attend FGFOA Board meetings if possible and is responsible for preparing and presenting a report of Committee activities at all Board meetings. If the Chairperson is unable to attend, the liaison to the Committee should be notified and arrangements made for the report to be presented at the Board meeting.

~~The Chairperson is responsible for presenting an annual report to the membership at the annual conference business luncheon. This report should summarize all Committee activities for the year.~~

The Chairperson shall meet with the incoming Chairperson and President to communicate ~~any incomplete~~ updates on the status of all projects ~~or~~ and concerns if any to facilitate an orderly transition. This meeting should occur either before or during the Annual Conference.

~~General Responsibilities include the following:~~

- ~~Provide leadership to committee members to ensure goals and assignments are met.~~
- ~~Keep Board Liaison informed and include him/her in all communications (i.e., meetings, e-mails, and conference calls).~~
- ~~Meet deadlines for submitting Committee Reports for Board of Director meetings. Attend Board of Director meetings when important items requiring board approval will be discussed.~~
- ~~Meet deadlines for submitting newsletter articles.~~

At the first meeting, the ~~chairperson~~ Chairperson is responsible for advising members of the Committee's purpose, annual and routine goals, and garnering volunteers for the various tasks including establishment of sub-committees, addressing at a minimum, the following areas:

- Announce sub-committees for the year and tasks each sub-committee will be working on;
- Secure sub-committee chairs;

- ~~Solicit volunteers for each sub-committee to work during the year; to review membership brochures and recommend any updates.~~
- ~~Solicit volunteers to review mentor/mentee applications and recommend pairings.~~
- ~~Solicit volunteers to work with colleges and universities in their geographic areas and setup site visits to promote FGFOA and government finance careers.~~
- ~~Solicit volunteers to carry out any new goals set by the Board at strategic planning.~~

Sub-Chair Responsibilities:

Organize sub-committee work during the year including any type of communication the subcommittee needs to accomplish assigned tasks, coordinating with the Chairperson any assistance needed, reporting on sub-committee activities and accomplishments during Committee's monthly conference call.

Membership Recruitment Sub-Chair:

~~Responsibilities include organization of outreach activities, including personal visits to local chapters, colleges, universities, and other events, social media, and local chapter assistance. This sub-committee should promote active participation in FGFOA through committee involvement, event volunteering, and encouraging local chapter involvement to "train" for FGFOA involvement.~~

Meetings and Attendance:

The Member and Leadership Development Committee holds an organizational meeting at the annual conference to discuss goals and objectives for the year. ~~Additional meetings are scheduled at least quarterly to discuss the progress on the tasks assigned to each sub-committee.~~

Attendance at a minimum of two meetings is required and one additional is encouraged due to the many responsibilities assigned to this committee.

Terms:

Members are appointed for a one-year term and are encouraged to continue on the Committee for at least three years to provide the institutional knowledge and experience necessary for successful operation.

Membership Roster:

A listing of each Committee member including entity, telephone number, e-mail address and term expiration will be compiled and distributed to all Committee members.

Tasks:

~~Tasks routinely performed by members of the committee and Florida League staff with the approximate time frames to be completed:~~

~~Membership Recruitment:~~

~~July through September:~~

- ~~▪ Work with colleges and universities to obtain contact information for scheduling site visits to reach out to students regarding FGFOA and government finance careers.~~
- ~~▪ Review all membership brochures and update as needed.~~

~~October – June:~~

- ~~▪ Attend site visits at colleges, universities, local chapters, career showcases, and other events to promote FGFOA.~~

Minutes:

Minutes of meetings should be kept by the ~~e~~C~~h~~airperson and ~~s~~S~~u~~b-~~e~~C~~h~~airs and distributed to the committee members after the meetings to reinforce decisions made at meetings.



Florida Government Finance Officers Association
School of Governmental Finance
Committee
2018-2019

2018-2019

Agenda Item Request

CHAIRPERSON

Sharon Almeida
Assistant Finance Director
Town of Lantana
500 Greynolds Circle
Lantana, FL 33462
561-540-5031
salmeida@lantana.org

BOARD LIAISON

John McKinney

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Mark Ben-Asher
Catherine Colwell
Jennifer Desrosiers
Cindy Emshoff
Benjamin Finkelstein
John Grady
Sharon Harding
Traci Hildreth
Greg James
David Jang
Ann Kenny
Jeffrey Kern
Jeffrey Larson
Melissa "Missy" Licourt
Donna Lovejoy
Roberto "Bert" Martinez
Carmen Mosley
Chantel Pierre
Tanya Quickel
Meridy Semones
Debbie Sileo
Diane Smith
Justin Stankiewicz
Margaret Steele Miller
Christine Tenney
Elizabeth Walter
Katherine Woodruff
Tammy Wilson
Sean Congero
Devin Carter

Meeting Date: September 14, 2018

Title of Item: 2018 School of Governmental Finance Update

Executive Summary, Explanation or Background Information on Request:

The SOGF committee has completed its work on the 2018 program. The speaker engagement letters were sent to all speakers and they were provided a link to submit their information. Moderators have been confirmed for all sessions and there will be a moderator training call in September.

The Hospitality sub-committee is wrapping up the planning for the hospitality suite. We have the following schedule of events:

Monday – Sports Themed Night

Tuesday – Leadership Program Networking Night

Wednesday – Ice Cream Social

Thursday – CGFO Program Networking Night

There will also be a raffle each night at 8:30pm.

Attachments: Final Schedule

Recommended Action: None, informational only.

Sharon Almeida

Sharon Almeida

8/20/2018

Date



It Starts With Us - Leadership Under Construction

2018 SCHOOL OF GOVERNMENTAL FINANCE

Day	Start	End	Track	Session Level	Session Title	Session Description	Speaker, Designations, Title, Agency/Vendor	Speaker Contact Information, email, phone, address	CPE Hours	CPE Type	Moderator
Monday 10/15/18	8:00 AM	9:40 AM	Budget	Basic/Intermediate	Where to Begin when you have to Cut your Budget	It's not easy, but sometimes it's necessary. How to determine what budget cuts are feasible when upper management deems it necessary	Linda Davidson , Finance Director City of Boca Raton	201 W Palmetto Park Rd Boca Raton, FL 33432 561-393-7729	2.0	TB	Traci Hildreth
Monday 10/15/18	8:00 AM	9:40 AM	Financial Management & Leadership	Basic/Intermediate	Mechanics of a Retirement Program	What is a Retirement Program? In this session, you will learn what a retirement program is, the different types and how they are managed. We will also cover the Florida Statutes that address retirement programs.	John McKinney , Finance Director Rodney Walton Florida League of Cities	John McKinney 1065 Ridgewood Ave Holly Hill, FL 32117 jmckinney@hollyhillfl.org Rodney Walton rwalton@flcities.com	2.0	TB	Tammy Willson
Monday 10/15/18	10:00 AM	11:40 AM	Accounting & Financial Reporting	Basic / Intermediate	Basic Governmental Accounting	This introductory session will include topics that accountants new to governmental accounting need to know. The topics covered will include fund accounting and the basis of accounting and measurement focus for the various types of funds; double entry accounting with examples of entries for assets, liabilities, expenditures and revenues.	Racquel McIntosh, CPA Audit Partner Grau & Associates	2700 N Military Trail, Ste 350 Boca Raton, FL 33431 561-969-6669 rmcintosh@graucpa.com	2.0	AA	Sharon Almeida
Monday 10/15/18	10:00 AM	11:40 AM	Treasury & Debt	Basic / Intermediate	Fishing Kit Investment Tool Box for Fixed Income Investment Tools	Everything you need to know to understand the characteristics or various investments; the latest and greatest investments; understanding the Wall Street lingo	Darrel Thomas , Assistant City Manager/CFO City of Weston	Weston City Hall 17200 Royal Palm Boulevard Weston, FL 33326 dthomas@westonfl.org 954-385-2000	2.0	TB	Marie Elianor
Monday 10/15/18	1:00 PM	2:40 PM	Budget	Basic / Intermediate	Building a Better Budget Process	In this session, we will explore a city's experience moving from a relatively disorganized paper & spreadsheet driven budget process to utilizing collaborative technology to save time, reduce mistakes, and transform the budget office.	Tyler Thompson Will Payne City of Largo	City of Largo - Office of Management & Budget 201 Highland Ave Largo, FL 33779 727-587-6727 wthompso@largo.com (Tyler) wpayne@largo.com (Will)	2.0	TB	Christine Tenney
Monday 10/15/18	1:00 PM	2:40 PM	Financial Management & Leadership	Basic/Intermediate	Cyber Security: An Ever Changing Landscape	This session will cover Elements of Security, including Best Practices and Layers of Security; Common Threats, such as Social Hacking, Phishing, Malware, and Physical Security; and Security in Local Government	Mike Taylor, CGCIO Associate Director-Infrastructure Florida League of Cities	Office 407-367-1793 mtaylor@flcities.com	2.0	TB	Tammy Willson
Monday 10/15/18	3:00 PM	4:40 PM	Financial Management & Leadership	Basic / Intermediate	Leadership	"Are you ready to make a difference? This session is for all the great leaders out there and for those who want to become great leaders! Find out who you are in the world, how it impacts others and how you can make a difference every single day. "People won't remember what you said, people won't remember what you did, but people always remember how you make them feel. Treat people well and always do your best ~Maia Angelou"	Nicole Gasparri, CGFO Organizational Program Manager, City of Boca Raton	201 West Palmetto Park Road; Boca Raton, Florida 33432 561-393-7703 ngasparri@ci.boca-raton.fl.us	2.0	BEH	Jennifer Desrosiers
Monday 10/15/18	3:00 PM	4:40 PM	Budget	Basic / Intermediate	Estimating Revenues	A degree in statistics is not required!! The successful formula for city and county government revenue forecasting involves basic forecast models, constant information gathering and continuous monitoring.	Jared Meyer , Treasury Manager City of Largo	201 Highland Ave Largo, FL 33779 jmeyer@largo.com	2.0	TB	Tammy Willson
Tuesday 10/16/18	8:00 AM	9:40 AM	Financial Management & Leadership	Basic/Intermediate	Moving to the Cloud What You Need to Know	What does it mean to be "in the cloud" when it comes to your data? Curtis McCallister, Manager of Technology Solutions at James Moore & Co., will discuss the basics of cloud computing, what to consider before making the move, the process involved in moving, and common hurdles, barriers and pitfalls in moving to the cloud.	Curtis McCallister Manager of Technology Solutions James Moore & Co	5931 NW 1st Place Gainesville, FL 32607 352-378-1331 Curtis.McCallister@jmcoit.com	2.0	TB	Katherine Woodruff
Tuesday 10/16/18	8:00 AM	9:40 AM	Treasury & Debt	Basic / Intermediate	Debt for the Here and Now - The Post Tax Reform Municipal Market: Embracing Change, Discovering Opportunity	The Tax Cuts & Jobs Act was passed by Congress in December 2017, representing the first major modifications to U.S. tax law in over 30 years. The tax bill immediately resulted in major changes to municipal bond market, supply and investor demand. Since the beginning of 2018, the Act has forced municipal market participants to not only embrace change but also take advantage of new opportunities.	Natalie Sidor , Managing Director Public Resources Advisory Group	150 Second Avenue N, Suite 400 St. Petersburg, FL 33701 nsidor@pragadvisors.com	2.0	TB	Debbie Sileo
Tuesday 10/16/18	10:00 AM	11:40 AM	Budget	Basic / Intermediate	Strategic Plan, Capital Plan and Operating Budget: Tying it all Together	Does your organization have a Strategic Plan, a Capital Plan and an Operating Budget document? Are they linked together? Are they three separate documents? What should be in each? This session will explore these questions, the various documents and provide case studies.	Bryan Cahen, MPA , Budget Director, City of Weston	17200 Royal Palm Boulevard, Weston, FL 33326 954-385-2000 Bcahen@westonfl.org	2.0	TB	John McKinney



It Starts With Us - Leadership Under Construction

2018 SCHOOL OF GOVERNMENTAL FINANCE

Day	Start	End	Track	Session Level	Session Title	Session Description	Speaker, Designations, Title, Agency/Vendor	Speaker Contact Information, email, phone, address	CPE Hours	CPE Type	Moderator
Tuesday 10/16/18	10:00 AM	11:40 AM	Accounting & Financial Reporting	Basic / Intermediate	Emerging Issues In Accounting and Financial Reporting	Governmental accounting and financial reporting is complex and changes rapidly. Government accounting professionals are responsible for staying current with the latest developments at the Governmental Accounting Standards Board (GASB) to ensure that their accounting skills are sharp enough to meet current requirements and comply with Generally Accepted Accounting Principles (GAAP). Do we ever take the opportunity to look at emerging issues in front of us? At the end of this session, the participant should be able to recall emerging accounting and financial reporting issues impacting our profession and identify strategies to prepare for changes on the horizon.	Beth Horacek, CPA Carl Vinson Institute of Government University of Georgia	201 N Milledge Ave Athens, GA 30602 706-534-4811 jeanna.horacek@uga.edu	2.0	AA	Marie Elianor
Tuesday 10/16/18	1:00 PM	2:40 PM	Financial Management & Leadership	Basic / Intermediate	Sexual Harassment - What is it and what to do if reported?	What is sexual harassment? How do you identify sexual harassment and what should be done when it is reported. The Civil Rights Division of the Justice Department announced an initiative to combat sexual harassment in the Public Sector workplace. This division is responsible for the enforcement of Title VII of the Civil Rights Act of 1964 against State and Local Government employers. This session will provide information on how to avoid DOJ entanglements regarding sexual harassment in the public sector.	Alison F. Smith , Partner Weiss Serota Helfman Cole & Bierman	200 East Broward Blvd, Ste 1900 Fort Lauderdale, FL 33301 954-763-4242 Office 954-600-9075 Cell asmith@wsh-law.com	2.0	BEH	Sheron Harding
Tuesday 10/16/18	1:00 PM	2:40 PM	Accounting & Financial Reporting	Basic / Intermediate	OPEB GASB 74 & 75	This session will focus on everything you need to know about the new GASB OPEB standards. The new standards will be compared and contrasted to what we already know from implementing the GASB Pension Standards (67/68) as well as similarities and differences with the existing GASB OPEB standards (43/45).	Mark White, CPA Purvis, Gray & Company	Mark White, CPA Partner 2347 SE 17th Street, Ocala, FL 34471 Office: 352-732-3872 Direct Dial: 352-509-3732 Mobile: 352-598-1760 Direct Fax: 352-509-3762 mwhite@purvisgray.com	2.0	AA	Shannon Ramsey-Chessman
Tuesday 10/16/18	3:00 PM	4:40 PM	Treasury & Debt	Basic / Intermediate	Implementing a Multiple Duration Investment Program and the Risks and Benefits of each Strategy and Fixed Income Investment Strategies in a Rising Rate Environment	Explore investment strategies in the current rising rate environment. Hot topics include duration, total return and how bond prices move to changes in interest rates. We will also look at historical and current interest rates and everyone's favorite - yield curves.	John Grady III, CTP , Managing Director, Public Trust Advisors Jeff Kern , Vice President, Business Development and Client Advisory Services, Water Walker Investments	John Grady III, CTP, Managing Director, Public Trust Advisors, (407) 514-2727 John.Grady@publictrustadvisors.com, Jeff Kern, Vice President, Business Development and Client Advisory Services, Water Walker Investments, 813-440-5087, JKern@waterwalkerinvestments.com	2.0	TB	John McKinney
Tuesday 10/16/18	3:00 PM	4:40 PM	Treasury & Debt	Basic / Intermediate	Best Practices in Debt Management	A update will be provided on the options in Debt Financing for Capital Projects, a discussion of the key players on a Financing Team and their roles and responsibilities, and how to avoid some common mistakes.	Jeffrey T Larson , President Larson Consulting Services	10151 University Blvd., #117 Orlando, FL 32817 407-496-1597 jlarson@larsonconsults.com	2.0	TB	Christine Tenney
Wednesday 10/17/18	8:00 AM	9:40 AM	Accounting & Financial Reporting	Basic / Intermediate	Fundamentals of Single Audit/Yellow Book	What is a Single Audit? What is the Yellow Book? This session will cover the fundamentals of a single audit, the uniform guidance and the yellow book as well as a brief overview of the proposed updates to the yellow book.	Jeff Wolf , MSL CPAs & Advisors	201 E Kennedy Blvd, Ste 650 Tampa, FL 33602 813-314-2600 jwolf@mslcpa.com	2.0	AA	Ann Kenny
Wednesday 10/17/18	8:00 AM	9:40 AM	Budget	Basic / Intermediate	The TRIM Process	The Truth in Millage (TRIM) process is the most important topic that Budget staff need to understand. This class will cover step by step everything you need to know from beginning to end. There will be an interactive exercise to reinforce everything you have learned.	Diane M. Smith, MA, CGFO , Budget Manager Alachua County	12 SE 1st Street, 2nd Floor, Gainesville, FL 32601, 352-337- 6110, dsmith@alachuacounty.us	2.0	TB	John McKinney
Wednesday 10/17/18	10:00 AM	11:40 AM	Accounting & Financial Reporting	Basic / Intermediate	Fraud and Internal Controls	This course will cover the five components of internal control. We will also discuss fraud that has occurred in governmental accounting, places where fraud is most likely to occur and the various internal controls that can be implemented to mitigate the potential for fraud.	Trey Scott Daniel Anderson Mauldin & Jenkins	1401 Manatee Avenue West Suite 1200 Bradenton, FL 34205 941-747-4483 tscott@mjcpa.com (Trey) danderson@mjcpa.com (Daniel)	2.0	TB	Ann Kenny
Wednesday 10/17/18	10:00 AM	11:40 AM	Financial Management & Leadership	Basic / Intermediate	Successful Collaboration	Participants will be given a definition of collaboration and suggestions for when collaboration is the best approach. Additionally, supervisors and emerging leaders will learn when collaboration may not be the best avenue. What are the key characteristics and skills of effective collaborators? This interactive session will not only identify challenges to such partnerships, but will also address methods that facilitate successful collaboration.	Suzanne Butsch , HR Manager, Training & Development Sarasota County	1660 Ringling Blvd., Suite 418, Sarasota, FL 34236 phone: 941-302-5514 fax: 941-861-5762 sbutsch@scgov.net	2.0	BEH	Cindy Emshoff



It Starts With Us - Leadership Under Construction

2018 SCHOOL OF GOVERNMENTAL FINANCE

Day	Start	End	Track	Session Level	Session Title	Session Description	Speaker, Designations, Title, Agency/Vendor	Speaker Contact Information, email, phone, address	CPE Hours	CPE Type	Moderator
Wednesday 10/17/18	1:00 PM	2:40 PM	Accounting & Financial Reporting	Intermediate /Advanced	Emergency Management - Disaster Recovery Accounting	This session will discuss the challenges and best practices to develop financial controls for accounting and reporting to maximize funding opportunities and minimize potential claim disputes with the Federal Emergency Management Agency (FEMA). The speakers will be represented from the Post Disaster Recovery group of Tetra Tech and from an emergency management specialist of Hernando County which will offer the perspectives of a consulting firm and local government.	Donald Kunish , Deputy Director, Post Disaster Programs Tetra Tech Erin Thomas , Emergency Management Specialist Hernando County Emergency Management	Donald Kunish 407-790-9288 donald.kunish@tetrattech.com Erin Thomas 18900 Cortez Blvd Brooksville, FL 34601 352-754-4083 ethomas@co.hernando.fl.us	2.0	AA	Sheron Harding
Wednesday 10/17/18	1:00 PM	2:40 PM	Budget	Intermediate /Advanced	It's Expensive, but it is Part of the Capital Budget	Capital budgets are important in governmental budgets because projects are often big, expensive, and permanent. But what about the ones that are on the cusp?	Pete Lear , City Manager City of North Port	4970 City Hall Blvd North Port, FL 34286 941-429-7077 plear@cityofnorthport.com	2.0	TB	Traci Hildreth
Wednesday 10/17/18	3:00 PM	4:40 PM	Treasury & Debt	Intermediate /Advanced	Arbitrage Rebate Compliance Basics	Timely overview of arbitrage rebate and yield restriction requirements per IRS Section 148. Highlights include how arbitrage is computed, the exceptions to arbitrage including spending exceptions, filing requirements, and the payment and refund process. The dual compliance requirement and distinction between arbitrage rebate and yield restriction will also be explained.	Katia Frock , Director, Arbitrage & Tax Compliance Group, PFM Asset Management LLC	213 Market Street Harrisburg, PA 17101 717.232.2723 Office 717.233.6073 frockk@pfm.com www.pfm.com	2.0	TB	Katherine Woodruff
Wednesday 10/17/18	3:00 PM	4:40 PM	Budget	Intermediate /Advanced	Budgeting for Priorities	Developing a budget supported by the Manager, Commissioners, Public and Department Heads requires understanding the County's direction and priorities. Topics to be discussed include: Strategic Plans, Business Plans, Development Process, Targeting Decision Points, and Revenue Identification.	Tommy Crosby , Assistant County Manager for Budget & Fiscal Services Alachua County	12 SE 1st Street, 2nd Floor Gainesville, FL 32061 352.374.5262 tcrosby@alachuacounty.us	2.0	TB	Traci Hildreth
Thursday 10/18/18	8:00 AM	9:40 AM	Financial Management & Leadership	Intermediate /Advanced	Working with Millennials - Multigenerational workforce	The landscape of the workforce is changing and managers often wonder how to address inter-generational dynamics. Within this presentation, general groups will be defined (World War II Generation, Baby Boomer Generation, Generation X, and The Millennials) and workplace characteristics of each generation will be detailed. In addition to considering the challenges, principles of managing each generation will be provided. Myths versus realities will be discussed. Finally, best practices will be offered so that managers learn to value every generation and utilize the strengths germane to each group.	Doug Thomas Senior Vice President Strategic Government Resources	PO Box 1642 Keller, TX 76244 Cell: 863-860-9314 Office: 817-337-8581 DouglasThomas@GovernmentResources.com	2.0	BEH	Cindy Emshoff
Thursday 10/18/18	8:00 AM	9:40 AM	Accounting & Financial Reporting	Intermediate /Advanced	Reporting & Disclosure Errors and Common Financial Statement Deficiencies	What are we getting right and what are we getting wrong? In this session, the Florida Auditor General's Office will discuss the most common audit findings and deficiencies and a reviewer for the GFOA Certificate of Achievement for Excellence in Financial Reporting will discuss the most common errors found in the reports submitted for this award.	Derek Noonan , Audit Supervisor Auditor General Sherry Walker , Asst Finance Director City of Cooper City	dereknnoonan@aud.state.fl.us Sherry Walker City of Cooper City PO Box 290910 Cooper City, FL 3329-0910 954-434-4300 #228 Swalker@CooperCityFL.org	2.0	AA	Marcia Carty
Thursday 10/18/18	10:00 AM	11:40 AM	Financial Management & Leadership	Intermediate /Advanced	What Emergency Management needs from Finance	Living and working in Florida requires all citizens to be aware of potential disasters. But from Hurricane Andrew to Hurricane Irma, government has made a lot of positive changes. As Finance professionals, we all need to understand the important roles and responsibilities the Finance Department is expected to play during a disaster. Get your city, county or other governmental entity prepared by hearing from this panel of experts on what Emergency Management needs from Finance professionals in advance of the storm, during the storm and post-storm.	Steve Hynes , City of Delray Beach Laura Thezine , City of Delray Beach Nicole Gasparri , City of Boca Raton	201 West Palmetto Park Road; Boca Raton, Florida 33432 561-393-7703 ngasparri@ci.boca-raton.fl.us 100 NW 1st Avenue, Delray Beach, Florida 33444 561-243-7402 hynes@mydelraybeach.com (Steve) ThezineL@mydelraybeach.com (Laura)	2.0	TB	Sheron Harding
Thursday 10/18/18	10:00 AM	11:40 AM	Treasury & Debt	Intermediate /Advanced	Don't Be At a Loss- Communicating the Portfolio Proactively	There aren't many topics that can tongue tie a portfolio manager responsible for investing public funds quicker than having to explain to stakeholder a portfolio loss. This session prepares participants to view losses not as something to be avoided but as essential to good stewardship.	Ben Finkelstein , Managing Director / Public Funds, Cantor Fitzgerald	(281) 381-2740 BeFinkelstein@cantor.com	2.0	TB	Marie Elianor
Thursday 10/18/18	1:00 PM	2:40 PM	Accounting & Financial Reporting	Intermediate /Advanced	Intermediate Governmental Accounting	In the private-sector businesses are motivated by profit and focus much of their attention on the bottom line or measures/ratios such earnings per share. However, in the public sector governments are focused on achieving budgetary equilibrium and demonstrating compliance at the legal level of control. To that end, governments use fund accounting. Fund accounting is a tool that governments use to emphasize accountability over profitability. In this session, we will explore the fund-level and government-wide statements required by GASB Statement No. 34.	John Hulsey Carl Vinson Institute of Government University of Georgia	201 N Milledge Ave Athens, GA 30602 Phone: 678-622-3756 (cell) Fax: 404-463-6847 jhulsey@uga.edu	2.0	AA	Marcia Carty



It Starts With Us - Leadership Under Construction

2018 SCHOOL OF GOVERNMENTAL FINANCE

Day	Start	End	Track	Session Level	Session Title	Session Description	Speaker, Designations, Title, Agency/Vendor	Speaker Contact Information, email, phone, address	CPE Hours	CPE Type	Moderator
Thursday 10/18/18	1:00 PM	2:40 PM	Financial Management & Leadership	Intermediate /Advanced	Cultivating Decision-Making Strategies	Decision making may be characterized through basic categories: consensus, intuitive (quick decisions), democratic versus autocratic, and participative. Decisions in most companies involve managers at all levels. Management must consider the time involved and the overall impact on the group. No strategy is perfect, but this session will help management make quality decisions for the good of the organization.	Caryn Gardner- Young , Assistant City Manager City of Delray Beach Kim Ferrell , Finance Director City of Delray Beach Max Lohman , Lohman Law Group P.A.	100 NW 1st Avenue Delray Beach FL 33444 Gyoung@mydelraybeach.com (Caryn) Ferrellk@mydelraybeach.com (Kim) <hr/> Lohman Law Group 601 Heritagge Dr, STE 232 Jupiter, FL 334582 max@lohmanlawgroup.com	2.0	BEH	Elizabeth Walter
Thursday 10/18/18	3:00 PM	4:40 PM	Accounting & Financial Reporting	Intermediate /Advanced	GASB 86, 87, and 88 Leases & Other Debt Issues	The Governmental Accounting Standards Board (GASB) recently released three new standards related to long-term debt...GASB 86, GASB 87, GASB 88. This session will explore the specifics of these three new standards and consider some of the practical challenges facing those who must implement them.	Stephen W. Blann Rehmann/Robson, LLC	2330 E Paris Ave SE Grand Rapids, MI 49546 616-975-2810 Stephen.Blann@rehmann.com	2.0	AA	Ann Kenny
Thursday 10/18/18	3:00 PM	4:40 PM	Budget	Intermediate /Advanced	Budgeting for Long Term Capital Projects	Where is the money coming from and is there significant cash flow? How to budget for long term capital and not go broke.	Jan Brewer , Financial Management Director Manatee County	1112 Manatee Avenue W. Bradenton, FL 34205 941-745-3730 Jan.Brewer@MyManatee.org	2.0	TB	Elizabeth Walter
Friday 10/19/18	8:00 AM	9:40 AM	Accounting & Financial Reporting	Intermediate /Advanced	The intersection of Data, Analytics, Automated Controls, and Fraud Prevention and Detection	In this session, we will explore fraud risks that could affect your local government through a series of case studies. Specifically, we will identify actual instances of fraud that have occurred and learn about internal control activities that could have been in place to prevent the fraud from occurring or at least detect the malfeasance earlier. Additional focus will be given to automated controls, use of data analytics, and other audit considerations.	Andrew Laflin Clifton, Larson, Allen LLP	One Tampa City Center 201 North Franklin Street, Ste 2500 Tampa, FL 33602 813-384-2711 alaflin@cliftonlarsonallen.com	2.0	AA	Marcia Carty
Friday 10/19/18	8:00 AM	9:40 AM	Accounting & Financial Reporting	Intermediate /Advanced	Revenue Administration	This session will familiarize you with the types of revenues that governments typically generate, how to account for them and the history behind those revenues. In addition, you will learn about current trends in governmental revenue administration. As you progress through each of the lessons, you will be challenged with self-test questions and interactive exercises.	Linda McDermott , Budget Manager City of West Palm Beach	401 Clematis St West Palm Beach, FL 33401 lmcdermott@wpb.org	2.0	AA	Ann Kenny
Friday 10/19/18	10:00 AM	11:40 AM	Treasury & Debt	Intermediate /Advanced	Effective Utility Management – Financial Focus and Financial Sustainability	Provide an overview of EUM concept and financial viability. Will discuss concepts and self-assessment of: a) do revenues support life-cycle costs; b) best approaches to sustainable capital reinvestment (e.g., long-term debt vs. pay-go funding); c) adequacy of cash reserves and credit worthiness; d) linking finance to operational and infrastructure resiliency; and e) linking finance to affordability and predictability of rates.	Thierry Boveri Public Resources Management Group, Inc.	341 N. Maitland Avenue, Suite 300, Maitland, FL 32751 Main: 407.628.2600 Fax: 407.628.2610 TBoveri@PRMGinc.com	2.0	TB	Marie Elianor
Friday 10/19/18	10:00 AM	11:40 AM	Financial Management & Leadership	Intermediate /Advanced	Records Management	The State of Florida Public Records Law is one of the most comprehensive in the entire country. The Florida Public Records Law requires all public agencies/officials to establish and maintain a Records Management program. This session will delve into what a Records Management program is, what content must be retained and for how long. Such content includes documents, email, text communication and more. We will also discuss the misunderstandings of open records laws and the common Best Practices of a Records Management program.	Jay Grewe Smarsh, Inc Katie Roundtree , Finance Director Northern Palm Beach County Improvement District	Smarsh, Inc. 1-866-762-7741 JGrewe@smarsh.com Northern Palm Beach County Improvement District 359 Hiatt Dr Palm Beach Gardens, FL 33418 katie@npbcid.org	2.0	TB	Sharon Almeida



Florida Government Finance Officers Association
School of Governmental Finance
Committee
2018-2019

2018-2019

Agenda Item Request

CHAIRPERSON

Sharon Almeida

Assistant Finance Director

Town of Lantana

500 Greynolds Circle

Lantana, FL 33462

561-540-5031

salmeida@lantana.org

BOARD LIAISON

John McKinney

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Mark Ben-Asher

Catherine Colwell

Jennifer Desrosiers

Cindy Emshoff

Benjamin Finkelstein

John Grady

Sheron Harding

Traci Hildreth

Greg James

David Jang

Ann Kenny

Jeffrey Kern

Jeffrey Larson

Melissa "Missy" Licourt

Donna Lovejoy

Roberto "Bert" Martinez

Carmen Mosley

Chantel Pierre

Tanya Quickel

Meridy Semones

Debbie Sileo

Diane Smith

Justin Stankiewicz

Margaret Steele Miller

Christine Tenney

Elizabeth Walter

Katherine Woodruff

Tammy Wilson

Sean Congero

Devin Carter

Meeting Date: September 14, 2018

Title of Item: SOGF Committee "Thank You" Gifts

Executive Summary, Explanation or Background Information on Request:

The SOGF committee has worked very hard putting together this year's program and events. I would like to request a "Thank You" gift for each committee member as a token of appreciation. I would recommend this gift to be a travel mug with FGFOA logo. The cost would be approximately \$200-\$300.

Recommended Action: Board approval to purchase "Thank You" gifts for committee members.

Sharon Almeida

Sharon Almeida

8/20/2018

Date



Florida Government Finance Officers Association

Technical Resources Committee

2018-2019

Agenda Item Request

2018-2019

CHAIRPERSON

Linda Benoit, CPA

Management & Budget Manager

Pinellas County

14 S Ft Harrison Ave, 5th FL

Clearwater, FL 33756

(727) 464-3485

lbenoit@co.pinellas.fl.us

BOARD LIAISON

Mike Gomez

STAFF LIAISON

Jill Walker

COMMITTEE MEMBERS

Carmen Aleman

Ryan Bernal

Sheliza Bhola

Michelle Blackstock

Barbara Boyd

James Braddock

James Buresh

Melissa Burns

Joanne Cambridge

Kathleen Campbell

Eddy Castaneda

Yvonne Clayborne

Jordan Cupps

Mara Frederiksen

Ajay Gajjar

James Halleran

Ron Harring

Wayne Hart

Heather Larson

Derek Noonan

Michael Quesada

James Rizzo

Terrence Vecchio

Joseph Welch

Mark White

Meeting Date: September 14, 2018

Title of Item: Technical Resources Committee update

Executive Summary, Explanation or Background Information

The Technical Resources Committee (TRC) is currently reviewing the new GASB Exposure Draft on Conduit Debt Obligations, Project # 26-6. Comments are due back to GASB by 11/2/18. The TRC will compose a response and submit it to the Board by early October, for signature by the President well before the deadline.

The TRC has held its most recent meeting via webinar on August 30, reviewing 2 sections of the Government Resources Manual. We are updating the Emergency Management section with current references. We are also creating an Information Technology section, focusing on best practices, with references to industry resources. The final versions will be added to the FGFOA website.

In preparation for the August 30 webinar, we tested out new technology for reviewing the documents, by using the Florida League of Cities SharePoint account. Pending committee member feedback, we will use that method exclusively going forward.

Looking forward, the TRC committee will compose a fall/winter FGFOA newsletter article for the membership and respond to all other new issues requiring a response.

Recommended Action:

Receive Update of Committee Activities and plans

Linda Benoit

August 24, 2018

Linda Benoit

Date

[illegible]

NEXT MEETING:

Friday, November 16, 2018 – Florida League of Cities Offices, Orlando