



Florida Government Finance Officers Association, Inc

Meeting of the Board of Directors

Friday, August 28, 2020

Microsoft Teams

Video Call

9:00 a.m.

ATTENDANCE - FGFOA STRATEGIC PLANNING MEETING

August 28, 2020

NOT
PRESENT

PRESENT

OFFICERS

Jamie Roberson
Shannon Ramsey-Chessman
Jonathan McKinney

DIRECTORS

1st Term

2nd Term

3rd Term

Melissa Burns 2019-2022
Bryan Cahen 2020-2023
Rip Colvin 2016-2019
Frank DiPaolo 2017-2020
Nicole Gasparri 2015-2018
Olga Rabel 2020-2023
William Spinelli 2018-2021
Kelly Strickland 2018-2021

IMMEDIATE PAST PRESIDENT

Ken Burke

COMMITTEE CHAIRS

Matt Misco, Certification
Sharon Almeida, Conference Host
Nicole Jovanovski, Conference Program
Rebecca Schnirman, Education & Webinar
Stephen Timberlake, Legislative
Lorrie Simmons, Member & Leadership Development
Mark Parks, 2020 SOGF
Ryan Bernal, Technical Resources

CHAPTER PRESIDENTS

Mike Gomez, Big Bend
Nanette Melo, Central Florida
Anthony Cobb, Florida First Coast
Amy Ratliff, Gulf Coast
Karen Keith, Hillsborough
Brandy Cook, Nature Coast
Melissa Licourt, North Central Florida
Mark Parks, Palm Beach
Lakia McNeal, Panhandle
Ian Evans-Smith, South Florida
Kristin Simeone, Southwest
Jeffrey Towne, Space Coast
Jennifer Hill, Treasure Coast
Patricia Bliss, 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, August 28, 2020
 9:00 AM
 Via Microsoft Teams Virtual Meeting**

- I. Call to Order – Jamie Roberson, President**
- II. Roll Call**
- III. Report of Officers**
 - A. President – Jamie Roberson**
 - 1. Welcome
 - 2. Member Feedback Survey
 - 3. Strategic Planning Notes
 - 4. Appointment to Audit Committee
 - B. President-elect – Shannon Ramsey-Chessman**
 - 1. Chapter Presidents Call
 - C. Secretary/Treasurer – Jonathan McKinney**
 - D. Executive Director Report – Paul Shamoun**
 - 1. 2020 Annual Conference Meeting Fee
 - 2. Administrative Services Agreement
 - 3. Meeting Management Agreement
 - 4. NASBA Fees
 - 5. Virtual Conference Speaker Evaluation
 - 6. Membership Update and List Serve Data
- V. Standing Committee Reports**
 - A. Certification Committee**
 - Chair – Matt Misco
 - Liaison: Olga Rabel
 - 1. Online CGFO Testing
 - 2. COVID-19 Related Policy Changes

B. Conference Host

Chair – Sharon Almeida

Liaison: Nicole Gasparri

C. Conference Program

Chair – Nicole Jovanovski

Liaison: Frank DiPaolo

1. Proposed Webinar Topics List & Schedule

D. Education and Webinar

Chair – Rebecca Schnirman

Liaison: Bryan Cahen

1. Proposed Webinar Topics List & Schedule

E. Legislative

Chair – Stephen Timberlake

Liaison: Rip Colvin

F. Member & Leadership Development

Chair – Lorrie Simmons

Liaison: Melissa Burns

1. Diversity & Membership Engagement
2. Reboot of the Emerging Leaders & Mentoring Program

G. 2020 School of Governmental Finance

Chair – Mark Parks

Liaison: Kelly Strickland

1. SOGF Program Options

H. Technical Resources

Chair – Ryan Bernal

Liaison: Bill Spinelli

VI. Other Business

VII. Next Meeting – Friday, October 28, 2020
TBD

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
June 24, 2020

The meeting of the FGFOA Board of Directors took place virtually on June 24, 2020 via Microsoft Office Teams.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Jamie Roberson, Finance Director, Apopka
President – Elect, Shannon Ramsey-Chessman, Chief Operating Officer, Clerk & Comptroller – Palm Beach County
Secretary – Treasurer, John McKinney, Finance Director, City of Mount Dora
Director, Melissa Burns, Director of Finance, City of Atlantic Beach
Director, Bryan Cahen, Budget Director, City of Weston
Director, Rip Colvin, Executive Director, Justice Administrative Commission
Director, Frank DiPaolo, Director of Finance, City of Dania Beach
Director, Nicole Gasparri, Organizational Program Manager, Boca Raton
Director, Olga Rabel, Budget Manager, Clay County – BCC
Director, William Spinelli, Chief Financial Officers, Brevard County Sheriff's Office
Director, Kelly Strickland, Director of Financial Administration, Sarasota
Immediate Past President – Ken Burke, Clerk of the Court, Clerk of the Circuit Court and Comptroller Pinellas County – CCC

COMMITTEE CHAIRS

Matt Misco, Certification
Sharon Almeida, Conference Host
Nicole Jovanovski, Conference Program
Stephen Timberlake, Legislative
Lorrie Simmons, Member & Leadership Development
Mark Parks, SOGF

CHAPTER PRESIDENTS

STAFF

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

CALL TO ORDER

There being a quorum, President Roberson called the June 24, 2020 meeting of the FGFOA Board of Directors to order at 2:00 p.m.

EXECUTIVE DIRECTOR REPORT

BUDGET

Mr. Shamoun presented the budget for review and approval.

Ms. Gasparri moved, seconded by Mr. McKinney, to approve the 2020-2021 budget as presented. Mr. DiPaolo was absent for the vote. Motion passed unanimously.

COMMITTEE REPORTS

Education and Webinar Committee Report

Mr. Cahen presented the committee report including the updated Education and Webinar Committee Manual.

Mrs. Ramsey-Chessman moved, seconded by Ms. Gasparri, to approve the Education and Webinar Committee Manual as presented. Mr. McKinney was absent for the vote. Motion passed unanimously.

NEXT MEETING

The next meeting of the Board of Directors will be Friday, August 28, 2020 at the Orlando Florida League of Cities Offices at 125 E Colonial Ave.

ATTEST:

Jonathan McKinney, Secretary/Treasurer



**Florida Government Finance Officers Association
Board of Directors Task Force
2020-2021**

2020-2021

Agenda Item Request

BOARD OF DIRECTORS

OFFICERS

President

Jamie Roberson

President-Elect

Shannon Ramsey-Chessman

Secretary/Treasurer

Jonathan McKinney

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: August 28, 2020

Title of Item: Member Feedback Survey Analysis / Update

Executive Summary, Explanation or Background Information:

During Strategic Planning, the Board of Directors decided to initiate a Member Feedback Survey, in an effort to obtain metrics from FGFOA members on engagement, preferences for programming, and overall satisfaction with the FGFOA and its offerings.

The survey was conducted in two cycles ending on June 23 and July 28. The data obtained from members has been compiled and analyzed, and this item presents the results for further board discussion and possible action.

Please see the attached analysis of key points of data collected through this survey.

Recommended Action: Discussion and possible action.

John McKinney

08/21/2020

Date

08/21/2020

Frank DiPaolo

Date



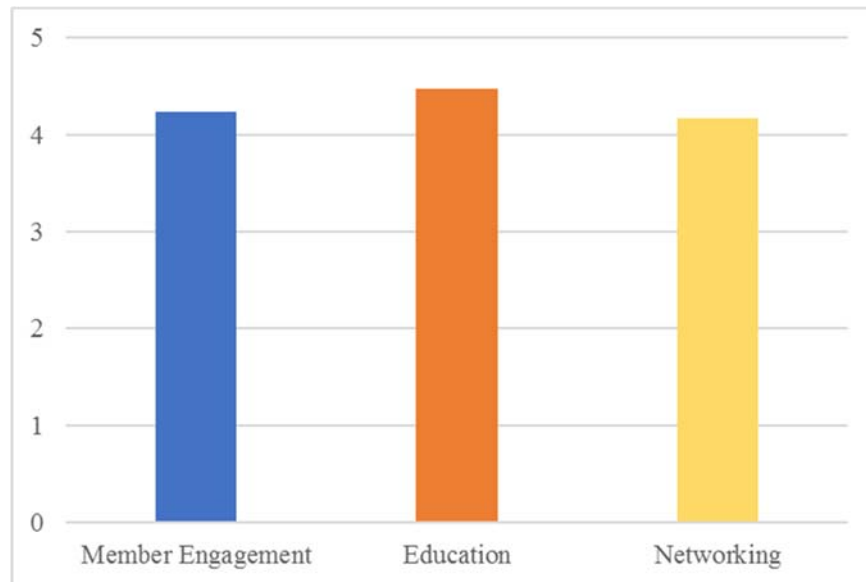
Florida Government Finance Officers Association Board of Directors Task Force 2020-2021

Agenda Item Request

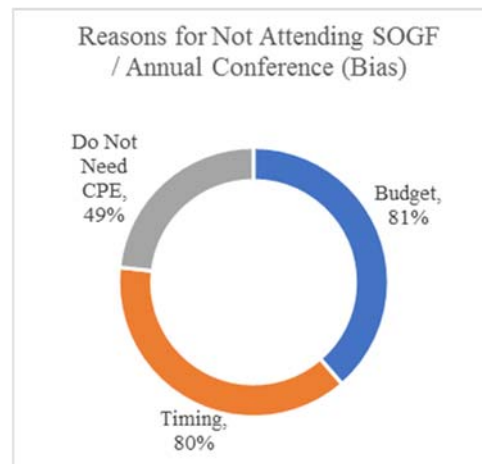
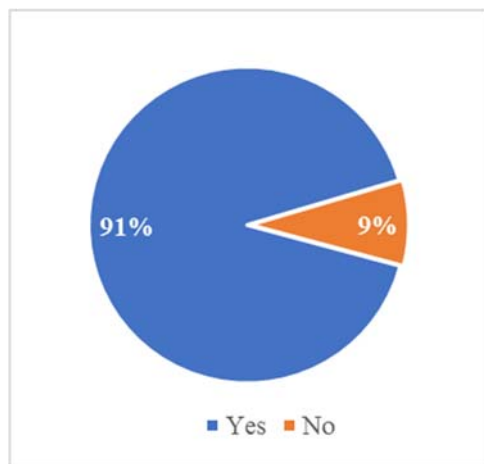
1. Overall how satisfied are you with the FGFOA?

Response: 9.1 / 10

2. Do you feel the FGFOA meets your needs and expectations for the following:



3. Have you ever attended the Annual Conference and/or School of Governmental Finance?





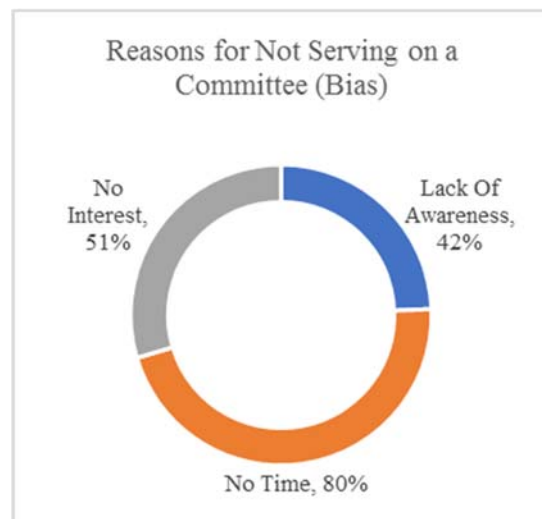
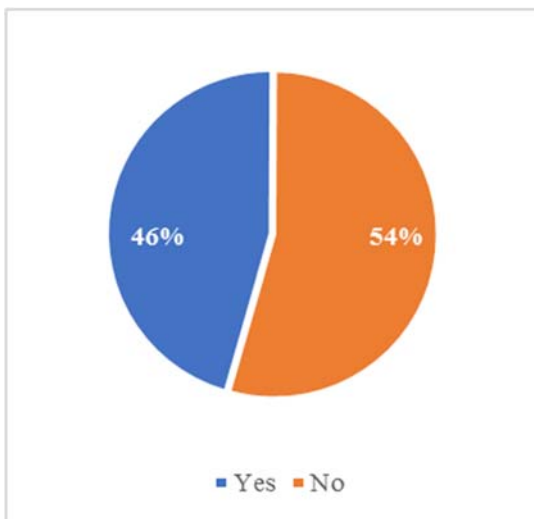
Florida Government Finance Officers Association Board of Directors Task Force 2020-2021

Agenda Item Request

4. Do you feel these sessions add to the FGFOA's overall value proposition?



5. Have you ever served on a committee?





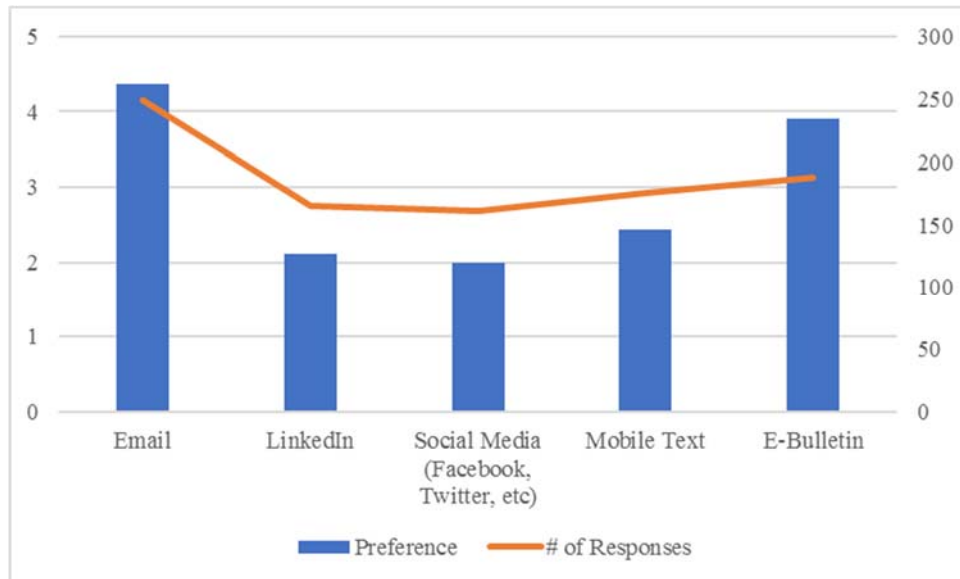
Florida Government Finance Officers Association Board of Directors Task Force 2020-2021

Agenda Item Request

6. Would you be willing to serve on a membership engagement workgroup to assist the FGFOA in tailoring its offerings to current prospective member needs?



7. Please indicate your preferred methods of contact by the FGFOA:

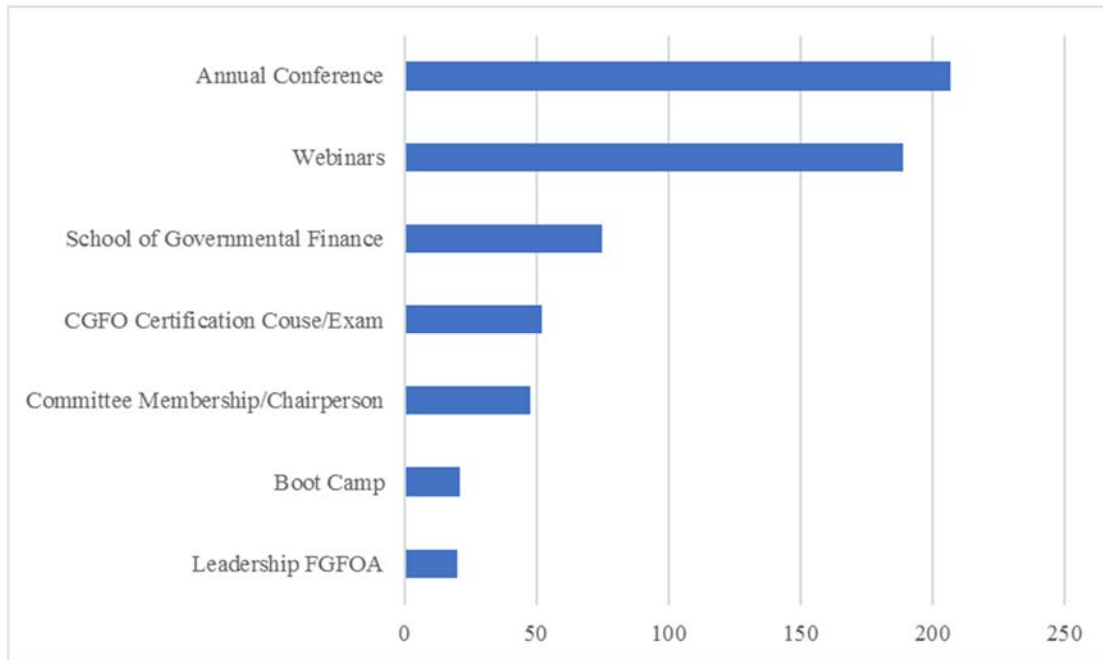




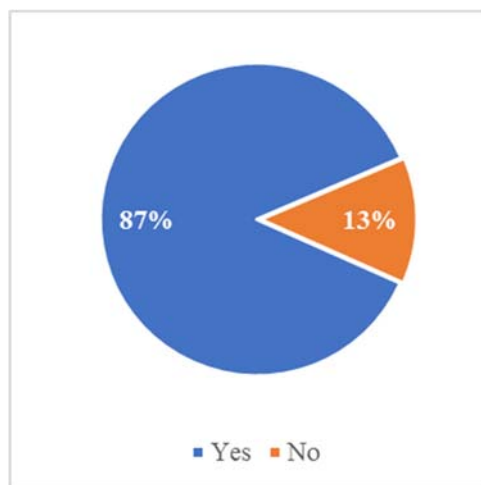
Florida Government Finance Officers Association Board of Directors Task Force 2020-2021

Agenda Item Request

8. Please indicate which of the following you have participated in during the past 3 years:



11. Are you a member of a local chapter?



* 100% of those who responded "No" indicated they have been on a local chapter in the past three years

FGFOA 2020 Member Feedback Survey Comments

2. Do You Feel The FGFOA Meets Your Needs And Expectations For The Following: Member Engagement

	I know you can't control the networking part with COVID. I'm sure you will find ways if this continues.
	I do not see a benefit being a member
	Previous CPE certificate(s) missing or lost or for some other unknow reason which I have not received yet. Can you put all the cpe credits and certificates attached in the FGFOA members' accounts? Hard to get certificates missing in the past. Hope that won't happen this year.
	Under normal circumstances, the networking opportunities are very good. This year is non-typical.
	FGOFA needs to improve customer service.
	The lunches make it possible to meet new people at each meeting and get reacquainted with the ones you have not seen or talked to in a while. The topics covered in the assorted training mediums are good updates without being too cumbersome on the little details but you also have the ability to ask questions specific to your needs
	Typically I am very satisfied with the network. The virus was not the fault of FGFOA.
	More networking via Zoom or other platform would be nice.
	Very timely cost effective training and networking
	I especially love all of the continuing education opportunities to earn my required CPEs.
	I would prefer if meetings were held in the center of the state so that driving from one extreme end of the state to the other wasn't necessary.

4. Do You Feel These Sessions Add To The FGFOA's Overall Value Proposition?

	It's not just a FGFOA issue but the framework of the various finance functions, primary or secondary, and how they relate to each other and other systems leads to disconnected messaging and educational sessions.
	I'm also really liking the webinar version of the conference though.
	I answered yes, but really want to express how much I appreciate the annual conference and various webinars throughout the year. I am attending both the FGFOA and GFOA virtual conferences this year and believe FGFOA's sessions are much better!
	Yes - for relevant and affordable CPE and networking, as well as current events.
	Excellent quality sessions
	Absolutely! The sessions are where we can do the deeper dive into relevant issues!

9. What Current Or New Offering Would You Wish To See The FGFOA Provide In The Future?

	more CPE opportunities that I know you are already working on
	Taxation
	I would like to see continued virtual sessions. It is sometimes difficult for more than one person to attend an onsite conference.
	i think the virtual conference option should always be offered to enable participants to get their CPE more easily

FGFOA 2020 Member Feedback Survey Comments

9. What Current Or New Offering Would You Wish To See The FGFOA Provide In The Future? (Continued)	
	I would like to see you encourage members of the various list serves to participate when questions go out from other members seeking help or advice, often we put things out and receive NO feedback, which in my opinion defeats the purpose of this forum.
	The FGFOA should offer more training for individuals new to the government environment. Programs currently offered like Boot Camp have very limited availability. It should be fairly easy to provide this training online to reach more participants, as well as limited the financial burden that comes with the camps.
	I would like to see more topics that are for the smaller governments. I would also like to see non-traditional topics discussed like Accounts Payable with 1099 guidance, fixed assets, contract management, benefit impacts on budgets, and other non-traditional topics.
	Taxation topics
	I think we should offer outreach at a student level. This could be in the in form of reaching out to the many universities throughout the state to engage and make them aware of serving local governments as a career path. The private industry has benefitted from this type of engagement for years.
	Education related to Accounts Payable (e-payables), Payroll related topics, and standard IRS form requirements for local governments.
	I would like to see more mentoring from the leadership of FGFOA including current and former board members. From where I sit the transfer of knowledge seems to be limited.
	More opportunities for the Boot Camp including offering it virtually. More trainings on grants and grant accounting practices and internal controls.
	I would like to see more webinars. It is very difficult for me to take time to attend meetings, seminars, and conferences.
	I really like the new accessibility for the CGFO. Online exams would be beneficial for those who are very busy and unable to attend in person training sessions and exam. I really like the online conference as well, offered throughout the month.
	webinars are great
	I would like to see more training's towards CGFO exam.
	Training on remote sessions
	More webinars
	The webinars are the most valuable for me. I also appreciate notifications of new guidance.
	I really enjoy the virtual conference. While the in person is great for networking and complete focus, the virtual conference is a great way to allow more staff to attend without the travel expense. I also appreciate the ability to go back and listen to sessions I had to miss. I hope we can figure out a way to offer this as an option going forward. I would not object to an increase in fee since we don't have to pay for travel!
	It has only been two days so far but the Virtual Conference seems to be working well. Certainly the drawback is the lack of personal contact with colleagues from around the state and the networking opportunities that provides. Maybe the Annual Conference could be offered simultaneously, both virtually and in person, as an option in the future. More and more we will see travel restrictions by local governments and the virtual option will still allow the membership to obtain the required training in the various accounting and other issues.
	GOVT. Accounting specific tips, CAFR preparation best practices, excel tips.

FGFOA 2020 Member Feedback Survey Comments

9. What Current Or New Offering Would You Wish To See The FGFOA Provide In The Future? (Continued)	
	More topics on Federal/State Public Assistance management, education on the everchanging policies, etc.
	Some kind of web-based networking, so people could connect, but not have to travel.
	More online classes. This is my first time doing the virtual conference and it has been great.
	I love the monthly webinars
	I would like to see the annual conference offered virtually. It would allow members to attend when travel budgets are tight.
	Keep the webinars going. They are a great way to get CPE in a state that is large. The size of the state makes it difficult for members to get together in-person on a regular basis.
	Capital Assets basic rules, analysis, etc.
	Project management
	Add sessions on leadership or building supervisory competencies
	Investigate costs to offer online testing for the CGFO Program to evaluate feasibility to implement.
	Bring back the quarterly President's Message to members from the old Newsletter days. It was nice to hear what the Initiatives are for the year and the progress the Board and Committee members are making towards those efforts. Recognition of the valuable efforts of our volunteers may help stimulate interest in members to volunteer their time.
	More webinars or other training opportunities. Possibly more scholarship opportunities for education, such as the CGFO, Annual Conference, and/or School.
	I'm a bit surprised during this pandemic when we are all struggling to balance our budgets and dealing with lost revenues, that there are not more networking sessions or webinars talking about what people are doing to calculate and manage their municipality.
	Webinars
	Some personal/ individual income tax presentations.
	Issues (fraud, controls, compliance, etc.) pertaining to telecommuting both in emergency situations and in general. Our office is considering to allow more opportunities to work from home post COVID19.
	More social events to network that focus on certain current topics.
	I would like to see some advanced technical training in Microsoft Excel. Word and Access. I would like to see some type of forum/roundtable discussions on different governments use of the various software used for budgeting and financials. Discussing their experiences and issues they have encountered.
	Volunteer of the year annual award
	Keep working with the digital platforms even though with the review courses and with the boot camps.
	Assistance with how to get COVID-19 reimbursement
	More web-based or quick leadership classes that could be done in a day and more/better promotion of networking opportunity (did not know FGFOA had a webform).
	I really enjoy the monthly webinars and think it's a great way to supplement CPE, especially right now.

FGFOA 2020 Member Feedback Survey Comments

9. What Current Or New Offering Would You Wish To See The FGFOA Provide In The Future? (Continued)	
	Since I am not a CPA I enjoy the budgeting, fraud, leadership, and technology topics the most.
	Perhaps some regional social activities for networking opportunities - after COVID
	Cost containment and revenue development in times of economic stress.
	Having an online study program and exam platform for the CGFO would be very helpful.
	There should be a list of CGFOs published on the FGFOA website. The Institute of Management Accountants publishes the names of CMAs on their website. The state of Florida lists CPAs on their website. Listing the names of people with the CGFO certificate would increase the marketability of the CGFO "brand." This would also help employers verify CGFO certificates and recruit potential employees.
	I really like the virtual conference format. It would be nice to see this offered in the future so we can allow more of our staff to participate. I feel it is extremely important to attend in person for the networking benefits, but some years it is difficult to get away from the office. I also see it as an opportunity to allow more staff from the office to attend since we would not have to spend our budget on travel.
	Managing staff who work remotely
	I would like to see more collaboration with other professional organization. To have a better partnership, where the FGFOA and share with the health and legal associations.
	Continue to stay on top of all the new GASB pronouncements
	I would like to see more leadership offerings.
	They were talking about having more CPE courses available, and I liked that idea.
	The Virtual Conference has been a wonderful idea. It should be something to be considered for the future.
	Would love to see webinars available at a later time as a reference tool. Also consider varying the dates and times. I have two other organizations that also offer webinars at the exact same time and day Thursdays at 2:00.
	I would like to see more networking opportunities in addition to the annual conference and school of governmental finance.
	CGFO CPE webinars
	keep up the webinars- very useful and great speakers!
	I would like to see rolling enrollments for mentoring program. Also, more marketing for local chapters from the state chapter to encourage more engagement for local chapters.
	More virtual conferences in the future, as this is very cost effective for us.
	certification exams and reviews more frequently
	Leadership sessions during the week and not part of the conference. Also, an investment seminar to meet the state statutes.
	boot camp in person needs away more sections.
	Continue with webinars.
	Through their affiliation or relationship with the FL League of Cities, I think some cross-vocational education about the importance of continuous training for Finance Officer's would be helpful. For instance, the City Manager's and City Clerks might publish articles in their newsletters, magazines, or websites about the importance of budgeting funds for training and aligning individual professional goals and organizational goals where possible through support of training that helps toward those goals. In some areas of the State, I think this would be very helpful.

FGFOA 2020 Member Feedback Survey Comments

9. What Current Or New Offering Would You Wish To See The FGFOA Provide In The Future? (Continued)	
	I would like to see seminars in leadership and effective management skills.
	Leadership, unique issues to government accountants, current updates on legislation.
	Financial Statement prep including notes and best practices.
	AI, Excel, GASB 87
	CGFO requires 80 hours over 2 years. This is way to many hours compared to other certifications. I believe you would have more participation if you lowered this requirement.
	I cannot always make the quarterly chapter meetings. It would be nice if there was an option to call-in. I also have not seen many offerings for CGFO Certification Course (which I am extremely interested in) or webinars.
	More AA offered courses
	Lots of webinars.
	Procurement 101 - tips and tricks on how to get a great response from a bank for a banking services RFP. (this should be put on by a bank)
	More webinars.
	Webinar on recent IRS reporting changes for payables (ie., 1099's)
10. What Current Offering Do You Feel Is Lacking And Should Be Changed Or Dropped From FGFOA Programming?	
	Survey questions 5 and 7 are not clear as to what 1-5 stand for. I used 1 as disagree and 5 as agree.
	It would be nice if you all had a repository for most requested documents, as seen from questions on the list serve, i.e. bids for goods and services, help with audit and budget information, linking us to State websites and providing contacts in State agencies like Department of Management Services, or Auditor General, etc.
	Treasury maturity and how to take steps up the maturity ladder
	I have tried to get a spot in the Boot Camp for over 2 years. If there is not enough room for participants to attend this course in person, then virtual classes should be added so that this training is available to people would are "new" to governmental accounting.
	networking opportunities
	The local chapter is where I have the biggest issue. The leadership was nonresponsive to me when I had an issue with a CPE certificate. Multiple emails went unanswered and I finally had to go to the state to get results. That is why I quit the local chapter. If the leadership could be improved there, then there could be more local opportunities for networking.
	none. I think the boot camps are great for new governmental employees. It's just hard getting into them in a timely fashion.
	I'm not fully aware of all of the benefits of the FGFOA. Probably more my lack of time to look into it much but the emails help a lot for me to know what's going on. I have been very satisfied with the conference. Very organized and well done. (This survey wouldn't let me submit unless I put yes for being a local chapter member the past 3 years)

FGFOA 2020 Member Feedback Survey Comments

10. What Current Offering Do You Feel Is Lacking And Should Be Changed Or Dropped From FGFOA Programming? (Continued)

	I believe that finding information on CGFO review materials, available classes, exam dates, etc. is very difficult. I would like to take the exam in the next 12 months and find the availability of information (or lack there of) very frustrating.
	For the CGFO, Annual Conference, and/or School-- Can these opportunities be made virtual for more members to take advantage? What about taking the CGFO online? Can you provide a CGFO Study Course online?
	I think that we should give the CGFO certification to those individuals who are a CPA and who have passed the national GFOA's CPFO certification. I would like to have the certification, but I believe it does not make sense to have to be test yet again.
	I would like to see more outreach to new, less experienced members to make them feel comfortable joining committees, networking events etc. even though they do not have the level of expertise as other members.
	Focus on current government issues.
	Serve lunch at the conferences, seriously. Include it in the price, we'll pay for it.
	Even with the webinars, meeting the continuing education requirements of 80 hours every two years to maintain certification is difficult. Especially in periods of recession, or the present situation with COVID-19 when travel is not an option. I understand CPA's must have 80 hours of CPE every two years but that is often a tough requirement for non CPA's.
	Nothing in particular. The offerings I have seen have been relevant and of high quality.
	Training for people new to the Government. Online, not as a "school" for a limited amount of people.
	More comprehensive training at the School
	None at this time. FGFOA does a fantastic job in keep their profession informed and up to date on things that will affect us.
	None are lacking, I find all areas to be helpful and informative.
	nothing. You all do a great job of surfacing current relevant issues and finding the right person to speak to it.
	Nothing is lacking, just need more people to participate. It is hard to get people to participate. If we offered CPE credits for participation maybe that would help, but I still wonder if a few of the people would still be doing the work and the others just collecting CPE. We need to think of ways we can reward people for their participation and not burn out people who do participate.
	I really enjoyed the online aspect of training for the FGFOA annual conference. I am unable to attend as we are a small entity and our CFO attends every year.
	I think all the current offerings are great and working well however there is a lack of membership engagement.
	The person in charge of boot camp never responded to my emails. I tried to contact her, Karen twice. Never got a response back.
	Some specific topics related to Govt. Accounting to get new people in the profession started.
	More payables best practices.



Florida Government Finance Officers Association, Inc.

Board of Directors - President

2020-2021

Agenda Item

**2020-2021
BOARD OF DIRECTORS**

OFFICERS

President

Jamie Roberson

President-Elect

Shannon Ramsey-Chessman

Secretary/Treasurer

Jonathan McKinney

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: August 28, 2020

Title of Item: Strategic Planning Notes

Executive Summary, Explanation or Background:

These notes taken from the 2020 Strategic Planning session.

Recommended Action:

For information only.

Jamie Roberson

August 19, 2020

Jamie Roberson, President

Date

FGFOA Strategic Planning 2020-2021

May 22, 2020

Roll Call

Welcome and what have you learned from COVID-19

2020 – 2021 BOD focus on Committee Size and Committee Involvement

*Jamie – connect with past Leadership teams to gain members

*Jamie - Need content from Committee Chairs for e-bulletins & Social Media

Ryan Bernal, **Technical Resources Committee**

Wants to add diversity committee members

*RIP – Legislative and Technical Resources Committee work together more closely to collaborate on connected issues

*Melissa – small local government basic resource manual may need to be updated (under Tech Res Com)

*RIP – Promote the small local government basic resource manual on bulletins like a “highlight”

Stephen Timberlake, **Legislative Committee**

*Jamie – can we set-up a Rapid Response Team. Is there a potential budget impact?

*Shannon – the Clerk’s Office has a system in place

*RIP – Develop relationships, Session time is busy, meet FLC staff lobbyists, “Lobby Tools” may cost \$5-7k (information without a stated stance)

*Nicole Gasparri – I can help on some teams and would be no help on others, we’d need to be decisive on who and how this is set-up to be effective

*Jamie – goals for the year - set-up Lobby Tools and set as agenda item for first board meeting with cost, create a presence to meet in Tallahassee with lobbyists, create Rapid Response like Clerk’s Association, cost of meeting added to budget amendment if needed

Mark Parks, **SOGF Committee**

*Jamie – what will the format for SOGF look like

*Mark, planning as if it will go on scheduling speakers confirming if they can do it in person or online. May add some Annual Conference sessions that couldn’t happen to the SOGF schedule. Add recognition event for Lifetime Achievement award and CGFO of the year. Need a time to do this, would Wednesday or a Tuesday night be good. May add a new member orientation.

*Jamie – we don’t yet know entities have budgets and allow travel. May need to discuss if we have a virtual option alongside an in-person option.

FGFOA Strategic Planning 2020-2021

*Nicole Gasparri – it may be too difficult to say at this point if a full week can happen. May need to shorten the in-person to only a few days and one portion to be virtual so planning can be done in advance. This may help with the hotel booking. There may still be travel restrictions in place.

*Paul – The sooner we make decisions regarding the hotel and planning is critical. Broadcasting sessions live for CPE credits may have costs & technical issues involved. A decision to shorten the week would have a significant impact on Staff. Make this decision ASAP.

*Frank – We may not be able to meet in person in the same way due to county restrictions

*Jamie – staff gather information for next Friday's call regarding cancelling and/or shortening SOGF. How can the hotel assist with Social distancing? Will people have to wear masks?

Rebecca Schnirman, **Education & Webinar Committee**

* Rebecca - Already reached out to current committee members to get topics for next year. Cindy Emshoff will be her assistant for this year as her baby is coming soon. Will continue having 1 webinar per month.

*Paul – looking into purchasing FGFOA GoTo Webinar account to accommodate more options.

Lorrie Simmons, **Member and Leadership Development Committee**

*Lorrie –Will we have Leadership 2021? Will it be the same members approved for class five?

Wants to development 2 subcommittees.

1 Diversity – Send survey to members to see what organizations they are a part of so a subcommittee can analyze and invite their members to attend our events.

2 Focus on Talent Management building Leadership skills – work with Edu & Webinar committee to add Leadership Development classes, or track, to help those who want to develop their skills. – soft skills, conflict management, developing technical skills, good communication.

*Lorrie – coaching program falls under Talent Management and will continue. Need to evaluate.

*Nicole Gasparri – we may need more of a commitment from the Coachee and structure the program. We may need to transition the program. Clarify what the Coachee needs.

*Jamie – Engagement is key – read books together. Leadership – maybe we can give them first right of refusal. Their organization may no longer be committed to the fees.

*Paul – yes, first right of refusal. Will we plan to do a Leadership event next Spring.

*Jamie – recommends having Leadership in Spring 2021. Will of the Board is for the Class V attendees to have first right of refusal.

*Lorrie – Emerging Leaders is not on the radar. Previously recruited committee members from it. May need to use Zoom or Teams for virtual option or a live event to continue engagement. Use creativity.

*Jamie - RECAP: continue to evaluate coaching and emerging leaders, 2 subcommittees, possible 3 for Emerging Leaders

FGFOA Strategic Planning 2020-2021

May 29, 2020

Roll Call

*Jamie – All Committee Chairs - Please lay out your goals and challenges for the upcoming year.

***Matt Misco, Certification Committee**

Determine how SOGF will continue and how we can give CGFO tests for our members. Will our Spring locations be available/open? May need to proceed with testing centers. Expand list of speakers & Moderators to fill review & test sessions – seeking committee engagement. Recertification tracking system. Database of continuing education courses.

*Olga – May need to extend the years/time allowed for testing since some testing was missing

*Ken Burke – I can help get a testing site in Pinellas County.

*Frank – We may want to increase the cost of the exam to cover the cost of using a testing exam.

*Frank DiPaolo – Maybe local chapters can subsidize the cost of testing for their members.

*Olga – GFOA does online testing on their computers.

*Jamie – Should we task the committee with finding out what GFOA is doing, find locations, get the cost?

*Shannon – Some people may not want to go to a testing site. So any and all options are important. Maybe we need a combination of options available.

*Frank – Suggest ad hoc committee to help.

*Matt Misco – The committee can explore all options.

*Paul – Work with Karen because the League is looking at purchasing online testing options.

Sharon Almeida, Conference Host Committee

She will talk to prior chairs about updates to the Policies and Procedures Manual. Looking at filling the sub-chair positions. She needs a deadline of events.

*Jill – I will send the timeline to you.

*Shannon – Would like to see us do something offsite to show the beauty of the area.

*Rip – Talk to local commissions, commerce, convention bureau for offsite locations.

*Nicole Gaspari – Black Box Theatre is great but not sure of their capacity. Miser Park is good too.

*Rebecca Schnirman – My department runs the Morikami Museum and have the South County Regional Park with sunset cover amphitheater in West Boca. We also have Osprey Point Golf Course.

*Ryan – In the summer Baseball is a great option in the Barlow stadium. Ballpark of the Palm Beaches, Rodger Dean Stadium or Marlins game.

Nicole Jovanovski – Conference Program Committee

A Challenge has been the size & make-up of the committee which impacts topics presented to the Board for consideration and limits ability to get sub-committee chairs. The speakers can also be difficult to find if the committee is highly vendor based. May need to do a call for topics and speakers from our member base.

FGFOA Strategic Planning 2020-2021

- *Jamie – may want to send out a survey to our members to gather this information.
- *Jill – Cognito form is available for this.
- *Lorrie – NGMA does a call for topics as well as request for speakers annually.
- *Lorrie – We may want to ask Local Chapter Presidents for engagement on this topic.
- *Sharon – Karen may be able to share list of speakers from Palm beach Gardens that may help Nicole.
- *Nicole – I need direction on whether we want to focus on soft skills this year or go another direction. Are we adding a separate track?
- *Jamie – Feel soft skills may need to go under Leadership.
- *Frank – Room space is an issue with another track.
- *Paul – Meeting space is very limited at Boca. We will need to let Meeting Planners know asap.
- *Bryan – Weaving it into another track is a good option because another room requires additional tech.
- *Shannon – Agree with not having another track for logistical reasons but also due to COVID. The topics coming from our members will be interesting. Membership may be more focused on technical things, less on soft skills. CARES Act may be a hot topic. People may need them for CPE credit.
- *Frank – Our moderators may need to get them more involved in the session and discussions.

Membership Engagement

- *Jamie – I think this is key in every aspect such as asking for topics & speakers and working with Local Chapters.
- *Lorrie – We need to talk up FGFOA to other associations that we're involved in.
- *Nicole Gasparri – people are engaging with a video more than an email. Use Social Media with videos.

Service Delivery and How FGFOA Does Business

- *Ken – Human interaction is still important and hope we don't go too far into technology.
- *Shannon – Options and respect avenues that people have comfort with – younger people like technology (Zoom) and virtual learning without having to travel. Some people still need personal face-to-face interaction. Hearing from the membership is important.
- *John McKinney – Agree with involvement of people. Blend more webinars along with Annual Conference – maybe as a 2 day mini-session.
- *Bryan – Flexibility & Options
- *Frank – Look to new ways to expand outreach efforts
- *Rip – concerned about cost to our members to attend conference and attendance numbers. We need to be aware of our low attendance numbers in regard to the hotel contract.
- *Nicole Gasparri – Identify what the “value add” is for a varied group of people

FGFOA Strategic Planning 2020-2021

*Kelly – Ask speakers to use an app for questions and responses up on the screen for interaction. It helps with accountability and socialization for introverts. Would like to increase technical skills of her employees and FGFOA attendees.

*Jamie – Let's create Ad Hoc committee who can coordinate the pool to the membership and give Board options on how to proceed.

*Frank – We may need to go on talking to key people in person / on the phone.

*Jamie – We need to update our vision and branding. We need to market FGFOA and do things differently.

*Frank - What is the image we want to portray to our members?

*Rip – We could use Teams for a video call with Chapters to get ideas on how to engage on the local level. We need an expert on Wild Apricot.

*Jamie – John McKinney and Frank DiPaolo will head this ad-hoc committee. Looking for engagement and direction from the membership to provide direction for services and expectations of our members. Nicole Gasparri and Lorrie Simmons will also participate. We may need a separate email asking for additional members for the “Membership Engagement Ad Hoc Committee”.

Communication and Information Dissemination

*Jamie – you need to see an item 7 times before it creates interaction. Do we want to try the app or texting? Do we want to bring the newsletters back? Considering a newsletter after each Board meeting where the committee chairs are required to turn in their summary within 2 business days. Consider a “message from the President”, committee chair update, future dates covering the next quarter.

*Nicole Gasparri – add a quick video from President to create another way to engage.

*Nicole Gasparri – Can we do a Facebook live event?

Budget

*Paul – Will plan on in-person Leadership, SOGF and Annual Conference. Local Chapters are looking for ways to do Webinar based options. We may need to use some profits from Virtual Conference to subsidize SOGF or Leadership.

*Jamie – Paul, please look at buydown rate for SOGF. Need to proceed buying Webinar Software License and Lobby Tools. We'll work to add more webinar-based training.

Chapter President Support

*Jamie – need help with membership database management and virtual chapter meetings.

*Nicole Gasparri – may need an ad hoc committee to help with Local Chapter support and engagement.

*Bryan Cahen – not all members of local chapters are FGFOA members

FGFOA Strategic Planning 2020-2021

Board Meeting Dates

- Wednesday, June 24, 2020 at 2:00 pm via Teams
- Friday, August 28, 2020 at FLC Orlando Office, Thursday dinner
- Wednesday, October 28, 2020 lunch at Luminary Hotel at SOGF
- Friday, February 5, 2021 at FLC Orlando Office, Thursday dinner
- March, 2021 in Orlando will coordinate with Leadership 2021 dates
- Friday, June 11, 2021 Annual Conference



Florida Government Finance Officers Association, Inc.

Board of Directors - President

2020-2021

Agenda Item

2020-2021
BOARD OF DIRECTORS

OFFICERS

President
Jamie Roberson

President-Elect
Shannon Ramsey-Chessman

Secretary/Treasurer
Jonathan McKinney

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: August 28, 2020

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.

Based on the information above, I am recommending the Audit Committee consist of Ken Burke (Past President), Jonathan McKinney (Secretary/Treasurer), and Bryan Cahen (At-Large member of the Board of Directors).

Recommended Action:
Board Approval

Jamie Roberson

August 19, 2020

Jamie Roberson, President

Date



Florida Government Finance Officers Association, Inc.
Board of Directors – Executive Director
2020-2021

Agenda Item

**2020-2021
BOARD OF DIRECTORS**

OFFICERS

President

Jamie Roberson

President-Elect

Shannon Ramsey-Chessman

Secretary/Treasurer

Jonathan McKinney

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: August 28, 2020

Title of Item: 2020 Annual Conference Meeting Fee

Executive Summary, Explanation or Background Information on Request:

Under the current meeting management agreement between the FLC and FGFOA, the FLC is compensated at a rate of \$25.00 per paid annual conference registration. FLC staff registered 171 participants prior to the decision to cancel the in-person and move to a virtual conference. FLC staff then registered 671 participants for the “Virtual” annual conference. Additionally, meeting planning staff registered 87 vendors when the decision was made to cancel. As an example, the 2019 conference had 1,287 participants resulting in payment for meeting planning services of \$32,430. FLC has not charged the FGFOA for these services as the agreement does not specifically provide for compensation for Virtual conference planning services.

Under another agenda item, there is a proposal to amend the meeting management agreement to cover “Virtual” events. The proposed fee for virtual events is \$10.00 per registrant.

Recommended Action:

Discussion/Approval of compensation to FLC for “Virtual” meeting management services

Paul Shamoun

August 20, 2020

Date



Florida Government Finance Officers Association, Inc.
Board of Directors – Executive Director
2020-2021

Agenda Item

**2020-2021
BOARD OF DIRECTORS**

OFFICERS

President
Jamie Roberson

President-Elect
Shannon Ramsey-Chessman

Secretary/Treasurer
Jonathan McKinney

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: August 22, 2020

Title of Item: Administrative Services Agreement

Executive Summary, Explanation or Background Information on Request:

The FGFOA has an agreement with the Florida League of Cities (FLC) to provide administrative services. In recognition of the increased requirement on FLC staff, FLC is proposing a change in the administrative services agreement to increase the fee from \$115,000 to \$125,000. The agreement will be for three years and has an automatic 3% increase.

The ending date is June 30, 2023, which will line this agreement up with the meeting management agreement.

Recommended Action:

Approval of proposed agreement

Paul Shamoun

08/22/2020

Date

**ADMINISTRATIVE SERVICES AGREEMENT
BETWEEN
THE FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
AND
THE FLORIDA LEAGUE OF CITIES, INC.**

The parties of this Agreement are the Florida Government Finance Officers Association, Inc., hereinafter referred to as the "FGFOA" and The Florida League of Cities, Inc., hereinafter referred to as the "League".

The purpose of this Agreement is the provision of professional and support services, with discretion and confidentiality, by the League to the FGFOA as agreed to and entered into and more fully described in the Work Plan attached hereto as Exhibit A

The term of this Agreement shall commence on July 1, ~~2018-2020~~ and expire on June 30, ~~2021-2023~~ upon being duly executed by the authorized representatives of each party.

Either party to this Agreement may terminate this Agreement at anytime, without cause, by giving written notice to the other party at least one-hundred and twenty (120) days in advance of the intended date of cancellation. The FGFOA has the right to terminate this Agreement for cause, provided (1) thirty (30) days written notice is given to the League stipulating the reasons for the termination, and (2) the League has the right to meet with the FGFOA Board of Directors to discuss the termination prior to the effective termination date; however, the decision of the FGFOA Board of Directors shall be final. Notwithstanding the provisions herein, both parties may terminate this Agreement at any time upon mutual consent.

In the event of termination, all Reasonable Expenses incurred by the League for the provision of services authorized by this Agreement through the date of termination shall be the responsibility of the FGFOA. Any funds held by the League for the benefit of the FGFOA shall be returned to the FGFOA upon termination of this Agreement.

The attached Work Plan shall be reviewed and updated by the FGFOA with any modifications noticed to the League in writing at least thirty (30) days prior to the beginning of the year to which they apply. The League shall have the opportunity to respond to the modifications with a revised cost proposal as may be required. With the consent of both parties, the Work Plan may be modified at any time.

The location of the FGFOA office shall be the League's headquarters office, presently located at 301 South Bronough Street, Suite 300, Tallahassee, Florida, or such other location that is mutually agreeable to both parties. Office hours and business days shall coincide with those of the League.

The League shall designate an employee of the League to serve as the FGFOA executive director. Such designation shall be subject to the approval of the FGFOA Board or Directors. This individual shall be actively involved in the affairs of the FGFOA in serving as the League's principal liaison to the FGFOA. The FGFOA executive director shall serve as the registered agent for the FGFOA. This individual shall be knowledgeable of governmental finance issues.

The League shall be an independent contractor to the FGFOA. Neither the League nor any of its employees or assigns shall be considered employees of the FGFOA within the purview of any worker's compensation and/or social security laws or regulations, or in any other regard. The League agrees to indemnify and hold harmless the FGFOA from and against any claim for payment made by any government agency or authority, for withholding income taxes, social security payments, worker's compensation payments, or similar payments based on the assertion that any employee of the League or its assigns, was or is an employee of the FGFOA.

The League may assign certain obligations under this Agreement, provided such assignments have been authorized by the FGFOA Board of Directors.

The FGFOA acknowledges the League may contract with other entities for the provision of professional services. The League shall disclose in writing to the FGFOA President the name of all other entities for which the League has been retained and the scope of services to be provided to those entities. In the event that the fulfillment of or compliance with the terms and conditions of this Agreement conflicts with or is deemed to be in conflict with or results in a breach of the provisions of any services agreement with another entity, the League shall immediately notify the FGFOA President in writing, requesting an acknowledgment of the League's disclosure or requesting a modification of the terms and conditions contained herein, or such other mutually agreeable remedy including, but not limited to, the termination of this Agreement.

The FGFOA may request the League to perform additional services relating to the administration or the development of its programs or services. Such additional duties and *consideration mutually* agreed to by the FGFOA and the League shall be set forth in a written addendum to this Agreement.

In return for the services, as outlined in the Work Plan, referenced as Exhibit A, the FGFOA agrees to pay the League, as outlined in the Schedule of Fees and Expenses, referenced as Exhibit B.

This Agreement may be modified as deemed necessary upon the mutual consent of the League and the FGFOA. With the written consent of both parties, additional funds may be provided by the FGFOA and additional services performed by the League under this Agreement. Such modifications must be incorporated into this Agreement as revisions to Exhibit A, the Work Plan, and Exhibit B, the Schedule of Fees and Expenses, as appropriate.

This Agreement supersedes and terminates, as of the date hereof, all prior contracts between the League and the FGFOA relating to professional and support services provided by the League to the FGFOA.

| The effective date of this agreement shall be July 1, ~~2018~~2020.

IN WITNESS WHEREOF, the undersigned, being the duly authorized officers of the FGFOA and the League, have set their hand and seal.

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Date: _____

~~Linda Howard~~Jamie Roberson
President

Attest:

Date: _____

~~Shannon Ramsey-Chessman~~Kent Olson
President-Elect

THE FLORIDA LEAGUE OF CITIES, INC.

Date: _____

Michael Sittig
Executive Director

Attest:

Date: _____

Jeannie Garner
Deputy Executive Director

EXHIBIT A WORK PLAN

A. General Administration

The League is to provide professional, support, and secretarial services to satisfactorily meet the FGFOA's needs.

Services

- Provide administrative support to the FGFOA President, officers, directors, committee chairs, chapters and others in conducting the affairs of the Association.
- Provide a business location, mailing address and telephone services for the FGFOA through the League's headquarters office.
- Designate an employee of the League to serve as the FGFOA executive director, who will also be the registered agent for the FGFOA. The FGFOA executive director will be subject to the approval of the FGFOA Board of Directors.
- Periodically participate in a performance evaluation of the services provided.
- Coordinate and provide administrative support to standing and ad hoc committees.
- Prepare and distribute notices and agendas of all Board and committee meetings.
- Distribute agenda packets of all Board meetings at least 10 days prior to the meeting date.
- Maintain FGFOA stationary and the official records of the FGFOA.
- Attend all meetings of the Board of Directors and attend committee meetings as requested by the President.
- Prepare, maintain and distribute minutes within 21 days of the Board meeting and to have available in the Agenda Book of the next Board meeting.
- Assist in the development of informational handbooks for committee chairs and chapter presidents, as necessary.
- Comply with all requirements of the FGFOA bylaws and policies and procedures, and assist officers, directors and committee chairs in complying therewith.

B. Membership

The League is to assist the Board and provide for a continuing effort to promote and retain membership in FGFOA. Such services generally include the maintenance of a current membership list and online directory with accurate contact information and membership records.

Services

- Maintain current membership files.
- Initiate contacts with prospective members.
- Process membership renewals and maintain member profiles.
- Provide new members with a welcome letter.
- Provide communications to members on an as-needed basis.
- Maintain membership information for the online membership directory.
- Notify non-renewing members and follow procedures for their removal from membership lists.
- Distribute e-bulletins, or other online services to the membership.
- Maintain and administer online List Serves as approved by the Board of Directors.

C. Technical Assistance

The League is to generally provide support services and assist in coordinating the efforts of the technical resources committee.

Services

- Respond to member inquiries regarding technical assistance needs.
- Develop and maintain a technical reference library.
- Serve as a liaison for technical resources available through the national Government Finance Officers Association.

D. Publications

The League is to publish and distribute electronically quarterly FGFOA newsletters, the annual online membership directory, and such other publications as may be recommended by the committees and approved by the Board of Directors.

Services

- Provide general assistance and advice regarding publications of the FGFOA
- Assist in the drafting and solicitation of news items of interest to the FGFOA membership.
- Prepare layout, edit, proof, reproduce and distribute the online newsletter.
- Maintain an online annual membership directory

E. Meeting Planning & Administration

The League is to assist the FGFOA in arranging approved webinars, one-day seminars, meetings of the Board of Directors, CGFO review sessions and exams, and meetings of FGFOA committees, as requested. It may be necessary for the League to coordinate with another firm in providing meeting planning services for the FGFOA Annual Conference and School of Governmental Finance, even though the other firm will be responsible for this event. The League will identify such coordination responsibilities in writing with an acknowledgment provided by the FGFOA President. Services to be provided by the League herein will generally include assistance with advance meeting notices, logistical and meeting facility arrangements and other support services relating to meeting coordination.

Services

- Recommend and secure suitable meeting sites and facilities pursuant to established criteria.
- Negotiate and contract with selected hotels or other meeting facilities on behalf of the FGFOA.
- Attend planning meetings as requested by the authorized FGFOA representative.
- Prepare and recommend an operating budget for each meeting event involving revenues and expenses.
- Provide assistance to the FGFOA committees in securing speakers and confirming their participation.
- Provide assistance to the committees in arranging and securing meeting functions and related activities.
- Design, develop and distribute promotional and advance registration materials for meetings.

- Prepare badges, handouts, registration lists, signs, continuing professional education forms, evaluation questionnaires, and other related materials.
- Secure CPE designations from the State Board of Accountancy and NASBA as required.
- Develop and maintain background and evaluative information on speakers involved in FGFOA events.
- Provide on-site management of meetings with sufficient staffing as approved by the Board of Directors.
- Prepare post-meeting management reports with sufficient information to properly evaluate event.
- Provide assistance and coordination of exhibitors for the annual conference, including the preparation of such correspondence as may be required.
- Secure quotes for cancellation insurance for the School of Governmental Finance and the Annual Conference each year and purchase policy, if approved by the Board.

F. Accounting and Financial

The League will be responsible for the day-to-day financial management of the FGFOA in accordance with the Procedures for Transacting, Recording and Reporting of FGFOA Financial Activity, adopted by the Board of Directors.

Services

- Maintain records of all cash receipts, make all deposits of incoming cash and provide adequate information on cash receipts to the FGFOA Secretary/Treasurer.
- Prepare quarterly financial reports and work with the FGFOA Secretary/Treasurer to facilitate a quarterly review of financial transactions. Distribute financial reports within 60 days after the close of the quarter.
- Process payables and disbursements and reconcile bank statements.
- Assist in the preparation of the annual operating budget as required.
- Prepare, or have prepared, with the consent of the FGFOA Secretary/Treasurer, all tax returns as required by applicable law.
- Manage the FGFOA investment program in accordance with the FGFOA's Statement of Investment Policy, adopted by the Board of Directors.

G. Financial Audit

At the direction of the Board of Directors, the League shall arrange for an annual independent audit of FGFOA financial activities, including the Annual Conference and the School of Governmental Finance. A qualified independent auditor selected by the FGFOA shall perform such audit. Costs associated with the annual audit shall be the responsibility of the FGFOA, with the exception of normal and routine staff support services provided by the League in connection with such audit.

H. Legislative and Intergovernmental Coordination

The League shall provide assistance to the FGFOA by monitoring, coordinating, and reporting on state legislative and intergovernmental issues of interest to the FGFOA membership.

Services

- Assist in serving as an informational resource on legislative matters.
- Monitor legislation affecting governmental finance and financial affairs.
- Provide assistance to the FGFOA in developing contacts.
- As needed, identify appropriate finance experts from the FGFOA membership and coordinate their appearances and testimony at legislative committee meetings and hearings.
- Coordinate the legislative and intergovernmental activities of the FGFOA with those of organizations with mutual or similar interests.
- Develop and maintain a membership contact system to facilitate the timely dissemination of information.

I. Professional Certification Program

The League shall provide general administrative assistance to the FGFOA in support of the Certified Government Finance Officers (CGFO) program.

Services

- Assist in the preparation and dissemination of information regarding the program.
- Maintain requirements and member records on continuing professional education credits.
- Notify committee chair when certificate holders are out of compliance, i.e., fail to maintain active membership or fail to submit any of the requirements for re-certification within the prescribed timeframes.
- Send non-compliance letters in accordance with program guidelines.
- Process certification applications in accordance with program guidelines.
- Assist in scheduling review courses and testing at the School of Government Finance in the fall, as well as testing at various locations across the state in the spring and grading tests results.
- Develop and prepare CGFO award certificates.
- Develop and maintain online renewals, ethics test and other functions, as requested.
- Facilitate CGFO webinars as needed for review courses.
- Assist in scheduling review courses and administer testing.

J. Web Site and Social Media

The League shall provide assistance in the development and maintenance of the FGFOA website and shall provide general administrative assistance in support of information technology objectives and enhancements. The League shall also monitor and utilize social media platforms to communicate with the membership and promote FGFOA events.

Services

- Assist in the development of the website which includes: providing feedback to the Board regarding the contents of the website, coordinating and processing the requested information for inclusion.

- Perform the necessary maintenance on the website including the following: update the membership database, revise the calendar to reflect upcoming FGFOA related events, update the newsletter section as new issues are released, and other tasks as appropriate.
- Provide on-line registrations for the Annual Conference, School of Governmental Finance, webinars and one day seminars as necessary.
- Provide on-line voting for the FGFOA's annual election or bylaw amendments, as necessary.
- Create, facilitate and monitor FGFOA social media platform including, but not limited to, Facebook, LinkedIn and Twitter.

K. Webinars

- Provide administrative and technical support for 6-8 webinars per year to the members.
- Facilitate the registration and implementation of the webinars including practice sessions and live sessions.

L. Exhibitor

The League shall provide general administrative assistance to the FGFOA to secure Exhibitors for the Annual Conference.

Services

- Maintain an Exhibitor database.
- Contact and confirm Exhibitors, including necessary follow-up contact.

M. Other Services

The League shall provide general assistance in the development of new programs and services to assist the FGFOA membership. In addition, the League will coordinate support services to local chapter organizations, and provide coordination between the FGFOA and the GFOA regarding mutually benefiting programs and services.

Local Chapter Organizations

- Maintain information on local chapter organizations.
- Distribute mailing lists and provide general assistance to local chapter organizations.
- Coordinate chapter officers' training session.
- Maintain required general and financial information submitted by local chapter organizations.
- Work with the Chapter Liaison Officer and with the Secretary/Treasurer on an annual basis to coordinate various tax and insurance matters and to obtain chapter financial data needed for tax filings.

GFOA Liaison

- Develop and maintain current information on various GFOA recognition, awards, and certificates for budget and financial reporting.
- Assist in the coordination of GFOA programs, services and seminars of interest to FGFOA members.
- Participate in GFOA activities through attendance at conferences, seminars and other meetings authorized by the FGFOA Board of Directors.

- Provide notification to the President at least 60 days prior to the expiration of the GFOA State Representatives' terms.
- Assist the President in the appointment of GFOA State Representatives.
- Coordinate FGFOA reception at GFOA annual conference

Leadership FGFOA

- Provide services in administering the Leadership FGFOA program, including coordination of speakers, hotel facilities, programming, promotion, communication with the class attendees and on-site staffing.

Florida Government Finance Officers Association, Inc.

| Jamie Roberson~~Linda Howard~~
President

| Shannon Ramsey-Chessman~~Kent Olson~~
President-Elect

THE FLORIDA LEAGUE OF CITIES, INC.

Michael Sittig
Executive Director

Jeannie Garner
Deputy Executive Director

EXHIBIT B

SCHEDULE OF FEES AND EXPENSES

Section I - Fees

The League will perform all services, as mutually agreed to, as outlined in the Work Plan, referenced as Exhibit A. The annual retainer fee for professional and support services performed by the League shall be the following payable in an amount equal to one-fourth of the annual amount, and payable on June 30, September 30, December 31, and March 31 for each year the Agreement is in effect.

The Fee for ~~2018-2019~~2020-2023 is ~~\$115,000~~\$125,000. Fees for the next ~~two~~three years will increase annually by ~~two~~three percent (~~2~~3%).

Section II - League Employees at Educational Events

Two League employees can attend each one-day seminar or webinars for purposes of education with no registration fees (does not include employees as FGFOA staff).

Two League employees can attend the School of Governmental Finance with no registration fees (does not include employees as FGFOA staff).

Two League employees can attend the Annual Conference with no registration fees (does not include employees as FGFOA staff).

The League shall receive two premium booths at the Annual Conference with no fee.

Section III- Out-of-Pocket Expenses

The League, or its authorized assigns, shall be entitled to receive reimbursement for eligible out-of-pocket expenses reasonably and necessarily incurred by it in the performance of its duties as described herein, provided such expenses are appropriately documented by the League and authorized for payment by the FGFOA Secretary/Treasurer. Certain out-of-pocket expenses of the League will be included in the annual retainer and will not be eligible for reimbursement by the FGFOA. Reimbursement for eligible expenses will be requested periodically for costs advanced by the League. In addition, certain expenses may be payable directly by the FGFOA and will not be applicable for reimbursement purposes

Statements for reimbursable expenses of the League may be submitted to the FGFOA Secretary/Treasurer no more frequently than monthly. Individual reimbursable expenses, exceeding \$500, shall be paid within ten (10) days after receipt, unless the FGFOA Secretary/Treasurer notifies the League of any disputed items and the nature of such objection. Disputed amounts will be resolved in a timely manner and settlement made by mutual agreement of both parties. The undisputed portion of the League's request for reimbursements shall be paid in accordance with the requirements herein.

Section IV- Reasonable Expenses (Defined)

This term shall be deemed to incorporate the pro-rata annual fee as defined herein divided by 365 multiplied by the number of days consumed in performing services defined in "Exhibit A" attached hereto plus eligible out-of-pocket expenses defined herein.

Eligible Out-of-Pocket League expenses include the following:

- U.S. Postal charges
- Courier delivery services when provided at the convenience and at the request of a FGFOA officer, board member, or committee chair
- External printing costs associated with FGFOA publications and announcements

- Reasonable and customary travel expenses of the FGFOA executive director, and/or other designated League representative, when approval is obtained in advance by a FGFOA officer, board member, or committee chair to attend FGFOA meetings
- Supplies and other expenses identified in an operating budget approved by the Board of Directors, which are for and reported separately to the Board of Directors
- Supplies used by the League relating to the sale of FGFOA products or services
- Similar Out-of-Pocket Expenses

Ineligible Out-of-Pocket League Expenses include the following:

- Capital costs for office space, furniture, equipment, computer software or internal supplies. Rents for office space or for office equipment
- Consulting or other professional services, except legal and auditing services contracted for directly by the FGFOA
- Local and long distance telephone services including normal and customary transmissions, with the exception of conference calls requiring operator assistance
- Reproduction or copy charges used for internal purposes
- Other allocated overhead or indirect charges
- Similar Out-of-Pocket Expenses



Florida Government Finance Officers Association, Inc.

Board of Directors – Executive Director

2020-2021

Agenda Item

**2020-2021
BOARD OF DIRECTORS**

OFFICERS

President

Jamie Roberson

President-Elect

Shannon Ramsey-Chessman

Secretary/Treasurer

Jonathan McKinney

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: August 22, 2020

Title of Item: Meeting Management Agreement

Executive Summary, Explanation or Background Information on Request:

The FGFOA has a separate agreement with the Florida League of Cities (FLC) to provide meeting management for the Annual Conference and School of Governmental Finance. FLC is not proposing any changes in fees charged for these services, however, we are proposing an amendment to the agreement to cover “Virtual” meeting planning services. The proposed fee is \$10.00 per paid registration.

The ending date is June 30, 2023, which will line this agreement up with the administrative agreement.

Recommended Action:

Approval of proposed agreement

A handwritten signature in black ink, appearing to read 'Paul Shamoun', is written over a horizontal line.

Paul Shamoun

08/22/2020

Date

MEETING MANAGEMENT AGREEMENT

THIS AGREEMENT, made and entered into this ~~15th~~ 1st day of ~~June~~ July, ~~2018-2020~~ by and between the Florida Government Finance Officers Association, Inc. (herein "Association") and Florida League of Cities, Inc (herein "Meeting Management Firm").

The purpose of this Agreement is the provision of professional meeting management services, with discretion and confidentially, by the League to the FGFOA as agreed to and entered into and more fully described in the Work Plan attached hereto as Exhibit A

FIDUCIARY RESPONSIBILITIES: The Meeting Management Firm shall conduct the affairs of the Association in the same manner and standard of care as the Meeting Management Firm conducts its own affairs. The Meeting Management Firm will be responsible for establishing a separate banking account for the conference and shall be responsible for the deposit of all sponsorship, exhibit, registration or other receipts related to the conference into that account. The Meeting Management Firm shall maintain records of all cash or cash equivalents, make all deposits of incoming receipts in a timely manner, and shall disburse payments pursuant to the contractual requirements herein in accordance with such reasonable guidelines established by the Association.

RECORDS: Any records of the Association in possession of the Meeting Management Firm shall be maintained in a safe manner. Checks, currency, check books, certificates and other evidences of investments shall be stored in file drawers except when in use during business hours and shall be maintained in a manner that minimizes the risk of loss due to casualty or theft.

All records of the Association shall be open to inspection by Association representatives with proper authorization of the Association's Board of Directors and advance notice. Such fiscal records shall be subject to any financial audit authorized and paid by the Association. The Meeting Management Firm shall cooperate in all respects with the audit requirements of the Association.

All bills and records of the Association whether originated by the Association or the Meeting Management Firm shall be the property solely of the Association and shall be delivered to the President or designated representative of the Association on the date this agreement is terminated.

Meeting records and all other records, within the last year of a current nature pertaining to conventions and meetings are referred to as "fiscal information" and will be immediately delivered to the Association upon request. These records shall be maintained by the Meeting Management Firm in a manner, which minimizes the risk of loss from casualty or theft. The term "fiscal information" shall also include canceled checks, forms, committee meetings and record of registration fee payments during the last three years. The meeting management firm will not dispose of any records in its possession within the timeframes referenced above, except upon the express approval of the Association's Board of Directors.

OWNERSHIP: The Association and the Meeting Management Firm each acknowledge that the ownership of all records of the Association is the property of the Association and upon termination or non-renewal of the Meeting Management Agreement, all records will be promptly returned to the Association. The Meeting Management Firm may make copies of routine records to be retained by the Management Firm.

OFFICE LOCATION: The office location is 301 South Bronough Street, Suite 300, Tallahassee, FL 32301

CONFIDENTIALITY: The Meeting Management Firm shall treat as confidential all fiscal information and shall use reasonable discretion in discussing convention and other matters of record

relating to the Association. Any information received concerning the internal operation of a member of the Association shall be deemed confidential.

INSURANCE: Association and Meeting Management Firm each shall carry adequate liability insurance protecting itself against claims arising from any activities conducted during the contracted term. Special event insurance will be the responsibility of the Association. The Meeting Management Firm may request verification of adequate liability and special event insurance from the provider of these services.

MEETING PLANNER: The Meeting Management Firm is authorized to designate an employee as Meeting Planner of the Association, subject to the approval of the Association's Board of Directors. The Meeting Planner and the Meeting Management Firm shall represent the Association with honor, dignity and integrity and in the event of any change in the Meeting Planner, the Meeting Management Firm shall promptly communicate with the Association to avoid any interruption of service in any manner.

INDEMNIFICATION: Each party shall be responsible for its own acts and will be responsible for all damages, costs, fees and expenses which arise out of the performance of this Agreement and which are due to that party's own negligence, tortuous acts and other unlawful conduct and the negligence, tortuous acts and other unlawful conduct of its respective agents, officers and employees.

The right to indemnification shall survive the termination of the contract for claims arising during the term of the contract.

CANCELLATION: Either party may terminate this agreement after giving 120 days written notice. Compensation to Meeting Management Firm shall cease upon termination.

REVIEW: The meeting planner shall be evaluated 30 days after the School of Governmental Finance and 30 days after the Annual Conference. The President of the FGFOA may appoint a committee to evaluate the services of the meeting planner.

ARBITRATION: Any disagreement that cannot be resolved by discussion, negotiation or compromise will be subject to arbitration pursuant to the uniform arbitration statute of the State of Florida and the venue for any hearing shall be in a central location to Meeting Management Firm and the Association. Each party shall bear its own costs and expenses arising out of the arbitration, except that the arbitrator's charges shall be assessed against the losing party. Arbitration shall not be binding on the parties of this agreement.

AUTHORIZED REPRESENTATIVE: The Meeting Management Firm will respond to the President of the Association or his or her designated individual as authorized representative of the Association.

TERM: The term of the Agreement is from ~~August~~ July 1, ~~2018-2020~~ to midnight on June 30, ~~2021~~ 2023.

COMPENSATION: Contract Payment Schedule is as follows: \$30 per conference registrant from registration fees for Annual Conference and \$25 per conference registrant from registration fees for School of Governmental Finance. Should either event offer a virtual registration option, either in lieu of a face-to-face conference or in addition to, the fee will be \$10 per paid virtual registrant for each event. No fee will be charged for refunded registrations.

The Association may expand upon the responsibilities and duties of the Meeting Management Firm should the need arise and shall provide additional compensation for such services and duties on mutual agreement by both parties.

Association shall give Meeting Management Firm written notice of any failure by Meeting Management Firm to perform its duties hereunder specifically identifying the deficiency and the performance required of Meeting Management Firm to cure such default. Association may terminate this agreement if such default remains uncorrected thirty days after giving receipt of such notice. Any compensation not due and payable on the date of such termination shall be forfeited by Meeting Management Firm.

EXPENSES: In addition to compensation for services, the Association will pay to the Meeting Management Firm reimbursement for reasonable out-of-pocket expenses incurred on behalf of the Association's authorized representative when the expenses except for minor routine items have been approved in advance by the Association, including but not limited to such items as telephone services, express mail, postage for large mailouts (i.e. convention brochures, exhibitor prospectus, confirmation and thank you letters, etc.) and printing. Association letterhead, envelopes, computer labels and badge stock will be supplied by the Association. Association will reimburse Meeting Management Firm for travel, lodging at the conference hotel at the negotiated rate and reasonable meal expenses. Automobile mileage expense will be billed at the prevailing rate established by the Internal Revenue Services.

AUTHORITY AND DISCRETION: Association hereby appoints Meeting Management Firm as agent to act on behalf of the Association in coordinating conference/school. As agent, the Meeting Management Firm will have the authority to make operational decisions within its scope of responsibility on behalf of the Association. Association agrees to be bound by all decisions and actions made by Meeting Management Firm or representative of Meeting Management Firm made in performance of this Agreement on the Association's behalf. Meeting Management Firm will confer with the Association and obtain Association approval prior to entering into any agreements or purchase arrangements with outside vendors or suppliers which binding contracts and payment agreements will be reviewed and signed by an officer or authorized agent of the Association.

ERRORS AND OMISSIONS: The Meeting Management Firm will make every reasonable effort to insure the effective implementation of all details of the Event for which it is responsible, and will confirm these details in writing with its suppliers as well as closely monitor and reconfirm their activities during the on-site management of the Event.

MUSIC LICENSES: As the sponsor of the Event, the Association acknowledges its responsibility under the federal copyright law to obtain licenses from the appropriate performing rights organizations and to pay the appropriate fees if copyrighted music, either live or recorded, is to be played or performed during the Event. The Association hereby appoints Meeting Management Firm as its authorized agent for the limited purpose of obtaining the licenses from the appropriate performing rights organizations on the Association's behalf prior to the Event. After the Event, the Meeting Management Firm shall be responsible for completing the appropriate reporting forms and shall forward the completed forms to the Association for payment directly to the appropriate performing rights organization.

AUTHORIZED REPRESENTATIVE: The Association has appointed Meeting Management Firm as its authorized representative to handle arrangements for conferences/school. Any hotel is authorized to deal with this representative on Association's behalf in connection with all hotel arrangements.

The Association hereby authorizes the hotel to transmit all billings in connection with any meeting to the authorized agent. The Association understands and agrees that it is solely responsible for the

payment of all costs and expenses incurred by the authorized agent in connection with any meeting. The responsibility and liability of the Meeting Management Firm is limited solely to that of an agent.

COMPLETE AGREEMENT. AMENDMENTS AND BINDING EFFECT: This agreement shall be interpreted and governed by the laws of the State of Florida and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written notice signed by both parties to this Agreement. This Agreement shall be binding upon and shall inure to the benefit of the lawful successors and legal representatives of the parties hereto.

IN WITNESS WHEREOF, the parties have hereunto set their hand and seal the day and year first above written.

FLORIDA LEAGUE OF CITIES, INC.

FLORIDA GOVERNMENT FINANCE
OFFICERS ASSOCIATION, INC.

President

DATE

DATE

Exhibit A Work Plan

Meeting Planning Services to be Performed

1. General Meeting Planning Services

- Consultation to provide recommendations regarding all aspects of meeting planning and convention services
- Develop, prepare and mailing of advance meeting notices
- Manage meeting room sets and audio visual requirements
- Assist in establishing meeting fees including registration, meal functions and social events
- Interface with existing hotel contacts and provide a detailed "resume" of meeting specifications
- Attend pre-conference/school meetings with hotel staff
- Secure and present quotes for cancellation insurance for the School of Governmental Finance and Annual Conference each year and process application if so desired by the Board of Directors.

2. Meeting Site and Facilities

- Recommend suitable meeting sites and facilities
- Submit up to three (3) proposals per site when applicable
- Conduct site inspection of meeting facilities when necessary

3. Negotiate and Obtain Contract with Hotels, Meeting Facilities and Other Suppliers

- Negotiate facility contracts, including food and beverage arrangements, with best meeting and sleeping room rates in accordance with the Association Guidelines
- Negotiate contracts for audio visual equipment

4. Financial Services

- Prepare and monitor detail for operational budget for each conference and School of Governmental Finance. Coordinate with Committee Chairs to receive information according to budget procedures.
- Maintain books
- Reconcile bank statements monthly
- Report to treasurer on all financial matters
- Conduct account review with hotel and Association Board of Directors
- Provide quarterly accounting reports to Association

5. Speakers

- The committees will secure presenters, and other related speaker materials and outline and forward to meeting planner.
- Confirm speaker's audio visual and travel requirements

6. Meeting Functions & Ancillary Services

- Assist host committee (or other committee, where applicable) in ensuring overall coordination of all aspects of conference/school, special events, receptions, dinners (including menu planning), decor, theme development and entertainment
- Assist in the design and management of tours for spouse and children programs, as requested
- Arrange for message center
- Coordinate hospitality services

7. Coordination of Exhibitor Program

- Provide on-site supervision of exhibit program
- Consult with Association to establish exhibit rates, hours, booth traffic incentives and official policies pertaining to exhibiting
- Solicit bids and obtain contract for official decorator; order booth signage and required furniture; oversee decoration of exhibit hall
- Supervise activity of decorator including: Distribution of service kits to exhibitors, drayage, signage, shipping, exhibit hall installation and dismantlement
- Negotiate and review exhibitor contract and design floor plan
- Prepare printed solicitation material (prospectus): supervise design, printing and mailing
- Register exhibit booths and/or table displays
- Monitor reservations and monies received; assign booth space; send confirmations and balance due statements; provide a final accounting; provide on-site exhibit booth staff report
- Supervise any special activities, i.e., drawings, food functions, receptions
- Develop and print Exhibitor Directory
- Prepare follow-up correspondence and thank you letters
- Prepare and evaluate exhibitor program and issue final report

8. Board Meetings and Planning Meetings

- The Meeting Management staff will attend quarterly board meetings as requested and authorized by the Association.
- The Meeting Management staff will attend planning meetings, as requested and authorized by the Association. The Meeting Management Firm requires that dates of planning meetings and location be made available six (6) weeks in advance. Number of planning meetings to be determined.

9. Promotional Materials

- Develop promotional and advance registration materials
- Assist with layout, design and printing of brochures, considering the Association's arrangements for sponsorship and in kind services
- Supervise mailing of conference/school brochures
- Design and produce conference/school materials for your conference/school; negotiate supplier bids including typesetting, layout and printing for your program; coordinate all activities with outside suppliers
- Develop and maintain computerized databases

10. Process Registrations

- Process and collect conference/school registrations and for optional events
- Prepare monthly accounting reports to Association
- Provide adequate on-site registration and advance registration check-in service

11. Print Management

- Prepare and print name badges
- Prepare signs, flyers, posters, banners and invitations
- Develop evaluation questionnaires and other meeting related materials
- Print registration lists and conference/school materials including speaker outline book and other items as may be requested

12 CPE Credits

- Certify attendance at educational sessions
- Prepare necessary forms and attendance certificates for CPE credits
- Provide reports to the Association as needed or requested

13 On-Site Meeting Management

- Coordinate committee members and volunteers
- Manage on-site logistics including: Room set ups, audio visual requirements, decorating, telephone installations, conference office, message center and other required equipment and supplies
- Manage all hotel meeting facilities and other supplier personnel to ensure contracted services are rendered

14 Post Conference/School Reports

- Obtain computer generated manifests and reports from hotel
- Attend post conference/school meeting with hotel staff and host committee
- Prepare Group History Report upon conclusion of meeting
- Provide attendance, registration and financial reports as requested
- Reports will be provided within 45 days after the conference/school.

FLORIDA LEAGUE OF CITIES, INC.

FLORIDA GOVERNMENT FINANCE
OFFICERS ASSOCIATION, INC.

Mike Sittig, Executive Director

~~Linda Howard~~Jamie Roberson, President

DATE

DATE



Florida Government Finance Officers Association, Inc.
Board of Directors – Executive Director
2020-2021

Agenda Item

2020-2021
BOARD OF DIRECTORS

OFFICERS

President
Jamie Roberson

President-Elect
Shannon Ramsey-Chessman

Secretary/Treasurer
Jonathan McKinney

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Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: August 28, 2020

Title of Item: NASBA Fees

Executive Summary, Explanation or Background Information on Request:

RENEWAL APPLICATION FEE

Once approved for the National Registry of CPE Sponsors, organizations must renew their membership annually by the first of the month of their initial approval date. The renewal fees are determined by the total number of different programs offered by the organization for the following approved instructional delivery methods: Group Live, Group Internet Based, QAS Self Study and Blended Learning.

Renewal Fees

1 – 15 different programs - \$795
16 – 25 different programs - \$995
26 – 50 different programs - \$1,595
51 – 100 different programs - \$2,540
101 – 250 different programs - \$3,130
251 – 500 different programs - \$3,635
501 – 1000 different programs - \$4,130
1000 + different programs - \$5,000
Nano Learning Supplemental Fee

A \$500 flat fee will be added to the Renewal Fee listed above for Registry sponsors approved for multiple instructional delivery methods including Nano Learning, regardless of the number of Nano Learning programs offered.

Recommended Action:

For review

Paul Shamoun

08/20/2020

Date



Florida Government Finance Officers Association, Inc.
Board of Directors – Executive Director
2020-2021

Agenda Item

2020-2021
BOARD OF DIRECTORS

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Meeting Date: August 28, 2020

Title of Item: Virtual Conference Speaker Evaluation

Executive Summary, Explanation or Background Information on Request:

These comments are from the Virtual Conference regarding speaker evaluations and were compiled on July 28, 2020.

Recommended Action:

For information only.

Paul Shamoun

August 20, 2020

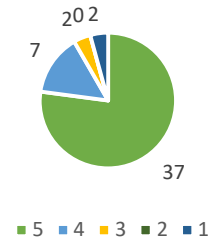
Date

Please note: About 40 of the 50 responses came from "GASB Update".

1. Was The Speaker Engaging?

Speaker Engagement			
Rating Information	Rating	# of Responses	% of Total
Very Satisfactory	5	37	77%
Satisfactory	4	7	15%
Neutral	3	2	4%
Unsatisfactory	2	0	0%
Very Unsatisfactory	1	2	4%
	TOTAL	48	
	AVERAGE	4.6	

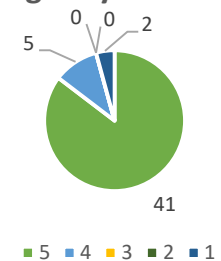
Speaker Engagement (5 being Very Satisfactory)



2. Did The Speaker Appear Prepared With Pertinent Content?

Speaker Presentation & Content			
Rating Information	Rating	# of Responses	% of Total
Very Satisfactory	5	41	85%
Satisfactory	4	5	10%
Neutral	3	0	0%
Unsatisfactory	2	0	0%
Very Unsatisfactory	1	2	4%
	TOTAL	48	
	AVERAGE	4.7	

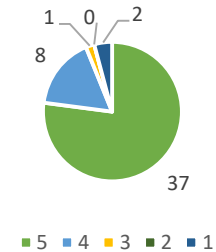
Speaker Presentation & Content (5 being Very Satisfactory)



3. Did The Speaker Finish On Time?

Speaker Timeliness			
Rating Information	Rating	# of Responses	% of Total
Very Satisfactory	5	37	77%
Satisfactory	4	8	17%
Neutral	3	1	2%
Unsatisfactory	2	0	0%
Very Unsatisfactory	1	2	4%
	TOTAL	48	
	AVERAGE	4.6	

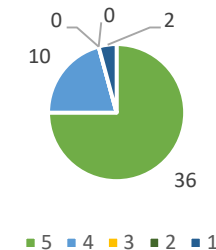
Speaker Timeliness
(5 being Very Satisfactory)



4. Did The Speaker Address Comments/Concerns Presented In The Webinar?

Speaker Addressing Comments			
Rating Information	Rating	# of Responses	% of Total
Very Satisfactory	5	36	75%
Satisfactory	4	10	21%
Neutral	3	0	0%
Unsatisfactory	2	0	0%
Very Unsatisfactory	1	2	4%
	TOTAL	48	
	AVERAGE	4.6	

Speaker Addressing Comments
(5 being Very Satisfactory)



Notable Attendee Comments:

"David [Bean] is always an excellent, engaging, knowledgeable, and professional speaker."

"Interesting material [in Ransomware - Don't Be a Victim!]. Nice to hear of experience from local/statewide governmental entities."

"GASB has lost track of its audience. It is not just about the investors."

"[SOC] is probably not the most interesting [topic], however, the material was relevant and useful. [Michal Gurgacz] presented useful info; I feel I gained from this."

"David [Bean] always makes a difficult subject easy to understand."



Florida Government Finance Officers Association, Inc.
Board of Directors – Executive Director
2020-2021

Agenda Item

2020-2021
BOARD OF DIRECTORS

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President-Elect
Shannon Ramsey-Chessman

Secretary/Treasurer
Jonathan McKinney

Meeting Date: August 28, 2020

Title of Item: Membership Report

Executive Summary, Explanation or Background Information on Request:

DIRECTORS

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Bryan Cahen

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Kelly Strickland

Membership Paid	08/20/2020	06/22/2020	01/06/2020
Government:	972	2,481	2,256
Associate:	114	220	209
Lifetime/Retiree:	20	19	20
Total:	1,106	2,720	2,485

Recommended Action:

For review

Paul Shamoun

August 20, 2020

Date

FGFOA Listserve Report July 1, 2020 thru August 18, 2020

<u>List Title</u>	<u>Number of Subscribers</u>
Accounting, Auditing & Financial Reporting	669
Budgeting	565
Debt & Treasury	496
Financial Administration	591
Personnel & Payroll	348

Accounting & Auditing

[3rd Party Utility Billing](#) (3 Messages)
[Auditor Fees](#) (1 Message)
[CAFR Preparation Software](#) (2 Messages)
[Capital Assets New Thresholds](#) (1 Message)
[COLA for 2020-2021 Budget](#) (1 Message)
[Credit Card Processor](#) (1 Message)
[External Audit Services](#) (1 Message)
[External Audit Services Contract](#) (1 Message)
[Formulas to Calculate Payment in Lieu of Taxes and Administrative Services Allocation](#) (1 Message)
[How are you calculating what reserves should be in your Enterprise Funds?](#) (5 Messages)
[OPEB Funding Policy](#) (1 Message)
[Point of Sale Equipment](#) (2 Messages)
[Sales Tax on Vehicle Surplus Sale to out of state purchaser](#) (2 Messages)
[Test Plan](#) (1 Message)
[Travel & Expense Software](#) (1 Message)
[\[EXTERNAL\] 3rd Party Utility Billing](#) (1 Message)

Budgeting

[Assistant OMB Director Position Description](#) (2 Messages)
[CARES Act Allocations](#) (4 Messages)
[Formulas to Calculate Payment in Lieu of Taxes and Administrative Services Allocation](#) (1 Message)
[TRIM Notices re: virtual budget hearings](#) (7 Messages)
[Utility Tax](#) (1 Message)
[\[EXTERNAL\] Utility Tax](#) (1 Message)

Debt & Treasury

[Mobile Payment Apps \(PayPal / Zelle / Venmo\)](#) (1 Message)

Financial & Administration

[Credit Card Processor](#) (2 Messages)
[External Audit Services](#) (4 Messages)

[Formulas to Calculate Payment in Lieu of Taxes and Administrative Services Allocation](#) (1 Message)
[Hurricane Isaias](#) (1 Message)
[Sales Tax on Vehicle Surplus Sale to out of state purchaser](#) (2 Messages)
[Scoring Criteria & Matrix for RFQs \(Proposals & Oral Presentations\)](#) (1 Message)

Personnel & Payroll

[COLA for 2020-2021 Budget](#) (5 Messages)
[Emergency Employee Procurement Policy](#) (1 Message)
[Out of State Employee Taxes](#) (1 Message)
[Potential Social Security Tax Deferral](#) (2 Messages)
[\[EXTERNAL\] COLA for 2020-2021 Budget](#) (1 Message)



Florida Government Finance Officers Association Certification Committee 2020-2021

2020-2021

CHAIRPERSON

Matt Misco, CGFO

Senior Accountant

Palmetto

516 8th Ave W

Palmetto, FL 34221-5122

(941) 723-4570

mmisco@palmettofl.org

BOARD LIAISON

Olga Rabel

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Jeremy Baker

Rebecca Bowman

Brenda Fairfoot

Lori Hill

Karen Keith

Robert Miller

Anna Otiniano

Mary-Lou Pickles

Chantel Pierre

Lilya Sablukova

Scott Simpson

Todd Taylor

Vien Tran

Denese Williams

Agenda Item Request

Meeting Date: August 28, 2020

Title of Item: Online CGFO Testing

Executive Summary, Explanation or Background Information:

The Certification Committee has researched options in regard to implementing online testing for the CGFO program. Most platforms include viable testing, however substantial differences in the sophistication of proctoring results in a wide range of pricing. Included as representative examples are as follows:

Live Proctoring

- ProctorU, Live +: <https://www.proctoru.com/services>
 - Live proctor at exam launch and throughout exam
 - AI based behavioral analysis
 - 3rd party exam program integration required

Automated Proctoring

- ProctorU, Review+: <https://www.proctoru.com/services>
 - Live proctor at exam launch
 - AI based behavioral analysis with professional review
 - 3rd party exam program integration required
- ProctorFree: <https://proctorfree.com/>
 - Automated authentication at exam launch
 - Analytics software evaluates each exam with professional review
 - 3rd party exam program integration required

Committee Administered Proctoring

- Test Invite: <https://www.testinvite.com/>
 - Webcam and screen video recordings with slight delay
 - Committee will be responsible for monitoring
 - Secure exam feature limits exit from exam client
 - Exam built within program at no additional cost



Secure online exams with ran

Advanced security measures help you get dependable results.



Webcam Video Recording

Webcam video is recorded or photos are taken during the exam.



Lockdown Browser

During the exam, other applications and windows etc. are prevented from opening.

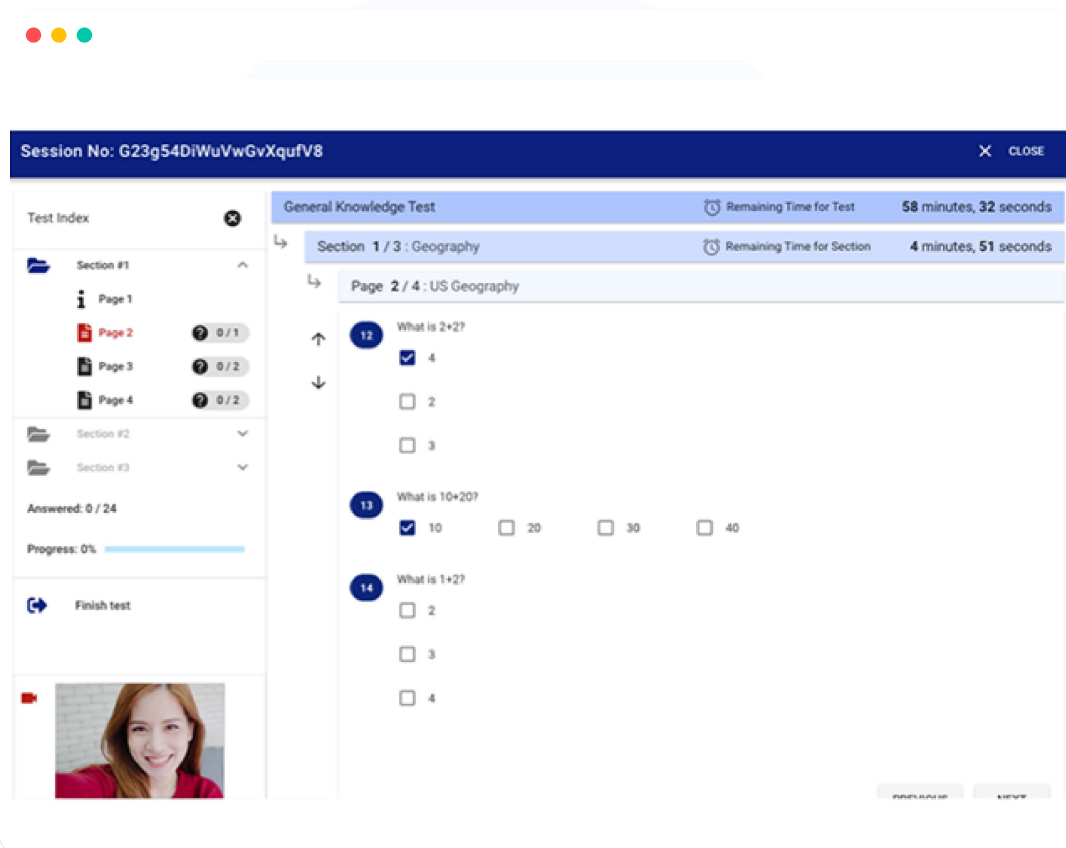


Live Monitoring & Proctoring

Monitor exams in real-time



All security measures are in one solution. Just apply the security measures that work for you.



An exam with lockdown browser and video recording.

TEST INVITE

Discover Our Powerful Features

- **Set the time limits**
Set a time limit for the entire exam or for each section, page or question.
- **Ask different questions, Randomize the order**
Create question pools and create tests where questions are randomly selected from the respective question pools. Randomly order the sections, pages, questions, and even options.
- **Set restrictions for navigating forward and backward**
Set navigation restriction for the whole test and in each section.
- **Examine the actions of the test taker.**
Determine the date and time intervals in which the exam will start and end.
- **Determine how to access the exam.**
User name and password / PIN code, Student Number, ID number / Invitation code

CASE STUDY
BOSNET BİLİSİM

"Recording on webcam and using full screen lock are minimizing security concerns while applying exams to thousands of people at the same time."



Kubilay
CEO





The Economical Solution
to **DETECT** Proxy Testing,
Cheating & Content Theft

Review+ is the solution for low-to-mid-stakes quizzes and exams. By combining a live testing environment scan with artificial intelligence behavior monitoring and professional review, only 7-9% of exams need to be examined by you.



Only 7-9% of
exams need to be
examined by you.

Use Cases:

Low-to mid-stakes assessments in which active intervention during a session is **not** necessary.



Higher ed exams
& quizzes



K-12 exams &
quizzes



Pre-employment
assessments



Corporate training
certifications

"When my quizzes were not proctored, the average grade was 99%. After adding ProctorU's Review+, the average grade dropped to 80% which was more in line with my expectations. There is an absolute direct relationship between a lower grade average and implementing the automated proctoring with professional review. I am significantly more confident that my students are unable to gain an unfair academic advantage."

- Mihran Aroian, Professor, University of Texas at Austin

review⁺

What You Get

- Exam launch with a live proctor: multi-factor identity verification and testing environment security scans
- Artificial intelligence-based behavioral analysis
- Incident reporting within 24 hours
- End-to-end session recordings with time stamps
- Live chat tech support for test-takers
- Canvas, Blackboard, Moodle and D2L integration
- Open API



1-in-3 exams
requiring
review due
to suspicious
behavior.

What You Don't Get

- Active intervention during sessions
- Exam and analytics dashboard
- Customizable integrations



Exams needing admin
review drops from
7% to 1% or less by
upgrading to active
intervention with a
live proctor.



www.proctoru.com



The Industry's Most Powerful Solution to **PREVENT** Proxy Testing, Cheating & Content Theft

Live+ is a great option for any online exam, but essential for high-stakes programs looking to maintain integrity and credibility. Live proctors and active intervention mean more security and oversight and the least amount of work required of you.



Less than 1% of all exams require admin review, meaning you have more time to focus on other things.

Use Cases:

Perfect for any online assessment, but necessary if you need active intervention during sessions.



Higher ed finals & mid-terms



K-12 finals & mid-terms



Pre-employment assessments



Industry certifications & credentials



Corporate training certifications



Government & state regulatory exams

"As an early adopter of Live+, we are extremely happy with our ability to better monitor the test-taking behavior of our students while also improving the test-taker experience. We have been a partner for many years and continue to be impressed with how ProctorU listens to our needs and continues to innovate to bring new and better solutions to the online education market."

- Catherine Hultman Coordinator of Testing Services, University of Mississippi



What You Get

- Exam launch with a live proctor: multi-factor identity verification and testing environment security scans
- Live proctor monitoring + artificial intelligence-based behavioral analysis
- Active intervention ensures cheating is stopped or prevented. Intervention reduces the amount of sessions that need admin review to nearly 1% or less
- Incident reporting within 24 hours
- End-to-end session recordings with time stamps
- Exam analytics dashboard
- Canvas, Blackboard, Moodle and D2L integration
- Open API



60-65% of all exams require removal of unpermitted materials during testing environment scan.

Live+ premium features available as add-ons:

- Custom LMS integration
- Customized launch process



www.proctoru.com

Build tests better.

We've helped test and certify millions of people
in thousands of organizations.

Standard

Testing & Certification Platform



Administer custom branded tests or certifications that allow users to login, access content and take or optionally purchase tests.

Minimum Annual Commitment

- 500 (or greater) Tests, Exams, or Surveys Taken
- 3,000 Lessons Provided at No Additional Cost

Authoring

- Comprehensive question formats
 - Display options
- Scoring variants in unlimited quantities

Certification

- Custom "mail merged" certificates triggered upon completion or a passing score.

Integrated Learning

- Upload content for program and course pages within the testing experience.

Reporting and Analytics

- World class reporting
 - Analytics
 - Exception reporting
- Predictive testing integrity analysis

Enterprise

Light LMS Solution



Build, manage, administer and deliver high stakes tests to diversely distributed audiences of test takers.

Minimum Annual Commitment

- 3,000 (or greater) Tests, Exams, or Surveys Taken
- Unlimited Lessons Provided at No Additional Cost

All the features of our professional platform:

- Authoring
- Certification
- Integrated Learning
- Reporting and Analytics

Proctoring

- Works with all in-house or third party, remote proctoring services.

Uptime & Security

- 99.99% guaranteed uptime SLA and complete control of data access by users and managers.

APIs and Single Sign-on

- Seamless integration with existing enterprise applications and back end systems.

Language Support

- 26 different language and country settings.

FULL FEATURE LIST

USER - BASIC FEATURES	INCLUDED
Unlimited number of users allowed per private test.com account website	✓
Unlimited expandable custom user data fields	✓
Unlimited user group membership	✓
My Account feature so users can access their account information, history and certificates (unless administrator restricted)	✓
User default language, country and time-zone (individually, or limit by group membership)	✓

USER – CREATION OPTIONS	INCLUDED
Individually or bulk loaded by administrators	✓
Self-created with or without a secure passcode	✓
Optional integration with your existing systems (web portals, LMS, HR,...) using XML, web services or FTP data transfer	✓

USER – NAVIGATION OPTIONS	INCLUDED
Adaptive graphical portal style interface with informational dashboard	✓
User experience controlled by administrators	✓
Content optionally organized by folder, programs, or courses	✓
Content find filter and search	✓
Optional main menus to restart, retake and find required content to take	✓

USER – ADMINISTRATOR ADVANCED FEATURES	INCLUDED
Override test/content taken limits (temporarily or permanently)	✓
Override test cost to take (if charging to take tests)	✓
Bulk user email (with mail merge like functionality)	✓
Bulk user deactivate	✓
Manual essay scoring wizard	✓
Limit user system access (by time of day/weekend, referring site and IP address)	✓
Individual (or bulk) test re-score and resend test email pass/fail notices, certificates, results and all other notices	✓

USER – MANAGEMENT REPORTING	INCLUDED
Filter data criteria including user custom fields and group membership	✓
Exception based reporting for required tests to take, past due tests, completed tests/content	✓
Data exports to Excel, PDF, and delimited files	✓
Automated data transfer to your existing systems (using web services, FTP and SFTP)	✓

TESTS, LESSONS AND OTHER CONTENT – TYPES SUPPORTED	INCLUDED
Tests (with single list of questions or unlimited question banks [and sections of questions])	✓
Exams (like tests but have individually scored sections)	✓
Surveys (like a test but not scored)	✓
Lessons	✓
Programs/Courses (unlimited grouping of Tests, Exams, Surveys, and Lessons)	✓

TESTS, LESSONS AND OTHER CONTENT – BASIC FEATURES	INCLUDED
Unlimited number of tests/lessons/content allowed per private test.com account website	✓
Unlimited number of questions/lesson pages allowed per private test.com account website	✓
Activate, deactivate and hide logic flags (used to make content available for taking)	✓
Control access to tests/content based on content that has been assigned to a user to take	NEW
Control access to tests/content based on user group membership	✓
Custom control of display sort orders in choose to take navigation lists shown to users	✓
Copy and duplicate tests/content	✓
Duplicate and auto translate content into 22 other languages	✓
Time limits while taking	✓
Prerequisites based on other content either successfully completed or passed (within an optional time period window)	✓
Override system display messaging, navigation buttons, page titles, page headers on the before taking, while taking and finished taking pages	✓
Optionally control the user experience based on user group membership (used to control what different user are able to see and/or access based on their group membership)	✓

TESTS AND CONTENT – TAKING OPTIONS	INCLUDED
Individually control number of questions displayed on a page	✓
Optional controls for back button usage and the skipping of questions	✓
Options to allow test taker to stop and restart taking a test, with or without a stop taking button, limit restart frequency by number of occurrences and/or within an optional time period window	✓
Option to allow a test taker to finish taking a test without answering all the questions and scoring those unanswered questions as incorrect	✓
Limit retakes individually by successful, unsuccessful, pass and/or fail counters within an optional time period window	✓
Limit retakes with individual first retake and/or subsequent retakes after a 'cooling off' period of time	✓
Optional displays for the display of an elapsed timer, progress bar, calculator, custom question hints, custom question and/or question bookmarking	✓
Individually customized instructions and/or help pages	✓
Option to enforce a Minimum Time Frame while taking content, for example to track hourly credits and force a user to spend a minimum amount of time taking certain content before being awarded credits or certification	✓

Optional smart pull down panels to display media, additional instructions or help while taking a test	✓
Optional user authentication upon test/content start using Challenge and Verification questions	✓

TESTS AND CONTENT – QUESTIONS OPTIONS	INCLUDED
Question types including: multiple choice, multiple answer, likert, fill in the blank, essay, matching, pull down lists, drag and drops, sort ordering	✓
Question display options: automatically formatted, plain text, rich text, equation formula builder, symbol editor, rendered HTML, mixed custom images, mixed video/sound, custom JAVA controls	✓
Easily add images, documents, videos and audio clips to questions using test.com's Advanced Express Media Library Display feature	✓
Question scoring method options: variable question values, partial credit, all or nothing, credit with deductions, no score, extra credit, optional no answer	✓
Special scoring for essay and short answer question types: automatically using keywords/phrases/concepts and manual with administrator scoring wizard workflow	✓
Duplicate, copy and paste selected groups of questions across different tests and sections	✓
Bulk load questions	✓
Reorder, deactivate, delete and hide questions	✓
Optional customized instructions, hints, references and explanations/rationales	✓
Optional possible answers randomization by: all answers, all except last answer, all except last 2 answers	✓
Questions can be grouped in tests using sections in one test or questions across sections in different tests can be categorized across three different independent custom hierarchical categories	✓
Store multiple versions of similar questions, track replacement questions and option to identify your questions with a custom lookup code so questions can be linked with other software packages or for reporting	✓
Formatting and media used in a question to display differently if taken online, or in printed versions or used in the display of results	✓

TESTS AND CONTENT – QUESTIONS RANDOMIZATION OPTIONS	INCLUDED
Optional limit by maximum question counts	✓
Optional automatic or manual override settings to balance included questions by various difficulty levels	✓
Force question inclusion specifying question anchor types: force at start of test, force at end of test, or allow anywhere in a test	✓
Optional control randomization/question counts individually by sub groups of questions within test sections	✓
Optional randomize possible answers (with selective overrides and the handling of "all of the above" type of questions)	✓
For retakes, option to not the repeat already answered or correctly answered questions within an optional time period window	✓

TESTS AND CONTENT – SCENARIO OPTIONS	INCLUDED
Associate scenarios with one or more questions	✓
Scenario display options: automatically formatted, plain text, rich text, equation formula builder, symbol editor, rendered HTML, mixed custom images, mixed video/sound, custom JAVA controls	✓

Easily add images, documents, videos and audio clips to scenarios using test.com's Advanced Express Media Library Display feature	✓
Automatically display scenario prior to each question on an interactive drop down panel, option to redisplay in full or partially for additional questions that use the same scenario	✓
When randomizing questions, option to force questions with the same scenario to be grouped together and/or balance questions counts	✓
Store multiple versions of the scenario, scenario formatting and media used in a scenario to display differently if taken online, or in printed versions or used in the display of results	✓

LESSON PAGES	INCLUDED
Lesson page display options: automatically formatted, plain, rich text, equation formula builder, symbol editor, rendered HTML, mixed custom images, mixed video/sound, custom JAVA controls	✓
Easily add images, documents, videos and audio clips to lesson pages using test.com's Advanced Express Media Library Display feature	✓

PROGRAM AND COURSE TYPE OPTIONS	INCLUDED
Optional assessable period of time content access limit based on created dates or due dates	✓
Option to force program content to be taken in sequence	✓
Option to allow for electives and nested sets of electives that count for program completion	✓
Manages optional due date and due date notification	✓
Manages optional expiration date and expiration date notification	✓
Other uniquely controlled custom notifications for: created by, assigned by, completed, purchased, past due, reminder, and to be repeated	✓
Optional repeat frequency from either created or completed date	✓

NOTIFICATIONS AND RESULTS HANDLING	INCLUDED
Uniquely controlled results handing if recipient is the user, manager, test taker, proctor or administrator	✓
Ability to hide scores and generate customize messages based on passing threshold	✓
Email start taking notices, full results, partial results, or notices to any combination of the user, administrators in the user's user group, the user's manager(s) and/or hard coded email addresses	✓
Ability to fully customize all generated emails and on screen messages using plain text, rich text, HTML and/or graphics	✓
Differentiate results emails based on completion, passing or failing scores	✓
Customizable grading and scoring band capability that supports traditional grade assignments (A, B, C,...F) but also custom scoring levels (such as 'proficient', 'satisfactory'...) with levels definable by score ranges (custom labels and messages can be displayed in the results depending on what scoring level achieved)	✓
Built in optional proficiently and behavior testing results handling capability	✓
Hold overall scoring if any questions are set to be optionally manually scored (such as for essay questions)	✓
Generate a custom "mail merged" certificate in a printable PDF format attached to emails or available on screen, triggered upon completion or a passing score	✓

Customizable results available on screen to the user immediately after taking and/or optionally on user's My Account test taken history pages at a later date or on demand by the user	✓
Differentiate on screen results based on correct answers, incorrect answers, completion, passing or failing scores	✓
Control and/or hide selective questions, user's answers, and answer keys based on correct/incorrectness and/or completion/passing/failing scores	✓
Display optional question explanations (the rationale why a question answer is either correct/incorrect) by correct/incorrectness and/or completion/passing/failing scores	✓
If using test sections, display a customizable section summary table detailing sub scores by section, including optional bar chart options	✓
Option to display customizable user score placement data including percentile, average score, median scores, and elapsed times taken based on the population of user who have taken the test in the past configurable by an administrator (can be hidden from users and only made available to administrators, data can also be included in reporting and results emails)	✓
Option to display question configurable results at the end of the test and/or after each question (or page of questions) while the test is being taken	✓
Automatically assign and un-assign users to security groups based completing, passing, failing, and/or question answers (branching)	✓

CUSTOM CERTIFICATES	INCLUDED
Custom looking certificates can be delivered to you users upon successful completion of tests, content and programs/courses by way of PDF email attachments and online display	✓
Certificates are stored indefinitely in your test.com system and can be optionally made available to users even after a test or content has been completed	✓
An unlimited number of certificate templates can be created. Using these templates, administrators can customize certificates to look and feel like certificates you may use today	✓
Certificate templates can be customized using plain text, rich text or HTML to include your borders, your images and/or your graphics	✓
Easily add graphics including logos, backgrounds, seals and signature scans to certificate templates using test.com's Advanced Express Media Library Display feature	✓
All international paper sizes and orientations are supported	✓
Over 50 mail merge like codes can be included in certificates to add user, content and test taken information	✓
Administrators have full control of information/graphic placement, sizes, text, colors and alignment	✓
Certificate templates are reusable, can be duplicated and/or deactivated	✓

CHARGING USERS TO TAKE CONTENT (OPTIONAL)	INCLUDED
Built in integration with PayPal (supports regular credit card purchases without using a PayPal account)	✓
Custom integration with existing shopping carts using web services	✓
Selectable number of days window content can be taken after purchase	✓
Optional purchase content retake features to include allowing a test taker to purchase "X" occurrences of one test for one price, no cost for all retakes, or alternate cost for retakes	✓
Override costs/charges by individual user and/or user group membership	✓
Bundling of content into one chargeable purchase	✓

Optional coupon, promotion, discount, and access codes so users buying content can make purchases at a lower cost or for free (feature supports extensive capabilities on how the codes are allowed to be used and limited)	✓
Optional manual purchase transaction entry feature used to apply a payment credit for a user who has made a payment outside of the application's automated features (such as if payment was made by check, wired funds or cash)(also used to give a user free credit to take specific content)	✓
Optional usage and administration of "points" (in user groups) instead of currencies like US Dollars (supports selling blocks of "X" number of tests to users in a group)	✓
Selectable currency based on user's or test's country setting	✓
Options to control the delivery (or make available) media used in content and tests prior to making payment or until after payment has been made	✓
Email notifications and receipts upon successful payment	✓

EMAIL TEMPLATES	INCLUDED
Custom looking emails can be automatically delivered to you users upon successful completion of tests, content and programs/courses in the form of a results, complete, pass or fail notice. As well as assigned to take notices, start taking notes, purchase receipts, to take reminders, past due notices and need to repeat notices.	UPDATED
Custom looking emails can be automatically triggered based on Password Help requests and new User Creation	NEW
An unlimited number of email templates can be created. Using these templates, administrators can customize emails	NEW
Email templates can be customized using plain text, rich text or HTML to include your borders, your images and/or your graphics.	NEW
Easily add graphics including logos, backgrounds, seals and signature scans to email templates using test.com's Advanced Express Media Library Display feature	NEW
Over 50 mail merge like codes can be included in emails to add user, content and test taken information	NEW
Administrators have full control of information/graphic placement, sizes, text, colors and alignment	NEW
Email templates are reusable, can be duplicated and/or deactivated	✓

REPORTING	INCLUDED
Filterable quick reports that display tests/content currently being taken and previously taken	✓
Filterable individual or all taken reports in a variety of formats: on screen, PDF, Excel/spreadsheet, Word/word-processor, delimited for export	✓
Filterable tests/content statistical reporting suite in a variety of formats: on screen, PDF, Excel/spreadsheet, Word/word-processor, delimited for export	✓
Filterable tests/content item analytics reporting suite in a variety of formats: on screen, PDF, Excel/spreadsheet, Word/word-processor, delimited for export	✓
Exception user reporting based on user group membership	✓
Required to take tests/content based on either variable number of days since user hire date, recurring on user anniversary date, or content taken on anniversary	✓
Background report building engine that saves built report indefinitely for future downloading	✓
Re-run reports based on previously selected saved criteria	✓
Filterable tests/content user purchase history	✓

MEDIA LIBRARY	INCLUDED
Unlimited number of media records allowed per private test.com account website	✓
Media record types included: images, video, documents, PDFs, flash, audio and embedded HTML code from other websites	✓
Automatic creation of thumbnail graphics for images, documents and video first frames	✓
Automatic handling of video/audio media progressive downloading or optional secure streaming using test.com's Advanced Express Media Library Display feature (with video playback compatible on all HTML5, Flash and non-Flash devices – like PCs, MACs, phones, iPads, and tablets)	✓
Integration with test.com's Advanced Express Media Library Display feature available where content, tests, questions, scenarios and lesson pages are edited. This easy-to-use feature gives administrators complete control how media is displayed/formatted in screen, in windows, optionally with thumbnails, or using the build-in video player and controlling navigation features in the player	✓
Control administrator access to media based on user group membership	✓
Optional image and video file converter that converts old non browser compatible file formats to standard compatible formats during the file upload process	✓
Optional language and country support management (example: if an English video is utilized in a test, the test.com application can automatically select its French version for the French version of the test)	✓
Optional media link expiration time limit feature (prevents a test taker from accessing media after a test has been taken or lesson delivered)	✓
Optional integration with Amazon's Global CloudFront network	✓

PROCTORING FOR HIGH STAKING TESTING (OPTIONAL)	INCLUDED
Content/Test unlock by a proctor associated with a group of users	✓
Large audience/classroom content unlock based on user group membership	✓
Optional support for third party proctoring services	✓
Optional control to allow printing tests to be taken off line	✓
Optional control to allow editing of user records	✓

SITE SETTINGS	INCLUDED
Customizable look and feel settings, so the entire site can match the appearance of any customer's website, brand or optional sub-brand based on user group membership settings	✓
URL builder to auto navigate users to test/content and trigger events	✓
Override system menus, page titles, page headers using plain text, rich text, rendered HTML, or easily add images, documents, videos and audio clips using test.com's Advanced Express Media Library Display feature	✓
Override system log in page and optional new user self add page using plain text, rich text, rendered HTML, or easily add images, documents, videos and audio clips using test.com's Advanced Express Media Library Display feature	✓
Optional Password help on the log in page that will email the user password reset token that expires in 24 hours	UPDATED
Override all look and feel settings	✓

Override default system SMTP gateways to use your mail servers so all automated generated emails (such as for: results, pass/fail notices, invites, reminders, etc...) appear as if they are coming directly from you instead of test.com directly. Using this feature greatly minimizes the chances the emails being received will not be blocked by SPAM filters	✓
Optionally add your own CCS and custom java script functions	✓

DATA STORAGE AND ARCHIVING	INCLUDED
User records and content taken stored forever (for no additional cost)	✓
Ability archive tests taken by deactivating users (individually or in bulk)	✓
Upload in bulk historical test records taken outside of test.com	✓

SECURITY	INCLUDED
Flexible user log in authentication preferences, display templates and wording choices	✓
Security roles set and managed by user group membership	✓
Variable roles to allow any combination of user, content, reporting and proctoring administration	✓
Additional variable sub-roles to limit viewing, editing or deleting information	✓
Automatically assign and un-assign users to security groups based on a time/date schedule	✓
Limit site access using IP ranges and/or referral address uniquely controlled by user group membership or site master defaults	✓
Built-in browser SSL support	✓
Limit site navigation while taking	✓

API (WEB BASED APPLICATION PROGRAMMING INTERFACE)	INCLUDED
Web services support to manage users and query results	✓
Single Sign-on optional feature to bypass login thus allowing users to log into your exiting sites, those sites would pass the users into your test.com site without the need to log in (since they have already been authenticated in your sites)	✓
Optional triggers to send URL posts back your sites using name pair variables to pass backresults	✓

LOGS AND AUDITING	INCLUDED
User access log	✓
User information data change logs	✓
User group change logs	✓
Content and tests change logs	✓
Question, scenario and lesson page change logs	✓
Rescore and re-notice logs	✓
Bunk entry transaction logs	✓
Web services transaction logs	✓

COMPATIBILITY AND SYSTEM REQUIREMENTS		INCLUDED
Compatible with all standard internet browsers dating back to the early 1990's, therefore the test.com application can be utilized on most desktop computers, laptops, tablets and smart phones including iPhones, iPads, Android		✓
100% browsers based, no software or plugins to install		✓
Built in compatibility and troubleshooting detector		✓

Online Testing Pricing Summary

	ProctorU		ProctorFree	Test Invite
	Live+	Review+		
Per Exam Fee	30.00	15.00	15.00	4.60
1x Implementation Fee	4,500.00	4,500.00	-	-
Hosting Fee (Monthly)	-	-	75.00	-
3rd Party Exam Software	500.00	500.00	500.00	-

*ProctorU includes 3 year term and annual 500 test minimum

**Test Invite pricing variable depending on tests - assumes 500



Florida Government Finance Officers Association Certification Committee 2020-2021

2020-2021

CHAIRPERSON

Matt Misco, CGFO

Senior Accountant

Palmetto

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Brenda Fairfoot

Lori Hill

Karen Keith

Robert Miller

Anna Otiniano

Mary-Lou Pickles

Chantel Pierre

Lilya Sablukova

Scott Simpson

Todd Taylor

Vien Tran

Denese Williams

Agenda Item Request

Meeting Date: August 28, 2020

Title of Item: COVID-19 Related Policy Changes

Executive Summary, Explanation or Background Information:

Considering the previous cancellation of spring exams and the uncertainty in future testing the Certification Committee proposes:

- Extending the five-year period by which current candidates must successfully complete all exams by two years.
- Allowing those who already paid for spring review sessions prior to the exam cancellation to attend a future review session without a fee.

Recommended Action:

For review and Board approval.

Matt Misco

August 20, 2020

Matt Misco

Date



Florida Government Finance Officers Association Certification Committee 2020-2021

2020-2021

CHAIRPERSON

Matt Misco, CGFO

Senior Accountant

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Chantel Pierre

Lilya Sablukova

Scott Simpson

Todd Taylor

Vien Tran

Denese Williams

Agenda Item Request

Testing Platform (Integrated with Live or Automated)

- Gauge by Test.com: <http://www.gaugeonline.com/>
- Customizable testing platform option

Recommended Action:

For review and discussion. Due to exam security and cost concerns the consensus of the Committee is to extend the period of time by which candidates must complete all five exams and to explore potential future in-person options.

Matt Misco

August 20, 2020

Matt Misco

Date



Florida Government Finance Officers Association Conference Host Committee 2020-2021

2020-2021

CHAIRPERSON

Sharon Almeida, CGFO
Assistant Controller
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Allison Teslia
James Tizzo
Paula Tosti
Natalee Wallace
Brent Wertz
Katherine Woodruff

Agenda Item Request

Meeting Date: August 28, 2020

Title of Item: Conference Host Committee Update

Executive Summary, Explanation or Background Information:

The Conference Host Committee has been diligently working on recommendations for the President's Reception and the Tuesday Night Event.

We submitted a request to the meeting planner to obtain the costs for two possible locations for the President's Reception:

1. The Addison – <https://theaddisonofbocaraton.com/>
2. The Lady Atlantic Boat Cruise - <http://www.delraybeachcruises.com/>

Attached is the response from the meeting planner regarding the locations and her recommendation.

We are still working on possible venues and entertainment ideas for the Tuesday night event. The committee has discussed possibly having a band and a family friendly comedian. We will have more information for the October board meeting.

Recommended Action: Discussion and Board direction regarding the President's Reception and Tuesday Night event based on meeting planner recommendations.

Sharon Almeida

8/14/2020

Sharon Almeida

Date

Jill Walker

From: Sharon Almeida <salmeida@wellingtonfl.gov>
Sent: Monday, August 17, 2020 8:22 AM
To: Jill Walker
Cc: Nicole Gasparri; Sharon Almeida
Subject: RE: FGFOA President's Reception Location Options
Attachments: Conference Host Committee Board Agenda 8.28.2020 Revised.docx

Hi Jill,

Based on the below email, I have attached a revised agenda item. Please also include the email from the meeting planner with my agenda item.

Thanks,

Sharon Almeida, CGFO | Assistant Controller | Village of Wellington | 12300 Forest Hill Blvd | Wellington, FL 33414
Tel: (561) 753-5267 | Fax: 561-791-4045 | salmeida@wellingtonfl.gov | www.wellingtonfl.gov



From: Jill Walker <jwalker@flcities.com>
Sent: Friday, August 14, 2020 4:09 PM
To: Sharon Almeida <salmeida@wellingtonfl.gov>; Paul Shamoun <PTShamoun@flcities.com>; Jamie Roberson <jroberson@apopka.net>
Cc: Karen Pastula <kpastula@flcities.com>
Subject: FW: FGFOA President's Reception Location Options

This Message originated outside your organization.

Sharon,

Please see below regarding the pricing for Conference Host Committee.

Jill Walker

Executive Assistant
Florida League of Cities, Inc.
Florida Government Finance Officers Association
850.701.3688
www.flcities.com



From: Melanie Howe <MHowe@flcities.com>
Sent: Thursday, August 13, 2020 11:29 AM

To: Jill Walker <jwalker@flcities.com>; Paul Shamoun <PTShamoun@flcities.com>

Cc: Karen Pastula <kpastula@flcities.com>

Subject: FGFOA President's Reception Location Options

Okay... following are the results of my research into the locations suggested by the host committee for the 2021 president's reception.

First I have to say that I cannot, in good conscience, suggest that the group sign a contract with ANY offsite venue at this time. While I'm hoping that we'll actually be able to have the conference in 2021, conditions surrounding COVID-19 are still too uncertain to guarantee anything at this time. While I'm sure we'll be able to work with the resort to mitigate the effects of any reduction in attendance, I don't want to expose the association to any unnecessary risks with additional contracts.

That said, our options are limited anyway. The Addison does not have availability, so it would have to be the yacht. One option with the yacht is JUST over budget for the event (assuming I guesstimated the cost of transportation correctly...) and the other blows the budget completely. However, I am very concerned about the yacht's cancellation policy regarding COVID-19.

We DO have a very nice room at the resort already on hold for the event (see photo, plus more info below). This is the safest option for the association and could still make for a very nice, black-tie event, if that's what Jamie wants. Plus, we wouldn't be stuck on a boat for 2-3 hours...

Let me know if you have any questions or need any other info before the board meeting...

Addison:

The Addison is fully booked on Saturday, June 12, 2021 and has no space available for our event.

Lady Atlantic Yacht Cruise:

The *Lady Atlantic* IS available on June 12 and is currently on hold for our group. However, there are considerations.

Option 1: Departure from Delray Beach

The yacht's home port is located in Delray Beach approximately 10 miles from the resort.

Transportation: In order to guarantee that everyone arrives at the boat on time, and that everyone can return to the hotel at the same time after a 2-3 hour charter, a minimum of 2 buses would be required. Buses rent based on a 5-hour minimum and the approximate price for this in South Florida is \$900/charter.

Cost for 2 Buses: \$1,800.00

Capacity: The yacht can hold up to 150 people. However, if social distancing regulations are still in place at the time, it will be limited to 75 people. The prices quoted below are based on our usual reception attendance being close to 100.

Time: The minimum paid charter time is 3 hours, but the actual time spent on the water can be less than that. Current quote is based on 6:30 p.m. - 9:30 p.m.

Entertainment: Yacht radio only.

Cost of Charter: \$3,950.00 (inclusive of fuel charges and gratuity)

Menu: Cheese and berry display, buffet with garden salad, 2 entrees, 1 starch, 1 vegetable, rolls/butter and dessert, coffee, tea and full bar.

Cost of Food: \$75/person = \$9,630.00 (inclusive of service fees)

Total Cost of Yacht Rental: \$14,325.50 (inclusive of tax)

TOTAL COST OF EVENT: \$16,125.50

CANCELLATION POLICY: If inclement weather does not allow the yacht to sail, the event may still be held dockside. If the weather does not allow for holding the event dockside and the event cannot be rescheduled, all monies will be refunded. If the event cannot be held due to government restrictions associated with COVID-19, **the event may be rescheduled within 1 calendar year.**

Option 2: Departure from Boca Resort

It IS possible for the yacht to depart directly from the Boca Resort. However, that involves working with the resort's onsite destination management company, which comes with its own set of additional charges.

Capacity: The yacht can hold up to 150 people. However, if social distancing regulations are still in place at the time, it will be limited to 75 people. The prices quoted below are based on our usual reception attendance of 100.

Time: The minimum paid charter time is 3 hours, but the actual time spent on the water can be less than that. Current quote is based on 6:30 p.m. - 9:30 p.m.

Entertainment: Yacht radio only.

Cost of Charter: \$5,750.00 (inclusive of fuel charges, additional travel charges, Boca Resort docking fees and gratuity)

Menu: Cheese and berry display, buffet with garden salad, 2 entrees, 1 starch, 1 vegetable, rolls/butter and dessert, coffee, tea and full bar.

Cost of Food: \$75/person = \$9,630.00 (inclusive of yacht service fees)

Total Cost of Yacht Rental: \$15,380.00

TOTAL COST OF EVENT: \$20,570.75 (inclusive of tax and the fact that ALL charges are subject to the resort's 25% service fee)

CANCELLATION POLICY: If inclement weather does not allow the yacht to sail, the event may still be held dockside. If the weather does not allow for holding the event dockside and the event cannot be rescheduled, all monies will be refunded. If the event cannot be held due to government restrictions associated with COVID-19, **the event may be rescheduled within 1 calendar year.**

Onsite at the Resort:

We currently have the Valencia Room at the Boca Resort already on hold for the president's reception (see attached photo). Normally it can easily hold 100+ people, with plenty of room along the sides for buffets and bars. However, if social distancing regulations are still in place, the room maxes out at 48 people. An alternative site at the hotel is available should this be the case.

I have not discussed menu options with the hotel yet, but I'm confident we could arrange a buffet dinner for \$75-\$100 per person and still leave some room in the budget to hire a little entertainment and possibly light décor.

Mel Howe

Meeting Planner

Florida League of Cities, Inc.

www.flcities.com



Please be advised that Wellington is a public entity subject to Florida's broad public records law under Chapter 119, Florida Statutes. Most written communications, including email addresses, to or from Wellington employees and elected officials regarding city business are public records and are available to the public and the media upon request. Your email communications may therefore be subject to public disclosure. If you do not want your email address to be subject to disclosure as a public record, please do not send electronic mail to Wellington. Instead, contact the city by telephone at (561) 791-4000.



Florida Government Finance Officers Association Conference Program Committee 2020-2021

2020-2021

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Director of Finance

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Brittany Jumper

Jeffrey Kern

Christopher Kessler

Dianne Klaiss

Jeffrey Larson

Marcia Mack

Alan Ricafort

James Rizzo

Katie Roundtree

Jonathan Rushnak

Natalee Wallace

Mark White

Agenda Item Request

Meeting Date: August 28, 2020

Title of Item: Conference Program Committee Update

Executive Summary, Explanation or Background Information:

A committee conference call was held on Friday, August 7th to discuss the committee's role in developing the 2021 Annual Conference program, high-level deadlines and next steps.

Committee members we asked to consider their preference on sub-committee participation, and government practitioners were asked to consider a role as sub-committee chair. At this point, the Committee is planning for an in-person conference.

By mid to late-September a draft list of sessions will be compiled in preparation for the October Board meeting. Session topics that were developed but not held during last year's Virtual Conference will be provided to the sub-committees for consideration. Feedback on desired session topics contained in the member survey will also be provided to the sub-committees.

Recommended Action:

No action needed at this time.

Nicole Jovanovski

August 13, 2020

Nicole Jovanovski

Date



Florida Government Finance Officers Association Education & Webinar Committee 2020-2021

2020-2021

Agenda Item Request

CHAIRPERSON

Rebecca Schnirman

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Cindy Emshoff

Michael Floria

David Jang

Raymond Long

Debra Martin

Lakia McNeal

Tasha Morgan

Renee O'Day

Everlyne Ololo

Anna Otiniano

Richard Pengelly

Chantel Pierre

Harold Ian Proverbs

James Rizzo

Katie Roundtree

Liliya Sablukova

Andrea Simon

Katherine Woodruff

Rhonda Woodward

Meeting Date: August 28, 2020

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

Executive Summary, Explanation or Background Information:

The Education & Webinar Committee held its first virtual meeting on July 7, 2020. During that meeting, the committee received a brief orientation and discussed topics for the upcoming year. Through e-mail correspondence the committee was able to finalize the topics. The final recommended list of topics and proposed dates are attached.

The committee has received several proposed webinars from various speakers/vendors that cannot be accommodated with the current schedule of one webinar per month. The committee would like direction on how to handle these additional proposals.

Recommended Action:

Approval of the Webinar Schedule & Topics List for the period beginning October 2020 and ending September 2021. Direction on how to handle proposed webinars outside of the approved topic/schedule.

Rebecca Schnirman

Rebecca Schnirman

8/6/2020

Date

	Webinar Standard Time: 2:00pm-3:40pm/3rd Thurs of Month							
	Webinar Topic Ideas	Description	CPE Type (AA or TB)	Date	Coordinator	Coordinator	Possible Speaker(s)	Comments
1	Impact of COVID-19 (Pandemic) on Financial Reporting		AA	10/15/20	Ben Clark	Rebecca Bowman		
2	Economic Update	Economic Update Local Government and Current Economic and Market Update (Global, Domestic, & Florida Economy). This session will also include the impact of the Fed's zero interest rate policy on both investors and borrowers as well as strategies for balancing investment liquidity and return in this type of low yield environment.	TB	11/19/20	David Jang	Rhonda Woodward		
3	State of Florida – Revenue Department Update	Discuss current trends	TB	12/17/2020	Lakia McNeal	Renee O'Day		
4	Budget - How to Develop a Long-Range Financial Plan	In light of new revenue projections and investment earnings due to COVID 19 budgets developed for FY 2021 and future budgets will be severely impacted from this pandemic. This session will discuss developing long range financial plans to account for an economic downturn. This presentation will also discuss the effectiveness of performance based budgeting and/or zero base budgeting in a recession/depression environment.	TB	1/21/2021	Jennifer Desrosiers	Tasha Morgan	possibly Christine Spiel from Opengov.com cspiel@opengov.com. She sent an e-mail to Jill Walker about wanting to present a webinar called "map a course through the crisis for your town, city, or county. Sounds like it could work with this topic. She said they did one with ohio GFOA and it went well.	
5	Redefining Leadership for 2021	This webinar will discuss leadership as it relates to a pandemic workplace.	TB	2/18/2021	Maudeline Ciguene	Cindy Emshoff	Steve Alexander	
6	Accounting for Leases (GASB 87) Delayed until June 15, 2021	GASB 87	AA	3/18/2021	Michael Florio	Katherine Woodruff		
7	Paperless Office: Opportunities and Challenges	This session will explore the evolving options for transforming your paper-based methods into streamlined and automated processes. We will dive into the steps your office can take to digitally transform your departments, while highlighting process automation options related to electronic forms, automated workflow, ERP integrations and automated invoice processing and validation.	TB	4/15/2021	Erjeta Diamanti	Andrea Simon	Bryan Frick bryanf@mccinnovations.com	
8	Pensions: Long Term Investment Trends and Impact on Budget	Long term investment trends and impact on budget for FRS and Police/Fire/General Employees. Will Include section on impact of collective bargaining	AA	5/20/2021	Debra Martin	Jim Rizzo		
9	Best Practices for Remote Working in a Government Environment	Should address HR, Legal, IT, and other Challenges	TB	6/17/2021	Harold Ian Proverbs	Liliya Sablukova		
10	Best Practices in Grants Administration	This session will include CARES act funding guidance	AA	7/15/2021	Raymond Long	Everlyne Ololo		

	Webinar Standard Time: 2:00pm-3:40pm/3rd Thurs of Month							
	Webinar Topic Ideas	Description	CPE Type (AA or TB)	Date	Coordinator	Coordinator	Possible Speaker(s)	Comments
11	Environmental Social & Governance (ESG) Investing	With an increasing focus on sustainability and resiliency, “Environmental Social & Governance (ESG) Investing” is also becoming an increasingly important topic – this session would define this growing approach to investment management	AA	8/19/2021	Richard Pengelly	Anna Otiniano		
12	Banking Fraud Protection/Cyber Security	Session will include dicussion relevant to today's telework envirnoment.	TB	9/16/2021	Katie Roundtree	Chantel Pierre		
	Pensions: Impact of Covid-19 on Pensions and OPEB		AA				Optional Webinar-Ben Clark's firm alread presented this.	



Florida Government Finance Officers Association Legislative Committee 2020-2021

2020-2021

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Christine Davis

Michael Florio

Natalie Hinger

Lory Irwin

Brittany Jumper

Tasha Morgan

Colleen Scott

Mark White

Agenda Item Request

Meeting Date: August 28, 2020

Title of Item: Legislative Committee Update

Executive Summary, Explanation or Background Information:

With a later Legislative Session this upcoming year the Legislative Committee will have a longer period of little activity, depending on the pandemic's impact on the economy.

To wrap up the 2020 Legislative Session, the state budget was approved on June 29th. Governor DeSantis used his veto power to trim \$1 billion from the State's budget. The cuts maybe enough to avoid calling the Legislature back to balance the budget prior to the election, but there are whispers that a Special Session will occur shortly after the Legislature holds its Organizational Session in mid-November.

Key Session Dates for 2021:

- August 1, 2020 – Deadline for filing claim bills
- November 17, 2020 – Organizational Session
- March 2, 2021 – Regular Session convenes - 12:00 noon, deadline for filing bills for introduction
- April 17, 2021 – Motion to reconsider made and considered the same day. All bills are immediately certified.
- April 20, 2021 50th day – last day for regularly scheduled committee meetings
- April 30, 2021 60th day – last day of Regular Session

The Office of Economic & Demographic Research's Monthly Revenue Report continues to show the impact of the Pandemic on the State as a whole, with June's report reflecting sales tax revenue off by 20.5% of last year. This was an improvement from the 37.4% loss shown in May. Hope springs eternal! A link to the June report is found here:

(<http://edr.state.fl.us/Content/revenues/reports/monthly-revenue-report/index.cfm>)

Meetings will be scheduled with Legislative staff in the coming months to share our interest in engaging in the process and serving as an invaluable resource in the development of legislation and analyses.

Stephen Timberlake

Stephen Timberlake

8/13/2020
Date



**Florida Government Finance Officers Association
Member & Leadership Development Committee
2020-2021**

2020-2021

CHAIRPERSON

Lorrie Simmons

Lorrie1174@gmail.com

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Zachary Falconer
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Catherine Givens
Yeimy Guzman
Kewina Hibbert
Marcia Mack
Debra Martin
Lakia McNeal
Harold Ian Proverbs
Cintya Ramos
Allison Tesla
Paula Tosti

Agenda Item Request

Meeting Date: August 28, 2020

Title of Item: Diversity & Membership Engagement

Executive Summary, Explanation or Background Information:

Diversity and membership engagement are 2 of the goals of the committee for the upcoming year. Our committee has developed a strategy to begin engaging our members and diversifying our overall membership. A subcommittee will poll members and develop a list of organizations that our FGFOA membership is a part of or serving as Board Members. From this list we would like to begin inviting these organizations to participate in FGFOA events, join FGFOA as associates or members (if eligible), and participate in Webinars. This will give the FGFOA brand more exposure, recognition, and opportunities for joint ventures/partnerships in the future with other Professional Organizations.

Recommended Action:

Information Only. Once the poll questions are developed it will be shared with the Board before disseminating to the membership. We would like permission to work with the League on the poll and testing before launching.

Lorrie Simmons

Lorrie Simmons

08/18/20

Date



Florida Government Finance Officers Association Member & Leadership Development Committee 2020-2021

2020-2021

Agenda Item Request

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Lorrie1174@gmail.com

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Kewina Hibbert
Marcia Mack
Debra Martin
Lakia McNeal
Harold Ian Proverbs
Cintya Ramos
Allison Teslia
Paula Tosti

Meeting Date: August 28, 2020

Title of Item: Reboot of the Emerging Leaders & Mentoring Program

Executive Summary, Explanation or Background Information:

The Mentoring Program is an important platform to grooming and providing support to emerging leaders. The committee would like to provide more structure to the program, while also facilitating a place for the mentor and mentee to meet and share information. We are developing a schedule and format to facilitate meet ups virtually using Microsoft Teams or Zoom. A calendar will be developed for the mentor and mentee to meet at minimum once a quarter using one of the virtual formats facilitated by a committee member. The facilitator for the committee will provide introductions and a "Leadership" topic of discussion that will help guide the initial conversation. Leadership resources will come from Leadership books and resources gathered by the committee. During the meeting virtually each pair will then have time in their own separate groups to discuss the leadership topics and other pertinent topics of interest. This format allows for accountability for both the mentor and mentee. It also gives topics for discussion in the event a mentor or mentee is struggling or uncomfortable starting their initial conversations. New mentors will also have access to resources and material provided by the committee that can assist them in guiding their mentee.

Recommended Action:

Approval by the Executive Board of the Reboot of the Mentoring Program and virtual format.

Lorrie Simmons

Lorrie Simmons

8/18/20

Date



Florida Government Finance Officers Association SOGF Committee 2020

2020-2021

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Jeanette Haynes

Kewina Hibbert

Brittany Hinsberg

Brittany Jumper

Ann Kenny

Jeffrey Kern

Dianne Klaiss

Jeffrey Larson

Raymond Long

Everlyne Ololo

Richard Pengelly

Kelly Strickland

Vien Tran

Les Tyler

Denese Williams

Rhonda Woodward

Agenda Item Request

Meeting Date: August 28, 2020

Title of Item: 2020 School of Governmental Finance

Executive Summary, Explanation or Background Information:

Recommended Action:

The Committee has developed a list of sessions and has secured speakers for most of the sessions. The other needed speakers will be secured shortly. The list of speakers and session is attached.

The Committee has also developed three scenarios for how the school will proceed. The details are attached, and the four suggestions are as follows:

Option #1 -A full-scale school virtually to be done in 4.5 days, Monday through Thursday, 8:00 am -5:00 pm, and Friday, 8:00 am to 12:00 noon. All sessions will be 1 hour and 40 minutes

Option #2 - The second option is to have a full-day on Tuesday, 8:00 am to 5:00 pm, Afternoons only on Wednesday and Thursday from 1:00 pm – 5:00 pm, and Friday morning from 8:00 am – 12:00 noon. All sessions will be 1 hour and 40 minutes.

Option #3 - The third option is to have afternoon sessions only, Tuesday, Wednesday, and Thursday, from 1:00 pm – 5:00 pm for three weeks, starting a week earlier than the original schedules school. All sessions will be 1 hour and 40 minutes.

Options #4 – The fourth option is to have one full day and one-half day for three weeks, starting a week earlier than he original school. All sessions will be 1 hour and 40 minutes

Mark Parks

Mark Parks

06/23/2020

Date

2020 SCHOOL OF GOVERNMENTAL FINANCE - VIRTUAL October 19-23, 2020										
Day	Start	End	Track	Session Level	Sessison Title	Session Description	Speaker	Speaker Contact		
Monday	8:00 AM	9:40 AM	Financial Management & Leadership	Basic/Intermediate	Leadership-transforming theory into action!	Leadership-it's a hot topic, a common "google" search yet still remains an elusive achievement for many. Come to this very interactive session and learn how to transform your leadership goals into action!	Nicole Gaspari, Program Development Manager	Boca Raton, Florida NGasparri@ci.boca-raton.fl.us		
Monday	8:00 AM	9:40 AM	Accounting & Financial Reporting	Basic/ Intermediate	Grant Accounting	Overview of grants accounting from obtaining the award through reporting them in the CAFR (Not including the CARES ACT being offered separately)	April Shuping, CRI (we need to verify whether she will agree to virtual)	Everlyne Ololo	This will be the only session for grants other than the CARES ACT session	
Monday	10:30 AM	12:00 noon	Financial Management & Leadership	Basic/Intermediate	Emotional Intelligence, Team Building and Self Awarenesss	During the session we will explore the importance of our own emotional intelligence and leadership style to better understand and utilize emotions in ways that enhance interpersonal communication, teamwork and foster trusting relationships that result in greater productivity as a trusted advisor.	Steve Alexander	PFM		
Monday	10:30 AM	12:00 noon	Accounting & Financial Reporting	Basic/ Intermediate	Basic Components of Financial Statements - Understanding Fund Balance and Net Position	Learn the basic elements of Governmental and Entity wide financial statements	Beth Horacek or John Hulsey (Requested not confirmed)	Katherine M Woodruff	Beth Horacek or John Hulsey (Virtual)	
Monday	1:00 PM	2:40 PM	Treasury & Debt	Beginner / Intermediate 100 minutes	Update on Capital Financing Options, and Best Practices Debt Management	Come hear an update on the bank, and bond and other financing options for your capital financing needs. Key considerations will be shared, and things to watch out for	Jeffrey T. Larson, President Larson Consulting Services, LLC	Jeffrey T. Larson, President Larson Consulting Services, LLC. 10151 University Blvd., #117 Orlando, FL 32817 Office : 407-496-1597 Fax: 407-542-3791 Email: jtlarson@larsonservices.com		
Monday	1:00 PM	2:40 PM	Budget	Basic/Intermediate	Budget Development 101	This session will cover the basic principles of budgeting for governments, everything from the players involved to adoption. This session will also focus on the factors to consider when developing the budget as well as the challenges that arise.	Greg Jamees, Finance Director, Wakulla County Clerk of Courts	gjames@wakullacle rk.com ,		

Monday	3:20 PM	5:00 PM	Budget	Basic/Intermediate	Communicating Your Budget to the Public	Budget transparency goes beyond printing or posting a budget document on social media. Attend this session to learn about effective strategies that go beyond the budget document to ensure the budget decisions and information are communicated and understood.	Chris Tenney, City of Ft. Myers & Matt Singer, OpenGov	ctenney@cityftmyers.org		
Monday	3:20 PM	5:00 PM	Financial Management & Leadership	Basic/Intermediate	How to become a better listener	Listening skills are essential to many business roles. Good listening is vital when making decisions, reaching agreements, dealing with customer complaints and getting and giving(such as policy, instructions and feedback). Effective listening is one of the most beneficial ways to learn and grow. It allows the perspectives, knowledge, ideas and opinions of others to enter our mind and heart. As long as there are different perspectives and experiences, there's always something we could learn from some else by effective listening. If you want to improve your life practically, socially and developmentally, aim to become an effective listener.	Alexis Lockhart, Commissioner (Riviera Beach Housing Authority)	Phone number: 561 506-3923 , Email address: Alexis1.lockhart@gmail.com , Address: 231 Hawthorne Dr., Lake Park, FL 33403		
Tuesday	8:00 AM	9:40 AM	Accounting & Financial Reporting	Basic/ Intermediate	Changes in Fixed Assets	Discussion of Florida's threshold change from \$1,000 to \$5,000, betterments and impairment, additions and dispositions.	Marcia G Carty (Our committee member has offered to speak)	Marcia G Carty	Topic/How to/Recognition/Software Assisted/JE/Corrections	
Tuesday	8:00 AM	9:40 AM	Treasury & Debt	Intermediate / Advanced	Navigating the Municipal Advisor Rule	Direct purchase bonds versus capital markets. Impacts from lack of separation of bond funds	Jay Glover, PFM Financial Advisors / LLC, Division of PFM, Inc. / Leif Chase and Daniele Driscoll, JPMorgan / Frank Leto, Raymond James	Jay T407.406.5760 - gloverj@pfm.com / Leif T407.236.5464 - leif.g.chase@jpmorgan.com / Danielle T312.580.4390 - C630.207.4502 - ddriscoll5@bloomberg.net / Frank T727.567.2260 - C813.924.0092 - Frank.Leto@RaymondJames.com		
Tuesday	10:30 AM	12:00 noon	Treasury & Debt	Beginner Must be Mon, Tu, or Wed	Looking Ahead to Investing in Challenging Rate Environments	What if we have negative rates?	Jeff Kern Vice President, Sales and Relationship Management - Florida PMA	Network, LLC 121 S. Orange Avenue, Suite 1500 Orlando, FL 32801 c 941-356-9516 d 407-676-5138 e jkern@pmanetwork.com		
Tuesday	10:30 AM	12:00 noon	Accounting & Financial Reporting	Basic/ Intermediate	GASB Updates -What's coming and what's changed	A discussion of the upcoming GASB changes and insight into common pitfalls for implemented GASB statements and upcoming GASB model	Dr Reck USF-Tampa (requested-not confirmed)	Bert Martinez	Speaker originally requested in person on Wednesday afternoon may require schedule	

Tuesday	1:00 PM	2:40 PM	Financial Management & Leadership	Basic/Intermediate	COVID19 -Staying Strong in a Tough Game	It seems like we are just now recovering from the impact of the COVID19 pandemic, but what does the next year have in store for us? What will happen to our sales tax revenues and ad valorem taxes? How will we continue to provide services in whatever our future looks like. As we head into the next flu season, FGFOA members need current, accurate, and relevant information to help their organizations prepare for the uncertain future ahead.				
Tuesday	1:00 PM	2:40 PM	Budget		How are my Tax Dollars Being Spent	What is the connection between taxes that are collected and budgeted for public services. Find out where the money comes from and where it is going.				
Tuesday	3:20 PM	5:00 PM	Budget		Government Budget Policy	Budget policies are an important step in a more strategic and long-term financial planning approach to the fiscal wellbeing of local government.				
Tuesday	3:20 PM	5:00 PM	Financial Management & Leadership	Basic/Intermediate	Platinum Certification - World Council on City Data	As our world continues to shrink at an ever-increasing rate, being able to navigate the global world is becoming more and more important. In 2016, the City of Doral, Florida was first recognized as a Platinum Certification ISO 37120 by the World Council on City Data, one of only four in the entire country! Come meet the folks from the City of Doral who have earned "World Cup" recognition and hear about some of the successful programs in their city.	Gladys Gonzalez, Information Technology Director Dr. Patricia L. McCarney, President & CEO	8401 NW 53rd Terrace Doral, FL 33166 305-593-6725 World Council on City Data 130 Queens Quay East Suite 1308 Toronto, Ontario M5A 0P6 Canada		
Wednesda	8:00 AM	9:40 AM	Treasury & Debt	Advanced Virtual Only 50 minutes	Portfolio Positioning in a COVID-19 World	Governments across the country are experiencing unprecedented revenue declines and layoffs, leaving them with a number of key portfolio considerations and questions. This Round Table discussion will provide participants the opportunity to discuss liquidity and income portfolio strategies.	Ben Finkelstein, Managing Director / Public Funds, Cantor Fitzgerald John F. Grady III, CTP Managing Director Public Trust Advisors, LLC 717 17th St., Suite 1850 Denver, CO 80202 P (407) 588-0525 M (407) 701-8002 www.publictrustadvisors.com	BeFinkelstein@cantor.com O: 713.783.1312 C: 281.381.2740 John.Grady@publictrustadvisors.com O (407) 588-0525 M (407) 701-8002		
Wednesda	8:00 AM	9:40 AM	Budget	Basic/Intermediate	Budgeting through Crisis	Learning how to budget when your expenses are increasing but your revenue is not can be difficult, but not impossible. In this session, you will learn how to trim back expenses while maintaining government services.	Peter Brill, City of Ocala	pbrill@ocalafl.org , 352.629.8250		
Wednesda	10:30 AM	12:00 noon	Treasury & Debt	Beginner / Intermediate 50 minutes	Secrets to Preparing a Banking Services RFP	How to prepare a banking RFP and how does a bank respond to a banking RFP?	Vincent Matteo Jacqueline Kobialko Lynn Nieves Suntrust	Vincent Mattio Vice President Relationship Manager Government and Institutional Banking Group Wells Fargo Commercial		

Wednesda	10:30 AM	12:00 noon	Accounting & Financial Reporting	Intermediate/ Advanced	Significant GASB Implementations	An expanded view of implementing GASB Statement 84, Fiduciary activities and GASB 87, Leases	Stephan Blann, REHMAN	Ann Kenny	Stephan Blann, REHMAN	
Wednesda	1:00 PM	2:40 PM	Treasury & Debt	Beginner / Intermediate	Treasury - Technology - Banking Product Efficiencies - Treasury Management Tools	Digital Disbursements and the Metamorphosis of paper to electronic data - electronic banking & investment platforms from dashboards to straight-through processing reconciliation and electronic receipts	Cindy Hammer cindy.l.hammer@jp morgan.com	Cindy Hammer, CTP Vice President Product Specialist Commercial Banking J.P. Morgan T: 813		
Wednesda	1:00 PM	2:40 PM	Accounting & Financial Reporting	Intermediate/ Advanced	Taking Responsibility of your Financial Statements	Can you explain the differences between Governmental and Government-wide financial statements? Does the Reconciliation of the Balance Sheet to the Statement of Net Position have you puzzled? This session will cover some key struggles in preparing your Financial Statements and provide you with some resources to give you the confidence to take responsibility for your financial statements.	Beth Horacek or John Hulsey (Requested not confirmed)	Katherine M Woodruff	Faculty : MCOB DEAN'S OFFICE Saint Petersburg, Tampa ***The best days that week for me would be Wednesday afternoon the 21st of Friday the 23rd.	
Wednesda	3:20 PM	5:00 PM	Financial Management & Leadership	Intermediate / Advanced	Improve Team Performance: Focus on Personal Growth, Not Ratings & Reward	It's no wonder that, as adults, we re-create the same conditions as our first twenty years spent being compared to others when we design our work environments. It's what we know. The major problem with performance management systems today is that they have become substitutes for the vital act of actually managing people. Elaine Pulakos, a PhD psychologist and CEO of PDRI, a top consulting firm in this area, observed in a 2011 article in Industrial and Organizational Psychology 4, "Why is Performance Management Broken?" that "[a] significant part of the problem is that performance management has been reduced to prescribed, often discrete steps within formal administrative systems...Although formal performance management systems are intended to drive...the day-to-day activities of communicating ongoing expectations, setting short-term objectives, and giving continual guidance...these behaviors seem to have become largely disconnected from the formal systems." Source: Work Rules by Laszlo Bock	Doug Thomas Senior Vice President Strategic Government Resources	PO Box 1642 Keller, TX 76244 cell: 863-860-9314 office: 817-337- 8581 DouglasThomas@ GovernmentResour ce.com		
Wednesda	3:20 PM	5:00 PM	Budget	Intermediate / Advanced	Enterprise Wide Focus - Making Budget Decisions	Making budget decisions with the good of the whole enterprise in mind. An approach that allows decision makers to understand the projected future consequences of their decision alternatives.	Mike Burton & Leticia Doohaluk			
Thursday	8:00 AM	9:40 AM	Financial Management & Leadership	Intermediate / Advanced	Transitioning to an Administrative Position- Moving From Being On the Field to Coaching the Team	Transitioning from an administrative position to a City Manager role can be a daunting thought, but many City Managers are selected for their financial background. You, too can take your skills to the next level and become a leader in your community.				
Thursday	8:00 AM	9:40 AM	Budget		Budgeting Methods	This session will look at the various methods to develop a budget. From a zero-based budget to an incremental approach and everything in between.				

Thursday	10:30 AM	12:00 noon	Accounting & Financial Reporting	Intermediate/ Advanced	Florida Auditor General update	Updates from the Auditor Generals' office and a discussion of the financial condition assessment procedures you should be using.	TBD	Katherine M Woodruff		
Thursday	10:30 AM	12:00 noon	Financial Management & Leadership	Intermediate / Advanced	Volleying the Right Financial Policies for an Enterprise Fund	The GFOA recommends that governments formally adopt financial policies. What are the right financial policies for an enterprise fund and once you have determined which ones to adopt, what are the steps to consider when making effective financial policies? Come learn how to implement these best practices.	Bryan Mantz, CMC, CGFM, President	Bryan Mantz, CMC, CGFM, President		
Thursday	1:00 PM	2:40 PM	Treasury & Debt	Intermediate / Advanced	Municipal Debt Restructuring and Refinancing	<ul style="list-style-type: none">• Economics of a bond issue and the impact on an issuer’s finance team• Alternative methods of bond sales and how they overlap• Green bonds financing<ul style="list-style-type: none">o Pricing differential relative to conventional financingo Demand for the producto How Green bonds are relevant• Resiliency	Steven W. Eaddy Senior Vice President – Public Finance Department Estrada Hinojosa Lourdes Abadin Jaclyn Mesa	Estrada Hinojosa & Company, Inc. 112 West 34th Street 18th Floor New York, NY 10120 (212) 946-4925 direct (212) 946-4927 fax (917) 843-4436 cell seaddy@ehmuni.co		
Thursday	1:00 PM	2:40 PM	Financial Management & Leadership	Intermediate / Advanced	Characteristics of a High-Performing Team in the Workplace	A high-performing team is unlike any regular team. It is comprised of highly talented and motivated individuals with common goals. Such team helps their company achieve excellence and growth. A sense of purpose, open communication, trust and mutual respect, shared leadership, effective working procedures, flexibility and continuous learning can build a high-performing team in the workplace.	Lynn Whitfield, Esquire	Phone number: 561 856-6757, email address: v.lynn@vlynnwhitfield.com , address: P O Box 8488, West Palm Beach, Fl 33407-8488		
Thursday	3:20 PM	5:00 PM	Accounting & Financial Reporting	Intermediate/ Advanced	Hot topics in Taxes impacting local governments	This session will cover a variety of common Federal and State tax topics local governments are faced with, including sales tax collection and remittance, IRS fringe benefits, contractor taxability, etc.	Chris Davis, Purvis Gray	Bert Martinez		
Thursday	3:20 PM	5:00 PM	Financial Management & Leadership	Intermediate / Advanced	Game Rules - HR Laws what Supervisors need to Know	Supervisors are your front line in preventing legal violations that could bring hefty penalties if employees are not managed properly. Both newly promoted supervisors and experienced managers need a clear understanding of potential legal issues that impact the workplace.	Trina Pulliam, CEO	Trainnovations® Moving Organizations from Better to Brilliant 561-252-7646		
Friday	8:00 AM	9:40 AM	Budget	Intermediate / Advanced	Best Budget Practices	Now that the budget is adopted, this session will present the options to best execute the budget. This session will cover the various methods of procurement and the solicitation process.				

Friday	8:00 AM	9:40 AM	Accounting & Financial Reporting	Intermediate/ Advanced	Accounting for the Cares Act Funding and prepared to receive Care Act Funding (CFDA#?), Grant? Deferred in-flow or is it a loan?	Dealing with changes from an accounting and financial perspective - how are we reporting and monitoring for the long term.	James, Moore and panel	Ann Kenney	Ann Kenny	Bert, KMW, Ann30 minutes teaching about the ACT and 30 minutes accoutning for it. Another 20 minutes to have open Q & A with the panel
Friday	10:00 AM	11:40 AM	Accounting & Financial Reporting	Intermediate/ Advanced	A comprehensive review of CRAs including audit reports, risks and findings, sunseting, and reporting issues.	Find out how many have CRA from FL Auditor General's office and then see how many members? Does belong here or at Annual Conference?New audit requirement - requires a stand-a-lone audit to be completed for FY20	Chris Moran, Moran, Smith CPAs	Marcia Carty		

OPTION #2 - Total 36 sessions**Week #1**

	Tuesday	Wednesday	Thursday	Friday
8:00 am - 9:40 am	2 Sessions			2 Sessions
10:30 am - 12:00 noon	2 Sessions			2 Sessions
Break				
1:00 pm - 2:40 pm	2 Sessions	2 Sessions	2 Sessions	
3:20 pm - 5:00 pm	2 Sessions	2 Sessions	2 Sessions	

Week # 2

	Tuesday	Wednesday	Thursday	Friday
8:00 am - 9:40 am	2 Sessions			
10:30 am - 12:00 noon	2 Sessions			
Break				
1:00 pm - 2:40 pm	2 Sessions	2 Sessions	2 Sessions	
3:20 pm - 5:00 pm	2 Sessions	2 Sessions	2 Sessions	

OPTION #3 - Total 36 sessions**Week #1**

1:00 pm - 2:40 pm	2 Sessions	2 Sessions	2 Sessions
3:20 pm - 5:00 pm	2 Sessions	2 Sessions	2 Sessions

Week #2

1:00 pm - 2:40 pm	2 Sessions	2 Sessions	2 Sessions
3:20 pm - 5:00 pm	2 Sessions	2 Sessions	2 Sessions

Week #3

1:00 pm - 2:40 pm	2 Sessions	2 Sessions	2 Sessions
3:20 pm - 5:00 pm	2 Sessions	2 Sessions	2 Sessions

OPTION #4 - Total 36 sessions**Week #1**

	Tuesday	Wednesday
8:00 am - 9:40 am	2 Sessions	
10:30 am - 12:00 noon	2 Sessions	
Break		
1:00 pm - 2:40 pm	2 Sessions	2 Sessions
3:20 pm - 5:00 pm	2 Sessions	2 Sessions

Week #2

	Tuesday	Wednesday
8:00 am - 9:40 am	2 Sessions	
10:30 am - 12:00 noon	2 Sessions	
Break		
1:00 pm - 2:40 pm	2 Sessions	2 Sessions
3:20 pm - 5:00 pm	2 Sessions	2 Sessions

Week #3

	Tuesday	Wednesday
8:00 am - 9:40 am	2 Sessions	
10:30 am - 12:00 noon	2 Sessions	
Break		
1:00 pm - 2:40 pm	2 Sessions	2 Sessions
3:20 pm - 5:00 pm	2 Sessions	2 Sessions



Florida Government Finance Officers Association Technical Resources Committee 2020-2021

2020-2021

Agenda Item Request

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James Halleran
Wayne Hart
Christopher Kessler
Derek Noonan
James Rizzo
Les Tyler
Terrence Vecchio
Larry Webb
Joseph Welch
Mark White

Meeting Date: August 28, 2020

Title of Item: Committee Update

Executive Summary, Explanation or Background Information:

1. Began updating the *Basic Government Resource Manual*. The draft is projected to be completed in early October.
2. Continuing to monitor the landscape of government finance for changes to bring to the members' attention:
 - a. Monitoring the White House's Memorandum for payroll tax deferrals
 - b. Have worked with Jill Walker to create and disseminate four e-bulletins regarding a number of authoritative topics and updates
3. Responding to technical inquiries and request of financial information:
 - a. Monitoring the List Serve activity and responding to unanswered questions.
4. Preparing draft responses to any Government Accounting Standards Board (or other regulatory body's) invitations to comment.
 - a. Prepared responses to the GASB's Technical Bulletin – Accounting and Financial Reporting Issues Related to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) of 2020 and Coronavirus Diseases, Florida Auditor General's New Draft Rules,
 - b. Assigned subcommittees/ project teams to develop draft responses to the GASB's invitation to comment on Financial Reporting Model Improvement (Comment Deadline: February 26, 2021), Recognition of Elements of Financial Statements (Comment Deadline: February 26, 2021, and Revenue and expense recognition (Comment Deadline: February 26, 2021)

Recommended Action:

Ryan Bernal

August 18, 2020

Ryan Bernal

Date

[illegible]

NEXT MEETING:

October 28, 2020, Location To Be Determined

[illegible]



FGFOA Mission

The FGFOA is dedicated to being your professional resource by providing opportunities through Education, Networking, Leadership and Information.

Education...

- Creating balanced and cost effective educational programs
- Utilizing various venues and methods of delivery
- Enhancing cooperative training partnerships

Networking...

- Establishing a network of membership expertise
- Establishing relationships with other organizations
- Establishing partnerships between Chapters

Leadership...

- Providing opportunities for individual development
- Being recognized as the governmental finance expert
- Recruiting, mentoring and promoting leaders within our organization
- Recognizing Achievements

Information...

- Maximizing technology resources
- Enhancing information delivery
- Communicating technical and legislative issues