



Florida Government Finance Officers Association, Inc
Meeting of the Board of Directors
Friday, February 4, 2022

Hotel Indigo, Gainesville

**Celebration Ballroom
9:00 A.M.**

ATTENDANCE - FGFOA BOARD MEETING

February 4, 2022

NOT
PRESENT

PRESENT

OFFICERS

Shannon Ramsey-Chessman
Jonathan McKinney
Frank DiPaolo

DIRECTORS

Melissa Burns
Bryan Cahen
Rip Colvin
Missy Licourt
Olga Rabel
William Spinelli
Kelly Strickland

1st Term

2019-2022

2nd Term

2019-2022

3rd Term

2020-2023

2016-2019

2021-2024

2020-2023

2018-2021

2018-2021

2021-2023

2021-2024

2021-2024

IMMEDIATE PAST PRESIDENT

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Jamie Roberson

COMMITTEE CHAIRS

Jeremy Baker
Sharon Almeida
Nicole Jovanovski
Rebecca Schnirman
Stephen Timberlake
Lorrie Arevalo
Nicole Gasparri
Ryan Bernal

Certification Committee

Conference Host Committee

Conference Program Committee

Education & Webinar Committee

Legislative Committee

Member & Leadership Development Committee

2022 SOGF Committee

Technical Resources Committee

CHAPTER PRESIDENTS

Jim Cooke
Gita Sookdeo
Anthony Cobb
Justin Grant
Sara Herms
Cathy Larson
Melissa Licourt
Jeanette Haynes
Tricia Greene
Ken Sinclair
Kristin Simeone
Cary Myers
Jennifer Hill
Lory Irwin

Big Bend Chapter

Central Florida Chapter

Florida First Coast Chapter

Gulf Coast Chapter

Hillsborough Chapter

Nature Coast Chapter

North Central Florida Chapter

Palm Beach Chapter

Panhandle Chapter

South Florida Chapter

Southwest Chapter

Space Coast Chapter

Treasure Coast Chapter

Volusia Flagler Chapter

OTHERS IN ATTENDANCE

Paul Shamoun
Jill Walker
Karen Pastula

Florida League of Cities

Florida League of Cities

Florida League of Cities



FGFOA BOARD OF DIRECTORS MEETING AGENDA

DATE/TIME: **Friday, February 4, 2022**
 9:00 AM
 Celebration Ballroom, Hotel Indigo, Gainesville

- I. Call to Order – Shannon Ramsey-Chessman, President**
- II. Roll Call**
- III. Consideration of Minutes – October 20, 2021, December 6, 2021, and January 6, 2022**
- IV. Report of Officers**
 - A. President – Shannon Ramsey-Chessman**
 - 1. Ad-Hoc Committee Reminder**
 - 2. Replace Mark Parks on FGFOA BOD**
 - 3. Appointment to the Lifetime Achievement Award Committee**
 - B. President Elect – Jonathan McKinney**
 - 1. Appointment to Nominating Committee**
 - C. Secretary Treasurer – Frank DiPaolo**
 - 1. Financials – 09/30/2021**
 - D. Executive Director – Paul Shamoun**
 - 1. Membership Report**
 - 2. Investment Report**
 - 3. 50th Anniversary for FACC Resolution (Linda Bridges)**
 - 4. Procedures for Transacting, Recording, and Reporting Financial Activities**
 - 5. 2022 GFOA Annual Conference**
 - 6. 2022 Annual Conference Budget**
 - 7. 2024 Annual Conference Update**
- V. Committee Chair**
 - A. Certification Committee – Jeremy Baker**

B. Conference Host Committee – Sharon Almeida

1. Update

C. Conference Program Committee – Nicole Jovanovski

1. Update

D. Education and Webinar Committee – Rebecca Schnirman

1. Webinar Topics and Schedule

E. Legislative Committee – Stephen Timberlake

1. Update

F. Member and Leadership Development Committee – Lorrie Arevalo

G. 2022 School of Governmental Finance Committee – Nicole Gasparri

1. Update

H. Technical Resources Committee – Ryan Bernal

1. Update

VI. Other Business

**VII. Next Meeting – April 8, 2022 - In conjunction with Leadership Class V
Bohemian Hotel Celebration, Autograph Collection
700 Bloom Street
Celebration, FL 34747**



FGFOA BOARD OF DIRECTORS MEETING AGENDA

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1. Update

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VI. Other Business

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Bohemian Hotel Celebration, Autograph Collection
700 Bloom Street
Celebration, FL 34747**

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
October 20, 2021

The meeting of the FGFOA Board of Directors took place at the Daytona Beach Shores Oceanfront Resort on Wednesday, October 20, 2021.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Shannon Ramsey-Chessman, Chief Deputy Clerk, Clerk of the Circuit Court and Comptroller, Palm Beach County

President – Elect, John McKinney, Finance Director, City of Mount Dora

Secretary – Treasurer, Frank DiPaolo, Director of Finance, City of Dania Beach

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, Mark Parks

Director, Olga Rabel, Inspector General, Clay County Clerk of the Circuit Court

Director, Bill Spinelli, Chief Financial Officer, Brevard County Sheriff's Office

Director, Kelly Strickland, Director of Financial Administration, City of Sarasota

IMMEDIATE PAST PRESIDENT

Jamie Roberson, Director of Finance & Accounting, Osceola Clerk of Court & Comptroller

COMMITTEE CHAIRS

Jeremy Baker, Certification

Sharon Almeida, Conference Host and SOGF 2021

Nicole Jovanovski, Conference Program

Rebecca Schnirman, Education & Webinar

Stephen Timberlake, Legislative

CHAPTER PRESIDENTS

STAFF

Paul Shamoun, Florida League of Cities

Jill Walker, Florida League of Cities

CALL TO ORDER

There being a quorum, President Ramsey-Chessman called the October 20, 2021 meeting of the FGFOA Board of Directors to order at 9:01 am.

PRESIDENT REPORT

Minutes

Mrs. Ramsey-Chessman presented the minutes from the June 17, 2021 FGFOA Board meeting for review.

Mr. McKinney moved, seconded by Mr. DiPaolo, to accept the minutes from the August 6, 2021 meeting as presented. Motion passed unanimously.

Mrs. Ramsey-Chessman spoke on her desire to begin the discussion about setting expectations for Directors and Committee Chairs when changes impact their ability to effectuate their duties. Discussion covered how and when they notify the Executive Board and FGFOA staff Board members lose/change jobs; if they are in a new position that is not with a government entity; when they are not able to attend Board meetings in person due to business or personal commitments; should there be a limit set on the amount of meetings one can miss; will virtual attendance be acceptable/available; is the expectation different for a Board member versus a Committee Chair. The issue of needing clearer communication about changes was stressed but it was unanimous that more discussions would need to take place, perhaps at Strategic Planning. Mrs. Ramsey-Chessman is considering an ad-hoc committee to address these issues and will bring forward a recommendation at a future board meeting.

PRESIDENT REPORT

Appointments to the Nominating Committee

Mrs. Ramsey-Chessman made her appointments to the Nominating Committee. She selected Dan Stauffer, Director of Finance for the city of Deland and Christine Davis Director of Finance for the city of Orange City. They will both serve a 3-year term.

Mrs. Strickland moved, seconded by Mr. Colvin, to accept the appointments to the Nominating Committee of Dan Stauffer, Director of Finance for the city of Deland and Christine Davis Director of Finance for the city of Orange City. Motion approved unanimously.

PRESIDENT-ELECT REPORT

2022 School of Governmental Finance Chair

Mr. McKinney made his selection for the 2022 School of Governmental Finance Chair. He chose Nicole Gasparri, Director of Strategic Management and Professional Development, Clerk of the circuit Court & Comptroller, Palm Beach County.

Mrs. Roberson moved, seconded by Ms. Burns, to approve the selection of Nicole Gasparri for the 2022 School of Governmental Finance Chair. Motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

Administrative Services Agreement Correction

Mr. Shamoun noted the Administrative Services Agreement that was signed September 11, 2021 needs to be corrected. The red lined version was voted on and approved by the FGFOA BOD, however, the document itself was not presented as the corrected version.

Mr. McKinney moved, seconded by Ms. Burns, to approve the revision of the fee language as presented. Motion passed unanimously.

NEXT MEETING

The next meeting of the Board of Directors will be held on February 4, 2022. The location is to be determined.

ATTEST:

Frank DiPaolo, Secretary/Treasurer

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
December 6, 2021

The meeting of the FGFOA Board of Directors took place via a Teams video conference call on Monday, December 6, 2021.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Shannon Ramsey-Chessman, Chief Deputy Clerk, Clerk of the Circuit Court and Comptroller, Palm Beach County
Secretary – Treasurer, Frank DiPaolo, Director of Finance, City of Dania Beach
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, Missy Licourt, Budget Director, St. Johns River Water Management District
Director, Mark Parks
Director, Olga Rabel, Inspector General, Clay County Clerk of the Circuit Court
Director, Bill Spinelli, Chief Financial Officer, Brevard County Sheriff's Office
Director, Kelly Strickland, Director of Financial Administration, City of Sarasota

IMMEDIATE PAST PRESIDENT

Jamie Roberson, Director of Finance & Accounting, Osceola Clerk of Court & Comptroller

COMMITTEE CHAIRS

Jeremy Baker, Certification
Sharon Almeida, Conference Host and SOGF 2021
Nicole Jovanovski, Conference Program
Rebecca Schnirman, Education & Webinar
Stephen Timberlake, Legislative
Lorrie Arevalo, Member and Leadership Development

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 Ramsey-Chessman called the December 6, 2021 meeting of the FGFOA Board of Directors to order at 3:31 pm.

PRESIDENT REPORT

Audit Committee

Mrs. Ramsey-Chessman presented her appointment to the 2021/2022 audit Committee to include Immediate Past President and Chair, Jamie Roberson; Secretary/Treasurer, Frank DiPaolo; and At-Large Member, Melissa Burns.

Mr. Colvin moved, seconded by Mr. Parks, to accept the selection as presented. Motion passed unanimously.

NEXT MEETING

The next meeting of the Board of Directors will be held on February 4, 2022. The location is to be determined.

ATTEST:

Frank DiPaolo, Secretary/Treasurer

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
January 6, 2022

The meeting of the FGFOA Board of Directors took place via a Teams video conference call on Thursday, January 6, 2022.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Shannon Ramsey-Chessman, Chief Deputy Clerk, Clerk of the Circuit Court and Comptroller, Palm Beach County

President – Elect, John McKinney, Finance Director, City of Mount Dora

Secretary – Treasurer, Frank DiPaolo, Director of Finance, City of Dania Beach

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, Missy Licourt, Budget Director, St. Johns River Water Management District

Director, Kelly Strickland, Director of Financial Administration, City of Sarasota

IMMEDIATE PAST PRESIDENT

Jamie Roberson, Director of Finance & Accounting, Osceola Clerk of Court & Comptroller

COMMITTEE CHAIRS

Sharon Almeida, Conference Host

Nicole Jovanovski, Conference Program

Rebecca Schnirman, Education & Webinar

Stephen Timberlake, Legislative

Lorrie Arevalo, Member and Leadership Development

Nicole Gasparri, SOGF 2022

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 Ramsey-Chessman called the January 6, 2022 meeting of the FGFOA Board of Directors to order at 2:30 pm.

PRESIDENT REPORT

2024 FGFOA Conference Site Selection

Mr. Shamoun presented the request for approval of the Diplomat as the site for the 2024 FGFOA Annual Conference. Due to the growth in FGFOA membership over the last few years, there is a limited number of hotels that can accommodate our attendance as well as provide a sufficient space for the exhibit hall. Typically, in the past, the Annual Conference is all held under one roof. However, that is becoming increasingly difficult due to our size.

There was discussion of creating a member poll to see what potential impacts could be foreseen in having the event in multiple hotels. This poll would also ask for preferences of location with the options being West Palm Beach, Tampa, Boca Raton or Orlando and whether or not conference centers could be considered.

Mr. Colvin moved, seconded by Ms. Burns, to accept the Diplomat as the location for the 2024 Annual Conference as presented.

Upon further discussion, Mr. Colvin withdrew his motion.

Mr. Colvin moved, seconded by Mrs. Roberson, to allow FGFOA staff time to work with FLC meeting planners to consider other options, such as Tampa, giving the Executive Board authority to make the final decision. Motion passed unanimously.

NEXT MEETING

The next meeting of the Board of Directors will be held on February 4, 2022. The location will be the Hotel Indigo in Gainesville.

ATTEST:

Frank DiPaolo, Secretary/Treasurer



Florida Government Finance Officers Association, Inc.

2021-2022 Board of Directors - President

Agenda Item

2021-2022
BOARD OF DIRECTORS

OFFICERS
President

Shannon Ramsey-Chessman

President-Elect
Jonathan McKinney

Secretary/Treasurer
Frank DiPaolo

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Missy Licourt

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: February 4, 2022

Title of Item: Ad-Hoc Committee Reminder

Executive Summary, Explanation or Background:

As a reminder, the BOD established the following Ad-Hoc committees at the October 20, 2022, meeting:

- Expectations for Committee Chairs & Directors and Meeting Participation Guidelines
- FGFOA Policy & Procedures Review

Secretary/Treasurer Frank DiPaolo is chairing both committees and all volunteers are welcome.

Recommended Action:

Review only

Shannon Ramsey-Chessman
Shannon Ramsey-Chessman, President

January 24, 2022
Date



Florida Government Finance Officers Association, Inc.

2021-2022 Board of Directors - President

Agenda Item

2021-2022
BOARD OF DIRECTORS

OFFICERS
President

Shannon Ramsey-Chessman

President-Elect
Jonathan McKinney

Secretary/Treasurer
Frank DiPaolo

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Missy Licourt

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: February 4, 2022

Title of Item: Replace Mark Parks on FGFOA BOD

Executive Summary, Explanation or Background:

On January 6, 2022, BOD member Mark Parks resigned from his director position as he accepted a position "on the corporate side of local government". According to our bylaws, "In the event of a vacancy in a director seat, the Nominating Committee shall solicit nominees and appoint an individual to serve in that seat until the next scheduled election, subject to confirmation by the Board of Directors by majority vote."

The vacant director position notwithstanding, the process for electing the next slate of directors for the 2022-2023 year will be commencing soon. As such, I am recommending that the vacant director position be filled during that process rather than the nominating committee duplicating the process for the vacant seat now.

Recommended Action:

For review and approval

Shannon Ramsey-Chessman
Shannon Ramsey-Chessman, President

January 24, 2022
Date



Florida Government Finance Officers Association, Inc.

2021-2022 Board of Directors - President

Agenda Item

**2021-2022
BOARD OF DIRECTORS**

**OFFICERS
President**

Shannon Ramsey-Chessman

President-Elect
Jonathan McKinney

Secretary/Treasurer
Frank DiPaolo

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Missy Licourt

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: February 4, 2022

Title of Item: Appointment to the Lifetime Achievement Award Committee

Executive Summary, Explanation or Background:

The Lifetime Achievement Award Committee consists of two Past Presidents, one FGFOA Officer, one current Board member and one member of the FGFOA at-large appointed by the President. The Committee may recommend one candidate from among the nominations received based upon the four criteria for the award. The recommendation of the Committee must be approved by the Officer on the Committee. The Lifetime Achievement Award Committee for 2022-2023 will consist of following members:

1. Mary-Lou Pickles – Past President
2. Jeff Smith – Past President
3. John McKinney, President-Elect - Officer
4. Rip Colvin, current Board member
5. Nicole Gasparri – member at-large

Recommended Action:

For review and approval

Shannon Ramsey-Chessman
Shannon Ramsey-Chessman, President

January 20, 2022
Date



Florida Government Finance Officers Association, Inc.
2021-2022 Board of Directors – Secretary-Treasurer
Agenda Item

2021-2022
BOARD OF DIRECTORS

OFFICERS
President

Shannon Ramsey-Chessman

President-Elect
Jonathan McKinney

Secretary/Treasurer
Frank DiPaolo

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Missy Licourt

Mark Parks

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: February 4, 2022

Title of Item: Financials – 09/30/2021

Executive Summary, Explanation or Background:

Attached are the Financials as of 09/30/2021 for your review.

Recommended Action:

For review

Name

Frank DiPaolo, Secretary-Treasurer

January 21, 2022

Date

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Comparative Statement of Financial Position

September 30, 2021, June 30, 2021, March 31, 2021, December 31, 2020, and September 30, 2020

	30-Sep-21	30-Jun-21	31-Mar-21	31-Dec-20	30-Sep-20
ASSETS					
Current Assets:					
Cash - Capital City Bank	\$ 619,846	462,242	394,067	307,517	306,597
Investments - Vanguard	16,721	16,721	16,720	16,720	16,719
Investments - CD's	195,032	195,022	195,011	193,636	193,625
Accounts Receivable	2,365	400	290	1,250	100
Interest Receivable	279	152	26	1,107	902
Prepaid Expenses	0	5,819	0	0	0
Prepaid Conference Expenses	4,811	0	0	0	0
Prepaid School of Gov Finance Expenses	3,705	0	0	0	512
Deposits	32,808	32,108	11,335	1,500	7,250
Total Current Assets	\$ 875,567	712,464	617,449	521,730	525,705
Equipment:					
Computer Equipment	\$ 2,162	2,162	2,162	2,162	2,162
Less: Accumulated Depreciation	(2,003)	(1,971)	(1,939)	(1,907)	(1,875)
Net Equipment	\$ 159	191	223	255	287
Other Assets:					
Deposits	\$ 7,750	7,750	16,138	16,138	10,888
Prepaid	0	0	0	0	0
Total Other Assets	\$ 7,750	7,750	16,138	16,138	10,888
Total Assets	\$ 883,476	720,405	633,810	538,123	536,880
LIABILITIES AND NET ASSETS					
Current Liabilities:					
Deferred Revenues	\$ 126,870	550	117,310	0	7,290
Accounts Payable	45,873	78,053	32,721	39,510	58,027
Total Current Liabilities	\$ 172,743	78,603	150,031	39,510	65,317
Unrestricted Net Assets	\$ 710,733	641,802	483,779	498,613	471,563
Total Liabilities and Unrestricted Net Assets	\$ 883,476	720,405	633,810	538,123	536,880

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities

For the Three Months Ended September 30, 2021

	QTR 1	QTR2	---ACTUAL---	QTR 4	YTD	---BUDGET---	---BUDGET---	---BUDGET---
	1-July-21	1-Oct-21	QTR 3	1-Apr-22	1-Jul-21	AMENDED	%	VARIANCE
	to	to	to	to	to	to	OF	YEAR
	30-Sept-21	31-Dec-21	31-Mar-22	30-Jun-22	30-Jun-22	30-Jun-22	BUDGET	TO
							SPENT	DATE
REVENUES								
Membership Dues	\$ 110,650	0	0	0	110,650	150,000	74%	(39,350)
Investment Income	138	0	0	0	138	4,000	3%	(3,862)
Annual Conference	0	0	0	0	0	675,500	0%	(675,500)
School of Governmental Finance	0	0	0	0	0	138,405	0%	(138,405)
Pre Conference Seminar	0	0	0	0	0	35,000	0%	(35,000)
Leadership FGFOA	0	0	0	0	0	19,900	0%	(19,900)
Boot Camps	0	0	0	0	0	39,600	0%	(39,600)
CGFO Fees	13,115	0	0	0	13,115	36,000	36%	(22,885)
On-Line Learning	0	0	0	0	0	3,300	0%	(3,300)
Miscellaneous Income	0	0	0	0	0	0	0%	0
TOTAL REVENUES	\$ 123,903	0	0	0	123,903	1,101,705	11%	(977,802)
EXPENSES								
Professional Services:								
Florida League of Cities, Inc.	\$ 32,188	0	0	0	32,188	129,000	25%	96,812
Auditor Fees	0	0	0	0	0	10,250	0%	10,250
Total - Professional Services	\$ 32,188	0	0	0	32,188	139,250	23%	107,062
Meeting Expenses:								
Board of Directors	\$ 2,601	0	0	0	2,601	30,500	0%	27,899
Strategic Planning	0	0	0	0	0	3,500	0%	3,500
GFOA Conference	0	0	0	0	0	5,500	0%	5,500
GFOA Reception	0	0	0	0	0	5,500	0%	5,500
Total - Meeting Expenses	\$ 2,601	0	0	0	2,601	45,000	6%	42,399

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities

For the Three Months Ended September 30, 2021

	-----	-----	---ACTUAL---	-----	-----	---BUDGET---	---BUDGET---	---BUDGET---
	QTR 1	QTR2	QTR 3	QTR 4	YTD	AMENDED	%	VARIANCE
	1-July-20	1-Oct-20	1-Jan-21	1-Apr-21	1-Jul-20	1-Jul-20	OF	YEAR
	to	to	to	to	to	to	BUDGET	TO
	30-Sept-20	31-Dec-20	31-Mar-21	30-Jun-21	30-Jun-21	30-Jun-21	SPENT	DATE
Training/Education:								
Conference Expenses	\$ 0	0	0	0	0	700,900	0%	700,900
School of Governmental Finance	0	0	0	0	0	141,350	0%	141,350
Pre Conference Seminar	0	0	0	0	0	32,000	0%	32,000
Leadership FGFOA	0	0	0	0	0	60,950	0%	60,950
Boot Camps	0	0	0	0	0	30,400	0%	30,400
CGFO Expenses	0	0	0	0	0	28,000	0%	28,000
NASBA Fees	0	0	0	0	0	3,000	0%	3,000
On-Line Learning	0	0	0	0	0	2,500	0%	2,500
Local Chapter Support	8,333	0	0	0	8,333	8,000	104%	(333)
Total - Training/Education	\$ 8,333	0	0	0	8,333	1,007,100	1%	998,767
Standing Committees:								
Standing Committee Meetings	0	0	0	0	0	1,000	0%	1,000
All Committee Meetings @ Conference	0	0	0	0	0	7,000	0%	7,000
Total - Standing Committees	\$ 0	0	0	0	0	8,000	0%	8,000
Communication to Members:								
Internet Homepage	0	0	0	0	0	500	0%	500
Postage & Mailing	448	0	0	0	448	1,000	45%	552
Printing & Duplicating	0	0	0	0	0	3,000	0%	3,000
Total - Communication to Members	\$ 448	0	0	0	448	4,500	10%	4,052

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities

For the Three Months Ended September 30, 2021

	-----	-----	---ACTUAL---	-----	-----	---BUDGET---	---BUDGET---	---BUDGET---
	QTR 1	QTR2	QTR 3	QTR 4	YTD	AMENDED	%	VARIANCE
	1-July-21	1-Oct-21	1-Jan-22	1-Apr-22	1-Jul-21	1-Jul-21	OF	YEAR
	to	to	to	to	to	to	BUDGET	TO
	30-Sept-21	31-Dec-21	31-Mar-22	30-Jun-22	30-Jun-22	30-Jun-22	SPENT	DATE
Administrative Expenses:								
Insurance Expense	\$ 4,211	0	0	0	4,211	5,000	84%	789
List Serve	1,375	0	0	0	1,375	3,000	46%	1,625
Filings & Registrations	0	0	0	0	0	100	0%	100
Staff Travel	0	0	0	0	0	3,500	0%	3,500
Miscellaneous Expense	1,686	0	0	0	1,686	3,500	48%	1,814
Credit Card and Bank Fees	4,098	0	0	0	4,098	30,000	14%	25,902
Depreciation	32	0	0	0	32	200	16%	168
Total - Administrative Expenses	\$ 11,402	0	0	0	11,402	45,300	25%	33,898
TOTAL EXPENSES	\$ 54,972	0	0	0	54,972	1,249,150	4%	1,194,178
Increase (Decrease) in Unrestricted Net Assets	\$ 68,931	0	0	0	68,931	(147,445)	-47%	216,376
Unrestricted Net Assets, Beginning of Period	\$ 641,802	710,733	710,733	710,733	641,802	641,802	100%	0
Unrestricted Net Assets, End of Period	\$ 710,733	710,733	710,733	710,733	710,733	494,357	144%	216,376

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information

For the Three Months Ended September 30, 2021

Accounts Receivable:

Registration Fees	2,365	SOGF, Boot Camp, & CGFO
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Total Accounts Receivable	<u><u>2,365</u></u>	
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Prepaid Expenses:

Insurance	0
PO Box Rental	0
List-serve	<u>0</u>

Total Prepaid Expenses	<u><u>0</u></u>
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SOGF:

Welcome Bags	2,287
Insurance	<u>1,418</u>

Total SOGF Prepaid Expenses	3,705
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CONFERENCE:

Insurance	<u>4,811</u>
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Total CONFERENCE Prepaid Expenses	4,811
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Deposits:

Current:

Universal Studios Orlando	31,108	2022 Annual Conference
Rosen Shingle Creek	1,000	2022 Annual Conference
Hyde Park Daytona	200	2021 SOGF BOD Dinner
Hilton Hotel Daytona	500	2021 SOGF Hotel Deposit

Non-Current:

Rosen Shingle Creek	1,000	2023 Annual Conference
Hull & Associates	5,250	Leadership Conference - Date to be Determined
Diplomat Hotel	1,500	2025 Annual Conference

Total Deposits	<u><u>40,558</u></u>
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FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information

For the Three Months Ended September 30, 2021

Accounts Payable:

Members	1,480	Refunds
Vendors	10,142	Various
FLC	34,251	Fees and Expenses
Total Accounts Payable	<u>45,873</u>	

Miscellaneous Expense:

HootSuite	100	Social Media Account
HiTouch	183	Supplies
Awards4U	<u>1,403</u>	President & Chair plaques
Total Miscellaneous Expense	<u>1,686</u>	

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Cash Flows

For the Three Months Ended September 30, 2021

Cash Flows From Operating Activities

Receipts from Members and Associates	\$	248,120
Receipts from Exhibitors and Hotel Sites		0
Interest and Dividends		11
Fees Paid to Florida League of Cities		(40,860)
Payments to Vendors		<u>(49,656)</u>

Net Cash Provided by Operating Activities \$ 157,615

Cash Flows from Investing Activities

Proceeds from Investments	\$	84,480
Purchase of Investments		<u>(84,491)</u>

Net Cash Used by Investing Activities \$ (11)

Net Increase in Cash and Cash Equivalents \$ 157,604

Cash and Cash Equivalents-Beginning of Period \$ 478,963

Cash and Cash Equivalents-End of Period \$ 636,567

Reconciliation of Increase in Net Assets to Net Cash Provided by Operating Activities

Increase in Net Assets	\$	68,931
Adjustments to Reconcile Increase in Net Assets to Net Cash Provided by Operating Activities:		
Depreciation		32
Increase in Accounts Receivable		(2,092)
Increase in Prepaid Expenses		(2,697)
Increase in Deposits		(700)
Decrease in Accounts Payable		(32,179)
Increase in Deferred Revenues		<u>126,320</u>

Net Cash Provided by Operating Activities \$ 157,615

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2022 Annual Conference

For the Three Months Ended September 30, 2021

REVENUE COMPARISON	# of Reg	2022 ACTUAL	2022 BUDGET	VARIANCE
OTHER REVENUE				
Exhibitor Fees	0	210,000	(210,000)	
Extra Tickets All Events	0	2,000	(2,000)	
Golf	0	6,000	(6,000)	
Cancellation Fees	0	1,000	(1,000)	
Ethics Course Income	0	20,000	(20,000)	
Room Credits	0	13,500	(13,500)	
Hotel Commissions	0	55,000	(55,000)	
TOTAL OTHER REVENUE		0	307,500	(307,500)
REGISTRATIONS				
Member Registrations	0	295,000	(295,000)	
Member Late Registrations	0	9,000	(9,000)	
Associate Registrations	0	44,000	(44,000)	
Associate Late Registrations	0	4,000	(4,000)	
Non-Member Registrations	0	15,000	(15,000)	
Non-Member Late Registrations	0	1,000	(1,000)	
TOTAL REGISTRATIONS		0	368,000	(368,000)
TOTAL REVENUES		0	675,500	(675,500)
EXPENSE COMPARISON				
INSTRUCTIONAL				
Equipment Rental	0	40,000	40,000	
Speaker per diem/honorarium	0	15,000	15,000	
Refreshment Breaks	0	160,000	160,000	
Tuesday Business Luncheon	0	45,000	45,000	
Monday Lunch	0	25,000	25,000	
TOTAL INSTRUCTIONAL EXPENSE		0	285,000	285,000
SPECIAL EVENTS				
Golf Tournament	0	6,000	6,000	
Opening Ceremony	0	500	500	
Association Night	0	35,000	35,000	
Ethics Course Expenses	0	15,000	15,000	
Tuesday Event	0	100,000	100,000	
Hospitality Food, Beverages & Supplies	0	35,000	35,000	
President's Reception	0	15,000	15,000	
Emerging Leaders Reception	0	6,000	6,000	
TOTAL SPECIAL EVENTS EXPENSE		0	212,500	212,500
SPECIAL CONFERENCE EXPENSES				
Room Rate Buy Down	0	81,900	81,900	

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2022 Annual Conference

For the Three Months Ended September 30, 2021

Host Committee	0	1,000	1,000
Welcome Bags	0	5,000	5,000
Speaker Gifts	0	3,500	3,500
Transportaion	0	8,500	8,500
TOTAL SPECIAL CONFERENCE EXPENSES	0	99,900	99,900
REGISTRATION/MAILINGS			
Postage/Shipping	0	500	500
Printing/Duplicating	0	6,000	6,000
Supplies	0	2,000	2,000
TOTAL REGISTRATION/MAILING EXPENSE	0	8,500	8,500
EXHIBITOR			
Security	0	2,500	2,500
Service	0	22,000	22,000
TOTAL EXHIBITOR EXPENSES	0	24,500	24,500
STAFF EXPENSES	0	15,000	15,000
OTHER			
Insurance	0	3,000	3,000
Internet Café - High Speed Connections	0	12,500	12,500
Miscellaneous	0	5,000	5,000
Meeting Planner Services	0	35,000	35,000
TOTAL OTHER EXPENSES	0	55,500	55,500
TOTAL EXPENSES	0	700,900	700,900
(DECREASE) IN NET ASSETS	0	(25,400)	25,400

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2021 School of Governmental Finance

For the Three Months Ended September 30, 2021

REVENUE COMPARISON

REGISTRATIONS	# of REG	2021 ACTUAL	2021 BUDGET	VARIANCE
Active Member Basic			12,500	(12,500)
Active Member Basic Late			1,450	(1,450)
Active Member Intermediate			15,000	(15,000)
Active Member Intermediate Late			1,450	(1,450)
Associate Member Basic			630	(630)
Non Member Basic			750	(750)
Non Member Intermediate			770	(770)
Active Member Week			40,000	(40,000)
Associate Member Week			1,575	(1,575)
Active Member Week Late			2,200	(2,200)
Non Member Week			1,280	(1,280)
Exhibitor Fees			54,000	(54,000)
Hotel Commissions			2,800	(2,800)
Room Credits			4,000	(4,000)
Cancellation Fees			0	0
TOTAL REVENUES		0	138,405	(138,405)

EXPENSE COMPARISON

	2021 ACTUAL	2021 BUDGET	VARIANCE
Hospitality Suite		9,000	9,000
Refreshment Breaks		55,000	55,000
Welcome Reception		20,000	20,000
Emerging Leader Reception		4,000	4,000
Staff Travel		10,000	10,000
Equipment Rentals		15,000	15,000
Speaker Gifts		1,500	1,500
Postage/Mailing		100	100
Printing/Duplicating		1,000	1,000
Meeting Planning Services		6,500	6,500
Insurance		1,000	1,000
Service Fees		15,000	15,000
Security		2,000	2,000
Operating Supplies		1,250	1,250
TOTAL EXPENSES	0	141,350	141,350
(DECREASE) IN NET ASSETS	0	(2,945)	2,945

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2021-22 Bootcamps

For the Three Months Ended September 30, 2021

REVENUE COMPARISON

REGISTRATIONS	# of REG	ACTUAL	BUDGET	VARIANCE
Registration Fees			39,600	(39,600)
TOTAL REVENUES		0	39,600	(39,600)

EXPENSE COMPARISON

	ACTUAL	BUDGET	VARIANCE
Refreshment Breaks		9,000	9,000
Lunch		7,500	7,500
Printing and Duplicating		900	900
Speaker Expense		9,000	9,000
Staff Travel		500	500
Equipment Rent		3,000	3,000
Room Rental		500	500
TOTAL EXPENSES	0	30,400	30,400
INCREASE IN NET ASSETS	0	9,200	(9,200)

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2021-22 CGFO

For the Three Months Ended September 30, 2021

REVENUE COMPARISON

REGISTRATIONS	# of REG	ACTUAL	BUDGET	VARIANCE
Renewals	33	2,640	4,000	(1,360)
Application Fees	16	800	3,000	(2,200)
Review Courses	121	5,445	15,000	(9,555)
Exams	141	4,230	14,000	(9,770)
TOTAL REVENUES		13,115	36,000	(22,885)

EXPENSE COMPARISON

	ACTUAL	BUDGET	VARIANCE
Food and Beverage		13,000	13,000
Scantron Maintenance and Supplies		500	500
Printing and Mailing		1,500	1,500
Testing Fees		10,000	10,000
Equipment Rental		3,000	3,000
TOTAL EXPENSES	0	28,000	28,000
INCREASE IN NET ASSETS	13,115	8,000	5,115

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2022 Leadership FGFOA

For the Three Months Ended September 30, 2021

REVENUE COMPARISON

	# of REG	ACTUAL	BUDGET	VARIANCE
REGISTRATIONS				
Registration Fees			19,900	(19,900)
TOTAL REVENUES		0	19,900	(19,900)

EXPENSE COMPARISON

	ACTUAL	BUDGET	VARIANCE
Hotel Fees		15,000	15,000
Breaks		3,500	3,500
Lunch		4,500	4,500
Dinner		7,500	7,500
Equipment Rentals		4,000	4,000
Awards		1,500	1,500
Printing/Duplicating		750	750
Speaker Expense		20,000	20,000
Meeting Planning Services		2,000	2,000
Staff Travel		2,200	2,200
TOTAL EXPENSES	0	60,950	60,950
(DECREASE) IN NET ASSETS	0	(41,050)	41,050



Florida Government Finance Officers Association, Inc.

2021-2022 Board of Directors - Executive Director

Agenda Item

2021-2022 BOARD OF DIRECTORS

OFFICERS

President

Shannon Ramsey-Chessman

President-Elect

Jonathan McKinney

Secretary/Treasurer

Frank DiPaolo

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Missy Licourt

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: February 4, 2022

Title of Item: Membership Report

Executive Summary, Explanation or Background:

Membership Paid	01/11/2022	10/04/2021	06/30/2021
Associate:	198	176	225
Government:	2,041	1,861	2,353
Lifetime/Retiree:	22	22	20
Student	6	6	0
Total:	2,267	2,065	2,598

Recommended Action:

For review

Paul Shamoun

January 11, 2022

Date

FGFOA Listserve Report October 2021 thru December 2021

<u>List Title</u>	<u>Number of Subscribers</u>
Accounting, Auditing & Financial Reporting	635
Budgeting	567
Debt & Treasury	440
Financial Administration	569
Personnel & Payroll	351

Accounting & Auditing

[3rd Party Vendor to Assist with ARPA Reporting](#) (1 Message)
[ARPA Use - Premium Pay](#) (1 Message)
[Boat Launch/Parking Fees](#) (2 Messages)
[Cell Towers in Parks](#) (1 Message)
[ClearGov](#) (3 Messages)
[Code Enforcement Lien Forgiveness Policy](#) (2 Messages)
[Direct Administrative Costs\(DAC\) related to ARPA](#) (2 Messages)
[F.S. 190.005 Creation of CDD](#) (1 Message)
[Frey Software](#) (3 Messages)
[GASB 87 Capital Leases](#) (3 Messages)
[GFOA Award Timing](#) (4 Messages)
[Investment Policy - Benchmarks](#) (1 Message)
[Job specs for Assistant or Deputy Comptroller](#) (3 Messages)
[New HR/Payroll/Finance system](#) (5 Messages)
[Piggy Backing Contracts](#) (4 Messages)
[Questica Budget](#) (1 Message)
[SAM. gov Vendor search](#) (1 Message)
[SPIA Fair Value Factor End of Year Adjustment Questions](#) (1 Message)
[Utility Capacity Reservation Fees](#) (1 Message)
[\[EXTERNAL\] Investment Policy - Benchmarks](#) (1 Message)

Budgeting

[Bulk Comprehensive List of State of Florida County and Municipal fiscal years](#) (3 Messages)
[City Pay Stations or Kiosks](#) (2 Messages)
[Comprehensive List of State of Florida County and Municipal fiscal years](#) (4 Messages)
[Posting Budget Amendments on City website](#) (5 Messages)

Debt & Treasury

[Interest on utility deposits](#) (1 Message)

Financial & Administration

[Central Square One Solution Accounting System](#) (1 Message)

[Code Enforcement Lien Forgiveness Policy](#) (1 Message)

[Loan Between EF and GF - Template/Example](#) (1 Message)

[Questica Budget](#) (1 Message)

Personnel & Payroll

[Payroll Policies](#) (1 Message)



Florida Government Finance Officers Association, Inc.

2021-2022 Board of Directors - Executive Director

Agenda Item

**2021-2022
BOARD OF DIRECTORS**

OFFICERS

President

Shannon Ramsey-Chessman

President-Elect

Jonathan McKinney

Secretary/Treasurer

Frank DiPaolo

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Missy Licourt

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: February 4, 2022

Title of Item: Investment Report

Executive Summary, Explanation or Background:

Certificates of Deposit

<u>Purchased</u>	<u>Bank</u>	<u>Amount</u>	<u>APY</u>	<u>Term</u>	<u>Maturity Date</u>
09/04/21	Synchrony Bank	\$84,486.77	0.03%	12 months	09/04/22
03/14/21	American Commerce	\$110,551.85	2.36%	12 months	03/14/22
Money Market Account					
	Vanguard	\$16,721.80			
	TOTAL	\$211,760.42			

Recommended Action:

For review

Paul Shamoun

01/21/2022

Date



Florida Government Finance Officers Association, Inc.

2021-2022 Board of Directors - Executive Director

Agenda Item

2021-2022 BOARD OF DIRECTORS

OFFICERS

President

Shannon Ramsey-Chessman

President-Elect

Jonathan McKinney

Secretary/Treasurer

Frank DiPaolo

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Missy Licourt

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: February 4, 2022

Title of Item: 50th Anniversary for FACC Resolution

Executive Summary, Explanation or Background:

At the request of the FACC Board of Directors, and in recognition of the longstanding partnership with the Florida Association of City Clerks, the Board is asked to consider the attached resolution celebrating the 50th anniversary of FACC.

Recommended Action:

Approval of Resolution

Paul Shamoun

February 4, 2022

Date

RESOLUTION

A RESOLUTION BY THE BOARD OF DIRECTORS OF THE FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION (FGFOA) RECOGNIZING THE 50TH ANNIVERSARY OF THE FLORIDA ASSOCIATION OF CITY CLERKS (FACC) AND HONORING THIS MILESTONE.

WHEREAS, since the early Middle Ages, the clerk has been a local official and the keeper of records for government purposes; and

WHEREAS, that tradition continues today with the Office of Municipal Clerk playing a vital role in the success of municipal government – connecting the citizens, the local governing bodies and intergovernmental agencies at the local, state and federal levels along with performing other essential services; and

WHEREAS, the Florida Association of City Clerks (FACC) is the professional membership organization for Florida's municipal clerks and others who work within the clerk's office; and

WHEREAS, FACC was established in 1972 by the late Robert N. Clark, CMC, City Clerk of Sunrise, out of the need for an organization to bring together like-minded people to unite the voice of all municipal clerks, to share ideas and to assist one another; and

WHEREAS, FACC celebrates its 50th anniversary in 2022, and a golden anniversary is a momentous occasion worthy of commendation and Florida's cities, towns and villages will all join in observation of this celebratory event; and

WHEREAS, municipal clerks continually endeavor to improve the administration of the affairs of the Office of the Municipal Clerk through participation in educational programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations; and

WHEREAS, FACC is a primary source for the educational programs, seminars, workshops and webinars for educating Florida's municipal clerks and those who serve in the clerk's office, and municipal clerks look to FACC to provide the training needed to obtain their Certified Municipal Clerks (CMC) and Master Municipal Clerks (MMC) certifications; and

WHEREAS, FACC and the FGFOA have formerly held a joint annual conference and worked closely together in that regard and look forward to continued partnerships.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION:

Section 1. That the FGFOA celebrates the 50th anniversary of the Florida Association of City Clerks, and

Section 2. That FACC is commended for 50 years of excellent service provided to the municipal clerks in the State of Florida, and

Section 3. That a copy of this resolution will be shared with the FACC membership.

Adopted this _____ in the official meeting of the Florida Government Finance Officers Association Board of Directors in _____.

(President's name), President
Florida Government Finance Officers Association

Attested by:

Paul Shamoun, Executive Director
Florida Government Finance Officers Association



Florida Government Finance Officers Association, Inc.

2021-2022 Board of Directors - Executive Director

Agenda Item

**2021-2022
BOARD OF DIRECTORS**

OFFICERS
President

Shannon Ramsey-Chessman

President-Elect
Jonathan McKinney

Secretary/Treasurer
Frank DiPaolo

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Missy Licourt

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: February 4, 2022

Title of Item: Procedures for Transacting, Recording, and Reporting Financial Activities

Executive Summary, Explanation or Background:

Due to the COVID crisis over the past two years, the FGFOA has pivoted to on-line training for our annual conferences and SOGF. This has resulted in a significant decrease in expenses, and a current cash account balance of over \$450,000, which exceeds the FDIC insurance amount. The FGFOA Procedures for Transacting, Recording, and Reporting Financial Activities, cash balances cannot exceed the FDIC Insured amount (currently \$250K). After discussions with the auditors, it is recommended that this policy be temporarily suspended.

Additionally, the Executive Director will work with the Secretary/Treasurer to look at the current and projected FGFOA assets and investments and recommend to the board actions at the April meeting.

Approximate Asset Allocation

Vanguard Money Market Account	\$ 16,700
American Commerce Bank CD	\$110,600
Synchrony Bank CD	\$ 84,500
Cash at Capital City Bank	\$520,000
Total	\$731,800

Attachments:

Procedures for Transacting, Recording and Reporting Financial Activities
FGFOA Investment Policy

Recommended Action:

Motion to temporarily suspend the current policy and allow the cash balance to be above the FDIC insured amount.

Paul Shamoun

January 21, 2022

Date

Florida Government Finance Officers Association, Inc.

Procedures for Transacting, Recording, and Reporting Financial Activities

Revised 02/03/2017

Statement of Intent

It is the intent of the FGFOA Board of Directors (the Board) that the Florida League of Cities (the Administrator), through the individual designated by the Administrator and confirmed by the Board as the FGFOA Executive Director, shall assume full responsibility for transacting all receipts and disbursements of the FGFOA, and for all financial reporting activities of the FGFOA, as directed by and pursuant to these procedures. In conducting such transactions and adhering to these procedures, the Executive Director may delegate certain responsibilities to a designee, subject to the approval of the FGFOA Secretary-Treasurer. The Executive Director shall assure that reasonable and necessary internal controls are in place for the protection and surety of all monies of the FGFOA, and that such internal controls are continually applied and observed.

Establishment of Bank Accounts

The Executive Director shall open one or more bank accounts (hereinafter referred to as “the accounts”) for the transaction of all FGFOA financial activity.

Receipts

The Executive Director shall be responsible for invoicing, receiving, and depositing all monies and credit card receipts due and payable to the FGFOA. Such monies shall, upon receipt, be temporarily placed in safekeeping by the Executive Director until such time as funds are deposited in the accounts. The Executive Director shall make such deposits the not less than weekly.

Disbursements

All invoices and other evidences of amounts due and payable by the FGFOA shall be forwarded to the Executive Director, who shall be responsible for issuing and disbursing all payments due by the FGFOA from the account.

The Executive Director shall review requests for payment and make a determination as to whether such payments are in keeping with the adopted FGFOA budget or, if not, they have been properly authorized by other FGFOA Board action.

If the Executive Director cannot determine that the payment is properly authorized, the Secretary-Treasurer shall be contacted and said Officer shall authorize or refuse payment. If the Secretary-Treasurer is unavailable, the Executive Director shall contact another Officer for such authority.

For any payment to be made to the Administrator, the Executive Director shall forward all supporting documentation to the Secretary-Treasurer, or in the event that the Secretary-Treasurer is unavailable, to another Officer, who shall review such supporting documentation

and, upon agreement with the validity of such payment, provide written authorization to pay the amount due via ACH or direct account transfer. Written authorization can be via mail, email or fax.

The Executive Director shall maintain a balance in the account sufficient to meet the cash flow needs of the FGFOA, and to take best financial advantage of the contractual parameters of the account agreement with the financial institution. However, the balance shall not exceed amount of the FDIC Insurance limits unless an immediate payment is pending. Any amounts in excess of the balance needed as determined above shall be invested in accordance with the FGFOA Statement of Investment Policy.

Records and Reports

The Executive Director shall keep and maintain such records and ledgers necessary to identify and track all receipts and disbursements of the FGFOA. Such records shall immediately be made available to any Officer, member of the Board of Directors, or independent auditor authorized by the Board for review upon request.

Upon request, the Executive Director shall, no later than the last day of each month, provide the Secretary-Treasurer with a copy of such ledgers for the immediately preceding month. The Secretary-Treasurer shall review such ledgers and determine that all transactions have been done satisfactorily and are in keeping with FGFOA Board direction. Should the Secretary-Treasurer have concern that any activity is not in keeping with FGFOA Board direction, said Officer shall immediately attempt to resolve such concerns with the Executive Director. Should the Secretary-Treasurer not be able to resolve such concerns with the Executive Director, said Officer shall immediately contact the other Officers, who shall jointly determine the appropriate actions.

No later than forty-five (45) days after the end of each quarter, the Executive Director shall prepare a Statement of Revenues, Expenditures, and Changes in Fund Balance, a Comparative Balance Sheet, and a Bank Transaction Ledger for that quarter, and forward such reports to the Secretary-Treasurer for review and approval. The Secretary-Treasurer shall present such reports to the FGFOA Board of Directors as part of the next Board meeting agenda package.

No later than sixty (60) days after the end of each FGFOA fiscal year, the Executive Director shall prepare a Statement of Revenues, Expenditures, and Changes in Fund Balance, a Comparative Balance Sheet, and Bank Transaction Ledger for that year, and forward such reports to the Secretary-Treasurer for review and approval. The Secretary-Treasurer shall present such reports to the FGFOA Board of Directors as part of the next Board meeting agenda package.

Investments

Investments shall be made in accordance with the FGFOA Statement of Investment Policy.

[Revised February 3, 2017](#)

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
STATEMENT OF INVESTMENT POLICY

I. AUTHORITY

In accordance with the Bylaws of the Florida Government Finance Officers Association, Inc. (the "Association" for "FGFOA"), the Board of Directors (the "Board") shall supervise and control the affairs of the Association and shall have the power and authority to enter into contractual agreements for association and secretariat services. In accordance with the Bylaws, the Secretary-Treasurer of the Association shall oversee all the necessary financial business of the Association.

Pursuant to the Services Agreement between the Association and that The Florida League of Cities (the "Company"), dated May, 2, 1996, the Administrator shall provide for the day-to-day management of the financial affairs of the Association and shall provide for proper internal controls, safekeeping, disposal of and recording of all financial assets held or controlled by the Association, pursuant to the *Procedures for Transacting, Recording and Reporting FGFOA Financial Activity* adopted by the Board.

It is the Board's policy that no entity or person may engage in any investment transaction with funds held in a trust relationship by the Association, except as authorized herein or approved by the Board of Directors.

II. SCOPE AND PURPOSE

All Financial assets held or controlled by the Association and, not otherwise classified as restricted assets requiring separate investment direction by the Board, shall be invested under the guidelines as herein set forth. These policies and procedures herein are intended to provide sufficient latitude to effectively manage the Association's financial assets so as to maximize the return on assets within an acceptable and permitted exposure to risk. There are times when risks of specific investments may temporarily increase such that the Association may be required to operate under a more restrictive policy. Additionally, at times, exceptions to the policy may need to be made, on a case-by-case basis, and with the approval of the Board of Directors.

III. DUTIES AND RESPONSIBILITIES

It shall be the responsibility of the Administrator to:

1. Provide for the investment of the financial assets of the Association as required and within appropriate levels of liquidity to meet identified current and projected obligations of the Association.
2. Assist the Board in the review of the Association's investment activity and performance for compliance with this policy. Advise the Board as to recommendations relative to amendments to the policy.
3. Immediately notify the Board in the event of any information that may have a severe or adverse effect on the Association's assets.

IV. OBJECTIVES

The foremost objective of the Association's short-term investment activity is the preservation of capital in the portfolio. The FGFOA's investment portfolio shall be designed to attain a market rate of

return throughout financial and economic cycles, taking into account the Association's investment risk constraints as discussed in Section IX of this investment policy.

V. PRUDENCE AND ETHICS

The standard of prudence to be used by the Administrator, its staff, and such other investment advisors engaged by the Administrator or the Association, shall be the "prudent person" and shall be applied in the context of managing the overall portfolio. Such person, acting in accordance with established procedures and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to minimize any investment losses. The Administrator, the Association or its investment advisors shall undertake all reasonable efforts to preclude imprudent transactions involving the funds of the Association.

Individuals involved in the investment process shall refrain from personal business activity that could conflict with the proper management of the Association's investment activities, or which could impair their ability to make impartial investment decisions. All investment advisors engaged by the Association shall have a written policy which addresses the disclosure of potential conflict-of-interests. The Administrator shall disclose to the Board any material financial/investment position or finding which may be contrary to this policy. Any adverse findings of the U.S. Department of Labor and/or the Securities and Exchange Commission regarding any investment advisor, engaged by the Association, or its financial activities shall be brought to the immediate attention of the Board of Directors.

VI. REPORTING AND PERFORMANCE

The Administrator shall submit to the Board at least annually an investment report with information sufficient to provide for a comprehensive review of investment activity and performance for the year. In reporting to the Board, the Administrator may develop and provide appropriate industry and related performance indices to compare and evaluate the performance of the Association's investments. The Administrator shall provide to the Association's independent auditor such information and reports as are requested for the purpose of developing and supporting the annual financial statements of the Association, and the footnotes thereto.

VII. BANK AND DEALER SECTION

Certificates of deposit purchased under the authority of this policy will be purchased only through qualified public depositories of the State of Florida as identified by the State Treasurer or such other qualified public depositories as may be authorized by the Board in accordance with this policy.

Repurchase and reverse repurchase agreements shall be negotiated only with firms approved in accordance with this policy. For broker/dealers of other investment instruments, the Administrator shall utilize primary dealer and such other reputable and recognized dealers as may be authorized in accordance with this policy.

VIII. SAFEKEEPING AND CUSTODY

All securities purchased by the Administrator on behalf of the Association under this policy shall be properly designated as assets of the Association. The Administrator is authorized to enter into such custodial and safekeeping agreements with an institution of such size and expertise as is necessary and required to protect and secure the investment assets of the Association.

Unless otherwise authorized by this policy, all securities purchased by the Administrator on behalf of the Association shall be purchased using the "delivery versus payment" procedure to the extent practical, prudent and feasible. If it is ever determined to be necessary to perform security transactions on a "free

delivery” basis, or to have securities held by a broker/dealer for a temporary period, the Administrator shall document such reasons in writing. Securities may be held in safekeeping by a broker/dealer on other than a temporary basis only with the approval of the Board of Directors.

IX. RISKS

The Board recognizes that investment risks can result from issuer defaults, market price changes, changes in credit rating, reinvestment of principal or interest, or various technical complications leading to temporary liquidity or capital loss. Portfolio diversification, maturity limitations and credit quality are employed as the primary methods of controlling risk. The Administrator or the Association’s investment advisors are expected to display prudence in the selection of securities as a way to minimize default risks. In the event of a default by a specific issuer, the Administrator or the Association’s investment advisors shall review and, if appropriate, proceed to liquidate securities having comparable credit risks. To limit the Association’s credit risks against possible losses, a maximum of \$25,000 in all securities of any corporate entity may be held at any one time, inclusive of directly purchased commercial paper, medium term notes, or corporate notes and bonds.

X. SECURITY SELECTION PROCESS

When purchasing or selling securities, the Administrator or the Association’s investment advisors shall select securities which provide the highest expected rate of return within the parameters of this policy and given the current objectives and needs of the Association’s assets. Prudence shall be exercised in managing transaction costs associated with the purchasing and selling of securities in accordance with this policy.

XI. LIQUIDITY

To meet the day-to-day operating needs of the Association and to provide the ready cash to meet unforeseen temporary cash requirements, the Association shall maintain a minimum the equivalent amount of six months operating expenses in interest bearing demand accounts, money market funds, or such other liquid instruments including repurchase agreements, open repurchase agreements, negotiable certificate of deposit, banker’s acceptances, commercial paper, U.S. Treasury direct and agency obligations all having a maturity of 90 days or less, all as purchased under the dictates of this investment policy.

XII. AUTHORIZED INVESTMENTS

In an effort to accomplish the objectives of the FGFOA’s portfolio, this policy identifies various authorized investment instruments, issuer diversification, maturity constraints, investment ratings and liquidity parameters.

- A. Repurchase Agreements, which are purchased only from authorized dealers and may only involve the sale and repurchase of securities authorized for purchase by this investment policy. Maximum maturity at purchase shall not exceed 180 days with a total average maturity, at any point in time, for all repurchase agreements held of not greater than 60 days.
- B. U. S. Treasury Bills, Notes and Bonds, which have a maximum actual or remaining maturity at time of purchase not to exceed 5 years.
- C. Commercial paper issued in the United States by any corporation, provided that such instrument carries a rating of “A1/P1” (or comparable rating) as provided by two of the top nationally recognized rating agencies; and that the corporation’s long term debt, if any, is rated at least “A1/A+” by Moody’s/Standard and Poors/or a comparable rating by another nationally recognized rating agency or, if backed by a letter of credit (LOC), the long term debt of the LOC provider must be rated at least “AA” (or comparable rating) by at least two of the nationally recognized agencies publishing ratings

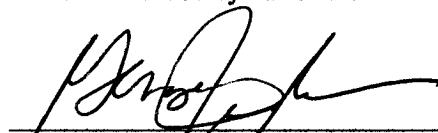
for financial institutions. The maximum maturity shall not exceed 270 days from the time of purchase.

- D. Banker's Acceptances issued within the U.S. by depository institutions with a long term debt rating of at least "AA" or short term debt rating of "AAA" (or comparable ratings), as provided by one of the top nationally recognized rating agencies. Maximum maturity shall not exceed 270 days from the time of purchase.
- E. Negotiable and Nonnegotiable Certificates of Deposit issued by Florida Qualified Public Depositories as identified by the State Treasurer's office or by a federal credit union provided such certificates or instruments are insured by the National Credit Union Administration. The Association may own no more than \$150,000 in certificates of any one depository institution at one time. Maximum maturity on any certificate shall not exceed two years.
- F. Federal Instruments eligible for purchase are bonds, notes and discount notes of Federal Agencies including the Federal Home Loan Mortgage Association, Federal National Mortgage Association, and Student Loan Marketing Association. Maximum maturity at purchase shall not exceed on year.
- G. Money market accounts as defined by the Securities Exchange Commission.
- H. Securities or other interests in any open-end or closed-end management type investment company or investment trust registered under the Investment Company Act of 1940, provided the portfolio only invests in fixed income securities and that the average credit quality of the securities in the portfolio is at least rated AA.
- I. Investment Agreements, as may be recommended by the Administrator and approved by the Board of Directors. If collateralized, the collateral security the investment agreement shall be limited to those securities authorized for purchase by this investment policy.
- J. U.S. Government Guaranteed Agency and sponsored securities including GNMA pass-through securities and other mortgage-backed securities with an estimated weighted useful life of one year or less.

XIII. EFFECTIVE DATE

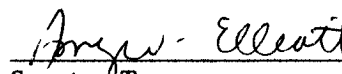
This investment policy shall become effective immediately upon its adoption by the Board of Directors of the Association.

As adopted by the Board of Directors on the 13th day of August, 1994
And As Amended By The Board of Directors on the 17th day of February, 1995
And As Amended By The Board of Directors on the 26th day of July, 1996
And As Amended By The Board of Directors on the 1st day of August, 1997.
And As Amended By The Board of Directors on the 16th day of November, 2004



President
Florida Government Finance Officers Association, Inc.

Attest:



Secretary-Treasurer
Florida Government Finance Officers Association, Inc.



Florida Government Finance Officers Association, Inc.

2021-2022 Board of Directors - Executive Director

Agenda Item

2021-2022 BOARD OF DIRECTORS

OFFICERS

President

Shannon Ramsey-Chessman

President-Elect

Jonathan McKinney

Secretary/Treasurer

Frank DiPaolo

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Missy Licourt

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: February 4, 2022

Title of Item: 2022 GFOA Annual Conference

Executive Summary, Explanation or Background:

Historically, the incoming FGFOA President attends the GFOA Annual Conference along with the Executive Director. This year, the GFOA annual conference will be June 2-8 in Austin, TX. Expenses are covered by FGFOA. However, due to COVID, the GFOA, like us canceled the in-person conference the past 2 years. There was some discussion about allowing the current and immediate past presidents to also attend this year. After additional discussions, Vice President McKinney and Immediate Past President Roberson have chosen to attend. A budget amendment has been prepared to increase the budget for GFOA annual conference attendance from \$5,500 to \$11,000.

Recommended Action:

For review and approval

Paul Shamoun

January 21, 2022

Date



Florida Government Finance Officers Association, Inc.

2021-2022 Board of Directors - Executive Director

Agenda Item

**2021-2022
BOARD OF DIRECTORS**

OFFICERS
President

Shannon Ramsey-Chessman

President-Elect
Jonathan McKinney

Secretary/Treasurer
Frank DiPaolo

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Missy Licourt

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: February 4, 2022

Title of Item: 2022 FGFOA Annual Conference Budget

Executive Summary, Explanation or Background:

Due to increases in pricing caused by the pandemic, the meeting planners have requested the following increases to the 2022 annual conference budget.

Refreshment Breaks	Increase from \$160K to \$195K
Tuesday Lunch	Increase from \$45K to \$47K
Monday Lunch	Increase from \$25 a head to \$30 a head
	Increase from \$25k to \$30K
Association Night	Increase from \$35K to \$38K
President's Reception	Increase from \$15K to \$17K
Equipment Rental	Increase from \$40K to 45K
Hospitality Suite	Decrease from \$35K to \$30K

The net result is the annual conference budget will project a loss of \$71,400, up from \$25,400. These are of course only estimated revenues and expenses and is based on an attendance of 1,000.

Fees for the 2022 conference will be.

	Regular	Late
Pre-Conference sessions		
Member	\$135.00	\$175.00
Associate	\$175.00	\$215.00
Non-Member	\$210.00	\$250.00
Annual Conference		
Member	\$335.00	\$365.00
Associate	\$385.00	\$425.00
Non-Member	\$445.00	\$485.00
Ethics	\$90.00	\$130.00

Recommended Action:

For review

Paul Shamoun

January 21, 2022

Date



Florida Government Finance Officers Association, Inc.

2021-2022 Board of Directors - Executive Director

Agenda Item

2021-2022 BOARD OF DIRECTORS

OFFICERS

President

Shannon Ramsey-Chessman

President-Elect

Jonathan McKinney

Secretary/Treasurer

Frank DiPaolo

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Melissa Burns

Bryan Cahen

Rip Colvin

Missy Licourt

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: February 4, 2022

Title of Item: 2024 FGFOA Annual Conference Update

Executive Summary, Explanation or Background:

After the last meeting, the FGFOA Board gave the executive committee the authority to make a decision about where to hold the 2024 Annual Conference. Due to the many challenges outlined in the last meeting, and after further discussions with the FLC meeting planners and hotels around the state, it was determined that the best course of action would be to hold the conference at the Diplomat in Hollywood. Staff will look putting a proposal together utilizing one of the convention centers for the 2026 conference.

Recommended Action:

Information only.

Paul Shamoun

January 21, 2022

Date

TO: FGFOA Board of Directors

FROM: Melanie G. Howe, CAE, CMP
Meetings Manager

DATE: January 4, 2022

RE: 2024 FGFOA Conference Site Selection

FGFOA currently has hotel contracts in place for the 2022, 2023 and – due to cancelling the 2021 event – 2025 conferences. Considering the disruption that COVID-19 has caused in the hotel industry and the amount of meetings that have been moved and rescheduled, I recommended that we start site selection for 2024 in late fall of 2021.

Considerations

1. GFOA is meeting in Orlando during the second week of June in 2024.
2. Due to the conference cancellation in 2020, FGFOA is meeting at the Rosen Shingle Creek in both 2022 and 2023.
3. For both of the above reasons, Orlando is not an ideal location for our 2024 conference.
4. Outside of Orlando, with the exception of the Diplomat Beach Resort, there are no other hotels capable of hosting FGFOA's conference under one roof. The Boca Raton (formerly the Boca Raton Resort & Club) is too small, as is the JW Marriott in Marco Island. The new Tampa complex comprising the JW Water Street and the Marriott Water Street would spread our conference over multiple floors and *buildings* – not an ideal set-up for our members or exhibitors. Options in any other city would require convention centers (and their additional expenses), multiple hotels and transportation issues.
5. FGFOA is already booked at the Diplomat for 2025.

The Proposal

The Diplomat can offer us the dates of **May 18-22, 2024**. These are the only dates they have available that would work for us in either May or July of 2024. (June is out due to GFOA.) For these dates, the Diplomat would match our existing 2025 contract, including:

\$229 room rate (reduced from an average rate of \$279)
1 comp 2-bedroom presidential suite
2 comp corner suites for officers
Upgrades to diplomat suites for board members
1 comp room for the meeting planner, plus 10 staff rooms at \$139
10% food and beverage discount
15% discount for registrants at hotel outlets
Up to 40 MB of wireless internet access for \$9,750++
20% discount on self and valet parking
All our usual meeting space

The Urgency

Due to the previously mentioned volatility in the hotel market, the Diplomat already has other groups interested in those May 2024 dates, including one that is ready to go to contract. FGFOA has first right of refusal on the dates until Friday, **January 14**.

Requested Action

Meeting Planning is requesting that the board approve the proposal from the Diplomat and authorize going to contract prior to January 14.



Florida Government Finance Officers Association, Inc. 2021-2022 Conference Host Committee Agenda Item

2021-2022

CHAIRPERSON

Sharon Almeida, CGFO
Assistant Controller
Village of Wellington
12300 Forest Hill Blvd
Wellington, FL 33414-5785
(561) 753-5267
salmeida@wellingtonfl.gov

BOARD LIAISON

Bill Spinelli

STAFF LIAISON

Jill Walker

COMMITTEE MEMBERS

Jodi Bain
Raphael Borrero
Marcia Carty
Rodolfo Camacho
Ginger Coulter
Christine Davis
Shaunita Ervin
Brenda Fairfoot
Ceci Guerrero
Jeanette Haynes
Pennie Hill
Natalie Hinger
Vanna Lawitzke
Marcia Mack
Heather Meyer
James Moran
Mar Ninah
Jonathan Rushnak
Shonda Singleton-Taylor
Jonathan Tapp
Allison Tesla
Paula Tosti
Natalee Wallace
Patricia Wilken
Katherine Woodruff

Meeting Date: February 4, 2022

Title of Item: Conference Host Committee

Executive Summary, Explanation or Background Information:

The committee would like to propose the following options for a “welcome gift” at the annual conference:

1. Insulated tumbler
2. Laptop bag

Recommended Action: Approval of the welcome gift list. We ask the board to allow us to have final decision depending on cost and shipping times.

Sharon Almeida

1/21/2022

Sharon Almeida

Date

Florida Government Finance Officers Association, Inc.
2021-2022 Conference Program Committee
Agenda Item



2021-2022

CHAIRPERSON

Nicole Jovanovski, CPA

Director of Finance
Sarasota County
1660 Ringling Blvd
Sarasota, FL 34236-6808
(941) 861-5184

njovanov@sarasotaclerkandcomptroller.com

BOARD LIAISON

Olga Rabel

STAFF LIAISON

Jill Walker

COMMITTEE MEMBERS

Moises Ariza
Nichelle Blackstock
Robert Broline
Zach Chalifour
Tanya Copeland
Julie Davis
Shaunita Ervin
Damien Grant
Jeffrey Larson
James Moran
Rebecca Reynolds-Russell
James Rizzo
Jamie Roberson
Daniela Russell
David Siegel
Jonathan Tapp
Natalee Wallace
Brent Wertz
Liang Wu

Meeting Date: February 4, 2022

Title of Item: Conference Program Committee Update

Executive Summary, Explanation or Background:

Since the last meeting, the Conference Program Committee has been hard at work recruiting for the proposed 2022 program session topics. Around the end of December both the sub-chair for BIRT and the sub-chair for TECH stepped away from their roles due to employment changes, and a few committee members have been inactive. The BEFP track is currently being handled by the Committee Chair and Board Liaison. This has made recruiting speakers for the session topics challenging. However, a number of Board members and Committee Chairs have offered to assist in finding speakers.

While there are some final details in solidifying speakers still to be completed, with the additional assistance and the committee member's support, we have been able to make great progress in recruiting speakers, and are closer to having the sessions and speakers finalized.

Attachments: Revised session topic listing with revisions since last Board meeting. An updated version may be provided prior to the meeting on February 4th, if there are any additional changes.

Recommended Action:

Consider proposed session topics and speakers and provide feedback so a final master schedule can be completed.

Nicole Jovanovski
Nicole Jovanovski

2/4/22
Date

2021-22 FGFOA Conference Program - Proposed Topics, Session Descriptions & Speakers					
PROPOSED SESSION TOPIC		PROPOSED SESSION DESCRIPTION	PROPOSED SPEAKER(S) - Name, Entity Name, Title, Email Address, Phone Number	ESTIMATED SESSION TIME	TRACK
1	Cyber Security for Operations based Departments	for operations that use SCADA systems like a Water or Wastewater Utility			TECH
2	ERP Implementation	Panel discussion for dos and don'ts of a successful ERP implementation	Kelly S. or Kelly B. City of Sarasota; Rebecca Spuhler, City of Largo		TECH
3	Robotic Process Automation		Radcliffe Brown - COO Finance, Palm Beach Clerk & Comptroller 561-355-3319; Possibly Hillsborough representative as well		TECH
4	Data Analytics		Emailed Linda B.		TECH
5	Surviving an IT Audit - AI in Audit	IT Audit in the government	Randall J. Romes, CISSP, CRISC, CISA, MCP, PCI-QSA Principal Cybersecurity Direct 612-397-3114 Mobile 612-554-3967 CLA (CliftonLarsonAllen LLP) randy.romes@CLAconnect.com Zoran Jovic, GPEN, CCNA, Sec+ CLA (CliftonLarsonAllen LLP) 813-384-2728		TECH
6	Cloud Based Solutions	Understanding Cloud Based Solutions and ensuring your data is protected and accessible. Are there silver linings or disruptions? What should governments know as they migrate to cloud solutions.	emailed Dave & Glenn		TECH
1	Coaching and Mentoring I	Understanding the difference between coaching and mentoring and how to effectively do both. This session will include a self-assessment of your coaching and mentoring skills and also role playing exercises	Debbie Goode, CPA, Partner; Frank Mason, CPA, Partner, Carr, Riggs & Ingram, dgoode@cricpa.com, (321) 255-0088; fmason@cricpa.com, (352) 548-3613	100	PLSP PRECON
2	Coaching and Mentoring II	This course will assist you with understanding, in a fun and interactive way, the four personality types or combination of types that individuals fall into, how each of them is important to an organization and how to use this to facilitate team synergy. We will also look at generational differences and their impact on coaching and mentoring	Debbie Goode, CPA, Partner; Frank Mason, CPA, Partner, Carr, Riggs & Ingram, dgoode@cricpa.com, (321) 255-0088; fmason@cricpa.com, (352) 548-3613	100	PLSP PRECON
3	Strategic Multigenerational Communication	Over the last thirty years, researchers William Strauss and Neil Howe have postulated on the different generations within American Society and how those generational differences occur. Through their work, they have provided language and characteristics through which to understand and contrast different segments of the population as they relate to school, work, and personal lives. Going forward, new voices are emerging to continue their scholarship, particularly as it relates to the next generation, Generation Z. Insight into this new generation as well as multigenerational communication can be critical for workplace communities.	Monnie Huston Wertz, PH.D. Associate VicePresident, Operations and Planning The University of Tampa 813-257-3757 mhwertz@ut.edu	100	PLSP PRECON
4	Dynamic Leadership	A dynamic leader does not need the word leader in their job title to take ownership of their area of influence. Leadership plays an essential part of the realization of an organization's vision and mission. Teams should understand the concept of internal and external customers to whom they provide a product or service. One team, a cross-functional team, and/or a multi-department team must work together effectively towards a common goal. Learn skills to become a dynamic leaders, which encompasses inspirational and imaginative leadership. Learn how an engaged employee team is a more productive team.	TBD	100	PLSP PRECON
5	Managing a Remote Team - Tips and Tools	This session will review how to accomplish goals and objectives while working remotely. This session will include tips and tools for managing a team remotely and how to ensure productivity and good morale among staff members.	Alton L. "Rip" Colvin, Jr. Executive Director Greg Cowan Senior Management Analyst Justice Administrative Commission 227 North Bronough Street, Suite 2100 Tallahassee, FL 32301 850-488-2415 rip.colvin@justiceadmin.org greg.cowan@justiceadmin.org	75	PLSP

PROPOSED SESSION TOPIC		PROPOSED SESSION DESCRIPTION	PROPOSED SPEAKER(S) - Name, Entity Name, Title, Email Address, Phone Number	ESTIMATED SESSION TIME	TRACK
6	Strategies for Developing Effective/Excellent Presentation Skills.	Verbal and non-verbal messages, developing/organizing/preparing the presentation., using visual aids, handling questions from your target audience. The challenges of presenting via Zoom.	TBD	75	PLSP
7	Remote Work Policies - 3 Perspectives	This session will consist of a panel of experts to discuss a remote work key policies from a human resources, legal, and cybersecurity perspective.	Shannon R. Chessman, Chief Deputy Clerk Lisa Turner, Chief of Human Resources Amy Borman, Chief Legal Office Parik Chokshi Director of IT Palm Beach County Clerk of Courts	100	PLSP
8	Recruitment & Retention	Description to be determined by speaker/panel	Karen Garcia, Chief Human Resources Officer Osceola County Clerk of Courts Seawright & Associates	75	PLSP
9	Legislative update	This session will review the 2021 legislative session, review the bills that passed and failed and discuss their implications for local governments.	TBD	75	PLSP
10	Leadership in Turbulent Times	All organizations face challenging times such as technological, financial, legal, natural, or health crisis. It is critical for an organization to have leadership that display the right mix of behavior/characteristics and make the best decisions during a crisis. Leaders should have a vision to the future and lay a clear path to success through best practices. Leaderships ensure their employees thrive during tough times and have a sense of perspective to keep things operating as normal as possible.	Rick Whitted President & CEO 830 S. Ronald Reagan, #142 Longwood, FL 32750 407-605-2323 Rick@ushunger.org	75	PLSP
11	Diversity & Inclusion	In the simplest of terms, diversity and inclusion encompass a group of unique individuals who acquaint and integrate with one another, but each are entirely different concepts with separate benefits. Workplaces that prioritize diversity and inclusion efforts have been statistically proven to be safer, happier, and more productive work environments. With the attention to social responsibility at an all-time high, managers and investors are becoming more strategic in where they are putting their resources. This session will explore how resources for diversity and inclusion can impact the organization and the community it serves.	Sabrina G Jackson, SHRM-CP, CDP Griffith Consulting, LLC Principal Sabrina@GriffithConsultingServices.com 813-658-8989	50	PLSP
12	Six Sigma	Six Sigma is an essential component of business process improvement initiative. It allows an organization to identify flaws and weaknesses in current procedures to implement new processes that improve efficiencies in your department. Six Sigma offers tools and techniques that reduce variance, eliminate defects and help identify the root causes of errors, allowing organizations to create better services. Six Sigma can help eliminate inefficiencies and increase employee productivity. This session will help you identify how to be the most efficient and different tools or techniques to use.	Keith A. Clinkscale Director Strategic Planning and Performance Management Palm Beach County 561-242- 6818 Kclinkscale@pbcgov.org	50	PLSP
13	Procurement vs. Purchasing - More than just RR's and PO's	Procurement vs. Purchasing - More than just RR's and PO's - Procurement management ensures that all items and services are properly acquired so that projects and processes can proceed efficiently and successfully. More than a business necessity, procurement can be leveraged as a competitive advantage when optimized to save money, time and resources. This session will address the following areas: The objectives and Importance of Procurement; The key steps of the Procurement Process; Roles and Job Titles in Procurement Management; Education and Experience Needed in Procurement Management.	Annie Perez, Chief Procurement Officer Yadissa Calderon, Assistant Director City of Miami AnniePerez@miamigov.com (305) 416-1910	75	PLSP
1	GASB Update	This session will include the latest news from the Governmental Accounting Standard Board (GASB) and provide answers to address public confusion about current pronouncements.	Brian W. Caputo, Ph.D., CPA Vice President Administrative Affairs & Treasurer, College of DuPage		AAFR
2	GASB Hot Topics	This session will include a general update on future pronouncements and proposals affecting state and local government.	Brian W. Caputo, Ph.D., CPA Vice President Administrative Affairs & Treasurer, College of DuPage		AAFR
3	Auditor General and Department of Financial Services Update	Update from the Florida Auditor General's Office and Department of Financial Services on current issues pertaining to local governments.	Derek H. Noonan, CPA Audit Supervisor Florida Auditor General DEREKNONAN@AUD.STATE.FL.US Mark Merry Assistant Director State of Florida Mark.Merry@myfloridacfo.com		AAFR

PROPOSED SESSION TOPIC		PROPOSED SESSION DESCRIPTION	PROPOSED SPEAKER(S) - Name, Entity Name, Title, Email Address, Phone Number	ESTIMATED SESSION TIME	TRACK
4	Single Audit Update	This session will provide an update on revisions to the Uniform Guidance and the Compliance Supplement including addendums to the 2021 Compliance Supplement. This session will also cover the audit implications of these revisions and any revisions to the Florida Single Audit Act.	Yvonne Clayborne Partner Carr, Riggs & Ingram yclayborne@cricpa.com Christine Noll-Rahn Partner Carr, Riggs & Ingram cnollrhan@cricpa.com		AAFR
5	Introduction to Governmental Accounting	Are you new to the governmental arena? This session covers the basics and foundation of governmental accounting and reporting in today's environment. It will review the unique aspects of the governmental environment, recognize the financial reporting structure used by governments and review the basic differences between commercial and governmental accounting and why these differences exist.	Enrique Llerena Partner CABALLERO, FIERMAN, LLERENA & GARCIA, LLP ellerena@cflgcpa.com 305.680.5132		AAFR
6	GASB 87	This session will cover the major accounting and financial reporting issues associated with implementing GASB 87.	Chris Davis, CPA, CFST Purvis, Gray & Company		AAFR
7	Financial Reporting Complexities in Local Governments	This session will provide answers to a series of hypothetical questions that present complex accounting and financial reporting issues facing many Florida governments of varying sizes and structures.	Andrew Laflin Aclarian		AAFR
8	Common Audit Findings	This session will include discussion of common audit findings at various local government entities related to financial reporting, internal controls and compliance as well as best practices for addressing them.	Lorrie A. Arevalo, CGFO Fiscal Analyst Office of Management and Budget (813) 272-6575 SimmonsLe@HillsboroughCounty.org Roderick Harvey, CPA HCT Certified Public Accountants and Consultants rharvey@hct-cpa.com (305) 331-8768 cell		AAFR
9	Common Financial Reporting Mishaps from the GFOA COA Award Program	GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (COA) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. This session will go over common financial reporting comments & questions from the COA award program.	Julie A. Davis, CPARG&Co CPAs and Advisors jdavis@rgccpa.com 813-875-7774		AAFR
10	American Rescue ACT ARPA Funding and Care Act Funding	This course will focus on how state and local governments spent their stimulus funds, primarily focused on CARES Act, Consolidated Appropriations Act, and ARPA funds. We will cover related topics, such as compliance with the federal guidelines, reporting results, reviewing for duplication of benefits, and ongoing spending plans. We will also dive into some oversight processes that have been taken, aimed at preventing and detecting fraud, waste, and abuse of the funds.	Jill Reyes Risk Consulting Director RSM US LLP		AAFR
11	XBRL Reporting Requirement	For fiscal years ending on or after September 1, 2022, local governments are to report financial data required by Section 218.32, Florida Statutes using extensible business reporting language (XBRL). This session will cover the options government entities have to meet this requirement and also provide an update into the State's efforts enhance LOGER.	TBD		AAFR
1	The New Minimum Wage Law (could address compliance vs. compression issues, phase-in approaches, etc.)	The bright and shiny impact of the new \$15 minimum wage law centers around the need to plan for full compliance of the phased-in minimum wage increase. However, for most governments, the secondary impact of the law – compression – is an even bigger challenge to face. This session will discuss strategies and considerations relative to achieving compliance while also trying to address the compression issue in the most effective manner possible.	Kandis Baker-Buford, JD, CPM Equity and Human Resources Director, Polk County KandisBuford@polk-county.net, (863) 534-6587 Douglas G. Baber, City Administrator, City of Mexico Beach d.baber@mexicobeachgov.com, 850-247- 7875		BEFP

PROPOSED SESSION TOPIC		PROPOSED SESSION DESCRIPTION	PROPOSED SPEAKER(S) - Name, Entity Name, Title, Email Address, Phone Number	ESTIMATED SESSION TIME	TRACK
2	Establishing Government Charges & Fees	For many local governments user fees, such as land development, building, recreational fees etc. are the only source of revenue. Organizations should ensure the fees charged can be defended and accurately reflect the cost to provide those services. This session will review the types of fees local governments charge for various services and how the fee can be developed to ensure the local government is recouping the cost to provide such service and/or why a fee would be structured to accomplish a social or local business need.	Charlotte Presensky, CPRE Leisure Services Administrator Palm Beach Gardens office: (561) 804-7042 Daniela Russell Rebecca Schnirman		BEFP
3	Measuring Performance	Performance measures are used by governments to collect information about operational activities, achievement of goals, community conditions, or other environmental factors to better understand a situation and make informed decisions. Regardless if an organization has a centralized collection system for performance measures, the use of performance data should be integral to an organization's decision making processes and leaders within an organization should set expectations that key decisions are supported by evidence.	TBD Possibly Kim Radtke		BEFP
4	Economic Update	Economic conditions affect budgeting and financial planning functions in all governmental entities. This session will discuss the current state of the economy and provide national, state and regional trends.	TBD James Heckman, Bureau Chief of Workforce Statistics and Economic Research Florida Department of Economic Opportunity Tallahassee, FL Phone: (850) 245-7218 Fax: (850) 245-7202 Email: james.heckman@deo.myflorida.com		BEFP
5	Sustainable Funding Practices for Defined Benefit Pension and OPEB Plans	The fundamental financial objective of government employers that offer defined benefit (DB) pensions and other postemployment benefits (OPEB) to their employees is to fund the long-term cost of the benefits promised to participants. It is widely acknowledged that the appropriate way to attain reasonable assurance that benefits will remain sustainable is for a government to accumulate resources for future benefit payments in a systematic and disciplined manner during the active service life of the benefiting employees.	Mindy Brenay, Chief Financial Officer Orlando Utilities Commission mbrenay@ouc.com (407) 423-9192 James J. Rizzo, Senior Consultant and Actuary Gabriel, Roeder, Smith & Company jim.rizzo@grsconsulting.com 954-527-1616		BEFP
6	Public Engagement in the Budget Process	Good public participation practices can help governments be more accountable and responsive to their communities, and can also improve the public's perception of governmental performance and the value the public receives from their government. Transparency is a core value of governmental budgeting. Developing a transparent budget process will improve the government's credibility and trust within the community.	TBD		BEFP
7	EQUITY IN BUDGETING - GFOA	Equity in budgeting is getting a lot of attention in local government, but what does it mean and how can local governments approach it? In this session, we will delve into how local governments have begun to integrate equity considerations into their budget, challenges they have faced, lessons learned, and more. You will leave this session with a better understanding of how an equity lens on budgeting could help lead to better decisions in your community.	Natalie Laudadio Senior Communications Manager - Operations and Marketing 312.578.2298 - Direct 312.977.9700 - Main	50	BEFP
1	Global Economic and Market Update		TBD	100	BIRT - PRECON
2	Florida Economic Update	How is the Florida Economy Performing, Both Statewide and in Your Region? Find out some of the Major Factors Influencing Our State.	TBD	100	BIRT - PRECON
3	Investment Considerations for Your Organization's Operating, Long-term and Pension Portfolio's		TBD	100	BIRT - PRECON
4	Investment and Pension Simulation	Need TO Replace		100	BIRT - PRECON

PROPOSED SESSION TOPIC		PROPOSED SESSION DESCRIPTION	PROPOSED SPEAKER(S) - Name, Entity Name, Title, Email Address, Phone Number	ESTIMATED SESSION TIME	TRACK
5	On the Defense - Solutions to Prevent Fraud and Detect Fraud	Threat actors are constantly on the hunt targeting local governments in an effort to defraud and manipulate them for their financial benefit. Advances in technology have reduced the effectiveness of traditional fraud prevention techniques and have even enabled new forms of fraud. During this session we will discuss the threat actor's motives and objectives, use real world scenarios to demonstrate how threat actors have targeted organizations in the past, and walk through the steps employees could have taken to identify and mitigate the attempted fraudulent activity, including banking solutions that can be used prevent account fraud.	Enrique Fernandez Director of Financial Crimes Unit IRR/FCU Division 2500 Weston Rd, Suite 300 Weston, FL 33331 (954) 306-5715 Bijan Razilou Police Sargent City of Naples	100	BIRT
6	Bids or Offers, Huh? - Investment Jargon Uncovered	Helpful terms to more easily navigate the occasionally, oft inverse language of the institutional market	Damien Grant MBS Securities dgrant@mbssecurities.com	50	BIRT
7	Organizational Resilience: Hope for the Best, Plan for Success	Double the "e", double the "s", all we can do is plan for success. This past year and a half has proven double the challenges faced by every organization. How did your organization make it through? Did you already have a Continuity Plan in place, were you thinking of starting one, was your C-Suite engaged or are you still looking for ways to convince them you need a plan? We all face various challenges in dealing with unexpected events, such as natural disasters, interruptions, workplace or terrorist attacks, and most recent...pandemics. As a result, organizations should have a Business Continuity plan (program) in place to properly prepare, respond, and recover from a disruptive event. This interactive presentation will provide guidance on how to develop a continuity program, manage insurance claims, as well as delve into a case study in Financial resilience.	TBD	50	BIRT
8	Investment Strategies for Local Governments in the Current Financial Market		John Grady Public Trust Advisors Mobile 407-701-8002	75	BIRT
9	Update on the Latest Banking Technologies, Cost Savings Approaches with Practical Application		Nancy Ortega President of Private Banking Treasuring Operations & Merchant Services First Florida Integrity Bank 239- 325-3748 Desk 239-229-2436 Cell	50	BIRT
10	Moody's Outlook on Florida Credit Quality	Update on credit quality of Florida local governments including the impact of the pandemic and ESG scores.	Valentina A. Gomez Assistant Vice President - Analyst Public Finance Group	50	BIRT
11	Exploring Self Insurance and Other Risk Financing Strategies	In this session, we will cover the risks and rewards that come with self-insuring for both employee benefits and property & casualty. Our panel of experts will discuss the flexibility that comes with self-insured plan design along with the disadvantages that come with this type of coverage.	1. Marc Rodriguez, Benefits Consultant, Gehring Group 2. Rodney Louis, Senior Risk Management Consultant, Gehring Group 3. XXXXX, representative from a government employer (still searching for a good one to recruit)	100	BIRT
12	Putting Your Best Foot Forward - How to Prepare for a Bond Insurer, Rating Agency Presentation or Annual Surveillance Call	How to Prepare for a Bond Insurer, Rating Agency Presentation or Annual Surveillance Call	TBD	75	BIRT
13	Capital Financing Options	How to formulate a Capital Improvement Plan, and Look at Bank, Bond finance and other options where external financing is needed.	TBD	75	BIRT
14	What is the SEC's and MSRBs involvement with Municipal Financings, and what do I need to be aware of as a local Government Finance Director?	What is the SEC's and MSRBs involvement with Municipal Financings, and what do I need to be aware of as a local Government Finance Director?	TBD	50	BIRT

Florida Government Finance Officers Association, Inc.

2021-2022 Education & Webinar Committee

Agenda Item



2021-2022

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Daniela Russell
David Siegel
Andrea Simon
Tiffany Sirkle
Zoltan Szervanszki
Andrew Thompson
Michelle Tipp
Rhonda Woodward

Meeting Date: February 4, 2022

Title of Item: Webinar Topics & Schedule

Executive Summary, Explanation or Background:

The Education & Webinar Committee Topic Schedule along with attendance figure is attached.

Recommended Action:

None; informational only.

Name

Rebecca Schnirman

Date

February 4, 2022



Florida Government Finance Officers Association, Inc.

2021-2022 Education & Webinar Committee

Agenda Item

Title	Description	Type	Date	Qty
NO WEBINAR FOR OCTOBER (SOGF)				
Are you Prepared for the Next Cyber Attack? Fraud Insights and Prevention	This presentation will provide an overview of cybersecurity trends in today's environment, provide a forward look into upcoming threat trends, and provide an overview and best practice tips for preparing against these threats. During this seminar, a variety of topics will be covered, including fraud trends, check fraud, cyber fraud as well as impostor fraud.	TB	09/23/21	228
American Rescue Plans Act (ARPA)	ARPA Funds - best practices for tracking and managing these funds; ARPA Funding Requirements; ARPA Funding and Reporting	TB	11/18/21	463
Human Resources Recruitment Tips and Tricks	How to hire the best and brightest employees with a shrinking pool of applicants and increase competition	TB	12/16/21	234
Capital Assets	Assets-So you think you're accounting for them? Do you really know what is out there? Systems and suggestions for better tracking assets and inventories.	TB	01/20/22	
Cybersecurity	With more and more government employees working from home, actions must be taken to better protect their organizations from cyber threats. This presentation will provide tips and tricks that government agencies can use to reduce the opportunities for cyberattacks.	TB	02/17/22	
GASB 87 and 96	GASB 87 and 96	AA	03/17/22	
Legislative Update	Legislative Update	TB	04/21/22	
Debt 101	Bond Issuance and Lease Management	AA	05/19/22	
NO WEBINAR FOR JUNE (ANNUAL CONFERENCE)				
ACFR 101	Basic Components of a Balance Sheet and ACFR 101; Include topic on how to make your MD&A better	AA	07/21/22	
Internal Controls and Fraud Prevention	Fraud and Audit – are we doing enough to detect fraud? New techniques to identify fraudulent activity before it gets “too big” and to ensure controls are appropriate to prevent that activity.; A/P and Internal Controls	TB	08/18/22	
Grant Administration	Tips and best practices to make sure you're not leaving any money on the table when it comes to your grant funding. Includes how to capture reimbursements and subsidize more on grant funding using indirect costs.	TB	09/22/22	

Florida Government Finance Officers Association, Inc.
2021-2022 Legislative Committee
Agenda Item



2021-2022

CHAIRPERSON

Stephen Timberlake

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Kimberly Karback
Heather Larson
Yana Matiyuk
Bradley Newman
Colleen Scott
Andrea Simon
Brittaney Sottile-Roe
Dennise Suarez
Danyel Sullivan-Marrero
Patricia Wilken
Liang Wu

Meeting Date: February 4, 2022

Title of Item: Update

Executive Summary, Explanation or Background:

The Legislative Committee's has been negligible for this Legislative Session. We are two weeks into the session and to date the League of Cities Lobbyists has not asked for the Committee's feedback on any bill currently under consideration.

Key Session dates remaining for 2022:

- February 26, 2022 – Motion to reconsider made and considered the same day. All bills are immediately certified.
- March 1, 2022 50th day – last day for regularly scheduled committee meetings
- March 11, 2022 60th day – last day of Regular Session

Staff attempted to schedule meetings with Legislative staff prior to the beginning of the session but we were unable to do so. Staff will continue to attempt to schedule a meeting.

Legislative Committee next meeting will be scheduled when time is scheduled with Legislative staff or the League's Lobbyists need feedback on a bill.

Recommended Action:

For review and approval

Stephen Timberlake

Name

January 20, 2021

Date

Florida Government Finance Officers Association, Inc.

2022 School of Governmental Finance Committee

Agenda Item



2021-2022

CHAIRPERSON

Nicole Gasparri, CGFO

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Raymond Long
Everlyne Okoduwa
Richard Pengelly
Tanya Quickel
Kadem Ramirez
Kelly Strickland
Elizabeth Walters
Tammy Wilson
Brent Wertz
Katherine Woodruff
Rhonda Woodward

Meeting Date: February 4, 2022

Title of Item: Update

Executive Summary, Explanation or Background Information:

The Committee had a follow-up, virtual kickoff meeting on January 4, 2022. The committee members had met at the School in October, but the official kick off was 01/04/22. The sub-committee chairs have been confirmed:

Jennifer Desrosiers – Financial Management and Leadership
Jeanette Hayes - Hospitality
Tanya Quickel – Treasury and Debt
Elizabeth Walter & Tammy Wilson – Budget
Kathrine Woodruff – Accounting and Financial Report

There are only 12 members on the committee which is far from optimum. Is the board able to email requesting committee members?

Recommended Action:

Reach out to the membership and invite them to serve on the SOGF committee.

Recommended Action:

For review and approval

Nicole Gasparri

Name

January 24, 2022

Date

Florida Government Finance Officers Association, Inc.

2021-2022 Technical Resources Committee

Agenda Item



2021-2022

CHAIRPERSON

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Eduardo Castaneda
Yvonne Clayborne
Christopher Davis
Michael Florio
Ajay Gajjar
James Halleran
Wayne Hart
Christopher Kessler
Donna McMahon
Derek Noonan
James Rizzo
Liliya Sablukova
Gittanjali Sookdeo
James Tizzo
Les Tyler
Terrence Vecchio
Larry Webb
Joseph Welch
Mark White

Meeting Date: February 4, 2022

Title of Item: Update

Executive Summary, Explanation or Background:

- The committee had its quarterly meeting on 12/8/21. The committee will be having its next quarterly committee-wide meeting in March.
- The *Basic Government Resource Manual* was published.
- Continued to monitor the landscape of government finance for changes to bring to the members' attention:
 - i. Have worked with Jill Walker and the League to disseminate e-bulletins regarding notices of authoritative updates and participation invitations:
 - a. "Final Reminder: Help the GASB Study the Implementation of Statement 87 on Leases"
 - b. "GASB Outlook E-Newsletter, Fall 2021"
- Continued responding to technical inquiries and request of financial information:
 - i. Monitored the Listserve activity and responded to unanswered questions
- Continued to monitor for and prepare draft responses to any Government Accounting Standards Board (or other regulatory body) invitations to comment. A subcommittee/ project team was organized to develop draft a response for the GASB's [Project No. 3-34 Note Disclosures Revised Exposure Draft](#) – submitted 10/15/21. Currently, there are no items available for public comment.

Recommended Action:

For review

Ryan Bernal
Name

January 25, 2022
Date

[illegible]

NEXT MEETING:

April 8, 2022 - In conjunction with Leadership Class V
Bohemian Hotel Celebration, Autograph Collection

700 Bloom Street
Celebration, FL 34747



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