



Florida Government Finance Officers Association, Inc  
Meeting of the Board of Directors  
Wednesday, October 23, 2019

**Pelican Room**  
Breakfast 8:00 a.m.  
Meeting 8:30 a.m.

In conjunction with the  
School of Governmental Finance

**Hilton Sandestin Beach Golf Resort & Spa**  
4000 S Sandestin Blvd, Miramar Beach, FL 32550

# ATTENDANCE - FGFOA BOARD OF DIRECTORS MEETING

October 23, 2019

NOT  
PRESENT

PRESENT

## OFFICERS

Ken Burke  
Jamie Roberson  
Shannon Ramsey-Chessman

## DIRECTORS

**1st Term**

**2nd Term**

**3rd Term**

|                   |           |           |
|-------------------|-----------|-----------|
| Melissa Burns     | 2019-2022 |           |
| Rip Colvin        | 2016-2019 | 2019-2022 |
| Frank DiPaolo     | 2017-2020 |           |
| Nicole Gasparri   | 2015-2018 | 2018-2021 |
| Mike Gomez        | 2017-2018 | 2018-2020 |
| Jonathan McKinney | 2014-2017 | 2017-2020 |
| William Spinelli  | 2018-2021 |           |
| Kelly Strickland  | 2018-2021 |           |

## COMMITTEE CHAIRS

Lorrie Simmons, Certification  
Lisa Snead, Conference Host  
Nicole Jovanovski, Conference Program  
Rebecca Schnirman, Education & Webinar  
Stephen Timberlake, Legislative  
Olga Rabel, Member & Leadership Development  
Sharon Almeida, 2019 SOGF  
Linda Benoit, Technical Resources  
Bryan Cahen, Ad-Hoc Enhancing the Role of the Finance Professional

## CHAPTER PRESIDENTS

Mike Gomez, Big Bend  
Nanette Mel, Central Florida  
Anthony Cobb, Florida First Coast  
Amy Ratliff, Gulf Coast  
Karen Keith, Hillsborough  
Brandy Cook, Nature Coast  
Melissa Licourt, North Central Florida  
Katie Roundtree, Palm Beach  
Lakia McNeal, Panhandle  
Marie Elianor, South Florida  
John Lege, Southwest  
Teri Butler, Space Coast  
Jennifer Hill, Treasure Coast  
Patricia Bliss, Volusia/Flagler

## OTHERS IN ATTENDANCE

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

# **FGFOA BOARD OF DIRECTORS MEETING AGENDA**

**DATE/TIME:** Wednesday, October 23, 2019 – Pelican Room  
Hilton Sandestin Beach Golf Resort & Spa  
Breakfast 8:00 a.m.  
Meeting: 8:30 a.m.

**LOCATION:** **Hilton Sandestin** Beach Golf Resort & Spa, in conjunction with the  
School of Governmental Finance  
4000 S Sandestin Blvd  
Miramar Beach, FL 32550

**I. Call to Order – Ken Burke, President**

**II. Roll Call**

**III. Ethics Ad-Hoc Committee**

Chair - Linda Davidson – via conference Call

**IV. Consideration of Minutes – August 9, 2019**

**V. Report of Officers**

**A. President – Ken Burke**

1. Election Canvassing Board
2. Appointment to Audit Committee

**B. President-elect – Jamie Roberson**

1. Chapter President Call
2. Appointment for 2020 SOGF Chair

**C. Secretary/Treasurer – Shannon Ramsey-Chessman**

1. Quarterly Financial Statements 06/30/2019

**D. Executive Director Report – Paul Shamoun**

1. Check Register
2. Membership Update
3. Investment Report
4. Cumulative Leadership Roster
5. Wild Apricot

## **VI. Ad Hoc Committee**

### **1. Election**

Chair – Rip Colvin

## **VII. Standing Committee Reports**

### **A. 2019 School of Governmental Finance**

Chair – Sharon Almeida

Liaison: Nicole Gasparri

### **B. Certification Committee**

Chair – Lorrie Simmons

Liaison: Jonathan McKinney

#### **1. CGFO Exam Reviews, Study Guides, and Exams**

#### **2. Expired CGFO Credentials**

### **C. Conference Host**

Chair – Lisa Snead

Liaison: Frank DiPaolo

### **D. Conference Program**

Chair – Nicole Jovanovski

Liaison: Rip Colvin

### **E. Education and Webinar**

Chair – Rebecca Schnirman

Liaison: Kelly Strickland

### **F. Legislative**

Chair – Stephen Timberlake

Liaison: William Spinelli

### **G. Member and Leadership Development**

Chair – Olga Rabel

Liaison: Melissa Burns

#### **1. Coaching Program**

#### **2. FGFOA Leadership Class of 2020 Program**

### **H. Technical Resources**

Chair – Linda Benoit

Liaison: Mike Gomez

## **VII. Other Business**

## **IX. Next Meeting – Friday, February 7, 2020**



**Florida Government Finance Officers Association  
Ethics Ad-Hoc Task Force  
2019-2020**

**2019-2020**

***Agenda Item Request***

**CHAIRPERSON**

**Linda C. Davidson, CGFO, CPA, CPFO**  
Director of Financial Services  
Boca Raton  
201 W Palmetto Park Rd  
Boca Raton, FL 33432-3730  
(561) 393-7737  
[ldavidson@myboca.us](mailto:ldavidson@myboca.us)

**STAFF LIAISON**

Karen Pastula

**COMMITTEE MEMBERS**

Barry Skinner  
Robert Inzer  
Linda Howard  
Mary-Lou Pickles

**Meeting Date:**           **October 10, 2019**

**Title of Item:**           **Ethics Ad-Hoc Task Force Report**

**Executive Summary, Explanation or Background Information:**

**The Ethics Ad-Hoc Task Force was established to:**

- 1)       Review the current FGFOA Code of Ethics.**
- 2)       Propose Revisions to the FGFOA Code of Ethics.**
- 3)       Establish written procedures, if necessary.**

**A majority of the members met on June 11, 2019 during the FGFOA Annual Conference. Prior to the meeting materials were distributed that included:**

- 1)       FGFOA Code of Ethics – revised 10-2008**
- 2)       Draft GFOA Code of Ethics (that were subsequently adopted during the GFOA Annual Conference in May)**
- 3)       Various Organizations' Membership Objection Procedures in the event of an alleged ethics violation.**

**The proposed revisions to the FGFOA Code of Ethics were presented at the BOD meeting of August 9, 2019. After discussion the BOD adopted the revisions to the FGFOA Code of Ethics and requested additional revisions to further clarify. See attached.**

**Recommended Action:**

**Approve additional revision to FGFOA Code of Ethics.**

**10/10/19**

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**Linda C. Davidson**

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**Date**

# Florida Government Finance Officers Association Code of Ethics and Standards of Conduct

The Florida Government Finance Officers Association is a professional organization dedicated to promote and improve the quality of financial accountability, management, and communications by and for all governmental units in the State of Florida by providing training and individual development for governmental financial professionals in technical finance related areas and other aspects of financial management.

To further these goals, we the members of the Florida Government Finance Officers Association are enjoined to adhere to legal, moral, and professional standards of conduct in the fulfillment of our professional responsibilities as set forth in this Code of Ethics in order to enhance the quality of our performance.

We shall conduct ourselves with integrity in all working and networking relationships with public officials, employees, peers and the citizens whom we serve.

We shall not condone or allow the issuance of any false or misleading financial information or omit any information that is essential to making an informed decision.

We shall prepare and present financial information in accordance with generally accepted governmental accounting principles.

We shall abide by all applicable laws and regulations of the State of Florida and those of our individual local jurisdictions.

We shall not be involved with or by our actions condone any illegal activity.

We, as members of the Florida Government Finance Officers Association, shall conduct ourselves in a professional and ethical manner.

We shall conduct ourselves objectively and not seek or accept personal gain that would influence the conduct of our official duties.

We shall not use public resources for personal gain.

We shall not reveal or improperly use confidential information.

We shall accurately represent our professional qualifications, education, and affiliations.

We shall promote equal employment opportunities and oppose any discrimination, harassment or other unfair employment practices.

It is the responsibility of the individual member to adhere to this Code of Ethics and Standards of Conduct and to report any suspected ethics or conduct violations to the Executive Director of the Association and notice shall be provided to the elected Board of Directors. Enforcement shall be the responsibility of the Board of Directors.

The Board of Directors shall timely review each reported ethics or conduct violation and shall determine if sufficient information exists to further warrant an additional investigation. ~~If it is determined that an ethics violation has occurred based upon the further investigation,~~ sanctions may be taken by the Board of Directors which may include the suspension of membership and/or the permanent expulsion of the member from the association.



**Florida Government Finance Officers Association, Inc.**  
***Board of Directors – Executive Director***  
**2019-2020**

**Agenda Item**

**2019-2020**  
**BOARD OF DIRECTORS**

**OFFICERS**

**President**  
Ken Burke

**President-Elect**  
Jamie Roberson

**Secretary/Treasurer**  
Shannon Ramsey-Chessman

**DIRECTORS**

Melissa Burns

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

**Meeting Date:** October 23, 2019

**Title of Item:** August 9, 2019 Minutes

**Executive Summary, Explanation or Background Information on Request:**

Attached for review and approval are the August 9, 2019 minutes from our meeting held at the Florida League of Cities offices in Orlando.

**Recommended Action:**

Approval of the minutes by the Board.

For review

**Paul Shamoun**

October 23, 2019

**Date**



**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**August 9, 2019**

The meeting of the FGFOA Board of Directors took place on August 9, 2019 at the Florida League of Cities Offices in Orlando, FL.

**IN ATTENDANCE:**

**OFFICERS AND BOARD MEMBERS**

President – Ken Burke, Clerk of the Court, Clerk of the Circuit Court and Comptroller Pinellas County – CCC

President-Elect – Jamie Roberson, Finance Director, Apopka

Secretary – Treasurer, Shannon Ramsey-Chessman, Chief Operating Officer, Clerk & Comptroller – Palm Beach County

Director, Melissa Burns, Director of Finance, City of Atlantic Beach

Director, Rip Colvin, Executive Director, Justice Administrative Commission

Director, Frank DiPaolo, Finance Director, City of Lighthouse Point

Director, Nicole Gasparri, Organizational Program Manager, Boca Raton

Director, Mike Gomez, Audit Manager, Florida Auditor General - Tallahassee

Director, John McKinney, Finance Director, City of New Smyrna Beach

Director, William Spinelli, Controller, Orlando

**COMMITTEE CHAIRS**

Lorrie Simmons, Certification

Nicole Jovanovski, Conference Program

Rebecca Schnirman, Education & Webinar

Stephen Timberlake, Legislative

Olga Rabel, Member & Leadership Development

Sharon Almeida, SOGF

Linda Benoit, Technical Resources

**AD HOC COMMITTEE CHAIRS**

Bryan Cahen, Enhancing the Role

Rip Colvin, Elections

Linda Davidson, Ethics (attended by phone)

Sarah Koser, Retiree Network Talent Pool (attended by phone)

**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 Burke called the August 9, 2019 meeting of the FGFOA Board of Directors to order at 9:00 a.m.

**Retiree Talent Network**

Mrs. Koser presented the committee report via phone, indicating the committee decided it was best to

also include FGFOA members in transition as well as currently retired members in the Retiree Talent Network. They created a disclaimer for the website noting staff will not vet the applications but will maintain the website as a resource to its members. The application will clarify whether the applicant is in transition or retired and will ask for credentials and a resume. It will now be called the Temporary Finance Professional Network to reach a broader market of applicants. The work of this committee is done, and this project will now go to the Member and Leadership Development Committee for implementation. It is suggested that an ebulletin targeting retiring members with a letter from the President, followed up by an application in the mail, may be the best way to target potential applicants. Staff will maintain the data, create the web page and modify the application to add several specific job titles and make the form fillable.

**Ms. Gasparri moved, seconded by Mr. DiPaolo, to approve the creation of this website page, application form and disclaimer with edits noted, now assigned to the member and leadership development committee, now being called the Temporary Finance Professional Network. Motion passed unanimously.**

### Minutes

The June 11, 2019 and June 12, 2019 minutes were reviewed.

**Mrs. Roberson moved, seconded by Mr. Colvin, to approve the minutes with edits. Motion passed unanimously.**

### Association of Governmental Accountants

Some members of the FGFOA Board are also members of the Association of Governmental Accountants which has approximately 14,000 members nationally, with a local Florida Chapter in Tallahassee. The Board sees value in marketing to these members with a targeted School of Governmental Finance flyer focusing on topics that affect state employees and listing sessions that are applicable. Mr. Colvin and Mrs. Almeida will develop this flyer and give it to staff to finalize. Ms. Simmons noted NABA members also need CPE credits and could serve as another area to focus promoting FGFOA events. Mr. Burke recommended offering NABA and AGA members a “first time attendee” rate, which is the FGFOA member rate, to entice them to join FGFOA. Moving forward, the Board and committee chairs agree to promote affiliate organizations.

### Ethics Ad-Hoc Committee

Ethics Ad-Hoc Committee Chair Linda Davidson presented the Committee report via phone, with proposed new language to add to the end of the current FGFOA Code of Ethics. After much discussion, the board recommends adding language relating to a personal interaction known going forward as the “standard of conduct”. Staff will send the final version to the membership as an e-bulletin. The Board does not want to implement policy for the removal of an attendee from an event. Executive Director Paul Shamoun is authorized to take the necessary steps to remove someone after an incident, on site. However, they are asking for clarification for “networking” or “social events”, regarding personal conduct, to reflect that these are an outflow of a working relationship. Ms. Davidson will create a new addition to be reviewed at the next meeting indicating the incident will be reported to the Executive Director which will then notify the Board. The final document will be sent in an ebulletin to the full membership.

**Mrs. Ramsey-Chessman moved, seconded by Mr. Colvin, to approve the new language submitted by the Ethics Ad-Hoc Committee with additional clarification including personal standard of conduct verbiage. Motion passed unanimously.**

### Recognition Letters

Mr. Burke recommends the recognition letters for serving as an FGFOA committee chair be sent in

September. This will allow some of the end of year duties to lighten up and schedules to slow down. Mr. Burke will be in contact with the Board and Committee Chairs to confirm their contact information and to whom the letter of recognition should be sent.

### **Chapter President Call**

Mrs. Roberson presented the review of the June 3, 2019 Chapter President call which had good attendance. The July 24<sup>th</sup> call had 10 chapters represented on the call. A focus was placed on a request for assistance in getting a Wild Apricot discount for local chapters to manage their websites and member database. This is being researched by FGFOA staff. A SharePoint site has been set-up to allow Chapter Presidents to share information and documents. Mrs. Roberson recommends sending information to the Chapter Presidents asking them to share SOGF promotional materials with their members. Chapter reports are due by August 15.

### **Membership Update**

Mr. Shamoun presented the membership and Listserve report updates for review. Mr. Colvin would like to see a comparison to previous years reports. However, the membership database system does not automatically create a report to compare numbers to a previous year. Staff will work on creating a system to update reporting on a quarterly basis going forward.

### **2019 Annual Conference Membership Survey Results**

Mr. Shamoun presented the survey results from the Attendify app for the FGFOA 2019 Annual Conference. Mrs. Roberson wants to know the percentage of participation, if available. Staff will research enhancements to the app to increase participation and will compare the cost and benefits of the Mosaic app to Attendify and will have more information at the October board meeting.

### **Expense Processing**

FGFOA is moving to a cloud-based system for bill payments. Quarterly reconciliation is very onerous to review, a monthly review would be easier to maintain. We are moving to a real time approval process with emails for review and approval. Consensus of the board is for FGFOA staff to create a warrant list process for the Secretary/Treasurer to review at each Board meeting. Staff will work with Mrs. Ramsey-Chessman to develop this process and report at the October Board meeting.

### **Election Ad-Hoc Committee**

Mr. Colvin presented the Election Ad-Hoc committee report indicating the committee has reviewed the previous Election documents and are developing a draft for review. The report recommends adding an eligibility requirement, new procedures to fill a vacancy and a change in Board composition. They will edit Articles 4, 5 and 6, in which will change the composition and duties of the Nominating Committee. The recommendations are still being developed by the committee. They will propose further updates at the October Board meeting. This may affect the Policies and Procedures which will be updated as needed. If approved today, and the draft language fits the desire of the Board, it goes to the membership for comments, then it will be put to a vote. This is about a 90-day process. Mr. Burke recommends we take action as soon as possible so the vote on this item can be separate from the next election. The committee will write a ballot summary for the membership to review. After much discussion, the Board agreed to implement a timeline for member voting in December of 2019 to go into effect for elections in 2020.

**Mr. Colvin moved, seconded by Mr. McKinney, to bundle and move to a vote by membership. Motion passed unanimously.**

### **Enhancing the Role of the Finance Professional**

Mr. Cahen is working with the committee to finalize a tag line and image which is being developed for marketing purposes: "Finance Officers Depend On Us". The committee and FGFOA staff are working on the Finance Professionals Week and will endeavor to complete the "toolkit" for the October board meeting. This will tie into letters of recommendation and media releases. Mr. Burke recommended we make life size posters for board members to promote their involvement.

### **2019 School of Governmental Finance Session Topics and Descriptions**

Mrs. Almeida presented the topics and descriptions, which are now complete, for the 2019 School of Governmental Finance. Some speakers may still change.

**Ms. Gasparri moved, seconded by Mr. McKinney, to approve the sessions and topics as presented. Motion passed unanimously.**

### **Subsidized Costs for School of Governmental Finance in Destin, FL**

Mrs. Almeida presented recommendations proposed by the committee to offer subsidies for people in counties affected by Hurricane Michael, to attend the 2019 SOGF. The recommendation is to provide five ½ week scholarships to include registration and hotel accommodation for 2 nights, and five full week registration fees – only scholarships (no hotel accommodation included). A wait list and randomly chosen winners (similar to the lottery for Bootcamp) is recommended.

**Mrs. Shannon Ramsey-Chessman moved, seconded by Mr. McKinney, to approve the subsidy as presented by the committee. Motion passed unanimously.**

### **SOGF Hospitality Suite**

Mrs. Almeida presented a tentative schedule of events for the Hospitality suite at SOGF. Since the restaurant crawl is cost prohibitive, Mr. Burke recommends the committee put together a list of local restaurants for our members. This information can be put on the app.

### **Education and Webinar Committee**

Mrs. Schnirman presented the topics and schedule for upcoming webinars. It was recommended the Legislative Update session for July be moved back to earlier in the year but will leave it up to the discretion of the committee.

**Mrs. Roberson moved, seconded by Mr. McKinney, to approve the webinar topics and schedule. Motion passed unanimously.**

### **Next Meeting**

The next meeting of the Board of Directors will be Wednesday, October 23, 2019. It's being held in conjunction with the School of Governmental Finance at the Hilton Sandestin.

ATTEST:

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Shannon Ramsey-Chessman, Secretary/Treasurer



# Florida Government Finance Officers Association, Inc.

## Board of Directors - President

### 2019-2020

#### Agenda Item

2019-2020  
BOARD OF DIRECTORS

#### OFFICERS

**President**  
Ken Burke

**President-Elect**  
Jamie Roberson

**Secretary/Treasurer**  
Shannon Ramsey-Chessman

#### DIRECTORS

Melissa Burns

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

**Meeting Date:** October 23, 2019

**Title of Item:** Election Canvassing Board

#### **Executive Summary, Explanation or Background:**

*The Election Canvassing Board is to be comprised of the Executive Director and two active members of the FGFOA, who will be appointed by the President and who are not members of the Nominating Committee. The Executive Director will be responsible for monitoring the online voting process and securing the ballots as they are received into the administrative offices. The Executive Director is responsible for announcing the election results by notifying only the Immediate Past President of the results of the election, who will announce the results at the annual business meeting. If necessary, by dispute of the online voting system, the Election Canvassing Board will be responsible for auditing the records of the online vote. The candidates receiving the highest number of votes, consistent with the number of vacancies being filled, will be declared the winner. The Election Canvassing Board may disqualify a ballot if: (1) it is received after the noticed submission deadline, (2) the Election Canvassing Board determines that a ballot was voted by someone other than an eligible member, or (3) the ballot is illegible or improperly completed so as to be unable to accurately determine the voter's intent. A validation of the election results will occur when a candidate loses by less than one percent of the total number of the votes cast. Unsuccessful candidates may not request a recount. A tie will be resolved by a coin toss.*

Based on the information above, I am recommending the Election Canvassing Board consist of Paul Shamoun (Executive Director), Marilyn Tenewitz, and Jim Cooke.

#### **Recommended Action:**

Board Approval

*Ken Burke*

**Ken Burke, President**

10/01/2019

**Date**



# Florida Government Finance Officers Association, Inc.

## *Board of Directors - President*

### 2019-2020

#### Agenda Item

2019-2020  
BOARD OF DIRECTORS

#### OFFICERS

**President**  
Ken Burke

**President-Elect**  
Jamie Roberson

**Secretary/Treasurer**  
Shannon Ramsey-Chessman

#### DIRECTORS

Melissa Burns

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

**Meeting Date:** October 23, 2019

**Title of Item:** Appointment to Audit Committee

#### **Executive Summary, Explanation or Background:**

*The Audit Committee consists of the Immediate Past President, Secretary-Treasurer and one At-large member of the Board of Directors selected by the President. The Committee recommends the selection of the external auditor and coordinates the preparation of the annual financial audit of the FGFOA. This Committee may also be called upon by the President or Board of Directors to oversee other financial, tax and liability issues affecting the FGFOA.*

Based on the information above, I am recommending the Audit Committee consist of Kent Olson (Past President), Shannon Ramsey-Chessman (Secretary/Treasurer), and Kelly Strickland (At-Large member of the Board of Directors).

#### **Recommended Action:**

Board Approval

*Ken Burke*

**Ken Burke, President**

10/23/2019

**Date**



**Florida Government Finance Officers Association, Inc.**  
***Board of Directors – President-Elect***  
**2019-2020**

**Agenda Item**

**2019-2020  
BOARD OF DIRECTORS**

**OFFICERS**

**President**  
Ken Burke

**President-Elect**  
Jamie Roberson

**Secretary/Treasurer**  
Shannon Ramsey-Chessman

**DIRECTORS**

Melissa Burns

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

**Meeting Date:** October 23, 2019

**Title of Item:** Chapter Presidents Call

**Executive Summary, Explanation or Background:**

The most recent Chapter Presidents conference call was held on September 25, 2019. The notes from this call and the previous one, held on July 24, 2019, are attached for review.

**Recommended Action:**

*Jamie Roberson*

\_\_\_\_\_  
**Jamie Roberson**

10/09/2019

\_\_\_\_\_  
**Date**

**Florida Government Finance Officers Association (FGFOA)  
Chapter Presidents Conference Call  
July 24, 2019 @ 2:00 PM**

**Attendance:**

Present: Jamie Roberson, Jill Walker, Terri Butler; Catherine Colwell; Katie Roundtree, Gita Sookdeo, John Lege, Anthony Cobb, Cindy Nenno, Mike Gomez, Brandy Cook, Karen Keith & Missy Licourt

**Welcome: Jamie Roberson, Finance Director, City of Apopka**

**1. Chapter Officer Update – Excel spreadsheet attached**

- a. Please email a list of officers and their contact information to:
  - i. Jamie – [jroberson@apopka.net](mailto:jroberson@apopka.net)
  - ii. Jill – [jwalker@flcities.com](mailto:jwalker@flcities.com)

**FGFOA Update – Jill Walker, Executive Assistant, FGFOA**

- 1. Webinar – Legislative Update July 25, 2018
- 2. Book Camp – August 1-2, 2019 Sarasota, FL
- 3. Webinar – August 15, 2019
- 4. CGFOA Renewal – Karen Pastula
  - a. Due July 31, 2019
  - b. CGFO Applications have been processed and approved and will resume after July 31, 2019.
- 5. School of Government Finance
  - a. Location: Destin, Florida
  - b. Dates: October 20-25, 2019
  - c. Flyer Attached
  - d. Boot Camp Onsite
  - e. CGFO Review Course Onsite
  - f. CGFO Testing
  - g. Registration to begin in August
  - h. Please promote the event as much as possible due to the location being in the pan handle and encourage your members to plan for it in their budget.
- 6. Boot Camp – December 12 – 13, 2019
- 7. Leadership FGFOA – March 30 – April 3, 2020
- 8. Annual Conference – May 30 – June 3, 2020 Rosen
- 9. Local Chapter Annual Reports Due
  - a. Due Date: August 15, 2019
  - b. Email to: [fgfoa@flcities.com](mailto:fgfoa@flcities.com)



10. Wild Apricot – The association is trying to reach out to the vendor in order to potentially obtain additional information and cost savings.
11. Chapter Page Update on the FGFOA Website
  - a. Each Chapter is now responsible for updating their page on the website as it relates to their please contact Scott Willits at the FLC.

## **Chapter Updates**

### **1. Panhandle Chapter – Not represented (includes Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun and Gulf counties)**

- a. Last Meeting Update – No report
- b. Future Year Outlook – No report

### **2. Big Bend Chapter – Mike Gomez (includes Gadsden, Liberty, Franklin, Leon, Wakulla, Jefferson, Madison and Taylor counties)**

- a. Last Meeting Update – No report due to new year
- b. Future Year Outlook – Last few months the chapter has been working with new board and have meetings tentatively scheduled for August 16, 2019 and December 2019.
- c. Very interested in Wild Apricot alternative.
- d. We are interested in growing our membership and focusing on promoting the local chapter. We established a Membership Committee Chair to work on this project.

### **3. Central Florida Chapter – Gita Sookdeo (includes Lake, Seminole, Orange and Osceola counties)**

- a. Last Meeting Update – No report due to new year.
- b. Future Year Outlook – We have had a board meeting and planned our year out.
  - i. The first meeting is scheduled for September 27, 2019.
- c. Implementation of automatic renewals was done this year and it is working great.
- d. Membership Report - 93 active members but renewals are still incoming.

### **4. Florida First Coast Chapter Anthony Cobb – (includes Nassau, Duval, Clay and St. Johns counties)**

- a. Last Meeting Update – Annual Meeting was held on June 28, 2019. Topic was Economic Update with Richard Pengelly. This session was very interactive. Approximately 50 attendees.

- b. Future Year Outlook – Planning for the new year is scheduled for this Friday, July 26, 2019 with officers and directors. We would like to have a social event in August and have the 1<sup>st</sup> chapter meeting by September. We were unable to fulfill the position of President Elect.

**5. Gulf Coast Chapter – Cindy Nenno (includes Pasco and Pinellas counties)**

- a. Last Meeting Update – No report due to new year.
- b. Future Year Outlook – Board meeting later today to finalize the planning of the upcoming year and associated meetings. Tentatively they have set the following dates: September 20, 2019, planning December luncheon, and another meeting in February.
- c. We use Wild Apricot & it is great! Great asset for administration and accounting.
- d. Members Report - 200+ members

**6. Hillsborough Chapter – Karen Keith (includes Hillsborough county)**

- a. Last Meeting Update – The chapter hosted an Ice Cream Social which was very well received.
- b. Future Year Outlook – The incoming President was recently promoted and unable to transition in the role of the President so Karen has agreed to stay on until the next person is able to.
- c. Very interested in Wild Apricot.

**7. North Central Florida Chapter – Missy Licourt (includes Suwannee, Colombia, Gilchrist, Baker, Union, Bradford, Alachua and Putnam counties)**

- a. Last Meeting Update – No report due to new year.
- b. Future Year Outlook – Currently has 17 hours of CPE planned for the new year with all dates selected.

**8. Palm Beach Chapter – Katie Roundtree (includes Palm Beach County)**

- a. Last Meeting Update – No report due to new year.
- b. Future Year Outlook – The next two chapter meetings are scheduled as follows:
  - i. August 29, 2019 on Employee Dependent Eligibility Verification
  - ii. September 19, 2019 on Pension Plan Trends and 457 Deferred Comp Plans.
- c. We use Wild Apricot and it is very easy to use!

- d. 300 + members

**9. Southwest Florida Chapter – John Lege (includes Sarasota, Charlotte, Glades, Lee, Hendry and Collier counties)**

- a. Last Meeting Update – No report due to new year.
- b. Future Year Outlook – The first meeting of the year is a 8 hour Investment Seminar hosted by PFM on September 13, 2019. At this meeting we hope to install Kristen Simeone from Punta Gorda as President.
- c. Possibly interested in Wild Apricot

**10. Space Coast Chapter – Terri Butler (includes Brevard County)**

- a. Last Meeting Update – The board met on July 9, 2019 to plan the upcoming year.
- b. Future Year Outlook – The board has set their calendar for the year and their first meeting is planned for August 2, 2019 on GASB Updates & Fraud.
- c. We are using Wild Apricot for the payments and it is more efficient and cheaper than Pay Pal.
- d. We are interested in increasing our membership and promoting our chapter.

**11. South Florida Chapter – Ian Evans-Smith Not Represented (includes Broward County)**

- a. Last Meeting Update –
- b. Future Year Outlook –

**12. Treasure Coast Chapter – Not Represented (includes Indian River, St. Lucie and Martin counties)**

- a. Last Meeting Update –
- b. Future Year Outlook –

**13. Volusia/Flagler Chapter – Catherine Colwell (includes Volusia and Flagler counties)**

- a. Last Meeting Update – Annual Meeting was on GASB 87
- b. Future Year Outlook – Unable to fulfil our President Elect position. Currently in transition of officers.
- c. Very interested in the Wild Apricot interest but the price point was a huge concern for the board due to the chapter size of 100.

**14. Nature Coast Chapter – Brandy Cook (includes Levy, Marion, Citrus, Hernando and Sumter counties)**

- a. Last Meeting Update – July 17, 2019 was the first meeting of the year.
- b. Future Year Outlook – The chapter has scheduled the dates for the remainder of the year.
- c. Using Wild Apricot over the last year and it has been very helpful.
- d. Membership Reports – 137 with 22 pending renewals

**Chapter President's SharePoint** – The Chapter Presidents would like a share location that they can share information with such a speaker lists and Annual Filing Check Lists. Jill has set this up and you will receive an email link via email.

**Future Meetings: Wednesday, September 25, 2019 @ 2:00 pm.**

**Florida Government Finance Officers Association (FGFOA)  
Chapter Presidents Conference Call  
September 25, 2019 @ 2:00 PM**

**Attendance: Jamie Roberson, Paul Shamoun, Katie Roundtree, John Lege, Amy Ratliff, Terri Butler, Mike Gomez, Anthony Cobb, Nanette Melo, Lakia McNeal, Terry Ruegger, Ian Evans-Smith, Karen Keith, Missy Licourt, Jennifer Hill**

**Welcome: Jamie Roberson, Finance Director, City of Apopka**

**FGFOA Update – Paul Shamoun, Executive Director of the FGFOA**

1. Upcoming Events
  - a. School of Government Finance
    - i. Attendance is really good so far as the room block
      1. Hotels outside of the room block are available for \$209 per night.
    - ii. Boot Camp is sold out for the SOGF
      1. Future Boot Camps
        - a. December 12 & 13, 2019
        - b. Tentative location is Daytona Beach are
  - b. Webinars
    - i. Deferred Compensation 10/17/19
    - ii. ADA Compliance 11/21/19
2. Wild Apricot Update
  - a. All chapters would need to use it; the state association would have to pay the entire bill for each chapter and collect from the each individual chapter. This will be discussed at the October board meeting in an effort to get the direction of the board.
3. Chapter Page Update on the FGFOA Website
  - a. Each Chapter is now responsible for updating their page on the website as it relates to their please contact Jill Walker at the FLC.
4. Chapter President's SharePoint
5. By-law amendments from the FGFOA regarding board election and nominating committee. There is a 30 day comment period in which members will be able to respond.
6. Leadership FGFOA – March 30-April 3<sup>rd</sup>, 2020
  - a. Please announce as the FGFOA is subsidizing this again this year.
7. Temporary Finance Professional Network
  - a. 18 applications

## Chapter Updates

### **1. Panhandle Chapter – Lokia McNeal (includes Escambia, Santa Rosa, Okaloosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun and Gulf counties)**

- a. Last Meeting Update – Meeting was held in July 16<sup>th</sup> with 15-20 attendees on Managing Digital Information as a Public Record..
- b. Future Year Outlook – October 19<sup>th</sup> we will be hosting a meeting on Bond Financing.
- c. Membership Count – 100 registered members

### **2. Big Bend Chapter – Mike Gomez (includes Gadsden, Liberty, Franklin, Leon, Wakulla, Jefferson, Madison and Taylor counties)**

- a. Last Meeting Update – August 16 – Emergency Management in Courts 25 attendees
- b. Future Year Outlook – Tentative meeting on December 6 with two other meetings pending schedule finalization.
- c. Membership Count – 65 registered members

### **3. Central Florida Chapter – Nanette Melo (includes Lake, Seminole, Orange and Osceola counties)**

- a. Last Meeting Update – First chapter meeting for this year is going to be on Friday, September 27 and the topics are as follows:
  - i. Tax-Exempt Post Issuance Compliance – overview of arbitrage rebate, continuing municipal disclosure, private use requirements (Erik Dingwall, Managing Director)
  - ii. If you Fail to Plan then You're Planning to Fail – cover some of the basics of financial planning (no matter where you are in life) as well as investment strategies (Dean Bosco, CFP, Principal, CliftonLarsonAllen Wealth Advisors, LLC)
  - iii. Automating for the Future: The Payments Evolution – discuss Treasury Perspectives, the future of Payments and Fraud and Security controls in banking (Amy B. Ash, CTP, CP&S Treasury Management TD Bank)
  - iv. Economic Update and Performance Review (John F. Grady III, CTP, Managing Director, Public Trust Advisors, LLC)
- b. Future Year Outlook – Next meetings are scheduled for November 22, February 21, March 27 (Annual Mtg), and May 8
- c. Membership Count – 178 (Active 160, Associate 18)

**4. Florida First Coast Chapter– Anthony Cobb (includes Nassau, Duval, Clay and St. Johns counties)**

- a. Last Meeting Update – Previously scheduled events did not happen due to around Hurricane Dorian time.
- b. Future Year Outlook – Plan to have an event in the next 3 weeks; still hoping to have a social event as well as a meeting.
- c. Membership Count – 111 registered members

**5. Gulf Coast Chapter – Amy Ratliff (includes Pasco and Pinellas counties)**

- a. Last Meeting Update – We just held our full day Fall Conference last Friday. Topics included Ransomware & Cyber Threats, Sales Tax Overview, FEMA's Public Assistance Process, Deferred Comp Committee Fiduciary Duties, Healthcare & Legislative Updates and GASB87 & 88.
  - i. Department of Revenue contact – Rolinda Smoak [Rolinda.Smoak@floridarevenue.com](mailto:Rolinda.Smoak@floridarevenue.com)
  - ii. The presentation is on our website - <https://gcfgfoa.wildapricot.org/Presentations>
- b. Future Year Outlook – We will hold our full day Investment Conference in February as well as 2 – one hour luncheons, one in December and one in April.
- c. Membership Count – We have 164 current members

**6. Hillsborough Chapter – Karen Keith (includes Hillsborough county)**

- a. Last Meeting Update – We are off to a slow start due to transition in board.
- b. Future Year Outlook – October 11, 2019 is the scheduled 1<sup>st</sup> meeting and planning to have a lunch meeting on December 4, 2019, and 8 hour CPE in Winter or Spring
- c. Membership Count – 185 registered members
- d. Looking to begin using Wild Apricot this year. Please provide

**7. North Central Florida Chapter – Missy Licourt (includes Suwannee, Colombia, Gilchrist, Baker, Union, Bradford, Alachua and Putnam counties)**

- a. Last Meeting Update – 07/24/19 GASB Update on Leases & Fiduciary Activities & Situational Awareness; 40 members attended
  - i. Wild Apricot discussed

- ii. Volunteers and going concern of the local chapter a concern.
- b. Future Year Outlook – 10/16/19 – Fixing the Pain: Identifying Problems and Creating Solutions for Local Government, Ransomware Preparedness and other Consideration, and If you failed to plan your planning to fail.
- c. Membership Count – 96 registered members

**8. Palm Beach Chapter – Katie Roundtree (includes Palm Beach County)**

- a. Last Meeting Update – 2 meetings since last call. The first meeting was on 08/29/19 and the topics included: Actuarial Audits & the Need for Independent Actuaries & Dependent Eligibility Verification Audits for Benefits. Our second meeting was on 09/19/19 and the topics were Defined Contribution Plans and the DROP Program and Policies and Trends with Pension Plans and Managing Fees.
- b. Future Year Outlook – Scheduling our investment seminar in February/March for 8 hours of investment training. They are also working on scheduling a joint meeting with the Palm Beach Chapter of the Institute of Internal Auditors on Process Automation in January or February.
- c. Membership Count – 318 registered members

**9. Southwest Florida Chapter – John Lege (includes Sarasota, Charlotte, Glades, Lee, Hendry and Collier counties)**

- a. Last Meeting Update – Dr. Brad Burbaugh presented Creating a Culture of Accountability.
- b. Future Year Outlook – Next meeting is scheduled for Friday, September 27, 2019 for an 8-hour Investment Seminar hosted by PFM.
- c. Membership Count – 178 register members

**10. Space Coast Chapter – Terri Butler (includes Brevard County)**

- a. Last Meeting Update – The last Chapter Business Meeting and Training Session (4 CPE) was held on August 2nd. Debbie Goode and Yvonne Clayborne from Carr, Riggs & Ingram presented on GASB 87 and fraud, respectively.
- b. Future Year Outlook – The next Chapter Business Meeting and Training Session (4 CPE) is scheduled for November 8<sup>th</sup> and working on the December social event to be held on either December 6th or 13th and hope to include at least one guest speaker for 1 CPE.
- c. Membership Count – 78 members

**11. South Florida Chapter – Ian Evans-Smith Not Represented (includes Miami-Dade & Broward County)**



- a. Last Meeting Update – 8 hours Investment Seminar by Insight Investments in which 100 members attended.
- b. Future Year Outlook – We have six meetings scheduled for the year which include five that offer CPE credit hours as follows:
  - i. 3 CPE dinner meetings offering 1 CPE credit hour, to be held on October 17, 2019, April 16, 2020, and June 25, 2020. The topics, location, time and speakers will be finalized within the coming weeks.
  - ii. One half-day investment/finance training seminar to be held tentatively on March 5, 2020.
  - iii. A 4 CPE hours Ethics training session.
  - iv. Our annual Winter Networking Event to be held in January 2020.
- c. Membership Count – 190 registered members

**12. Treasure Coast Chapter – Jennifer Hill (includes Indian River, St. Lucie and Martin counties)**

- a. Last Meeting Update – The last meeting was August 23<sup>rd</sup> and our presenter was JP Morgan. They did a session on Treasury Services – Future of Consumer Payments.
- b. Future Year Outlook – Next meeting is October 18<sup>th</sup>. Zach Chalifour from James Moore CPAs and Consultants will be doing a year end primer session.
- c. Membership Count – 93 registered members

**13. Volusia/Flagler Chapter – Terry Reugger – Treasurer (includes Volusia and Flagler counties)**

- a. Last Meeting Update –
- b. Future Year Outlook –
- c. Membership Count – 59 members

**14. Nature Coast Chapter – Brandy Cook Not represented (includes Levy, Marion, Citrus, Hernando and Sumter counties)**

- a. Last Meeting Update –
- b. Future Year Outlook –
- c. Membership Count –

**Future Meetings: Wednesday, January 8, 2020 @ 2:00 pm.**



# Florida Government Finance Officers Association, Inc.

## *Board of Directors – President-Elect*

### **2019-2020**

#### **Agenda Item**

**2019-2020  
BOARD OF DIRECTORS**

#### **OFFICERS**

**President**  
Ken Burke

**President-Elect**  
Jamie Roberson

**Secretary/Treasurer**  
Shannon Ramsey-Chessman

#### **DIRECTORS**

Melissa Burns

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

**Meeting Date:** October 23, 2019

**Title of Item:** Appointment for 2020 SOGF Chair

#### **Executive Summary, Explanation or Background:**

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

Mr. Mark Parks is the current Chief Financial Officer for the City of West Palm Beach, the President-Elect of the Palm Beach local chapter, and served on the ad-hoc social media committee for the FGFOA. His resume, eagerness to serve and participation in his local chapter makes him an excellent candidate for leading our 2021 School of Government Finance.

#### **Recommended Action:**

Approval of Mr. Mark Parks as Chair of the 2021 School of Government Finance.

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

**Jamie Roberson, CGFO**

09/18/2019

**Date**



## **Mark A. Parks, Jr. CPA, MBA**

### **City of West Palm Beach, Chief Financial Officer**

Mark A. Parks, Jr. currently serves as the Chief Financial Officer (CFO) for the City of West Palm Beach, Florida, the city named by Forbes Magazine in 2014 as Florida's #1 City for business and careers. In addition to his duties as CFO, Parks was responsible for the implementation of a strategic data initiative called CityStat that allows the City to measure data and make data driven decisions. Prior to his position as CFO of West Palm Beach, he served as the Chief Fiscal Officer for Cuyahoga County and County Treasurer. Cuyahoga County is one of the most populous counties in America. Parks was the first African American County Treasurer and Fiscal Officer in the history of the State of Ohio.

In addition to his service to Cuyahoga County, Parks served as Council President and Finance Chair in Orange Village, Ohio and as the President and CEO of MarCon Consulting, a financial advisory firm. Parks has also expanded his work to include being the author of the recently released top selling book, "The Gift – The Essential Guide to Money and Investments for Women."

Parks has served as a financial expert for the Cleveland, Ohio CBS affiliate WOIO and has been an award-winning Toastmasters' speaker. Parks received the Mayor's Innovation Challenge High Sights Award from the Mayor of West Palm Beach, the Dr. David C. Sweet "Distinguished Elected Official Award" from the Levin College of Urban Affairs and the Community Good Works Award from the Urban League and the Consortium of African American Organizations (CAAO).

Parks served on numerous boards in Ohio and is re-establishing his community involvement in Florida as President-Elect of Palm Beach County FGFOA, Governing Board Vice Chair of the St. Mary's Medical Center and Palm Beach Children's Hospital, Co-Chair for Leadership West Palm Beach City Center Day, Board and Finance Committee Member of Leadership Palm Beach County and a member of the Investment Policy Committee for Palm Beach County.

Parks received his Bachelor of Arts degree from Baldwin-Wallace University, double majoring in Business Administration and Political Science. He also received a Master of Business Administration degree from the University of Phoenix. He is a Certified Public Accountant, who has passed Series 6, 63, 65 and 26 Securities Exams and Life and Health Insurance exams.

A Native of East Cleveland, Ohio, Mark is the husband of Connie and the father of Mark III and Charles.

## **MARK A. PARKS, JR., CPA, MBA**

5600 N. Flagler Dr. #2207, West Palm Beach, FL 33407

Telephone: (216)407-4973 ♦ E-mail: mapcpagroup@gmail.com

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### ***Executive Leadership/Chief Financial Officer***

Chief Financial Officer with a comprehensive knowledge of government finance and operations at the Federal, State, and Local levels. Proven ability to develop, oversee, and improve large complex governmental organizations. Results driven leader with a proven history of improving multi-faceted operations utilizing metrics and quantitative analysis.

### **QUALIFICATIONS AND ACCOMPLISHMENTS**

*Efficient performance with a high level of acumen in:*

- Budget development, financial management, cash management, general accounting, taxation, internal controls, governmental operations, and small business consulting.
- Thorough knowledge of both GASB and FASB accounting
- Change management and organizational design
- Awarded the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award and the GFOA Certificate for Excellence in Financial Reporting

*Technical Skills:*

- Experience in financial systems selection and implementation
  - Microsoft Office Word, Excel, PowerPoint, Access, Publisher
  - Experienced using various accounting software packages, For Profit and Not For Profit
- 

### **PROFESSIONAL EXPERIENCE**

**CHIEF FINANCIAL OFFICER**, City of West Palm Beach, West Palm Beach, FL

2015 -

Present

- ♦ Responsible for all financial operations of the City
- ♦ Manage the sale of notes and bonds to finance major projects by coordinating information among bond counsel, underwriters' trustees, and banks
- ♦ Manage City funds, long-term and short-term investments of more than \$300 million

**CHIEF FISCAL OFFICER**, Cuyahoga County, Cleveland, OH

2013- 2015

- ♦ CFO with comprehensive knowledge of County finances and operations
- ♦ Serve as statutory County Auditor, Recorder, and Clerk of Courts (Title Division) as defined by the Ohio Revised Code
- ♦ Serve as Chief Fiscal Officer for the entire County, a \$1.5 billion governmental entity, overseeing financial operations, accounting, payroll, AP/AR, budgets, purchasing, property assessment, revenues and expenditures, investments, and debt offerings
- ♦ Manage the sale of notes and bonds by coordinating information among bond counsel, underwriters' trustees, and banks, including but not limited to participating on the \$465 million financing team for the Global Center for Health Innovation and Convention Center and the \$260 million Convention Center Hotel

**TREASURER**, Cuyahoga County, Cleveland, OH

2012- 2013

- ♦ Performed all functions of the County Treasurer for a \$1.5 billion governmental entity
- ♦ Managed the collection of over \$1.0 billion in taxes annually
- ♦ Managed County funds, long-term and short-term investments of more than \$800 million
- ♦ Disbursed tax revenues to school districts, municipalities, libraries, and other taxing subdivisions
- ♦ Administered the monthly installment and automatic bill payment programs to make paying property taxes more convenient and less burdensome

**DIRECTOR OF SPECIAL PROJECTS**, Cuyahoga County, Cleveland, OH 2012- 2013

- ◆ Managed a process called CountyStat to quantitatively evaluate the operations of the Fiscal Office and determine corrective actions
- ◆ Assisted the Chief Fiscal Officer with organization and consolidation of the new fiscal office, including but not limited to organizational structure, physical plant, and accounting structure
- ◆ Served as controller for the entire County, overseeing financial operations, accounting, payroll, AP/AR, reviewing and preparing budgets, monitoring revenues and expenditures, and implementing corrective actions
- ◆ Evaluated the effectiveness and challenges of the newly formed government and recommend structural changes
- ◆ Evaluated staffing for effectiveness and efficiency and recommend changes
- ◆ Implemented new Charter requirements for reformed County government

**CHIEF FISCAL OFFICER/TREASURER (Acting)**, Cuyahoga County, Cleveland, OH 2011- 2012

- ◆ Began financial transition from former County Commissioner form of government to Executive form of government by facilitating the consolidation of three formerly elected officials' offices and four departments into one financial enterprise
- ◆ Developed and implemented strategies to bring together a very diverse group of employees, many of whom had never worked together before
- ◆ Began the elimination of redundancies that were inherent in the former form of government
- ◆ Performed all functions of the Chief Financial Officer and Treasurer for a \$1.5 billion governmental entity
- ◆ Managed the entire financial enterprise for the County
- ◆ Implemented new Charter requirements for reformed County government

**FINANCIAL SYSTEM ADMINISTRATOR**, Cuyahoga County, Cleveland, OH 2010 - 2011

- ◆ Performed development of operating budget, monitored revenue estimates for the General Fund and Health & Human Services Levies and debt service
- ◆ Assisted in the sale of notes and bonds by coordinating information among bond counsel, underwriters, trustees, and banks, including participating on the \$465 million financing team of the Cleveland Medical Mart and Convention Center
- ◆ Facilitated maintaining the County's note and bond ratings
- ◆ Performed capital management duties, developed indirect cost plan, and evaluated proposals for new or expanded projects
- ◆ Provided computer software technical support and assistance to end-users in County departments

**BUDGET MANAGEMENT ANALYST**, Board of County Commissioners, Cleveland, OH 2005 - 2010

- ◆ Developed, prepared and monitored \$1.5 billion budget for the Board of County Commissioners (BOCC)
- ◆ Analyzed fiscal activities of assigned departments and make forecasts based on expenditure patterns
- ◆ Performed fiscal management functions for BOCC agencies

**ADJUNCT INSTRUCTOR**, Cuyahoga Community College, Cleveland, OH 2007 - 2011

- ◆ Teach basic, intermediate, governmental, and advanced principles of accounting courses
- ◆ Prepare students for life in the business world

**CHIEF FINANCIAL OFFICER**, Lake Metropolitan Housing Authority, Painesville, OH 2002 - 2005

- ◆ Managed and performed all fiscal duties including: cash management, investments, payroll, accounts receivable, accounts payable, taxes, budgeting, forecasting and general accounting
- ◆ Automated the accounting processes and implemented changes that increased efficiency

**CIVIC ENGAGEMENT**

- ◆ St. Mary's Medical Center Governing - Board
- ◆ St. Mary's Medical Center and Palm Beach Children's Hospital Advisory - Boards Chair
- ◆ Palm Beach County Investment Advisory Committee - Member
- ◆ Leadership Palm Beach County Finance Committee - Member
- ◆ Leadership West Palm Beach – Day Chair
- ◆ Black Chamber of Palm Beach County – Board Member and Chairman of the Membership Committee
- ◆ Palm Beach County Safety Council – Board Member

**EDUCATION AND LICENSURE(S)**

University of Phoenix

**Masters of Business Administration Degree**, concentration in *e-Business*, July 2006

- ◆ 3.88 grade point average on a 4.0 scale

Cleveland State University

**Completed coursework equivalent to an accounting major**

- ◆ 3.4 grade point average on a 4.0 scale in accounting
- ◆ Completed Cleveland State Leadership Academy in 2008

Baldwin-Wallace University

**Bachelor of Arts Degree** with a dual major in Business Administration and Political Science

President's Council Foundation

**Emerging Entrepreneurs Class** of 2005

**Passed:**

- ◆ Life, Accident & Health and Variable Products exam
- ◆ Passed Securities Series 6, 63, 65 and Series 26
- ◆ Passed Ohio Certified Public Accountants Examination



**Florida Government Finance Officers Association, Inc.**  
***Board of Directors – Secretary/Treasurer***  
**2019-2020**

**Agenda Item**

**2019-2020**  
**BOARD OF DIRECTORS**

**OFFICERS**

**President**  
Ken Burke

**President-Elect**  
Jamie Roberson

**Secretary/Treasurer**  
Shannon Ramsey-Chessman

**Meeting Date:** October 23, 2019

**Title of Item:** Quarterly Financial Statements as of 06/30/2019

**Executive Summary, Explanation or Background:**  
Attached are the Financial Statements as of 06/30/2019

**DIRECTORS**

Melissa Burns

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

**Recommended Action:**

For review and approval.

**Shannon Ramsey-Chessman**

10/11/2019

**Date**



# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

## Comparative Statement of Financial Position

June 30, 2019, March 31, 2019, December 31, 2018, September 30, 2018, and June 30, 2018

|  | 30-Jun-19  | 31-Mar-19 | 31-Dec-18 | 30-Sep-18 | 30-Jun-18 |
|--|------------|-----------|-----------|-----------|-----------|
| <b>ASSETS</b>  |            |           |           |           |           |
| <b>Current Assets:</b>                               |            |           |           |           |           |
| Cash - Capital City Bank                             | \$ 702,523 | 511,999   | 331,802   | 365,260   | 655,044   |
| Investments - Vanguard                               | 16,485     | 16,390    | 16,296    | 16,208    | 16,130    |
| Investments - CD's                                   | 188,618    | 188,120   | 185,933   | 185,446   | 185,164   |
| Accounts Receivable                                  | 67,850     | 25,325    | 21,417    | 4,325     | 2,773     |
| Interest Receivable                                  | 901        | 250       | 1,510     | 1,024     | 592       |
| Prepaid Expenses                                     | 6,611      | 703       | 209       | 591       | 5,868     |
| Prepaid Conference Expenses                          | 0          | 9,698     | 1,280     | 0         | 0         |
| Prepaid School of Gov Finance Expenses               | 766        | 0         | 0         | 1,596     | 0         |
| Deposits   | 500        | 72,036    | 13,750    | 17,096    | 6,881     |
| <b>Total Current Assets</b>                          | \$ 984,254 | 824,521   | 572,197   | 591,546   | 872,452   |
| <b>Equipment:</b>                                    |            |           |           |           |           |
| Computer Equipment                                   | \$ 3,569   | 3,569     | 3,569     | 3,569     | 3,569     |
| Less: Accumulated Depreciation                       | (3,123)    | (3,092)   | (3,060)   | (3,028)   | (2,996)   |
| <b>Net Equipment</b>                                 | \$ 446     | 477       | 509       | 541       | 573       |
| <b>Other Assets:</b>                                 |            |           |           |           |           |
| Deposits   | \$ 4,000   | 4,000     | 4,000     | 4,000     | 2,000     |
| Prepaid  | 26         | 26        | 26        | 141       | 0         |
| <b>Total Other Assets</b>                            | \$ 4,026   | 4,026     | 4,026     | 4,141     | 2,000     |
| <b>Total Assets</b>                                  | \$ 988,726 | 829,024   | 576,732   | 596,228   | 875,025   |
| <b>LIABILITIES AND NET ASSETS</b>                    |            |           |           |           |           |
| <b>Current Liabilities:</b>                          |            |           |           |           |           |
| Deferred Revenues                                    | \$ 4,400   | 349,290   | 13,200    | 117,184   | 0         |
| Accounts Payable                                     | 641,568    | 53,426    | 142,235   | 64,268    | 530,943   |
| <b>Total Current Liabilities</b>                     | \$ 645,968 | 402,716   | 155,435   | 181,452   | 530,943   |
| <b>Unrestricted Net Assets</b>                       | \$ 342,758 | 426,308   | 421,297   | 414,776   | 344,082   |
| <b>Total Liabilities and Unrestricted Net Assets</b> | \$ 988,726 | 829,024   | 576,732   | 596,228   | 875,025   |

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

## Statement of Activities For the Year Ended June 30, 2019

|                                | QTR 1             | QTR2           | ---ACTUAL---  | QTR 4          | YTD              | ---BUDGET---   | ---BUDGET--- | ---BUDGET---  |
|--------------------------------|-------------------|----------------|---------------|----------------|------------------|----------------|--------------|---------------|
|                                | 1-July-18         | 1-Oct-18       | QTR 3         | 1-Apr-19       | 1-Jul-18         | AMENDED        | %            | VARIANCE      |
|                                | to                | to             | to            | to             | to               | to             | OF           | YEAR          |
|                                | 30-Sept-18        | 31-Dec-18      | 31-Mar-19     | 30-Jun-19      | 30-Jun-19        | 30-Jun-19      | BUDGET       | TO            |
|                                |                   |                |               |                |                  |                | SPENT        | DATE          |
| <b>REVENUES</b>                |                   |                |               |                |                  |                |              |               |
| Membership Dues                | \$ 92,715         | 3,290          | 7,140         | 8,610          | 111,755          | 105,000        | 106%         | 6,755         |
| Investment Income              | 791               | 1,061          | 1,021         | 1,245          | 4,118            | 4,000          | 103%         | 118           |
| Annual Conference              | 0                 | 0              | 0             | 697,130        | 697,130          | 636,500        | 110%         | 60,630        |
| School of Governmental Finance | 0                 | 114,147        | 0             | 0              | 114,147          | 78,230         | 146%         | 35,917        |
| Seminars                       | 0                 | 0              | 0             | 27,470         | 27,470           | 27,000         | 102%         | 470           |
| Leadership                     | 0                 | 0              | 19,900        | 0              | 19,900           | 19,900         | 100%         | 0             |
| Boot Camps                     | 13,200            | 11,880         | 13,200        | 12,320         | 50,600           | 52,800         | 96%          | (2,200)       |
| CGFO Fees                      | 18,390            | 540            | 13,565        | 5,720          | 38,215           | 45,000         | 85%          | (6,785)       |
| Miscellaneous                  | 187               | 0              | 0             | 0              | 187              | 0              | 0%           | 187           |
| <b>TOTAL REVENUES</b>          | <b>\$ 125,283</b> | <b>130,918</b> | <b>54,826</b> | <b>752,495</b> | <b>1,063,522</b> | <b>968,430</b> | <b>110%</b>  | <b>95,092</b> |
| <b>EXPENSES</b>                |                   |                |               |                |                  |                |              |               |
| Professional Services:         |                   |                |               |                |                  |                |              |               |
| Florida League of Cities, Inc. | \$ 28,750         | 28,750         | 28,750        | 28,750         | 115,000          | 115,000        | 100%         | 0             |
| Auditor Fees                   | 0                 | 0              | 0             | 9,345          | 9,345            | 9,500          | 98%          | 155           |
| Total - Professional Services  | \$ 28,750         | 28,750         | 28,750        | 38,095         | 124,345          | 124,500        | 100%         | 155           |
| Meeting Expenses:              |                   |                |               |                |                  |                |              |               |
| Board of Directors             | \$ 2,952          | 3,613          | 4,374         | 6,797          | 17,736           | 21,500         | 82%          | 3,764         |
| Strategic Planning             | 0                 | 380            | 0             | 3,591          | 3,971            | 3,500          | 113%         | (471)         |
| GFOA Conference                | 0                 | 0              | 0             | 6,208          | 6,208            | 4,000          | 155%         | (2,208)       |
| GFOA Reception                 | 0                 | 0              | 0             | 4,353          | 4,353            | 5,000          | 87%          | 647           |
| Total - Meeting Expenses       | \$ 2,952          | 3,993          | 4,374         | 20,949         | 32,268           | 34,000         | 95%          | 1,732         |

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

## Statement of Activities For the Year Ended June 30, 2019

|                                     | -----      | -----     | ---ACTUAL--- | -----     | -----     | ---BUDGET--- | ---BUDGET--- | ---BUDGET--- |
|-------------------------------------|------------|-----------|--------------|-----------|-----------|--------------|--------------|--------------|
|                                     | QTR 1      | QTR2      | QTR 3        | QTR 4     | YTD       | AMENDED      | %            | VARIANCE     |
|                                     | 1-July-18  | 1-Oct-18  | 1-Jan-19     | 1-Apr-19  | 1-Jul-18  | 1-Jul-18     | OF           | YEAR         |
|                                     | to         | to        | to           | to        | to        | to           | BUDGET       | TO           |
|                                     | 30-Sept-18 | 31-Dec-18 | 31-Mar-19    | 30-Jun-19 | 30-Jun-19 | 30-Jun-19    | SPENT        | DATE         |
| Training/Education:                 |            |           |              |           |           |              |              |              |
| Conference Expenses                 | \$ 0       | 0         | 0            | 654,614   | 654,614   | 644,700      | 102%         | (9,914)      |
| School of Governmental Finance      | 0          | 70,773    | 0            | 0         | 70,773    | 77,550       | 91%          | 6,777        |
| Seminars                            | 0          | 0         | 0            | 35,283    | 35,283    | 25,000       | 141%         | (10,283)     |
| Leadership                          | 0          | 0         | 2,314        | 51,958    | 54,272    | 61,150       | 89%          | 6,878        |
| Boot Camps                          | 7,545      | 6,329     | 7,441        | 11,033    | 32,348    | 38,200       | 85%          | 5,852        |
| CGFO Expenses                       | 0          | 9,297     | 0            | 0         | 9,297     | 63,000       | 15%          | 53,703       |
| NASBA Fees                          | 0          | 0         | 331          | 0         | 331       | 1,000        | 33%          | 669          |
| Total - Training/Education          | \$ 7,545   | 86,399    | 10,086       | 752,888   | 856,918   | 910,600      | 94%          | 53,682       |
| Standing Committees:                |            |           |              |           |           |              |              |              |
| Standing Committee Meetings         | 0          | 1,807     | 0            | 0         | 1,807     | 2,000        | 90%          | 193          |
| All Committee Meetings @ Conference | 0          | 0         | 0            | 4,533     | 4,533     | 7,000        | 65%          | 2,467        |
| Total - Standing Committees         | \$ 0       | 1,807     | 0            | 4,533     | 6,340     | 9,000        | 70%          | 2,660        |
| Communication to Members:           |            |           |              |           |           |              |              |              |
| Postage & Mailing                   | 229        | 325       | 6            | 432       | 992       | 500          | 198%         | (492)        |
| Printing & Duplicating              | 1,097      | 54        | 313          | 900       | 2,364     | 1,500        | 158%         | (864)        |
| Total - Communication to Members    | \$ 1,326   | 379       | 319          | 1,332     | 3,356     | 2,000        | 168%         | (1,356)      |

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

## Statement of Activities For the Year Ended June 30, 2019

|   | -----      | ---ACTUAL--- | -----     | ---BUDGET--- | ---BUDGET--- | ---BUDGET--- |          |
|---|------------|--------------|-----------|--------------|--------------|--------------|----------|
|   | QTR 1      | QTR2         | QTR 3     | QTR 4        | YTD          | AMENDED      | %        |
|   | 1-July-18  | 1-Oct-18     | 1-Jan-19  | 1-Apr-19     | 1-Jul-18     | 1-Jul-18     | OF       |
|   | to         | to           | to        | to           | to           | to           | BUDGET   |
|   | 30-Sept-18 | 31-Dec-18    | 31-Mar-19 | 30-Jun-19    | 30-Jun-19    | 30-Jun-19    | SPENT    |
|   |            |              |           |              |              |              | VARIANCE |
|   |            |              |           |              |              |              | TO       |
|   |            |              |           |              |              |              | DATE     |
| Administrative Expenses:                              |            |              |           |              |              |              |          |
| Insurance Expense                                     | \$ 3,998   | 0            | 0         | 366          | 4,364        | 4,500        | 97%      |
| List Serve  | 1,578      | 0            | 537       | 469          | 2,584        | 4,000        | 65%      |
| Filings & Registrations                               | 0          | 0            | 31        | 0            | 31           | 100          | 31%      |
| Staff Travel  | 878        | 444          | 12        | 533          | 1,867        | 3,500        | 53%      |
| Miscellaneous Expense                                 | 785        | 556          | 774       | 119          | 2,234        | 3,500        | 64%      |
| Credit Card and Bank Fees                             | 6,745      | 2,037        | 4,900     | 16,730       | 30,412       | 30,000       | 101%     |
| Depreciation  | 32         | 32           | 32        | 31           | 127          | 200          | 64%      |
|   |            |              |           |              |              |              |          |
| Total - Administrative Expenses                       | \$ 14,016  | 3,069        | 6,286     | 18,248       | 41,619       | 45,800       | 91%      |
|   |            |              |           |              |              |              |          |
| <b>TOTAL EXPENSES</b>                                 | \$ 54,589  | 124,397      | 49,815    | 836,045      | 1,064,846    | 1,125,900    | 95%      |
|   |            |              |           |              |              |              |          |
| <b>Increase (Decrease) in Unrestricted Net Assets</b> | \$ 70,694  | 6,521        | 5,011     | (83,550)     | (1,324)      | (157,470)    | 1%       |
|   |            |              |           |              |              |              |          |
| <b>Unrestricted Net Assets, Beginning of Period</b>   | \$ 344,082 | 414,776      | 421,297   | 426,308      | 344,082      | 344,082      | 100%     |
|   |            |              |           |              |              |              |          |
| <b>Unrestricted Net Assets, End of Period</b>         | \$ 414,776 | 421,297      | 426,308   | 342,758      | 342,758      | 186,612      | 184%     |
|   |            |              |           |              |              |              |          |

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

## Statement of Cash Flows For the Year Ended June 30, 2019

### Cash Flows From Operating Activities

|   |    |                  |                       |
|---|----|------------------|-----------------------|
| Receipts from Members and Associates          | \$ | 744,285          |                       |
| Receipts from Exhibitors and Hotel Sites      |    | 254,442          |                       |
| Interest and Dividends                        |    | 3,810            |                       |
| Fees Paid to Florida League of Cities         |    | (122,805)        |                       |
| Payments to Vendors                           |    | <u>(828,445)</u> |                       |
| Net Cash Provided by Operating Activities     | \$ |                  | 51,287                |
| <u>Cash Flows from Investing Activities</u>   |    |                  |                       |
| Proceeds from Investments                     | \$ | 187,148          |                       |
| Purchase of Investments                       |    | <u>(190,601)</u> |                       |
| Net Cash Used by Investing Activities         | \$ |                  | <u>(3,453)</u>        |
| Net Increase in Cash and Cash Equivalents     | \$ |                  | 47,834                |
| Cash and Cash Equivalents-Beginning of Period | \$ |                  | <u>671,174</u>        |
| Cash and Cash Equivalents-End of Period       | \$ |                  | <u><u>719,008</u></u> |

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

## Statement of Cash Flows For the Year Ended June 30, 2019

### Reconciliation of Decrease in Net Assets to Net Cash

#### Provided by Operating Activities

|  |    |              |                      |
|--|----|--------------|----------------------|
| Decrease in Net Assets   | \$ | (1,324)      |                      |
| Adjustments to Reconcile Decrease in Net Assets<br>to Net Cash Provided by Operating Activities: |    |              |                      |
| Depreciation   |    | 127          |                      |
| Increase in Accounts Receivable  |    | (65,386)     |                      |
| Increase in Prepaid Expenses   |    | (1,535)      |                      |
| Decrease in Deposits   |    | 4,381        |                      |
| Increase in Accounts Payable   |    | 110,624      |                      |
| Increase in Deferred Revenues  |    | <u>4,400</u> |                      |
| <b>Net Cash Provided by Operating Activities</b>   | \$ |              | <u><u>51,287</u></u> |

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2019 Conference

Hollywood, FL

| <b>REVENUE COMPARISON</b>                 | <b># of<br/>Reg</b> | <b>2019 ACTUAL</b> | <b>2019 BUDGET</b> | <b>VARIANCE</b> |
|---|---------------------|--------------------|--------------------|-----------------|
| <b>OTHER REVENUE</b>                      |                     |                    |                    |                 |
| Exhibitor Fees                            |                     | 210,425            | 195,000            | 15,425          |
| Extra Tickets All Events                  |                     | 2,705              | 2,000              | 705             |
| Golf                                      | 40                  | 4,000              | 6,000              | (2,000)         |
| Cancellation Fees                         | 30                  | 1,320              | 1,000              | 320             |
| Ethics Course Income                      |                     | 18,130             | 9,000              | 9,130           |
| Room Credits                              |                     | 16,035             | 10,500             | 5,535           |
| Conference Convention and Visitors Bureau |                     | 10,000             | 10,000             | 0               |
| Hotel Commissions                         |                     | 65,710             | 58,000             | 7,710           |
| <b>TOTAL OTHER REVENUE</b>                |                     | <b>328,325</b>     | <b>291,500</b>     | <b>36,825</b>   |
| <b>REGISTRATIONS</b>                      |                     |                    |                    |                 |
| Member Registrations                      | 856                 | 278,200            | 275,000            | 3,200           |
| Member Late Registrations                 | 34                  | 12,410             | 9,000              | 3,410           |
| Associate Registrations                   | 116                 | 44,660             | 41,000             | 3,660           |
| Associate Late Registrations              | 12                  | 5,100              | 4,000              | 1,100           |
| Non-Member Registrations                  | 53                  | 23,585             | 15,000             | 8,585           |
| Non-Member Late Registrations             | 10                  | 4,850              | 1,000              | 3,850           |
| <b>TOTAL REGISTRATIONS</b>                |                     | <b>368,805</b>     | <b>345,000</b>     | <b>23,805</b>   |
| <b>TOTAL REVENUES</b>                     |                     | <b>697,130</b>     | <b>636,500</b>     | <b>60,630</b>   |
| <b>EXPENSE COMPARISON</b>                 |                     |                    |                    |                 |
| <b>INSTRUCTIONAL</b>                      |                     |                    |                    |                 |
| Equipment Rental                          |                     | 36,396             | 35,000             | (1,396)         |
| Speaker per diem/honorarium               |                     | 12,869             | 10,000             | (2,869)         |
| Refreshment Breaks                        |                     | 148,829            | 135,000            | (13,829)        |
| Tuesday Business Luncheon                 |                     | 56,477             | 50,000             | (6,477)         |
| Monday Lunch                              |                     | 19,114             | 20,000             | 886             |
| <b>TOTAL INSTRUCTIONAL EXPENSE</b>        |                     | <b>273,685</b>     | <b>250,000</b>     | <b>(23,685)</b> |
| <b>SPECIAL EVENTS</b>                     |                     |                    |                    |                 |
| Golf Tournament                           |                     | 1,751              | 6,000              | 4,249           |
| Opening Ceremony                          |                     | 22                 | 500                | 478             |
| Association Night                         |                     | 48,776             | 55,000             | 6,224           |
| Ethics Course Expenses                    |                     | 10,920             | 10,000             | (920)           |
| Tuesday Event                             |                     | 82,166             | 95,000             | 12,834          |
| Hospitality Food, Beverages & Supplies    |                     | 30,728             | 35,000             | 4,272           |
| President's Reception                     |                     | 12,302             | 14,000             | 1,698           |
| Emerging Leaders Reception                |                     | 5,964              | 5,000              | (964)           |
| <b>TOTAL SPECIAL EVENTS EXPENSE</b>       |                     | <b>192,629</b>     | <b>220,500</b>     | <b>27,871</b>   |

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2019 Conference

Hollywood, FL

|   | <b>2019 ACTUAL</b> | <b>2019 BUDGET</b> | <b>VARIANCE</b> |
|---|--------------------|--------------------|-----------------|
| <b>SPECIAL CONFERENCE EXPENSES</b>        |                    |                    |                 |
| Room Rate Buy Down                        | 64,438             | 70,200             | 5,762           |
| Host Committee                            | 0                  | 1,000              | 1,000           |
| Welcome Bags                              | 4,743              | 5,000              | 257             |
| Speaker Gifts                             | 2,453              | 3,500              | 1,047           |
| Transportaion                             | 7,560              | 6,000              | (1,560)         |
| <b>TOTAL SPECIAL CONFERENCE EXPENSES</b>  | <b>79,194</b>      | <b>85,700</b>      | <b>6,506</b>    |
| <b>REGISTRATION/MAILINGS</b>              |                    |                    |                 |
| Postage/Shipping                          | 575                | 500                | (75)            |
| Printing/Duplicating                      | 3,605              | 6,000              | 2,395           |
| Supplies                                  | 893                | 2,000              | 1,107           |
| <b>TOTAL REGISTRATION/MAILING EXPENSE</b> | <b>5,073</b>       | <b>8,500</b>       | <b>3,427</b>    |
| <b>EXHIBITOR</b>                          |                    |                    |                 |
| Security                                  | 6,335              | 1,000              | (5,335)         |
| Service                                   | 28,995             | 20,000             | (8,995)         |
| <b>TOTAL EXHIBITOR EXPENSES</b>           | <b>35,330</b>      | <b>21,000</b>      | <b>(14,330)</b> |
| <b>STAFF EXPENSES</b>                     | <b>16,073</b>      | <b>12,000</b>      | <b>(4,073)</b>  |
| <b>OTHER</b>                              |                    |                    |                 |
| Insurance                                 | 2,406              | 2,000              | (406)           |
| Internet Café - High Speed Connections    | 11,750             | 10,000             | (1,750)         |
| Miscellaneous                             | 6,044              | 5,000              | (1,044)         |
| Meeting Planner Services                  | 32,430             | 30,000             | (2,430)         |
| <b>TOTAL OTHER EXPENSES</b>               | <b>52,630</b>      | <b>47,000</b>      | <b>(5,630)</b>  |
| <b>TOTAL EXPENSES</b>                     | <b>654,614</b>     | <b>644,700</b>     | <b>(9,914)</b>  |
| <b>NET (LOSS)</b>                         | <b>42,516</b>      | <b>(8,200)</b>     | <b>50,716</b>   |



# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2018 School of Governmental Finance

Palm Beach Gardens, FL

## REVENUE COMPARISON

| REGISTRATIONS                     | # of<br>REG | 2018<br>ACTUAL | BUDGET        | VARIANCE      |
|-----------------------------------|-------------|----------------|---------------|---------------|
| Active Member Basic               | 62          | 16,120         | 12,500        | 3,620         |
| Active Member Basic Late          | 9           | 2,700          | 1,450         | 1,250         |
| Active Member Intermediate        | 86          | 21,500         | 12,500        | 9,000         |
| Active Member Intermediate Late   | 9           | 2,610          | 4,350         | (1,740)       |
| Associate Member Basic            | 1           | 325            | 630           | (305)         |
| Associate Member Intermediate     | 1           | 310            | 0             | 310           |
| Non Member Basic                  | 9           | 3,465          | 750           | 2,715         |
| Non Member Basic Late             | 1           | 425            | 0             | 425           |
| Non Member Intermediate           | 4           | 1,460          | 770           | 690           |
| Non Member Intermediate Late      | 1           | 405            | 0             | 405           |
| Active Member Week                | 117         | 46,800         | 32,000        | 14,800        |
| Associate Member Entire Week      | 5           | 2,625          | 1,050         | 1,575         |
| Active Member Week Late           | 4           | 1,760          | 4,400         | (2,640)       |
| Non Member Week                   | 4           | 2,560          | 1,280         | 1,280         |
| Associate Member Entire Week Late | 1           | 565            | 0             | 565           |
| Cancellation Fees                 | 19          | 760            | 0             | 760           |
| Hotel Commissions                 |             | 9,757          | 6,550         | 3,207         |
| <b>TOTAL REVENUES</b>             |             | <b>114,147</b> | <b>78,230</b> | <b>35,917</b> |

## EXPENSE COMPARISON

|                           | 2018<br>ACTUAL | BUDGET        | VARIANCE      |
|---------------------------|----------------|---------------|---------------|
| Hospitality Suite         | 4,952          | 4,500         | (452)         |
| Refreshment Breaks        | 31,101         | 40,000        | 8,899         |
| Welcome Reception         | 7,851          | 5,000         | (2,851)       |
| Emerging Leader Reception | 3,223          | 2,500         | (723)         |
| Staff Travel              | 3,538          | 6,000         | 2,462         |
| Equipment Rentals         | 5,181          | 8,000         | 2,819         |
| Speaker Gifts             | 1,481          | 750           | (731)         |
| Postage/Mailing           | 68             | 50            | (18)          |
| Printing/Duplicating      | 1,775          | 1,500         | (275)         |
| Meeting Planning Services | 7,850          | 6,000         | (1,850)       |
| Insurance                 | 434            | 500           | 66            |
| Internet Café             | 2,200          | 2,500         | 300           |
| Operating Supplies        | 1,119          | 250           | (869)         |
| <b>TOTAL EXPENSES</b>     | <b>70,773</b>  | <b>77,550</b> | <b>6,777</b>  |
| <b>NET INCOME</b>         | <b>43,374</b>  | <b>680</b>    | <b>42,694</b> |

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2019 Leadership FGFOA

Orlando, FL

## REVENUE COMPARISON

|                       | # of<br>REG | 2019<br>ACTUAL | ORIGINAL<br>BUDGET | VARIANCE |
|-----------------------|-------------|----------------|--------------------|----------|
| REGISTRATIONS         |             |                |                    |          |
| Registration Fees     | 20          | 19,900         | 19,900             | 0        |
| <b>TOTAL REVENUES</b> |             | <b>19,900</b>  | <b>19,900</b>      | <b>0</b> |

## EXPENSE COMPARISON

|                           | 2019<br>ACTUAL  | ORIGINAL<br>BUDGET | VARIANCE     |
|---------------------------|-----------------|--------------------|--------------|
| Hotel Fees                | 15,638          | 15,000             | (638)        |
| Breaks                    | 2,733           | 3,500              | 767          |
| Lunch                     | 4,309           | 4,500              | 191          |
| Dinner                    | 5,448           | 7,500              | 2,052        |
| Equipment Rentals         | 918             | 4,000              | 3,082        |
| Awards                    | 1,528           | 1,500              | (28)         |
| Printing/Duplicating      | 7               | 750                | 743          |
| Speaker Expense           | 19,141          | 20,200             | 1,059        |
| Meeting Planning Services | 2,000           | 2,000              | 0            |
| Staff Travel              | 2,550           | 2,200              | (350)        |
| <b>TOTAL EXPENSES</b>     | <b>54,272</b>   | <b>61,150</b>      | <b>6,878</b> |
| <b>NET (LOSS)</b>         | <b>(34,372)</b> | <b>(41,250)</b>    | <b>6,878</b> |

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2018-19 Bootcamps

For the Year Ended June 30, 2019

## REVENUE COMPARISON

|                       | # of<br>REG | 2019<br>ACTUAL | ORIGINAL<br>BUDGET | VARIANCE       |
|-----------------------|-------------|----------------|--------------------|----------------|
| REGISTRATIONS         |             |                |                    |                |
| Registration Fees     | 115         | 50,600         | 52,800             | (2,200)        |
| <b>TOTAL REVENUES</b> |             | <b>50,600</b>  | <b>52,800</b>      | <b>(2,200)</b> |

## EXPENSE COMPARISON

|                          | 2018<br>ACTUAL | ORIGINAL<br>BUDGET | VARIANCE     |
|--------------------------|----------------|--------------------|--------------|
| Refreshment Breaks       | 10,224         | 12,000             | 1,776        |
| Lunch                    | 7,586          | 7,000              | (586)        |
| Printing and Duplicating | 187            | 1,200              | 1,013        |
| Speaker Expense          | 9,503          | 12,000             | 2,497        |
| Staff Travel             | 344            | 1,000              | 656          |
| Equipment Rent           | 3,493          | 4,000              | 507          |
| Room Rental              | 1,011          | 1,000              | (11)         |
| <b>TOTAL EXPENSES</b>    | <b>32,348</b>  | <b>38,200</b>      | <b>5,852</b> |
| <b>NET INCOME</b>        | <b>18,252</b>  | <b>14,600</b>      | <b>3,652</b> |

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2018-19 CGFO

For the Year Ended June 30, 2019

## REVENUE COMPARISON

|                       | # of<br>REG | 2019<br>ACTUAL | ORIGINAL<br>BUDGET | VARIANCE       |
|-----------------------|-------------|----------------|--------------------|----------------|
| REGISTRATIONS         |             |                |                    |                |
| Renewals              | 175         | 7,015          | 4,000              | 3,015          |
| Application Fees      | 47          | 2,350          | 3,000              | (650)          |
| Review Courses        | 500         | 16,760         | 22,000             | (5,240)        |
| Exams                 | 403         | 12,090         | 16,000             | (3,910)        |
| <b>TOTAL REVENUES</b> |             | <b>38,215</b>  | <b>45,000</b>      | <b>(6,785)</b> |

## EXPENSE COMPARISON

|                                   | 2019<br>ACTUAL | ORIGINAL<br>BUDGET | VARIANCE      |
|-----------------------------------|----------------|--------------------|---------------|
| Food and Beverage                 | 9,297          | 13,000             | 3,703         |
| Scantron Maintenance and Supplies | 0              | 500                | 500           |
| Printing and Mailing              | 0              | 1,000              | 1,000         |
| Exam Rewrite or Update            | 0              | 47,000             | 47,000        |
| Equipment Rental                  | 0              | 1,500              | 1,500         |
| <b>TOTAL EXPENSES</b>             | <b>9,297</b>   | <b>63,000</b>      | <b>53,703</b> |
| <b>NET INCOME (LOSS)</b>          | <b>28,918</b>  | <b>(18,000)</b>    | <b>46,918</b> |

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information  
For the Year Ended June 30, 2019

## Accounts Receivable:

|                                  |                             |                       |
|----------------------------------|-----------------------------|-----------------------|
| Diplomat Hotel                   | 55,710                      | Conference Commission |
| Miscellaneous Members            | <u>12,140</u>               | Event Receivables     |
| <b>Total Accounts Receivable</b> | <b><u><u>67,850</u></u></b> |                       |

## Prepaid Expenses:

### Current:

|                                |       |                                   |
|--------------------------------|-------|-----------------------------------|
| USPS                           | 195   | PO Box                            |
| List Serve                     | 1,690 | List Serve Hosting Fees           |
| NASBA                          | 463   | Continuing Education              |
| The Hartford                   | 1,661 | Business Owners Insurance         |
| Affinity Non Profits           | 2,362 | Directors Insurance               |
| Affinity NonProfits            | 766   | Cancellation Insurance for School |
| Fl Dept of State               | 31    | State Registration Fees           |
| Digicert and Network Solutions | 209   | Internet Homepage                 |

### Non-Current:

|                                |                            |                   |
|--------------------------------|----------------------------|-------------------|
| Digicert and Network Solutions | <u>26</u>                  | Internet Homepage |
| <b>Total Prepaid Expenses</b>  | <b><u><u>7,403</u></u></b> |                   |

## Deposits:

### Current:

|                |     |                 |
|----------------|-----|-----------------|
| Embassy Suites | 500 | 2020 Leadership |
|----------------|-----|-----------------|

### Non-Current:

|                 |              |                        |
|-----------------|--------------|------------------------|
| Rosen Shingle   | 1,000        | 2020 Annual Conference |
| Rosen Shingle   | 1,000        | 2022 Annual Conference |
| Waldorf Astoria | <u>2,000</u> | 2021 Annual Conference |

|                       |                            |
|-----------------------|----------------------------|
| <b>Total Deposits</b> | <b><u><u>4,500</u></u></b> |
|-----------------------|----------------------------|

# FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information  
For the Year Ended June 30, 2019

## Accounts Payable:

|                      |                |                                       |
|----------------------|----------------|---------------------------------------|
| Misc Memebbers       | 3,860          | Refunds                               |
| Affinity Non Profits | 2,577          | Misc Insurance                        |
| Ken Burke            | 2,739          | Reimbursements                        |
| FICPA                | 10,921         | Ethics Course for Conference          |
| FLGISA               | 1,000          | Equipment Rental Conference           |
| GASB                 | 1,067          | Reimbursements for Conference Speaker |
| L-Soft               | 525            | List Serve                            |
| Printworks           | 202            | Printing Services                     |
| Visual Solutions     | 965            | Expense Reimbursements                |
| David Bean           | 571            | Expense Reimbursements                |
| The Diplomat         | 298,636        | Conference Hotel                      |
| FLC                  | <u>318,505</u> | Fees and Expenses                     |

**Total Accounts Payable** 641,568

## Miscellaneous Expense:

|                    |            |  |
|--------------------|------------|--|
| Network Solutions  | 179        | Website Domain Expenses                                    |
| Digicert           | 131        | Website Domain Expenses                                    |
| Hello Florida      | 437        | Conference Expenses Invoice Received After Fiscal YE Close |
| L-Soft             | 229        | Listserv Invoice Received After Fiscal YE Close            |
| Yeti Custom Shop   | 525        | Board Gifts  |
| Walgreens          | 125        | Gift Cards   |
| Association Voting | 399        | Voting Software  |
| My Office Products | 13         | Appointment Books  |
| Amazon             | 77         | Memorial Gift  |
| Hootsuite          | <u>119</u> | Social Media   |

**Total Miscellaneous Expense** 2,234

Approved 2019-2020 FGFOA Budget

|   | <b>2017 - 2018</b> | <b>2018-2019</b>        | <b>2018-2019</b>      | <b>2019-2020</b>       |
|---|--------------------|-------------------------|-----------------------|------------------------|
|   | <i>ACTUAL</i>      | <i>Approved 2/22/19</i> | <i>Actual 6/30/19</i> | <i>Approved Budget</i> |
| <b>REVENUES</b>                             |                    |                         |                       |                        |
| Membership Dues                             | \$103,635          | \$105,000               | \$111,755             | \$150,000              |
| Investment Income                           | \$3,160            | \$4,000                 | \$4,118               | \$4,000                |
| Annual Conference                           | \$600,583          | \$636,500               | \$697,130             | \$647,500              |
| Boot Camps                                  | \$40,960           | \$52,800                | \$50,600              | \$52,800               |
| School of Governmental Finance              | \$78,802           | \$78,230                | \$114,147             | \$79,105               |
| Divergent Series                            | \$3,675            | \$0                     | \$0                   | \$0                    |
| Leadership FGFOA                            | \$54,000           | \$19,900                | \$19,900              | \$19,900               |
| Pre-Conference Seminar                      | \$25,635           | \$27,000                | \$27,470              | \$27,000               |
| CGFO Fees                                   | \$37,575           | \$45,000                | \$38,215              | \$45,000               |
| Miscellaneous Income                        | \$543              | \$0                     | \$187                 | \$0                    |
| <b>TOTAL REVENUES</b>                       | <b>\$948,568</b>   | <b>\$968,430</b>        | <b>\$1,063,522</b>    | <b>\$1,025,305</b>     |
| <b>EXPENSES</b>                             |                    |                         |                       |                        |
| <b>Training/ Education</b>                  |                    |                         |                       |                        |
| Conference Expenses                         | \$531,747          | \$644,700               | \$654,614             | \$634,900              |
| Boot Camps                                  | \$21,407           | \$38,200                | \$32,348              | \$41,200               |
| School of Governmental Finance              | \$51,914           | \$77,550                | \$70,773              | \$78,100               |
| Leadership FGFOA                            | \$63,625           | \$61,150                | \$54,272              | \$60,950               |
| Divergent Series                            | \$889              | \$0                     | \$0                   | \$0                    |
| Pre-Conference Seminar                      | \$24,785           | \$25,000                | \$35,283              | \$25,000               |
| CGFO Expenses                               | \$8,102            | \$63,000                | \$9,297               | \$63,000               |
| NASBA Fees                                  | \$795              | \$1,000                 | \$331                 | \$1,000                |
| Local Chapter Support                       | \$0                | \$0                     | \$0                   | \$0                    |
| <b>Total - Training/ Education Expenses</b> | <b>\$703,264</b>   | <b>\$910,600</b>        | <b>\$856,918</b>      | <b>\$904,150</b>       |
| <b>Standing Committees:</b>                 |                    |                         |                       |                        |
| Standing Committee Meetings                 | \$848              | \$2,000                 | \$1,807               | \$1,000                |
| All Committee Mtgs @ Conference             | \$4,381            | \$7,000                 | \$4,533               | \$7,000                |
| <b>Total - Standing Committees</b>          | <b>\$5,229</b>     | <b>\$9,000</b>          | <b>\$6,340</b>        | <b>\$8,000</b>         |
| <b>Communication to Members</b>             |                    |                         |                       |                        |
| Internet Homepage                           | \$0                | \$0                     |                       | \$0                    |
| Postage & Mailing                           | \$911              | \$500                   | \$992                 | \$500                  |
| Printing & Duplicating                      | \$482              | \$1,500                 | \$2,364               | \$1,500                |
| <b>Total Communication to members</b>       | <b>\$1,393</b>     | <b>\$2,000</b>          | <b>\$3,356</b>        | <b>\$2,000</b>         |
| <b>Professional Services:</b>               |                    |                         |                       |                        |
| Administrator                               | \$99,898           | \$115,000               | \$115,000             | \$117,300              |
| Auditor Fees                                | \$9,150            | \$9,500                 | \$9,345               | \$9,500                |
| <b>Total - Professional Services</b>        | <b>\$109,048</b>   | <b>\$124,500</b>        | <b>\$124,345</b>      | <b>\$126,800</b>       |
| <b>Meeting Expenses:</b>                    |                    |                         |                       |                        |
| GFOA Reception                              | \$5,083            | \$5,000                 | \$4,353               | \$5,500                |
| Board of Directors                          | \$8,721            | \$21,500                | \$17,736              | \$29,000               |
| Strategic Planning                          | \$1,544            | \$3,500                 | \$3,971               | \$3,500                |
| GFOA Conference                             | \$3,669            | \$4,000                 | \$6,208               | \$5,500                |
| <b>Total Meeting Expenses</b>               | <b>\$19,017</b>    | <b>\$34,000</b>         | <b>\$32,268</b>       | <b>\$43,500</b>        |
| <b>Administrative Expenses:</b>             |                    |                         |                       |                        |
| Insurance Expense                           | \$4,340            | \$4,500                 | \$4,364               | \$5,000                |
| List Serve - ongoing fees                   | \$2,346            | \$4,000                 | \$2,584               | \$3,000                |
| Filings & Registrations                     | \$61               | \$100                   | \$31                  | \$100                  |
| Staff Travel                                | \$2,307            | \$3,500                 | \$1,867               | \$3,500                |
| Miscellaneous Expense                       | \$2,167            | \$3,500                 | \$2,234               | \$3,500                |
| Depreciation                                | \$127              | \$200                   | \$127                 | \$200                  |
| Credit Card Terminal                        | \$27,417           | \$30,000                | \$30,412              | \$30,000               |
| <b>Total - Administrative Expenses</b>      | <b>\$38,765</b>    | <b>\$45,800</b>         | <b>\$41,619</b>       | <b>\$45,300</b>        |
| <b>TOTAL EXPENSES</b>                       | <b>\$876,716</b>   | <b>\$1,125,900</b>      | <b>\$1,064,846</b>    | <b>\$1,129,750</b>     |
| <b>Increase (Decrease) in Net Assets</b>    | <b>\$71,852</b>    | <b>(\$157,470)</b>      | <b>(\$1,324)</b>      | <b>(\$104,445)</b>     |
| <b>Net Assets-Beginning of Period</b>       | <b>\$272,230</b>   | <b>\$344,082</b>        | <b>\$344,082</b>      | <b>\$342,758</b>       |
| <b>Net Assets-End of Period</b>             | <b>\$344,082</b>   | <b>\$186,612</b>        | <b>\$342,758</b>      | <b>\$238,313</b>       |

**2020 Annual Conference Budget  
Orlando, FL**

|   | <b>2019<br/>Approved<br/>Budget</b> | <b>2019 Actual<br/>Budget</b> | <b>2020<br/>Approved<br/>Budget</b> |
|---|-------------------------------------|-------------------------------|-------------------------------------|
| <b><u>REVENUES</u></b>                    |                                     |                               |                                     |
| <b><u>REGISTRATIONS</u></b>               |                                     |                               |                                     |
| Member Registrations                      | \$275,000                           | \$278,200                     | \$295,000                           |
| Member Late Registrations                 | \$9,000                             | \$12,410                      | \$9,000                             |
| Associate Registrations                   | \$41,000                            | \$44,660                      | \$44,000                            |
| Associate Late Registrations              | \$4,000                             | \$5,100                       | \$4,000                             |
| Non-Member Registrations                  | \$15,000                            | \$23,585                      | \$15,000                            |
| Non-Member Late Registrations             | \$1,000                             | \$4,850                       | \$1,000                             |
| <b>TOTAL REGISTRATIONS</b>                | <b>\$345,000</b>                    | <b>\$368,805</b>              | <b>\$368,000</b>                    |
| <b><u>OTHER REVENUES</u></b>              |                                     |                               |                                     |
| Exhibitor Fees *                          | \$195,000                           | \$210,425                     | \$195,000                           |
| Tuesday Night Event Ticket                | \$0                                 | \$0                           | \$0                                 |
| Extra Tickets All Events                  | \$2,000                             | \$2,705                       | \$2,000                             |
| Golf                                      | \$6,000                             | \$4,000                       | \$6,000                             |
| Hotel Commissions (1)                     | \$58,000                            | \$65,710                      | \$53,000                            |
| Cancellation Fees                         | \$1,000                             | \$1,320                       | \$1,000                             |
| Ethics Income                             | \$9,000                             | \$18,130                      | \$10,000                            |
| Convention & Visitors Bureau              | \$10,000                            | \$10,000                      | \$0                                 |
| Room Credits (2)                          | \$10,500                            | \$16,035                      | \$12,500                            |
| <b>TOTAL OTHER REVENUE</b>                | <b>\$291,500</b>                    | <b>\$328,325</b>              | <b>\$279,500</b>                    |
| <b>TOTAL REVENUES</b>                     | <b>\$636,500</b>                    | <b>\$697,130</b>              | <b>\$647,500</b>                    |
| <b><u>EXPENSES</u></b>                    |                                     |                               |                                     |
| <b><u>INSTRUCTIONAL</u></b>               |                                     |                               |                                     |
| Equipment Rental                          | \$35,000                            | \$36,396                      | \$40,000                            |
| Speaker's per diem/honorarium             | \$10,000                            | \$12,869                      | \$10,000                            |
| Refreshment Breaks                        | \$135,000                           | \$148,829                     | \$140,000                           |
| Tuesday Business Luncheon                 | \$50,000                            | \$56,477                      | \$50,000                            |
| Monday Lunch                              | \$20,000                            | \$19,114                      | \$22,000                            |
| <b>TOTAL INSTRUCTIONAL EXPENSE</b>        | <b>\$250,000</b>                    | <b>\$273,685</b>              | <b>\$262,000</b>                    |
| <b><u>SPECIAL EVENTS</u></b>              |                                     |                               |                                     |
| Golf Tournament                           | \$6,000                             | \$1,751                       | \$6,000                             |
| Opening Ceremony                          | \$500                               | \$22                          | \$500                               |
| Association Night Reception               | \$55,000                            | \$48,776                      | \$20,000                            |
| Ethics Course Expense                     | \$10,000                            | \$10,920                      | \$10,000                            |
| Tuesday Event                             | \$95,000                            | \$82,166                      | \$95,000                            |
| Hospitality Food, Beverages & Supplies    | \$35,000                            | \$30,728                      | \$35,000                            |
| President's Reception                     | \$14,000                            | \$12,302                      | \$14,000                            |
| Emerging Leaders Reception                | \$5,000                             | \$5,964                       | \$5,000                             |
| <b>TOTAL SPECIAL EVENTS EXPENSE</b>       | <b>\$220,500</b>                    | <b>\$192,629</b>              | <b>\$185,500</b>                    |
| <b><u>SPECIAL CONFERENCE EXPENSES</u></b> |                                     |                               |                                     |
| Room Rate By Down                         | \$70,200                            | \$64,438                      | \$81,900                            |
| Host Committee                            | \$1,000                             | \$0                           | \$1,000                             |
| Welcome Bags                              | \$5,000                             | \$4,743                       | \$5,000                             |



**2020 Annual Conference Budget  
Orlando, FL**

|   | <b>2019<br/>Approved<br/>Budget</b> | <b>2019 Actual<br/>Budget</b> | <b>2020<br/>Approved<br/>Budget</b> |
|---|-------------------------------------|-------------------------------|-------------------------------------|
| Speaker Gifts                             | \$3,500                             | \$2,453                       | \$3,500                             |
| Transportation & other                    | \$6,000                             | \$7,560                       | \$6,000                             |
| <b>TOTAL SPECIAL CONFERENCE EXPENSES</b>  | <b>\$85,700</b>                     | <b>\$79,194</b>               | <b>\$97,400</b>                     |
| <b><u>REGISTRATION/MAILINGS</u></b>       |                                     |                               |                                     |
| Postage                                   | \$500                               | \$575                         | \$500                               |
| Printing/Duplicating                      | \$6,000                             | \$3,605                       | \$6,000                             |
| Office Supplies                           | \$2,000                             | \$893                         | \$2,000                             |
| <b>TOTAL REGISTRATION/MAILING EXPENSE</b> | <b>\$8,500</b>                      | <b>\$5,073</b>                | <b>\$8,500</b>                      |
| <b><u>EXHIBITOR</u></b>                   |                                     |                               |                                     |
| Security                                  | \$1,000                             | \$6,335                       | \$2,500                             |
| Service                                   | \$20,000                            | \$28,995                      | \$20,000                            |
| <b>TOTAL EXHIBITOR EXPENSES</b>           | <b>\$21,000</b>                     | <b>\$35,330</b>               | <b>\$22,500</b>                     |
| <b>STAFF EXPENSES</b>                     | <b>\$12,000</b>                     | <b>\$16,073</b>               | <b>\$12,000</b>                     |
| <b><u>OTHER</u></b>                       |                                     |                               |                                     |
| Miscellaneous                             | \$5,000                             | \$6,044                       | \$5,000                             |
| Meeting Planner Services                  | \$30,000                            | \$32,430                      | \$30,000                            |
| Cancellation Insurance                    | \$2,000                             | \$2,406                       | \$2,000                             |
| Internet Café - High Speed Connections    | \$10,000                            | \$11,750                      | \$10,000                            |
| <b>TOTAL OTHER EXPENSES</b>               | <b>\$47,000</b>                     | <b>\$52,630</b>               | <b>\$47,000</b>                     |
| <b>TOTAL EXPENSES</b>                     | <b>\$644,700</b>                    | <b>\$654,614</b>              | <b>\$634,900</b>                    |
| <b>NET INCOME</b>                         | <b>-\$8,200</b>                     | <b>\$42,516</b>               | <b>\$12,600</b>                     |

2019 Commission Calculation

$(2,735 \times 215 \times 10\%) = \$58,802$

Room Credits 1/40  $(2,735/40=65 \times 215) = \$13,975$

Room Rate is 215.00

Room Rate Buydown to \$189

2020 Commission Calculation

$(2,730 \times 199 \times 10\%) = 54,327$

Room Credit of 1/40  $(2,730/40=68 \times 199 = 13,532$

Room Rate - \$199

Room Rate buydown to \$169 = 81,900



**Florida Government Finance Officers Association, Inc.**  
***Board of Directors – Executive Director***  
**2019-2020**

**Agenda Item**

**2019-2020**  
**BOARD OF DIRECTORS**

**OFFICERS**

**President**  
Ken Burke

**President-Elect**  
Jamie Roberson

**Secretary/Treasurer**  
Shannon Ramsey-Chessman

**DIRECTORS**

Melissa Burns

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

**Meeting Date:** October 23, 2019

**Title of Item:** Check Register

**Executive Summary, Explanation or Background Information on Request:**

Attached is the check register from April 1, 2019 through June 30, 2019.

**Recommended Action:**

For review

**Paul Shamoun**

October 23, 2019

**Date**

**FGFOA**  
**Check Register**  
**Apr - Jun**  
**2019**

| Date      | CK #                         | Type | Paid To/Rcvd From     | Payment      | Deposit       |
|-----------|------------------------------|------|-----------------------|--------------|---------------|
|           | Balance @ Mar 31, 2019       |      |                       |              | \$ 511,999.01 |
|           | <b>Deposits for Apr 2019</b> |      |                       |              | \$ 166,075.00 |
| 4/1/2019  | CC Refunds                   | CC   | CC Refunds            | \$ 550.00    |               |
| 4/2/2019  | CC Refunds                   | CC   | CC Refunds            | \$ 385.00    |               |
| 4/4/2019  | CC Refunds                   | CC   | CC Refunds            | \$ 765.00    |               |
| 4/5/2019  | R00277                       | ACH  | Hull & Associates     | \$ 5,250.00  |               |
| 4/5/2019  | R00278                       | ACH  | Annetta Wilson Media  | \$ 2,000.00  |               |
| 4/5/2019  | R00279                       | ACH  | FLC                   | \$ 28,750.00 |               |
| 4/5/2019  | 3387                         | CK   | A1A Corporation       | \$ 1,527.50  |               |
| 4/5/2019  | 3388                         | CK   | FGFOA - NCF Chapter   | \$ 85.00     |               |
| 4/5/2019  | 3389                         | CK   | Humberto Garzaro      | \$ 2,400.00  |               |
| 4/5/2019  | 3390                         | CK   | Orlando Firefighters  | \$ 100.00    |               |
| 4/23/2019 | CC Refunds                   | CC   | CC Refunds            | \$ 1,645.00  |               |
| 4/26/2019 | 3393                         | CK   | Affinity NonProfits   | \$ 916.56    |               |
| 4/26/2019 | 3394                         | CK   | U S Postal Service    | \$ 234.00    |               |
| 4/26/2019 | R00280                       | ACH  | L-Soft International  | \$ 536.51    |               |
| 4/30/2019 | 3349                         | CK   | Orlando Firefighters  | \$ 100.00    | Reinstated    |
| 4/30/2019 | CC Refunds                   | CC   | CC Refunds            | \$ 1,695.00  |               |
| BANK FEES | SVC000000530                 | SVC  | Bank Fees             | \$ 7,362.17  |               |
|           | <b>Deposits for May 2019</b> |      |                       |              | \$ 151,065.00 |
| 5/3/2019  | 3395                         | CK   | Laurie Campbell       | \$ 10.00     |               |
| 5/3/2019  | 3396                         | CK   | Lynda Dennis          | \$ 2,624.00  |               |
| 5/3/2019  | 3397                         | CK   | GFOA                  | \$ 420.00    |               |
| 5/3/2019  | 3398                         | CK   | Toni Hachmeister      | \$ 10.00     |               |
| 5/3/2019  | 3399                         | CK   | Jessica Harper        | \$ 10.00     |               |
| 5/3/2019  | 3400                         | CK   | Sarah Simpson         | \$ 10.00     |               |
| 5/8/2019  | CC Refunds                   | CC   | CC Refunds            | \$ 950.00    |               |
| 5/17/2019 | R00281                       | ACH  | Shorstein & Shorstein | \$ 9,345.00  |               |
| 5/17/2019 | CC Refunds                   | CC   | CC Refunds            | \$ 385.00    |               |

**FGFOA**  
**Check Register**  
**Apr - Jun**  
**2019**

|                              |              |     |                      |    |               |               |
|------------------------------|--------------|-----|----------------------|----|---------------|---------------|
| 5/24/2019                    | R00282       | ACH | Hello Florida        | \$ | 2,140.00      |               |
| 5/24/2019                    | R00283       | ACH | L-Soft International | \$ | 1,634.99      |               |
| 5/29/2019                    | CC Refunds   | CC  | CC Refunds           | \$ | 435.00        |               |
| 5/31/2019                    | R00284       | ACH | FLC                  | \$ | 18,018.47     |               |
| 5/31/2019                    | 3401         | CK  | Edith Brown          | \$ | 45.00         |               |
| 5/31/2019                    | 3402         | CK  | Michael Carter       | \$ | 10.00         |               |
| 5/31/2019                    | 3403         | CK  | Kara Fraraccio       | \$ | 285.00        |               |
| 5/31/2019                    | 3404         | CK  | David Fung-On        | \$ | 10.00         |               |
| 5/31/2019                    | 3406         | CK  | Brittany Jenkins     | \$ | 10.00         |               |
| 5/31/2019                    | 3407         | CK  | Andrew Warburton     | \$ | 10.00         |               |
| 5/31/2019                    | 3408         | CK  | Gulfstream Park      | \$ | 39,750.74     |               |
| BANK FEES                    | SVC000000532 | SVC | Bank Fees            | \$ | 4,936.05      |               |
| <b>Deposits for Jun 2019</b> |              |     |                      |    |               | \$ 30,025.00  |
| 6/7/2019                     | 3409         | CK  | A-1 Events, Inc.     | \$ | 4,000.00      |               |
| 6/14/2019                    | R00285       | ACH | Printworks           | \$ | 1,683.47      |               |
| 6/17/2019                    | CC Refunds   | CC  | CC Refunds           | \$ | 5,040.00      |               |
| 6/21/2019                    | 3410         | CK  | Donovan Darius Ent   | \$ | 5,128.40      |               |
| 6/21/2019                    | 3411         | CK  | Steve Gardner        | \$ | 35.00         |               |
| 6/21/2019                    | 3412         | CK  | Renee Mullen         | \$ | 440.00        |               |
| 6/21/2019                    | 3413         | CK  | Georgina Rodriquez   | \$ | 22.00         |               |
| 6/21/2019                    | 3414         | CK  | Daniel Stauffer      | \$ | 510.00        |               |
| BANK FEES                    | SVC000000532 | SVC | Bank Fees            | \$ | 4,431.37      |               |
|                              |              |     |                      |    | \$ 156,641.23 | \$ 859,164.01 |
| Balance @ 06/30/2019         |              |     |                      |    | \$ 702,522.78 |               |



**Florida Government Finance Officers Association, Inc.**  
***Board of Directors – Executive Director***  
**2019-2020**

**Agenda Item**

**2019-2020**  
**BOARD OF DIRECTORS**

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Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

**Meeting Date:** October 23, 2019

**Title of Item:** Membership Update and List Serve Data

**Executive Summary, Explanation or Background Information on Request:**

| <b>Membership Paid</b>   | <b>09/30/2019</b> | <b>07/30/2019</b> | <b>02/11/19</b> |
|--------------------------|-------------------|-------------------|-----------------|
| <b>Government:</b>       | 2,116             | 1,137             | 2,451           |
| <b>Associate:</b>        | 189               | 79                | 266             |
| <b>Lifetime/Retiree:</b> | 20                | 52                | 48              |
| <b>Total:</b>            | 2,325             | 1,268             | 2,765           |

**Recommended Action:**

For review

**Paul Shamoun**

October 23, 2019

**Date**

## FGFOA Listserve Report July 2019 thru September 2019

| <u>List Title</u>                          | <u>Number of Subscribers</u> |
|--|------------------------------|
| Financial Administration                   | 583                          |
| Budgeting                                  | 565                          |
| Accounting, Auditing & Financial Reporting | 666                          |
| Personnel & Payroll                        | 340                          |
| Debt & Treasury                            | 524                          |

### Accounting & Auditing

[<No subject>](#) (1 Message)  
[Assistance in Developing a Cost Allocation Process](#) (1 Message)  
[Capital Asset Policy](#) (4 Messages)  
[Cash Receipting Module](#) (2 Messages)  
[CGFO Exams](#) (8 Messages)  
[Clarification on Auditor Selection Committee](#) (3 Messages)  
[Compressed Natural Gas \(CNG\) Fuel Inventory Valuation at Point In Time \(Year End\)](#) (1 Message)  
[Conduit Debt Policy and Application](#) (1 Message)  
[Cybercrime and security policies](#) (1 Message)  
[E-file 941](#) (1 Message)  
[Electric Vehicles](#) (4 Messages)  
[Electronic Vendor Payments](#) (1 Message)  
[ExpertPay.com with New York Child Support](#) (10 Messages)  
[Fire Assessment Fee](#) (1 Message)  
[FuelMaster Commercial Fueling system](#) (3 Messages)  
[Fund Balance Reserve Policy](#) (2 Messages)  
[Fund type of Municipal Airports](#) (6 Messages)  
[HB 127 - Utilization Report](#) (1 Message)  
[HB447 - Building Fund Balance restrictions](#) (14 Messages)  
[Indirect Cost Allocation Company Vendor References](#) (2 Messages)  
[Looking for barcode reader for an inventory system](#) (1 Message)  
[Looking for Electronic Document Signing Program](#) (4 Messages)  
[Looking to Chat with someone who uses Power BI or Crystal Report Writer](#) (1 Message)  
[Mechanic pay](#) (3 Messages)  
[OPEB funding](#) (4 Messages)  
[Personal expenditure % of the operating budget - General Fund](#) (2 Messages)  
[Police Pension Employer Contributions Employee Contributions](#) (1 Message)  
[Police Pension Retiree coming back to work in a Non-Pension position](#) (1 Message)  
[Prep courses and Certifications covered by the organization](#) (1 Message)  
[Procurement Supervisor](#) (2 Messages)  
[Purchasing Position](#) (2 Messages)  
[Registry Funds](#) (2 Messages)  
[Resending: HB447 - Building Fund Balance restrictions](#) (1 Message)  
[RFR to terminate Fleet Auto Program \(with alternative options\)](#) (2 Messages)  
[Scope of Services - Smart Meters Replacement Program](#) (1 Message)  
[Seized/Forfeited property \(vehicle\)](#) (3 Messages)

[Short Term Vacation Rentals](#) (1 Message)

[Working Capital Policy](#) (3 Messages)

[\[EXTERNAL\] OPEB funding](#) (2 Messages)

#### **Budgeting**

[Budget document software](#) (5 Messages)

[Budget Manager Job Description](#) (5 Messages)

[Chart of Accts - Cloud Based Storage](#) (2 Messages)

[Director Salaries](#) (1 Message)

[Dorian Impacting First Public Hearing](#) (6 Messages)

[HB447 - Building Fund Balance restrictions](#) (1 Message)

[Indirect Cost Allocation Company Vendor References](#) (3 Messages)

[Internal Working Documents](#) (2 Messages)

[Prep courses and Certifications covered by the organization](#) (1 Message)

[Purchasing Policy](#) (3 Messages)

[Purchasing Position](#) (1 Message)

[Resending: HB447 - Building Fund Balance restrictions](#) (1 Message)

[\[\\*\\* SPAM \\*\\*\] Dorian Impacting First Public Hearing](#) (1 Message)

[\[EXTERNAL SENDER\] - Budget Manager Job Description](#) (1 Message)

#### **Debt & Treasury**

[Rebate Arbitrage Calculation](#) (1 Message)

[\[EXTERNAL\]Rebate Arbitrage Calculation](#) (1 Message)

#### **Financial & Administration**

[Accepting Coins as Payment](#) (2 Messages)

[Ambulance Billing](#) (1 Message)

[Assistance in Developing a Cost Allocation Process](#) (1 Message)

[Budget Book](#) (17 Messages)

[Budgeting for vehicle purchases](#) (6 Messages)

[Clerk / Finance](#) (26 Messages)

[Council/Board Compensation](#) (1 Message)

[Credit cards for Elected Officials](#) (2 Messages)

[E-File 941](#) (1 Message)

[ERP Deployment Model Survey](#) (5 Messages)

[Executive Compensation](#) (5 Messages)

[FEMA Reimbursement for Hurricane Irma](#) (10 Messages)

[Indirect Cost Allocation Company Vendor References](#) (2 Messages)

[Looking for barcode reader for an inventory system](#) (1 Message)

[Looking for Electronic Document Signing Program](#) (2 Messages)

[Looking to Chat with someone who uses Power BI or Crystal Report Writer](#) (1 Message)

[OnBase Software Use and Implementers](#) (4 Messages)

[Online donations?](#) (2 Messages)

[OPEB funding](#) (3 Messages)

[Outsourcing Finance department functions](#) (2 Messages)

[Policy for Vehicle Allowances](#) (2 Messages)

[Prep courses and Certifications covered by the organization](#) (1 Message)

[Procedure for Elected Office & City Manager Pay Increase](#) (6 Messages)

[Purchasing Administrator, Buyer Salaries](#) (3 Messages)  
[Purchasing Position](#) (2 Messages)  
[RFP FEMA Consultant](#) (2 Messages)  
[RFP for Bond Underwriters and Financial Advisors](#) (1 Message)  
[Storm Water Utility](#) (10 Messages)  
[\[EXTERNAL\] - FEMA Reimbursement for Hurricane Irma](#) (1 Message)  
[\[EXTERNAL\] Budget Book](#) (1 Message)  
[\[EXT\] Storm Water Utility](#) (1 Message)

#### **Personnel & Payroll**

[Additional Insurance on payroll deduction](#) (1 Message)  
[Council - Board Compensation](#) (1 Message)  
[E-file 941](#) (2 Messages)  
[Electronic Pay Stubs](#) (4 Messages)  
[Emergency Pay Policy](#) (4 Messages)  
[Executive Compensation](#) (1 Message)  
[Florida Firefighter Cancer Benefit Law \(HB 426\)](#) (2 Messages)  
[Kronos Work Force Ready Time Keeping software & hardware \(timeclocks\)](#) (1 Message)  
[Pay Policies](#) (2 Messages)  
[Prep courses and Certifications covered by the organization](#) (1 Message)  
[Purchasing Position](#) (3 Messages)  
[Time Entry Methodology](#) (5 Messages)  
[\[EXTERNAL\] Electronic Pay Stubs](#) (1 Message)



## 2019-2020 FGFOA DEADLINES

### FGFOA Board Meetings

|  |                  |
|--|------------------|
| Hollywood, FL                                  | June 12, 2019    |
| Orlando - FLC Office                           | August 9, 2019   |
| Hilton San Destin (SOGF)                       | October 23, 2019 |
| Orlando - FLC Office                           | February 7, 2020 |
| Embassy Suites, Orlando (Leadership)           | April 3, 2020    |
| Single Creek, Orlando (2020 Annual Conference) | May 29, 2020     |

### 2020 Conference Deadlines - Shingle Creek, Orlando

|  |                            |
|--|----------------------------|
| Plan to Board - regarding special events                   | TBD                        |
| Board Review of Initial Session Chart                      | 10/23/2019                 |
| Exhibitor Brochure Info to Publications                    | 1/22/2020                  |
| Exhibitor Brochure Mailout                                 | 2/3/2020                   |
| Activity Program information to FLC to produce Annoucement | 2/10/2020                  |
| Speaker Engagement Forms completed                         | 1/31/2020                  |
| Announcement Text to Meeting Planning                      | 2/14/2020                  |
| Annoucement to Publications                                | 2/21/2020                  |
| Program online registration                                | 2/15/2020                  |
| Boot Camp Announcement to Publications                     | 3/2/2020                   |
| Conference Announcement Distribution                       | 3/6/2020                   |
| CPE Forms/Submission to BOA                                | 3/20/2020                  |
| Moderator Assignments                                      | 5/1/2020                   |
| Speaker Bios, Presenations & Headshots Due                 | 5/1/2020                   |
| Conference Program Text to Meeting Planning                | 5/1/2020                   |
| Conference Program to Publications                         | 5/6/2020                   |
| Conference Program to Printer                              | 5/13/2020                  |
| Hotel Reservation Deadline                                 | 4/28/2020                  |
| Early Registration Deadline                                | 4/24/2020                  |
| Presidents Reception Invitations Deadline                  | 5/8/2020                   |
| Registration Deadline                                      | 5/8/2020                   |
| <b>CONFERENCE</b>  | <b>05/30/20 - 06/03/20</b> |

### Leadership FGFOA Class 2020

|   |            |
|---|------------|
| Dates and Timeline Announced for 2020                             | 10/23/2019 |
| Board Approvals for Application and Selection Procedures & Format | 10/23/2019 |
| Program Announced & Application Opens                             | 10/23/2019 |
| Application Closes and Selection Process Begins                   | 1/31/2020  |
| Applicants Announced  | 2/7/2020   |

### 2019-2020 NOMINATING/ELECTION

|   |                                     |
|---|-------------------------------------|
| Appointment to nominating committee                       | 10/23/2019                          |
| Nominating Committee Conference Call                      | Week of 02/15/2020                  |
| Nomination Forms Emailed                                  | 2/18/2020                           |
| Completed nomination forms due & solicitation of comments | 3/7/2020                            |
| Distribute nomination forms to committee                  | 3/7/2020                            |
| Meeting of nominating committee                           | Week of 03/15/2020                  |
| Notice of Slate of candidates to Active members           | 3/22/2020 1 week after NCM          |
| Deadline for petitions of candidacy                       | 4/5/2020 2 weeks after Notice       |
| Online voting begins                                      | 4/8/2020 1 week after Petition      |
| Deadline for ballots returned                             | 4/26/2020 (30 days prior)           |
| Election Committee tally votes                            | 4/19/2020 10 BD after voting begins |
| Results emailed out once all notifications                | 4/19/2020                           |
| Results announced at Annual Conference                    | 6/2/2020 Business Meeting           |

### COMMITTEES

|  |                  |
|--|------------------|
| 2020 SOGF New Chair/Committee Appointed                | 10/23/2019       |
| 2020 Committee Applications out to Membership          | 3/1/2020         |
| 2020 Committee Chairs Appointed                        | 2/7/2020         |
| 2020 Committees Finalized                              | 4/3/2020         |
| Committee Chair Orientation & Board Strategic Planning | 4/30 - 5/01/2020 |
| First Committee Meeting                                | 6/1/2020         |

### 2020 SOGF Deadlines - Fort Myers

|  |                    |
|--|--------------------|
| Track Times/Topics set                                 | August BOD Meeting |
| Speakers/ Program Descripton/Moderators Board approval | August BOD Meeting |
| Announcement Text to Meeting Planning                  | 7/22/2020          |
| Announcement to Publications                           | 7/27/2020          |
| Speaker Confirmations Emailed                          | 8/31/2020          |
| Boot Camp Announcement to Publications                 | 8/31/2020          |
| Announcement Distribution                              | 8/7/2020           |
| Program Text to Meeting Planning                       | 9/18/2020          |
| Hotel Reservation Deadline                             | 9/25/2020          |
| Program to Publications                                | 9/23/2020          |
| Early Registration Deadline                            | 9/11/2020          |
| Program to Printer                                     | 10/5/2020          |
| Registration Deadline                                  | 10/5/2020          |
| Speaker Presentation Deadline                          | 10/5/2020          |

### SCHOOL

**10/18/20-10/23/20**



Florida Government Finance Officers Association, Inc.  
*Board of Directors – Executive Director*  
**2019-2020**

**Agenda Item**

2019-2020  
BOARD OF DIRECTORS

**OFFICERS**

**President**  
Ken Burke

**President-Elect**  
Jamie Roberson

**Secretary/Treasurer**  
Shannon Ramsey-Chessman

**Meeting Date:** October 23, 2019

**Title of Item:** Investment Report

**Executive Summary, Explanation or Background Information on Request:**

**DIRECTORS**

Melissa Burns

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

**FGFOA Certificates of Deposit**

| <b><u>Purchased</u></b> | <b><u>Bank</u></b> | <b><u>Amount</u></b> | <b><u>APY</u></b> | <b><u>Term</u></b> | <b><u>Maturity Date</u></b> |
|-------------------------|--------------------|----------------------|-------------------|--------------------|-----------------------------|
| 09/04/18                | Synchrony Bank     | \$81,955.64          | 2.421%            | 12 months          | 09/04/19                    |
| 03/14/19                | American Commerce  | \$107,417.79         | 2.36%             | 12 months          | 03/14/20                    |

**Money Market Account**

Vanguard \$16,574.03

TOTAL \$202,229.01

**Recommended Action:**

For review

**Paul Shamoun**

October 23, 2019

**Date**



**Florida Government Finance Officers Association, Inc.**  
***Board of Directors – Executive Director***  
**2019-2020**

**Agenda Item**

**2019-2020**  
**BOARD OF DIRECTORS**

**OFFICERS**

**President**  
Ken Burke

**President-Elect**  
Jamie Roberson

**Secretary/Treasurer**  
Shannon Ramsey-Chessman

**Meeting Date:** October 23, 2019

**Title:** Cumulative Leadership Roster

**Executive Summary, Explanation or Background Information on Request:**

Attached is a cumulative roster for all 4 completed Leadership classes.

**DIRECTORS**

Melissa Burns

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

**Recommended Action:**

For review

**Paul Shamoun**

October 23, 2019

**Date**

| Name                 | Email  | Leadership Class | Year Attended | Committee 1            | Years Served on Committee 1     |
|----------------------|--|------------------|---------------|------------------------|---------------------------------|
| Cari Branco          | <a href="mailto:cari.branco@charlottefl.com">cari.branco@charlottefl.com</a>                   | I                | 2016          |                        |                                 |
| Teresa Butler        | <a href="mailto:tbutler@cocoaf.org">tbutler@cocoaf.org</a>                                     | I                | 2016          | Certification          | 2017-2018, 2018-2019, 2019-2020 |
| Shannon Crouch       | <a href="mailto:SCrouch@ci.boca-raton.fl.us">SCrouch@ci.boca-raton.fl.us</a>                   | I                | 2016          |                        |                                 |
| Sondra D'Angelo      | <a href="mailto:sdangelo@melbourneflorida.org">sdangelo@melbourneflorida.org</a>               | I                | 2016          | Certification          | 2018-2019, 2019-2020            |
| Kimberly Ferrell     | <a href="mailto:kpferrell@leoncountyfl.gov">kpferrell@leoncountyfl.gov</a>                     | I                | 2016          | Conference Host        | 2016-2017                       |
| Haydeliz High        | <a href="mailto:hahigh@hctaxcollector.com">hahigh@hctaxcollector.com</a>                       | I                | 2016          | SOGF                   | 2016-2017                       |
| Natalie Hinger       | <a href="mailto:natalie.hinger@charlottefl.com">natalie.hinger@charlottefl.com</a>             | I                | 2016          |                        |                                 |
| Ariana Lawson        | <a href="mailto:ariana.lawson@islamorada.fl.us">ariana.lawson@islamorada.fl.us</a>             | I                | 2016          |                        |                                 |
| Peter Lear           | <a href="mailto:plear@cityofnorthport.com">plear@cityofnorthport.com</a>                       | I                | 2016          | Legislative            | 2016-2017, 2017-2018            |
| Jennifer Manning     | <a href="mailto:jmanning@martin.fl.us">jmanning@martin.fl.us</a>                               | I                | 2016          | Certification          | 2019-2020                       |
| Cecilia McCorkell    | <a href="mailto:cmccorkell@co.pinellas.fl.us">cmccorkell@co.pinellas.fl.us</a>                 | I                | 2016          | Membership Development | 2019-2020                       |
| Jessica Mosca        | <a href="mailto:mosca.jessica@brevardschools.org">mosca.jessica@brevardschools.org</a>         | I                | 2016          |                        |                                 |
| Christopher Quinn    | <a href="mailto:cquinn@palmcoastgov.com">cquinn@palmcoastgov.com</a>                           | I                | 2016          | Education & Webinar    | 2017-2018                       |
| Olga Rabel           | <a href="mailto:olga.rabel@sumtercountyfl.gov">olga.rabel@sumtercountyfl.gov</a>               | I                | 2016          | SOGF                   | 2016-2017                       |
| Carmen Shuler-Mosley | <a href="mailto:carmen.mosley@mymanatee.org">carmen.mosley@mymanatee.org</a>                   | I                | 2016          | SOGF                   | 2016-2018                       |
| Diane Smith          | <a href="mailto:dsmith@alachuacounty.us">dsmith@alachuacounty.us</a>                           | I                | 2016          | SOGF                   | 2017-2018, 2018-2019            |
| Joseph Smith         | <a href="mailto:joe@stlucieclerk.com">joe@stlucieclerk.com</a>                                 | I                | 2016          |                        |                                 |
| Justin Stankiewicz   | <a href="mailto:jstankiewicz@nassaucountyfl.com">jstankiewicz@nassaucountyfl.com</a>           | I                | 2016          | SOGF                   | 2016-2017, 2017-2018            |
| Kelly Strickland     | <a href="mailto:kelly.strickland@sarasotagov.com">kelly.strickland@sarasotagov.com</a>         | I                | 2016          |                        |                                 |
| Patricia Williams    | <a href="mailto:patricia.williams@swfwMembership.org">patricia.williams@swfwMembership.org</a> | I                | 2016          | Education & Webinar    | 2017-2018                       |
| Amal Ali             | <a href="mailto:amal.ali@hillsclerk.com">amal.ali@hillsclerk.com</a>                           | II               | 2017          |                        |                                 |
| Brett Allmond        | <a href="mailto:ballmond@pinellascounty.org">ballmond@pinellascounty.org</a>                   | II               | 2017          |                        |                                 |
| Helena Alves         | <a href="mailto:halves@palmcoastgov.com">halves@palmcoastgov.com</a>                           | II               | 2017          |                        |                                 |
| Linda Benoit         | <a href="mailto:lbenoit@co.pinellas.fl.us">lbenoit@co.pinellas.fl.us</a>                       | II               | 2017          | Technical Resources    | 2017-2018, 2018-2019, 2019-2020 |
| Ryan Bernal          | <a href="mailto:bernalr@pbso.org">bernalr@pbso.org</a>   | II               | 2017          | Certification          | 2017-2018                       |
| Jackie Cook          | <a href="mailto:jacqueline.cook@brevardclerk.us">jacqueline.cook@brevardclerk.us</a>           | II               | 2017          | Legislative            | 2017-2018                       |
| Lynn De La Torre     | <a href="mailto:ldelatorre@jwbpinellas.org">ldelatorre@jwbpinellas.org</a>                     | II               | 2017          |                        |                                 |
| Jennifer Desrosiers  | <a href="mailto:jdesrosiers@cityofnorthport.com">jdesrosiers@cityofnorthport.com</a>           | II               | 2017          | SOGF                   | 2017-2018, 2018-2019, 2019-2020 |
| Dan Disola           | <a href="mailto:drisola@pascocountyfl.net">drisola@pascocountyfl.net</a>                       | II               | 2017          |                        |                                 |
| Marcella Eubanks     | <a href="mailto:meubanks@okaloosaclerk.com">meubanks@okaloosaclerk.com</a>                     | II               | 2017          | Membership Development | 2017-2018                       |
| Yeimy Guzman         | <a href="mailto:yguzman@ci.dania-beach.fl.us">yguzman@ci.dania-beach.fl.us</a>                 | II               | 2017          |                        |                                 |
| Jeanette Haynes      | <a href="mailto:jhaynes@wpb.org">jhaynes@wpb.org</a>   | II               | 2017          | SOGF                   | 2019-2020                       |
| Lori Hill            | <a href="mailto:treasurer@holmesbeachfl.org">treasurer@holmesbeachfl.org</a>                   | II               | 2017          | Certification          | 2017-2018, 2018-2019            |
| Shannon Lafon        | <a href="mailto:slafon@scgov.net">slafon@scgov.net</a>   | II               | 2017          |                        |                                 |
| Robyn Lawrence       | <a href="mailto:robynl@coj.net">robynl@coj.net</a>   | II               | 2017          | Conference Host        | 2018-2019                       |
| Jennifer Liunoras    | <a href="mailto:jennifer.liunoras@districtgov.org">jennifer.liunoras@districtgov.org</a>       | II               | 2017          |                        |                                 |

| Name                     | Email  | Leadership Class | Year Attended | Committee 1            | Years Served on Committee 1 |
|--------------------------|--|------------------|---------------|------------------------|-----------------------------|
| Andre McAden             | <a href="mailto:mcadena@mydelraybeach.com">mcadena@mydelraybeach.com</a>                 | II               | 2017          |                        |                             |
| Cheryl Miller            | <a href="mailto:cmiller@palmettofl.org">cmiller@palmettofl.org</a>                       | II               | 2017          | Certification          | 2019-2020                   |
| Tameka Otto-Stewart      | <a href="mailto:tamekaottostewart@miamibeachfl.gc">tamekaottostewart@miamibeachfl.gc</a> | II               | 2017          |                        |                             |
| Meridy Semones           | <a href="mailto:mkehoe@largo.com">mkehoe@largo.com</a>                                   | II               | 2017          | SOGF                   | 2018-2019                   |
| Jonathan Allen           | <a href="mailto:jkallen@broward.org">jkallen@broward.org</a>                             | III              | 2018          | Legislative            | 2018-2019, 2019-2020        |
| Emily Alves              | <a href="mailto:ealves@swa.org">ealves@swa.org</a>                                       | III              | 2018          | Conference Host        | 2018-2019, 2019-2020        |
| Jodi Bain                | <a href="mailto:jbain@naplesgov.com">jbain@naplesgov.com</a>                             | III              | 2018          | Conference Host        | 2019-2020                   |
| Jennifer Barker          | <a href="mailto:jbarker@flaglerclerk.com">jbarker@flaglerclerk.com</a>                   | III              | 2018          |                        |                             |
| Kelly Bennett            | <a href="mailto:kelly.bennett@sarasotafl.gov">kelly.bennett@sarasotafl.gov</a>           | III              | 2018          | Certification          | 2019-2020                   |
| E. John Brower           | <a href="mailto:ebrower@alachuacounty.us">ebrower@alachuacounty.us</a>                   | III              | 2018          |                        |                             |
| Melissa Corrales         | <a href="mailto:mmcorrales@mypalmbeachclerk.com">mmcorrales@mypalmbeachclerk.com</a>     | III              | 2018          |                        |                             |
| Alyssa Doerr             | <a href="mailto:adoerr@ci.boca-raton.fl.us">adoerr@ci.boca-raton.fl.us</a>               | III              | 2018          | Membership Development | 2017-2018, 2019-2020        |
| Susan Flowers            | <a href="mailto:susan.flowers@manateeclerk.com">susan.flowers@manateeclerk.com</a>       | III              | 2018          |                        |                             |
| Traci Hildreth           | <a href="mailto:traci.hildreth@palmbayflorida.org">traci.hildreth@palmbayflorida.org</a> | III              | 2018          |                        |                             |
| Angela Hollister         | <a href="mailto:ahollister@cityofnorthport.com">ahollister@cityofnorthport.com</a>       | III              | 2018          |                        |                             |
| Kelly Lambert            | <a href="mailto:kelly.lambert@districtgov.org">kelly.lambert@districtgov.org</a>         | III              | 2018          |                        |                             |
| Donald Mello, Jr.        | <a href="mailto:dmello@pinellascounty.org">dmello@pinellascounty.org</a>                 | III              | 2018          |                        |                             |
| Leslie Moyer             | <a href="mailto:lmoyer@alachuacounty.us">lmoyer@alachuacounty.us</a>                     | III              | 2018          |                        |                             |
| Natasha Nicholson        | <a href="mailto:natasha.nicholson@gmail.com">natasha.nicholson@gmail.com</a>             | III              | 2018          | Education & Webinar    | 2019-2020                   |
| Virginia Norberg         | <a href="mailto:gnorberg@palmcoastgov.com">gnorberg@palmcoastgov.com</a>                 | III              | 2018          | Education & Webinar    | 2018-2019                   |
| Cori Olympio             | <a href="mailto:cmayo@lighthousepoint.com">cmayo@lighthousepoint.com</a>                 | III              | 2018          |                        |                             |
| June Prosser             | <a href="mailto:jprosser@cityofnorthport.com">jprosser@cityofnorthport.com</a>           | III              | 2018          |                        |                             |
| Laura Thezine            | <a href="mailto:thezinel@mydelraybeach.com">thezinel@mydelraybeach.com</a>               | III              | 2018          | SOGF                   | 2018-2019                   |
| Ivelisse Torres          | <a href="mailto:ivelisse.torres@ocfl.net">ivelisse.torres@ocfl.net</a>                   | III              | 2018          |                        |                             |
| Sharon Almeida           | <a href="mailto:salmeida@lantana.org">salmeida@lantana.org</a>                           | IV               | 2019          | SOGF                   | 2018-2019, 2019-2020        |
| Raymond Bailey           | <a href="mailto:ray.bailey@usa.net">ray.bailey@usa.net</a>                               | IV               | 2019          |                        |                             |
| Marcia Carty             | <a href="mailto:mcarty@broward.org">mcarty@broward.org</a>                               | IV               | 2019          | Conference Host        | 2018-2019                   |
| Cindy Emshoff            | <a href="mailto:cindy.emshoff@sarasotaFL.gov">cindy.emshoff@sarasotaFL.gov</a>           | IV               | 2019          | SOGF                   | 2019-2020                   |
| Ian Evans-Smith          | <a href="mailto:ihelvanssmith@miramarfl.gov">ihelvanssmith@miramarfl.gov</a>             | IV               | 2019          | Certification          | 2018-2019, 2019-2020        |
| Sheila Fitzgerald        | <a href="mailto:sheila@sanatarosa.fl.gov">sheila@sanatarosa.fl.gov</a>                   | IV               | 2019          | SOGF                   | 2019-2020                   |
| Jennifer Danielle Heaton | <a href="mailto:danielle.heaton@manateeclerk.com">danielle.heaton@manateeclerk.com</a>   | IV               | 2019          |                        |                             |
| Mary Lou Hildreth        | <a href="mailto:coh1@outlook.com">coh1@outlook.com</a>                                   | IV               | 2019          |                        |                             |
| Carlisha Jenkins         | <a href="mailto:cmjenkins@myboca.us">cmjenkins@myboca.us</a>                             | IV               | 2019          | Membership Development | 2019-2020                   |
| Ann Kenny                | <a href="mailto:ann.kenny@swfwMembership Develo">ann.kenny@swfwMembership Develo</a>     | IV               | 2019          | SOGF                   | 2019-2020                   |
| Melissa Licourt          | <a href="mailto:mlicourt@sjrwMembership Developm">mlicourt@sjrwMembership Developm</a>   | IV               | 2019          |                        |                             |
| Matthew Misco            | <a href="mailto:mmisco@palmettofl.org">mmisco@palmettofl.org</a>                         | IV               | 2019          | Certification          | 2019-2020                   |

| Name                   | Email  | Leadership Class | Year Attended | Committee 1        | Years Served on Committee 1 |
|------------------------|--|------------------|---------------|--------------------|-----------------------------|
| Leslie Porter          | <a href="mailto:lporter@dadecityfl.com">lporter@dadecityfl.com</a>               | IV               | 2019          |                    |                             |
| Maureen Powell         | <a href="mailto:mpowell@alachuacounty.us">mpowell@alachuacounty.us</a>           | IV               | 2019          | SOGF               | 2019-2020                   |
| Cintya Ramos           | <a href="mailto:cramos@hollywoodfl.org">cramos@hollywoodfl.org</a>               | IV               | 2019          |                    |                             |
| Franklin Santos        | <a href="mailto:franklin.santos@ocfl.net">franklin.santos@ocfl.net</a>           | IV               | 2019          |                    |                             |
| Lorrie Simmons         | <a href="mailto:lorrie.simmons@sarastoaFL.gov">lorrie.simmons@sarastoaFL.gov</a> | IV               | 2019          | Certification      | 2019-2020                   |
| Stacy Sullivan-Marrero | <a href="mailto:beancounterforlife@gmail.com">beancounterforlife@gmail.com</a>   | IV               | 2019          |                    |                             |
| Christine Tenney       | <a href="mailto:ctenney@cityftmyers.com">ctenney@cityftmyers.com</a>             | IV               | 2019          | SOGF               | 2019-2020                   |
| Cassandra Williams     | <a href="mailto:cbwilliams@pinellascounty.org">cbwilliams@pinellascounty.org</a> | IV               | 2019          | Conference Program | 2018-2019, 2019-2020        |

|                            |          |          |
|----------------------------|----------|----------|
| <b># of Committees</b>     | <b>1</b> | <b>2</b> |
| <b>Members Served</b>      | 43       | 15       |
| <b>Rate of Involvement</b> | 54%      | 19%      |

| Name                 | Committee 2            | Years Served on Committee 2     | Committee 3            | Years Served on Committee 3 |
|----------------------|------------------------|---------------------------------|------------------------|-----------------------------|
| Cari Branco          |                        |                                 |                        |                             |
| Teresa Butler        | Membership Development | 2016-2017                       | SOGF                   | 2018-2019, 2019-2020        |
| Shannon Crouch       |                        |                                 |                        |                             |
| Sondra D'Angelo      | Membership Development | 2016-2017                       |                        |                             |
| Kimberly Ferrell     | Conference Program     | 2018-2019                       | SOGF                   | 2016-2017                   |
| Haydeliz High        |                        |                                 |                        |                             |
| Natalie Hinger       |                        |                                 |                        |                             |
| Ariana Lawson        |                        |                                 |                        |                             |
| Peter Lear           |                        |                                 |                        |                             |
| Jennifer Manning     | Education & Webinar    | 2017-2018                       |                        |                             |
| Cecilia McCorkell    |                        |                                 |                        |                             |
| Jessica Mosca        |                        |                                 |                        |                             |
| Christopher Quinn    |                        |                                 |                        |                             |
| Olga Rabel           | Certification          | 2016-2018                       | Membership Development | 2019-2020                   |
| Carmen Shuler-Mosley | Membership Development | 2019-2020                       |                        |                             |
| Diane Smith          | Certification          | 2017-2018, 2018-2019, 2019-2020 |                        |                             |
| Joseph Smith         |                        |                                 |                        |                             |
| Justin Stankiewicz   |                        |                                 |                        |                             |
| Kelly Strickland     |                        |                                 |                        |                             |
| Patricia Williams    |                        |                                 |                        |                             |
| Amal Ali             |                        |                                 |                        |                             |
| Brett Allmond        |                        |                                 |                        |                             |
| Helena Alves         |                        |                                 |                        |                             |
| Linda Benoit         |                        |                                 |                        |                             |
| Ryan Bernal          | Technical Resources    | 2017-2018, 2018-2019, 2019-2020 |                        |                             |
| Jackie Cook          |                        |                                 |                        |                             |
| Lynn De La Torre     |                        |                                 |                        |                             |
| Jennifer Desrosiers  |                        |                                 |                        |                             |
| Dan Disola           |                        |                                 |                        |                             |
| Marcella Eubanks     |                        |                                 |                        |                             |
| Yeimy Guzman         |                        |                                 |                        |                             |
| Jeanette Haynes      |                        |                                 |                        |                             |
| Lori Hill            |                        |                                 |                        |                             |
| Shannon Lafon        |                        |                                 |                        |                             |
| Robyn Lawrence       | SOGF                   | 2017-2018                       |                        |                             |
| Jennifer Liunoras    |                        |                                 |                        |                             |

| Name                     | Committee 2            | Years Served on Committee 2 | Committee 3            | Years Served on Committee 3 |
|--------------------------|------------------------|-----------------------------|------------------------|-----------------------------|
| Andre McAden             |                        |                             |                        |                             |
| Cheryl Miller            |                        |                             |                        |                             |
| Tameka Otto-Stewart      |                        |                             |                        |                             |
| Meridy Semones           |                        |                             |                        |                             |
| Jonathan Allen           | Membership Development | 2019-2020                   |                        |                             |
| Emily Alves              |                        |                             |                        |                             |
| Jodi Bain                |                        |                             |                        |                             |
| Jennifer Barker          |                        |                             |                        |                             |
| Kelly Bennett            | Conference Program     | 2019-2020                   | Membership Development | 2019-2020                   |
| E. John Brower           |                        |                             |                        |                             |
| Melissa Corrales         |                        |                             |                        |                             |
| Alyssa Doerr             | SOGF                   | 2018-2019                   |                        |                             |
| Susan Flowers            |                        |                             |                        |                             |
| Traci Hildreth           |                        |                             |                        |                             |
| Angela Hollister         |                        |                             |                        |                             |
| Kelly Lambert            |                        |                             |                        |                             |
| Donald Mello, Jr.        |                        |                             |                        |                             |
| Leslie Moyer             |                        |                             |                        |                             |
| Natasha Nicholson        |                        |                             |                        |                             |
| Virginia Norberg         |                        |                             |                        |                             |
| Cori Olympio             |                        |                             |                        |                             |
| June Prosser             |                        |                             |                        |                             |
| Laura Thezine            |                        |                             |                        |                             |
| Ivelisse Torres          |                        |                             |                        |                             |
| Sharon Almeida           |                        |                             |                        |                             |
| Raymond Bailey           |                        |                             |                        |                             |
| Marcia Carty             | Legislative            | 2018-2019                   |                        |                             |
| Cindy Emshoff            | Education & Webinar    | 2018-2019                   |                        |                             |
| Ian Evans-Smith          | Conference Host        | 2018-2019                   |                        |                             |
| Sheila Fitzgerald        |                        |                             |                        |                             |
| Jennifer Danielle Heaton |                        |                             |                        |                             |
| Mary Lou Hildreth        |                        |                             |                        |                             |
| Carlisha Jenkins         |                        |                             |                        |                             |
| Ann Kenny                |                        |                             |                        |                             |
| Melissa Licourt          |                        |                             |                        |                             |
| Matthew Misco            |                        |                             |                        |                             |



| Name                   | Committee 2 | Years Served on Committee 2 | Committee 3 | Years Served on Committee 3 |
|------------------------|-------------|-----------------------------|-------------|-----------------------------|
| Leslie Porter          |             |                             |             |                             |
| Maureen Powell         |             |                             |             |                             |
| Cintya Ramos           |             |                             |             |                             |
| Franklin Santos        |             |                             |             |                             |
| Lorrie Simmons         |             |                             |             |                             |
| Stacy Sullivan-Marrero |             |                             |             |                             |
| Christine Tenney       |             |                             |             |                             |
| Cassandra Williams     |             |                             |             |                             |

|  |    |
|--|----|
|  | 3  |
|  | 4  |
|  | 5% |



# Florida Government Finance Officers Association, Inc.

## Board of Directors – Executive Director

### 2019-2020

#### Agenda Item

2019-2020  
BOARD OF DIRECTORS

#### OFFICERS

**President**  
Ken Burke

**President-Elect**  
Jamie Roberson

**Secretary/Treasurer**  
Shannon Ramsey-Chessman

#### DIRECTORS

Melissa Burns

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Mike Gomez

Jonathan McKinney

William Spinelli

Kelly Strickland

**Meeting Date:** October 23, 2019

**Title of Item:** Wild Apricot

#### **Executive Summary, Explanation or Background Information on Request:**

Local chapters continue to ask about the possibility of the FGFOA helping to reduce their costs of using the Wild Apricot Association management system. Staff has spoken to Wild Apricot and they are offering a discount of 15% if we sign a group contract. This contract would require that the FGFOA pay the entire bill and then bill the local chapters each month for their portion. This would take up numerous hours of staff time, while saving the 5 or so chapters using the system between \$7.50 to \$13.50 a month. It should be noted that several additional chapters expressed interest in using the system as well.

Option 1- Allow the local chapters to continue to use the system on their own.

Option 2 - Move forward with a contract and provide this service to the local Chapters as described above.

Option 3- Budget and pay the cost of this system for all chapters to use. This will cost approximately \$8,000 per year if all chapters use the system.

#### **Recommended Action:**

Give staff direction regarding the use of Wild Apricot

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

**Paul Shamoun**

October 23, 2019

**Date**



**Florida Government Finance Officers Association  
Election Ad-Hoc Committee  
2019-2020**

**2019-2020**

***Agenda Item Request***

**CHAIRPERSON**

**Alton L. Colvin, Jr.**

Executive Director

Justice Administrative Commission

227 N Bronough St Ste 2100

Tallahassee, FL 32301-1339

(850) 488-2415

[rip.colvin@justiceadmin.org](mailto:rip.colvin@justiceadmin.org)

**STAFF LIAISON**

Karen Pastula

**COMMITTEE MEMBERS**

Nicole Gasparri

Jonathan McKinney

Shannon Ramsey-Chessman

Kelly Strickland

**Meeting Date:** October 23, 2019

**Title of Item:** Election Discussion

**Executive Summary, Explanation or Background Information:**

Open discussion regarding the status of Elections and Bylaws changes.

**Recommended Action:**

*Rip Colvin*

Rip Colvin

10/11/2019

Date

**FGFOA**  
**Amendment of the Bylaws and Election Schedule**

| <b>Dates</b> | <b>Action Taken</b>   | <b>Requirement of Minimum time relation to the Annual Conference</b>             |
|--------------|---|--|
| 08/09/2019   | An amendment to the Bylaws of the FGFOA may be placed on the referendum in a format where the drafted amendment shows all Bylaws changes in add-delete format as well as amended format and shall contain an effective date | Only by a majority vote of the Board of Directors                                |
| 10/04/2019   | A copy of all Bylaw amendments approved for referendum by majority vote of the Board shall be emailed to all active members, along with a solicitation of written comments by the membership                                | No later than sixty (60) days prior to the distribution of ballots               |
| 11/06/2019   | Any active member may make written comment to the Board on his/her position as related to the proposed Bylaw amendment  | Comment due date   |
|              | The Immediate Past President shall receive all comments so submitted by the membership and shall incorporate such comments into an unbiased position paper  |  |
|              | The Immediate Past President may edit and consolidate comments for purposes of brevity and clarity; however, all positions represented by the membership shall be included in such position paper                           |  |
| 11/29/2019   | The position paper and Bylaw amendments shall be posted on the FGFOA website  | After development of position paper but prior to the distribution of the ballots |
| 12/06/2019   | Online voting shall be opened   | Approximately one (1) week after the petition deadline                           |
| 12/06/2019   | Referendum ballots process shall be the same as the voting procedures for election of Officers and Directors  |  |
| 12/18/2019   | Online voting will close.   | Approximately ten (10) business days after the opening of the online voting      |
| 12/18/2019   | Online votes will be tabulated at 5:00 pm ET  | On the same day online voting closes   |
| 12/18/2019   | Executive Director will announce results  | On the same day online voting closes   |
| 12/18/2019   | Results posted to FGFOA website   | The morning after voting closes  |
| 12/18/2019   | Results will be emailed to the membership   | After candidates have been contacted; the morning after voting closes            |



**Florida Government Finance Officers Association  
SOGF Committee  
2019-2020**

**2019-2020**

***Agenda Item Request***

**CHAIRPERSON**

**Sharon Almeida, CGFO**

Assistant Controller  
Village of Wellington  
12300 Forest Hill Blvd  
Wellington, FL 33414  
(561) 753-5267

[salmeida@wellingtonfl.gov](mailto:salmeida@wellingtonfl.gov)

**BOARD LIAISON**

Nicole Gasparri

**STAFF LIAISON**

Karen Pastula

**COMMITTEE MEMBERS**

George Barbar  
Marcia Carty  
Catherine Coldwell  
Jennifer Desrosiers  
Michael Dunlop  
Benjamin Finkelstein  
Sheila Fitzgerald  
John Grady  
Sharon Harding  
Jeanette Haynes  
Ann Kenny  
Jeffrey Kern  
Roberto Martinez  
Maureen Powell  
Bridget Sims  
Christine Tenney  
Elizabeth Walter  
Katherine Woodruff

**Meeting Date:** October 23, 2019

**Title of Item:** 2019 School of Governmental Finance Update

**Executive Summary, Explanation or Background Information:**

The SOGF committee has completed its work on the 2019 program. This year there were several challenges that were faced but the committee stood strong and with the help of the Board, we were able to overcome those challenges. I am happy to report that this year's registration surpassed the prior school's registration that was held in 2014.

I would also like to thank the Board for their support and confidence in my leadership with this committee.

**Recommended Action:** Informational only.

***Sharon Almeida***

***10/10/19***

\_\_\_\_\_  
**Sharon Almeida**

\_\_\_\_\_  
**Date**



# Florida Government Finance Officers Association Certification Committee 2019-2020

2019-2020

## *Agenda Item Request*

### CHAIRPERSON

**Lorrie A. Simmons, MSA, CGFO**  
Manager, Accounting & Payroll  
Systems  
City of Sarasota  
1565 1st St  
Sarasota, FL 34236-8597  
(941) 365-2200 ext. 4217  
[Lorrie.Simmons@sarasotaFL.gov](mailto:Lorrie.Simmons@sarasotaFL.gov)

### BOARD LIAISON

John McKinney

### STAFF LIAISON

Karen Pastula

### COMMITTEE MEMBERS

Jeremy Baker  
Dee Dee Beaver  
Kelly Bennett  
Rebecca Bowman  
Teresa Butler  
Sondra D'Angelo  
Ian Evans-Smith  
Sarah Graber  
Lori Hill  
Karen Keith  
Sarah Koser  
Brenda Lightfoot  
Linda Longan-Short  
Jennifer Manning  
Cheryl Miller  
Robert Miller  
Matthew Misco  
Johnna Morris  
Susan Nabors  
Mary-Lou Pickles  
Diane Reichard  
AnnMarie Ricardi  
Scott Simpson  
Diane Smith  
Todd Taylor  
Viendu Tran  
Terrence Vecchio  
Patricia White

**Meeting Date:** October 23, 2019

**Title of Item:** CGFO Exam Reviews, Study Guides, and Exams

### **Executive Summary, Explanation or Background Information:**

UGA was selected and contracted to provide 5 CGFO Exam Reviews, Study Guides, and an Exam Bank. We have received their submissions and our sub-committee chairs as well as former instructors have had an opportunity to review, provide edits, and comment.

### **Recommended Action:**

Requesting the Executive Board to allow the League to process payment for UGA if the Board agrees with the Committee Chair that the project is complete at this time.

*Lorrie Simmons*

**Lorrie Simmons**

**10/11/19**

**Date**



# Florida Government Finance Officers Association Certification Committee 2019-2020

2019-2020

## *Agenda Item Request*

### CHAIRPERSON

**Lorrie A. Simmons, MSA, CGFO**  
Manager, Accounting & Payroll  
Systems  
City of Sarasota  
1565 1st St  
Sarasota, FL 34236-8597  
(941) 365-2200 ext. 4217  
[Lorrie.Simmons@sarasotaFL.gov](mailto:Lorrie.Simmons@sarasotaFL.gov)

### BOARD LIAISON

John McKinney

### STAFF LIAISON

Karen Pastula

### COMMITTEE MEMBERS

Jeremy Baker  
Dee Dee Beaver  
Kelly Bennett  
Rebecca Bowman  
Teresa Butler  
Sondra D'Angelo  
Ian Evans-Smith  
Sarah Graber  
Lori Hill  
Karen Keith  
Sarah Koser  
Brenda Lightfoot  
Linda Longan-Short  
Jennifer Manning  
Cheryl Miller  
Robert Miller  
Matthew Misco  
Johnna Morris  
Susan Nabors  
Mary-Lou Pickles  
Diane Reichard  
AnnMarie Ricardi  
Scott Simpson  
Diane Smith  
Todd Taylor  
Viendu Tran  
Terrence Vecchio  
Patricia White

**Meeting Date:** October 23, 2019

**Title of Item:** Expired CGFO Credentials

### **Executive Summary, Explanation or Background Information:**

Over the past year there has been an increase in the number of CGFO's requesting leniency or some type of remedy to their expired certifications. There are a variety of reasons presented varying from applicants that either have not met CPE requirements or have a break in employment, or simply forgot, or switched employers.

### **Recommended Action:**

Requesting the Executive Board to provide some guidance to when leniency should be granted or a clear policy/guideline as to when an applicant will need to begin a new application to recertify.

*Lorrie Simmons*

**Lorrie Simmons**

**10/11/19**

**Date**



# Florida Government Finance Officers Association Conference Host Committee 2019-2020

2019-2020

## CHAIRPERSON

**Lisa Snead**

Director of Financial Services  
Longwood  
175 W Warren Ave  
Longwood, FL 32750-4107  
(407) 260-3475  
[lsnead@longwoodfl.org](mailto:lsnead@longwoodfl.org)

## BOARD LIAISON

Frank DiPaolo

## STAFF LIAISON

Jill Walker

## COMMITTEE MEMBERS

Jodi Bain  
Christine Davis  
Linda Howard  
Dianne Klaiss  
Angela Oxley  
Jeanette Phillips  
Jeffrey Towne  
Alfreda Wooten

## *Agenda Item Request*

**Meeting Date:** October 23, 2019

**Title of Item:** Conference Host Committee Update

### **Executive Summary, Explanation or Background Information:**

Following the last Board Meeting on 8.9.19, the Host Committee had a conference call on 9.19.19. Ongoing calls are scheduled monthly on the 4<sup>th</sup> Thursday of each month at 2pm.

The Tuesday night event is confirmed and booked at City Walk, as reported last time.

The Presidents Reception is being planned for the Italian Restaurant, Cala Bella, at Rosen Shingle Creek. Contract Negotiations are underway.

Gift bags will be made available to attendees from inventory of bags on hand at FLOC. The committee is researching portfolios with chargers since we will not need to spend funds on the bags.

Umbrellas, which were discussed before, will not be necessary because Universal City Walk will provide ponchos and/or umbrellas to us if needed.

A photographer and consultant are being lined up to provide a one-stop shop for professional imaging.

Closer to the event, a sign-up genius will be sent out to get volunteers to help with the presidents reception; the Tuesday Night Event and any other Host Committee needs.

### **Recommended Action:**

*Lisa Snead*

Lisa Snead

10/23/2019

Date





# Florida Government Finance Officers Association Conference Program Committee 2019-2020

2019-2020

## *Agenda Item Request*

### CHAIRPERSON

**Nicole Jovanovski, CPA**

Director of Finance

Sarasota County

1660 Ringling Blvd

Sarasota, FL 34236-6808

(941) 861-5184

[njovanov@scgov.net](mailto:njovanov@scgov.net)

### BOARD LIAISON

Rip Colvin

### STAFF LIAISON

Jill Walker

### COMMITTEE MEMBERS

Moises Ariza

Victoria Barnett

Kelly Bennett

Michelle Blackstock

Robert Broline

Yenevin Capote

Zach Chalifour

Yvonne Clayborne

Tanya Copeland

Gregory Cowan

Brett Friedman

Damien Grant

Jeffrey Kern

Jeffrey Larson

Gladymir Ortega

Tanya Quickel

Tracy Ramsey

Rebecca Reynolds-Russell

James Rizzo

Sharhonda Rush

Jonathan Rushnak

Daniela Russell

Natalee Wallace

Brent Wertz

Cassandra Williams

**Meeting Date:** October 23, 2019

**Title of Item:** Conference Program Committee Update

### **Executive Summary, Explanation or Background Information:**

Since the 2019 Conference, the Conference Program Committee has been hard at work developing proposed 2020 program session topics, refining the tentative list of topics and session titles. The Committee will begin to identify speakers and further develop session descriptions once direction is provided by the Board. Below is a listing of the proposed session topics:

### **PRE-CONFERENCE**

#### **Leadership - (4) 100-minute sessions**

1. A People Centric Workplace - In Leadership, Organizational Design and Process Improvement
2. On-Boarding a New Hire (Panel Discussion)
3. Leadership – Interactive session
4. Coaching and mentoring – Interactive session

#### **Investments - (4) 100-minute sessions**

1. Session I: Update on the Economy, Market & Macro Events that Affect Our Investment Opportunity
2. Session II: How to Handle and Manage Your Investments Given Limited Time, Resources, Staff & Experience – Best Practices
3. Session III: How to Manage Your Portfolio from a Total Return Perspective; Changes in Investment Options for Larger Governments
4. Session IV: Investment Stimulation

### **CONFERENCE**

#### **Accounting, Auditing & Financial Reporting**

1. GASB Update – Need to book Dr. Bean
2. GASB Hot Topics – Need to book Mr. Caputo
3. Financial Reporting Complexities in Local Governments



# Florida Government Finance Officers Association Conference Program Committee 2019-2020

## *Agenda Item Request*

4. OPEB Lessons Learned
5. Updated overview of the Uniform Guidance requirements
6. Did you get what you paid for? - Construction Contract Risk and Fiscal Management
7. How do you find out what you don't know? – Enterprise (Entity-wide) Risk Assessment and Internal Audit Plan
8. Audit responses in governmental sector
9. Hot Topics in Disaster Recovery
10. Audit responses to disposition of IT equipment
11. Creating Efficiencies for Internal Audit

### **Budget, Economics, and Financial Planning**

1. Budgeting for Capital Expenditures
2. Economic Development Tools & How to Use Them
3. Budgeting for Small Governments
4. Grant Writing I & II
5. Role of the Budget Committee or Commission
6. Economic Update (maybe a panel approach)
7. Disaster Recovery - How Do You Solve the Hurricane Problem: FEMA Challenges and Issues
8. GASB 87 - Impacts from the new Lease Standard
9. Public Procurement – How to Manage the Acquisition Process
10. Retirement Plans Best Practices (DB, DC, and OPEB Plans)
11. Budget-Busting Pension Assumptions

### **Ethics**

1. Ethics (FICPA)

### **Policy, Leadership, Strategic Planning, and Personnel**

1. Legislative Update
2. Strategic Multigenerational Communication
3. Strategies for Developing Effective/Excellent Presentation Skills
4. Strengthening your people skills
5. Management leadership skills for 1<sup>st</sup> time supervisors
6. Certified Public Manager (CPM) Program
7. Purchasing
8. Public records law
9. Questions your community asks and how to answer them – GFOA guide
10. Six Sigma
11. Talking to Media



**Florida Government Finance Officers Association  
Conference Program Committee  
2019-2020**

***Agenda Item Request***

**Banking, Investments, Risk, Treasury Management, and Debt Management**

1. Portfolio Investment Consideration: (Rethinking Strategies for Bond Market Transition)
2. Important Economic Signals for Fixed-Income Investors
3. Where Are We—Late Cycle or End Cycle
4. Bank Account / Investment Account – Fraud Prevention
5. Debt: Financing Options Used for Public Infrastructure
6. Investment and Management of Bond Proceeds
7. Digital Disbursements and the Metamorphosis of Paper to Electronic Data
8. Managing Collateral for Public Deposits
9. The Future of Consumer Payments, Mobile Payments, Same-Day ACH, EMV Chips, Pins, & Signatures
10. Payment Security and Cyber Fraud
11. Actuarial Risk Management – You’ve Got a Tiger by the Tail
12. How Rating Agencies Factor-In Pension Risks

**Technology**

1. Dark Web Effects on Local Governments
2. System and Organization Control (SOC) Reports and their Usefulness
3. Don't be a victim!
4. Importance of Project Management
5. Shhhh....it's a secret
6. ADA and the way you Communicate
7. Haven't We Seen This Before?
8. ERP Implementation from the Pros

Additional topics, and draft session descriptions are in the attached matrix.

Additionally, below is the proposed schedule for Board consideration.



# Florida Government Finance Officers Association Conference Program Committee 2019-2020

## *Agenda Item Request*

### Proposed **Saturday** Schedule:

| FGFOA 2020 Sessions       |       |       | Sessions | Minutes | Credits |
|---------------------------|-------|-------|----------|---------|---------|
| Saturday - Pre-Conference |       |       |          |         |         |
| Sessions                  | 8:00  | 9:40  | 2        | 100     | 2       |
| Break                     | 9:40  | 10:00 |          |         |         |
| Sessions                  | 10:00 | 11:40 | 2        | 100     | 2       |
| Lunch                     | 11:40 | 1:00  |          |         |         |
| Sessions                  | 1:00  | 2:40  | 2        | 100     | 2       |
| Break                     | 2:40  | 3:00  |          |         |         |
| Sessions                  | 3:00  | 4:40  | 2        | 100     | 2       |

### Proposed **Sunday** Schedule:

| FGFOA 2020 Sessions  |       |       | Sessions | Minutes | Credits |
|----------------------|-------|-------|----------|---------|---------|
| Sunday               |       |       |          |         |         |
| First Time Attendees | 11:00 | 11:45 | 1        | 45      | 0       |
| Sessions             | 1:00  | 2:40  | 2        | 100     | 2       |
| Break                | 2:40  | 3:00  |          |         |         |
| Sessions             | 3:00  | 4:40  | 2        | 100     | 2       |



# Florida Government Finance Officers Association Conference Program Committee 2019-2020

## *Agenda Item Request*

### Proposed **Monday** Schedule:

- Monday Opening General Session will remain from 8:00 a.m. – 9:40 a.m. This allows for 20 minutes of travel time and break before morning 100-minute session.

| FGFOA 2020 Sessions                         |       |       | Sessions | Minutes | Credits |
|---|-------|-------|----------|---------|---------|
| Monday                                      |       |       |          |         |         |
| Opening General Session                     | 8:00  | 9:40  | 1        | NA      | 1       |
| Break                                       | 9:40  | 10:00 |          |         |         |
| Sessions                                    | 10:00 | 11:40 | 4        | 100     | 2       |
| Standing Committee Meetings 11:50-1:00      |       |       |          |         |         |
| Sessions                                    | 1:00  | 1:50  | 4        | 50      | 1       |
| 10-minute travel time<br>(no food or drink) | 1:50  | 2:00  |          |         |         |
| Sessions                                    | 2:00  | 3:15  | 4        | 75      | 1.5     |
| Break                                       | 3:15  | 3:35  |          |         |         |
| Sessions                                    | 3:35  | 4:50  | 4        | 75      | 1.5     |
| Networking 5:00-6:30                        |       |       |          |         |         |



# Florida Government Finance Officers Association Conference Program Committee 2019-2020

## *Agenda Item Request*

### Proposed Tuesday Schedule:

- Tuesday Business Luncheon will be from 11:50 a.m. – 1:10 p.m. (instead of 12:00 p.m. – 2:00 p.m.) and allows an extra break (1:10 p.m. – 2:00 p.m.) after the luncheon before sessions begin. During this time the Past President's meeting can be held.
- This schedule keeps consistent the start time (8:00 a.m.) / end time (4:50 p.m.) both on Monday and Tuesday.

| FGFOA 2020 Sessions          |       |       | Sessions | Minutes | Credits |
|------------------------------|-------|-------|----------|---------|---------|
| Tuesday                      |       |       |          |         |         |
| Sessions                     | 8:00  | 9:40  | 4        | 100     | 2       |
| Break                        | 9:40  | 10:00 |          |         |         |
| Sessions                     | 10:00 | 11:40 | 4        | 100     | 2       |
| Business Luncheon 11:50-1:10 |       |       |          |         |         |
| (Past President's meeting)   | 1:15  | 1:55  | 1        | 40      | 0       |
| Sessions                     | 2:00  | 2:50  | 4        | 50      | 1       |
| Break                        | 2:50  | 3:10  |          |         |         |
| Sessions                     | 3:10  | 4:50  | 4        | 100     | 2       |

### Final Wednesday Schedule:

| FGFOA 2020 Sessions |       |       | Sessions | Minutes | Credits |
|---------------------|-------|-------|----------|---------|---------|
| Wednesday           |       |       |          |         |         |
| Ethics              | 8:00  | 11:40 | 1        | 200     | 4       |
| Sessions            | 8:00  | 9:40  | 3        | 100     | 2       |
| Break               | 9:40  | 10:00 |          |         |         |
| Sessions            | 10:00 | 11:40 | 3        | 100     | 2       |

### **Recommended Action:**

Consider proposed session topics and schedule timing to provide direction.

Nicole Jovanovski \_\_\_\_\_ 10/08/2019

Nicole Jovanovski

Date

## 2020 FGFOA Conference Program - Proposed Topics and Draft Session Descriptions

| PROPOSED SESSION TOPIC                                      |  | DRAFT SESSION DESCRIPTION  |
|---|--|--|
| <b>Leadership - Preconference - (4) 100-minute sessions</b> |  |  |
| 1   | A People Centric Workplace - In Leadership, Organizational Design and Process Improvement                          |  |
| 2   | On-Boarding a New Hire (Panel Discussion)  | As the need to hire or recruit the next generation of finance officers is filled, what are the next steps? What can be done to create an efficient on-boarding process? How to on-board your new finance staff and ensure they become effective components of the finance staff. How to create and maintain a culture that encourages shared mission and goals between the organization and its staff. |
| 3   | Leadership   | Leadership – how to be an effective leader through understanding you and the rest of your teams “True Colors” – this session can be done in 50 minutes or for a more interactive session can be 100 minutes.   |
| 4   | Coaching and mentoring   | Coaching and Mentoring – what is the difference between the two and how can you be the most effective at both this session can be done in 50 minutes or for more role playing can be 100 minutes.  |
| <b>Investments - Preconference- (4) 100-minute sessions</b> |  |  |
| 1   | Update on the Economy, Market & Macro Events that Affect Our Investment Opportunity                                |  |
| 2   | How to Handle and Manage Your Investments Given Limited Time, Resources, Staff & Experience – Best Practices       |  |
| 3   | How to Manage Your Portfolio from a Total Return Perspective; Changes in Investment Options for Larger Governments |  |
| 4   | Investment Stimulation   |  |

| PROPOSED SESSION TOPIC                                |  | DRAFT SESSION DESCRIPTION   |
|---|--|---|
| <b>Conference</b>                                     |  |   |
| <b>Accounting, Auditing &amp; Financial Reporting</b> |  |   |
| 1   | <b>GASB Update – Need to book Dr. Bean</b>   | This session will include the latest news from the Governmental Accounting Standard Board (GASB) and provide answers to address public confusion about current pronouncements.  |
| 2   | <b>GASB Hot Topics – Need to book Mr. Caputo</b>   | This session will include a general update on future pronouncements and proposals affecting state and local government.   |
| 3   | <b>Financial Reporting Complexities in Local Governments</b>   | 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.   |
| 4   | <b>OPEB Lessons Learned</b>  | Now that we have two years of GASB 75 OPEB implementation under our belts, an actuary, auditor and preparer will discuss various nuances, surprises and lessons learned for future compliance. These topics may touch on treatment of OPEB trusts, key actuarial assumptions and data, materiality, breakouts by component units, funds and departments, the alternative measurement method and others. |
| 5   | <b>Updated overview of the Uniform Guidance requirements</b>   | Discusses current developments in grants management, as tailored for typical issues faced by nonprofit federal award recipients.  |
| 6   | <b>Did you get what you paid for? - Construction Contract Risk and Fiscal Management</b>                           | The session will focus on the most common fraud risks and red flags and cover the essential fiscal management and audit tools to help mitigate the risk of fraud, waste and abuse in the contract management of construction projects. This session will utilize real life examples on how to help protect your entity in these risky areas.  |
| 7   | <b>How do you find out what you don't know? – Enterprise (Entity-wide) Risk Assessment and Internal Audit Plan</b> | This session will focus on the framework and key steps for performing an Enterprise (Entity-Wide) Risk Assessment in order to develop a risk-based Internal Audit Plan.   |
| 8   | <b>Audit responses in governmental sector</b>  | Review guidelines to write a corrective action plan and how to response before the anticipated issuance date of the audited financial statements. What type of recommendations a department should include to the auditor?  |
| 9   | <b>Hot topics in Disaster Recovery</b>   | Discusses current commonalities in disaster recovery plan successes, failures, and how to build a better plan.  |
| 10  | <b>Audit responses to disposition of IT equipment</b>  | Review IAS 16-Property, Plant and Equipment - Discussion of control weaknesses and audit procedures to respond to auditors.   |
| 11  | <b>Creating Efficiencies for Internal Audit</b>  | Obtain insights and best practices on how to be efficient with internal audit activities, when to leverage, outsource resources.  |
|   | <b>Alternatives:</b>   |   |
|   | <b>Intro Governmental Accounting</b>   |   |
|   | <b>Common Reporting Deficiencies</b>   |   |



| PROPOSED SESSION TOPIC                    |  | DRAFT SESSION DESCRIPTION  |
|---|--|--|
| Budget, Economics, and Financial Planning |  |  |
| 1   | Budgeting for Capital Expenditures   | Budgeting for Capital Expenditures - how capital expenditures link to the strategic plan to attain Future Goals. Discussion includes incorporating debt, uncertainties, ROI and fiscal policies into the program.  |
| 2   | Economic Development Tools & How to use them   | Economic Development defined. Tools needed and how to deploy them – For example, adding an additional tax, removing a tax, redirecting a tax, and partnering with other entities   |
| 3   | Budgeting for Small Governments  | Great techniques for new budget staff, those with limited or no budget staff (finance staff wearing all the hats), and smaller governments   |
| 4   | Grant Writing I & II   | Info from the Government Agency grants staff and the engineer and consultants who help write the grant   |
| 5   | Role of the Budget Committee or Commission   | Discussion of a budget commission.   |
| 6   | Economic Update (maybe a panel approach)   | Focus is investment related to include the impact and decision for large to medium to small governments  |
| 7   | Disaster Recovery - How do You Solve the Hurricane Problem: FEMA Challenges and Issues | Build your culture of preparedness - have pre-positioned contracts with enforcement mechanisms, "rainy day" or disaster relief funds, and understand federal procurement standards.  |
| 8   | GASB 87 - Impacts from the new Lease Standard  | Implementation period, all leases are "capital leases", and recognition of assets and liabilities for all leases.  |
| 9   | Public Procurement – How to Manage the Acquisition Process                             | Information on the various steps necessary to properly purchase goods and services in the public sector, and how to avoid certain pitfalls and issues  |
| 10  | Retirement Plans Best Practices (DB, DC and OPEB Plans)                                | The industry has evolved significantly during the past decade, and service providers have improved their technology platforms. This session will discuss industry trends, best practices, and how plan sponsors can take advantage of possible enhancements for their DB, DC and OPEB plans. Key discussions will include but not limited to: retirement income replacement, default investment option, Roth 457(b), data aggregation, VEBA trusts, and service guarantee.   |
| 11  | Budget-Busting Pension Assumptions   | Short-term budgets and longer-term budget forecasts are significantly affected by pension assumptions, especially the investment return assumption. We know there is no free lunch and someone has to pay the tab. What happens if the return assumption is not met? What is the difference between affordability and sustainability in pension funding. How can we make realistic assumptions, while still balancing our budgets? These and other questions will be addressed with interactive actuarial modelling for budget planning. |

| PROPOSED SESSION TOPIC                                |   | DRAFT SESSION DESCRIPTION  |
|---|---|--|
| Policy, Leadership, Strategic Planning, and Personnel |   |  |
| 1   | Legislative Update  | This session will review the 2020 legislative session, review the bills that passed and failed, and discuss their implications for local governments.  |
| 2   | 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. |
| 3   | 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  |
| 4   | Strengthening your people skills  | This session is still a work in progress, but possible session topics could include:<br>Tips to influence others to your way of thinking, How to build rapport with new people, Techniques to handle difficult people more effectively with less stress, How to deal confidently with conflict, confrontation and disagreements, To pinpoint and eliminate habits and tendencies that hold you back, Diplomacy tactics to handle every tough situation by knowing exactly what to say and when   |
| 5   | Management leadership skills for 1st time supervisors   | Managing people is a great responsibility. When you first become a manager it is normal to feel proud about yourself and the accomplishments that got you there. However, over time and with experience, however, you will find that your pride is about your employee's success instead of your own; great managers take on the success of their employees as their own. This session outlines a look into management tips to help you understand what success in management means early on in your career, so that you know what to expect from your new responsibilities, as well as what to do in your new role as manager or supervisor.                |
| 6   | Certified Public Manager (CPM) Program  | Overview of Florida State University's Certified Public Manager Program  |
| 7   | Purchasing  | How to develop a sound purchasing policy and how to get your managers/administrators to follow it  |
| 8   | Public records law  | Overview of Florida's Public Records Act, Chapter 119, Florida Statutes.   |
| 9   | Questions your community asks and how to answer them – GFOA guide   |  |
| 10  | Six Sigma   | Overview of Six Sigma process improvement methodology  |
| 11  | Talking to Media  |  |
|   | Alternatives:   |  |
|   | How to be a government influencer when you are not a manager  |  |
|   | Identity Theft – How to develop a Protecting Personal Information Policy to ensure identify theft is prevented            |  |
|   | Emergency Preparedness  |  |
|   | Human Resources   |  |
|   | Understanding Motions, Resolutions, Ordinances and Robert Rules of Order  |  |
|   | IRS Rules – A Review of the Fringe Benefit Rules – What is taxed and what is not  |  |
|   | How to transition or plan to deal with the generation that uses mobile devices – changes needed to embrace that workforce |  |
|   | Presentation skills for presenting to your Board – may be similar to leadership class                                     |  |
|   | FEMA – Tech   |  |
|   | Presentation on Defined Benefit, 401(a), and 457(b) plans for government employers  |  |

| PROPOSED SESSION TOPIC  |   | DRAFT SESSION DESCRIPTION  |
|---|---|--|
| <b>Banking, Investments, Risk, Treasury Management, and Debt Management</b> |   |  |
| 1   | <b>Portfolio Investment Consideration: (Rethinking Strategies for Bond Market Transition)</b>           | The nature of interest rate transitions and why they can take a long time. Transitioning from economies driven by central banks to economies driven by politicians (United States, United Kingdom, Europe, and China) and where fiscal stimulus dominates. The Impact of privatizing Fannie Mae & Freddie Mac on GSE market & investors. The importance of mitigating risks and diversifying by credits, issuers, and security types.  |
| 2   | <b>Important Economic Signals for Fixed-Income Investors</b>  | Term premia is the most important economic signal and its measurement for fixed income investors. The impact of inflation and inflation volatility on term premia. The market and political ramifications of a low term premium.   |
| 3   | <b>Where Are We—Late Cycle or End Cycle</b>   | Problems for the major central banks: Low inflation, rising probabilities of recession, and the ineffectiveness of monetary policy. Seeking opportunities for diversification through US Debt, Credit, currencies, and non-US dollar debt. Finding pockets of value and watching for increasing downside risks from geopolitical risks, excess leverage, illiquidity, and unprecedented negative interest rates in developed markets.  |
| 4   | <b>Bank Account / Investment Account – Fraud Prevention</b>   | Advances in technology have reduced the effectiveness of traditional fraud prevention techniques and have even enabled new forms of fraud. The Uniform Commercial Code (UCC) regulates and defines the responsibilities of counterparties in business and banking transactions. The UCC states that, in certain situations, liability and monetary loss in a fraudulent transaction is split between the counterparties in a transaction based on each party's due diligence and negligence. Consequently, to reduce liability in the event of a fraudulent transaction, it is important to have proper controls in place. |
| 5   | <b>Debt: Financing Options Used for Public Infrastructure</b>   | The fundamentals of tax-exempt bonds & financial tools available to state and local government and related entities; the role tax exempt bonds play in infrastructure financings & as an investment product. Update on any regulatory or Congressional actions related to this market.   |
| 6   | <b>Investment and Management of Bond Proceeds</b>   | Additional considerations that are likely to apply to bond proceeds. This session will focus on coordination of investments with investment policy, the importance of cash flow analysis, establishment of multiple accounts (Construction, Cap Interest, Sinking Fund, Escrow Fund, Debt service reserve fund) and different types of investments & time horizons associated with these accounts. The municipal advisor rule and impact on broker dealer advice as well as the investment management on bond proceeds and tax consequences such as arbitrage and rebate and use of bond proceeds.                         |
| 7   | <b>Digital Disbursements and the Metamorphosis of Paper to Electronic Data</b>                          | Electronic banking and investment platforms from dashboards to straight-through processing reconciliation and electronic receipts.   |
| 8   | <b>Managing Collateral for Public Deposits</b>  | Pools, stand-alone pledging, acceptable collateral, credit standards   |
| 9   | <b>The Future of Consumer Payments, Mobile Payments, Same-Day ACH, EMV Chips, Pins &amp; Signatures</b> | Should municipalities embrace these and when?  |
| 10  | <b>Payments Security and Cyber Fraud</b>  | Challenges in the new electronic work; account takeovers, data breaches, tax refund  |
| 11  | <b>Actuarial Risk Management – You've Got a Tiger by the Tail</b>                                       | Most discussions about risk at pension board meetings revolve around portfolio risks and volatility: beta, standard deviation, Sharpe Ratio and maybe even Sortino Ratios. But the down-stream implications of portfolio risk are more important to the employers and taxpayers who bear the risks. Consider the effects of portfolio risk on the employer contribution rate, the unfunded liability or balance sheet liability, and the funded ratio.   |
| 12  | <b>How Rating Agencies Factor-In Pension Risks</b>  | Comment: Pension risks don't need to be the entire topic of a session on ratings. However, Jim has a pension actuary / credit analyst who is interested. Maybe he could be the S&P representative on the stage, along with someone from Moody's, and a Florida govt finance/treasury person.   |

| PROPOSED SESSION TOPIC   |  | DRAFT SESSION DESCRIPTION   |
|--|--|---|
| Banking, Investments, Risk, Treasury Management, and Debt Management, continued... |  |   |
|  | Alternatives:  |   |
|  | Evaluate/Manage Bank Relationship  | Topic presented last summer with Sarasota County. Shift focus to the needs of smaller municipalities vs. the larger ones. |
|  | Investment and Economic Perspectives from a Personal Level (Investment Credit Members)                           | How to Evaluate, Manage and Leverage Your Banking Relationships   |
|  | Come Hear How to Prepare for a Rating Agency/Bond Insurer Presentation or Annual Surveillance Call               | Comment: Panel made up of FA, Rating Agency, and Bond Insurer   |
|  | How to Manage Your Investments in the Current Interest Rate Environment, What is the Fed's Next Move?            |   |
|  | Establishing an Investment Approach, Team and Building Trust Through Fiduciary Relationships                     |   |
|  | How to Evaluate Bank Funding Versus Bonding Options  |   |
|  | How to Finance Growth and Leverage Private and Public Sector Relationships, Skills and Resources on Key Projects |   |

| PROPOSED SESSION TOPIC |  | DRAFT SESSION DESCRIPTION  |
|------------------------|--|--|
| <b>Technology</b>      |  |  |
| 1                      | <b>Dark Web Effects on Local Governments</b> | This session will provide an overview of the “Dark Web” as well as the threat actor groups operating on open and closed sources. We will take a deep dive into some case studies on how data is stolen, and then provide some tactical tips for how local governments/individuals can protect their entities/themselves. |
| 2                      | <b>SOC Reports and their Usefulness</b>      | SOC reports help build trust and confidence in the services provided by service organizations. We will discuss the various types of SOC reports, their purpose, and their implication on a user’s internal controls.   |
| 3                      | <b>Don't be a victim!</b>                    | Stop the spread and learn how governments and agencies are being affected by ransomware and what can be done to prevent email phishing, hacks, and viruses.  |
| 4                      | <b>Importance of Project Management</b>      | As projects become more and more intensive, how are you and your team handling the transition? Learn best practices for finishing your projects and implementations on time and successfully.  |
| 5                      | <b>Shhhh.....it's a secret</b>               | Privacy laws govern how we communicate with each other and the public. Learn how to be compliant and still provide information as needed on a daily basis.   |
| 6                      | <b>ADA and the way you Communicate</b>       | With a wave of lawsuits targeted to external communications, learn how local governments and agencies are protecting themselves, their data, and are remaining compliant with the Americans with Disabilities Act.   |
| 7                      | <b>Haven't we Seen This Before?</b>          | With so many systems options available, it's easy to be lured into purchasing yet another. Find out the best ways to utilize the systems in place, use everything to the fullest potential, and eliminate system redundancies.   |
| 8                      | <b>ERP Implementation from the Pros</b>      | Implementing a new ERP is a tremendous challenge. Learn about the potential pitfalls and successes to streamline the rollout of your ERP.  |
| <b>Alternative:</b>    |  |  |
|                        | <b>Tech Talk Panel</b>                       | Panel discussion of the latest technologies and systems being used (and LOVED!) by municipalities for employee communication, resident communication, customer service functions, utility billing, parks & rec booking, special events, etc.   |



# Florida Government Finance Officers Association Education & Webinar Committee 2019-2020

2019-2020

## *Agenda Item Request*

### CHAIRPERSON

**Rebecca Schnirman**

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### SUB-COMMITTEE CHAIR

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Shara Elario  
Anthony Ettore  
David Flatt  
Susan Gooding-Liburd  
David Jang  
Tom Jefferson  
Debra Martin  
Natasha Nicholson  
Everlyne Ololo  
Anna Otiniano  
Richard Pengelly  
Sharhonda Rush  
Andrea Simon  
Barry Skinner

**Meeting Date:** October 23, 2019

**Title of Item:** Update; Approval of Proposed Radford Pricing Strategy

### **Executive Summary, Explanation or Background Information:**

The Education & Webinar Committee Topic Schedule is below:

| <b>Webinar Topic</b>   | <b>CPE</b> | <b>Webinar Date</b> | <b>Attendees</b> |
|--|------------|---------------------|------------------|
| XBRL (HB 1073)   | TB         | 09/19/19            | 384              |
| 457(b) Deferred Compensation Plans - Fiduciary Responsibility          | TB         | 10/17/19            |                  |
| ADA Compliance/Accessibility of Documents on Local Government Websites | TB         | 11/21/19            |                  |
| Preparing for an ERP Implementation                                    | TB         | 12/19/19            |                  |
| Best Practices for Internal Control in an IT Environment               | AA         | 01/16/20            |                  |
| Strategies for Managing Health Care Costs                              | TB         | 02/20/20            |                  |
| Process of Valuing Property (TRIM)                                     | TB         | 03/19/20            |                  |
| Legislative Update   | TB         | 04/16/20            |                  |
| Budget Preparation and Communicating Budget to Elected Officials       | TB         | 05/21/20            |                  |
| Florida Public Records and the Sunshine Law                            | TB         | 06/18/20            |                  |
| Disaster Recovery/Having a Continuity of Operations Plan               | TB         | 07/16/20            |                  |
| GASB 84 - Fiduciary Activities   | AA         | 08/20/20            |                  |



# Florida Government Finance Officers Association Education & Webinar Committee 2019-2020

2019-2020

## *Agenda Item Request*

### CHAIRPERSON

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Tom Jefferson

Debra Martin

Natasha Nicholson

Everlyne Ololo

Anna Otiniano

Richard Pengelly

Sharhonda Rush

Andrea Simon

Barry Skinner

### E-Learning Sub-Committee Report:

#### **1. Should Radford e-Learning Courses be Offered Prior to NASBA Certification?**

- a. The E-Learning Sub-Committee unanimously agrees that the FGFOA should wait until NASBA certification is in place before offering any e-Learning courses.
- b. If the FGFOA Board chooses to offer Radford courses immediately, we suggest noting in the course offering that attendees are not receiving continuing education units at this time.

#### **2. What charges should the FGFOA extend to members who sign up for Radford e-Learning classes?**

- a. The E-Learning Sub-Committee suggests a fee of \$20 per credit hour.
- b. This fee should also be charged for classes which do not ultimately result in CPE. (e.g. Introduction to Governmental Accounting)

### **Recommended Action:**

Option 1: Do not offer Radford courses to FGFOA members until the courses have been NASBA certified. Once certified, charge \$20 per credit hour for all courses (even those that are not CPE eligible).

Option 2: Offer Radford courses now with a notice to members that FGFOA is working with Radford to certify the courses, but that this time CPE credits are not available. Charge members same rate as FGFOA @ \$75 per course.

Option 3: Offer Radford courses now with a notice to members that FGFOA is working with Radford to certify the courses, but that this time CPE credits are not available. Charge members \$20 per credit hour.

Rebecca Schnirman

**Rebecca Schnirman**

09/30/19

**Date**



**Florida Government Finance Officers Association  
Legislative Committee  
2019-2020**

**2019-2020**

**CHAIRPERSON**

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Special Projects Manager

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Linda Davidson

Veronica Ettel

Christine Huston

Emil Lopez

Ted Sauerbeck

Brittaney Sottile-Roe

Darrel Thomas

Helene Zackrison

***Agenda Item Request***

**Meeting Date:** 10/23/2019

**Title of Item:** Legislative Committee Update

**Executive Summary, Explanation or Background Information:**

The legislative session is set to start on January 14<sup>th</sup>, 2020. As of October 10, 2019 there are 241 Senate Bills and 272 House Bills already submitted for the upcoming session. Bill topics include Claim Bills and Specialty License Plates.

The committee will have it first meeting in early December to review the bill process. We will meet at least twice a month once the legislative session starts in January.

**Recommended Action:** N/A

Stephen Timberlake  
**Stephen Timberlake**

10/10/2019  
**Date**





**Florida Government Finance Officers Association  
Member & Leadership Development Committee  
2019-2020**

**2019-2020**

***Agenda Item Request***

**CHAIRPERSON**

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Judy Fleurimond  
Michael Gauci  
Carlisha Jenkins  
Marcia Mack  
Yana Matiyuk  
Cecilia McCorkell  
Carmen Mosley  
Katie Roundtree  
Sharhonda Rush  
Daniel Sarkissian  
Michelle Tipp  
Ann Wynter

**Meeting Date:** October 23, 2019

**Title of Item:** Coaching Program

**Executive Summary, Explanation or Background Information:**

The subcommittee is working on finalizing questions and should have applications released prior to FGFOA School of Government Finance.

*Olga Rabel*

**Olga Rabel**

10/11/2019

**Date**



**Florida Government Finance Officers Association  
Member & Leadership Development Committee  
2019-2020**

**2019-2020**

***Agenda Item Request***

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Carlisha Jenkins  
Marcia Mack  
Yana Matiyuk  
Cecilia McCorkell  
Carmen Mosley  
Katie Roundtree  
Sharhonda Rush  
Daniel Sarkissian  
Michelle Tipp  
Ann Wynter

**Meeting Date:** October 23, 2019

**Title of Item:** FGFOA Leadership Class of 2020 Program

**Executive Summary, Explanation or Background Information:**

The subcommittee is reviewing the Leadership FGFOA digital applications and ranking form to ensure that the reviews process will go better this year. The goal is to let FGFOA staff to release the applications during the week of the FGFOA School of Government Finance or right after the School.

*Olga Rabel*

**Olga Rabel**

10/11/2019

**Date**

## **Leadership Class V – March 29 – April 3, 2020**

|                  |   |
|------------------|---|
| October 23, 2019 | Send e-bulletin with Cognito digital application link |
| January 31, 2020 | Application Deadline                                  |
| February 7, 2020 | Class Roster is announced via e-bulletin              |
| March 29, 2020   | Leadership Class Begins                               |
| April 3, 2020    | FGFOA Board Meeting                                   |



# Florida Government Finance Officers Association Technical Resources Committee 2019-2020

2019-2020

## *Agenda Item Request*

### CHAIRPERSON

**Linda Benoit, CPA**

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Kathleen Campbell  
Yvonne Clayborne  
Jordan Cupps  
Michael Florio  
Susan Friend  
Ajay Gajjar  
James Halleran  
Wayne Hart  
Derek Noonan  
James Rizzo  
Wade Sansbury  
Terrence Vecchio  
Joseph Welch  
Mark White

**Meeting Date:** October 23, 2019

**Title of Item:** Technical Resources Committee Report

### **Executive Summary, Explanation or Background Information:**

The Technical Resources committee completed 3 responses to GASB exposure drafts: Omnibus 20XX, Internal Revenue Code Section 457 Deferred Compensation Plans That Meet the Definition of a Pension Plan and Supersession of GASB Statement 32, and Public-Private and Public-Public Partnerships and Availability Payment Arrangements.

The committee is currently working on a response to the latest GASB exposure draft, Replacement of Interbank Offered Rates, due on November 27, 2019.

**Recommended Action: None**

**Linda Benoit**

October 7, 2019  
**Date**

[illegible]

**NEXT MEETING:**

Friday, February 7, 2020 Florida League of Cities Office – Third Floor

Conference Room, 125 East Colonial Avenue, Orlando



# 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