

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**April 5, 2019**

The meeting of the FGFOA Board of Directors took place on April 5, 2019 at the Embassy Suites Downtown in Orlando, FL.

**IN ATTENDANCE:**

**OFFICERS AND BOARD MEMBERS**

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

Secretary – Treasurer, Jamie Roberson, Finance Director, Apopka

Director, Rip Colvin, Executive Director, Justice Administrative Commission

Director, Frank DiPaolo, Finance Director, Lighthouse Point

Director, Nicole Gasparri, Organizational Program Manager, Boca Raton

Director, John McKinney, Assistant City Manager, City of Holly Hill

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

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

Director, William Spinelli, Controller, Orlando

Director, Kelly Strickland, Director of Financial Administration, Sarasota

**COMMITTEE CHAIRS**

Linda Davidson, Legislative

Olga Rabel, Member & Leadership Development

**CHAPTER PRESIDENTS**

**STAFF**

Paul Shamoun, Florida League of Cities

Jill Walker, Florida League of Cities

**CALL TO ORDER**

There being a quorum, President – Elect Burke called the April 5, 2019 meeting of the FGFOA Board of Directors to order at 9:30 a.m.

**LEADERSHIP CLASS IV**

Mr. Shamoun noted feedback from the Leadership Class IV attendees where many recommended the Thursday content be moved to Monday. The Monday through Wednesday speakers are very interactive with high energy. The attendees felt it would be more natural to build the week in this way. The class voted Ms. Lorrie Simmons, City of Sarasota, as their class president. The FGFOA Board subsidizing the cost of this event was reported to be the main reason so many people could apply and attend the event. Continuing to subsidize the program would be critical to the success of this event moving forward. The cities see the current price as a value. The Board sees this as a great return on their investment. The focus of the Leadership event is to build future leaders; promoting this event increases the viability of FGFOA for future years. It was recommended by Mrs. Davidson that the committee be made aware of anyone who has previously applied for the program but was denied. This would be taken into consideration when choosing the roster for an upcoming class. Ms. Gasparri recommended a letter go to anyone denied acceptance into the program indicating areas they could work on prior to the

next class which might increase their chances of being accepted into the program. The future of the Leadership program will be discussed at Strategic Planning.

### **STRATEGIC PLANNING**

Strategic Planning will be held at the Florida League of Cities offices in Orlando on May 30 – 31, 2019. Mr. Shamoun mentioned the hotel and expenses related to Strategic planning were not covered by the Board of Trustees budget that was approved earlier this year. Mr. Burke asked if the budget for strategic planning would cover the cost of the hotels and meals, given that we were using the FLC offices. Mr. Shamoun responded the total budget for Strategic Planning was \$3,500 and typically, the hotel cost for the group is about \$2,200. Consensus of the Board is to cover the hotel cost for Strategic Planning. Mr. Burke noted the committee chairs are invited and expected to attend. Staff are directed to send a calendar invite for Strategic Planning.

### **CONSIDERATION OF MINUTES**

The February 22, 2019 minutes were reviewed. Mr. DiPaolo recommended a numerical edit.

**Ms. Gasparri moved, seconded by Mr. DiPaolo, to approve the February 22, 2019 minutes with edits. Motion passed unanimously.**

### **PRESIDENT-ELECT REPORT**

#### **Chapter Presidents Call**

Mr. Burke informed the Board that he held the most recent Chapter Presidents call on Friday, March 8, 2019. Mr. Gomez and Ms. Gasparri noted the format of these calls is excellent for interaction and exchange of information. Mr. Burke noted FGFOA staff sent speaker contact information from last year's FGFOA Annual Conference to the Chapter Presidents as a reference for setting up their local chapter events. Mr. Shamoun noted these calls are a good way to disseminate information from the Board meetings to the Chapter Presidents and then down to their members. Mrs. Roberson inquired if there will be an orientation call for the 2019 incoming Chapter Presidents. Mr. Burke confirmed it will be on their first call of the new year.

### **APPROVAL OF 2019-2020 COMMITTEE CHAIRS**

Mr. Burke noted his process for choosing the 2019–2020 Committee Chairs began by asking the current chairs if they would like to continue serving. If they did not, then he asked for a recommendation. No one who wanted to serve was rejected; there's a mix of 50/50 new and old chairs. Mrs. Roberson noted Ms. Rabel is running for the Board which may be a conflict. Mr. Burke said he would replace her if she won a seat on the Board.

**Mrs. Roberson moved, seconded by Mr. Colvin, to approve the 2019-2020 Committee Chairs as listed. Motion passed unanimously.**

### **CONFERENCE PROGRAM COMMITTEE POLICIES AND PROCEDURES MANUAL**

Mr. Colvin asked that this item be taken out of order as he was dealing with a work issue and would need to leave the room soon. Mr. Colvin presented the Annual Conference Program Committee Policies and Procedures Manual and noted that it is up to date for this year. It is ready for the next committee to review and add their touch. If needed, he recommends adoption by the Board.

**Mr. Gomez, moved, seconded by Mrs. Strickland, to approve the Conference Program Policies and Procedures Manual as presented. Motion passed unanimously.**

## **EXECUTIVE DIRECTOR REPORT**

### **CGFO Exam Rewrite**

Mr. Shamoun presented a contract extension for review and approval of the CGFO exam rewrite by the Board. The University of Georgia Research Foundation, Inc. will be able to complete the CGFO exam rewrite by July 31, 2019. Mr. Shamoun was asked about progress with the E-Learning program thru Radford University. Mr. Shamoun clarified that training will not be instantaneous; there may be a 1 to 2-day delay from the date of payment until a member can take their course. Our potential volume of webinar requests may be as much as 300 in the first week, whereas right now Radford University is processing 20 per month. This is an issue to be discussed at Strategic Planning.

Mr. Burke asked for clarification as to whether time employed as a CPA for the Auditor General could qualify towards years of experience towards the CGFO certification program. Ms. Gasparri recommends there be a specific note added allowing this time to qualify only if their time working as an auditor was spent directly reviewing documents specific to Florida governments (not another state).

**Mr. DiPaolo moved, seconded by Mr. McKinney, to approve the extension of the contract with the University of Georgia Research Foundation, Inc. through July 31, 2019. Motion passed unanimously.**

**Further, Mrs. Ramsey-Chessman moved, seconded by Ms. Gasparri, requesting the Certification Committee reconsider who can sit for the CGFO exam based on their Florida government auditing experience. Motion passed unanimously.**

### **Code of Ethics Update**

Mr. Shamoun presented a rule of procedure for enforcement of ethics violations for review and approval by the Board. The draft covers Board responsibilities, procedures for investigation and possible sanctions. Ms. Gasparri recommended language be added where communication of an incident should not come from someone directly related to the company (of the person involved in the incident). There was discussion as to how and when the committee to review an ethics violation should be formed, as well as who is on the committee. Mr. Burke recommended a committee be formed at random prior to an event and should include 5 Past Presidents that are still active with FGFOA. Mr. Burke further recommended the wording "problem notifying media" should be removed from the document. Mrs. Davidson recommends the Past Presidents review the policy and procedure prior to adoption. Mr. Burke established a Task Force to establish this policy with Mrs. Davidson as the Chair. The policy will consider the following items: membership revocation, attendance at future FGFOA events, employer notification, and whether the local Chapters should be informed. This new policy creation will be a topic of discussion at Strategic Planning.

**Further, Mr. McKinney moved, seconded by Mr. Gomez, making Mrs. Davidson the task force chair which will include 5 Past President. This Task Force will review the Policy and Procedure which will be brought directly to the Board for review. Motion passed unanimously.**

### **2019 SOGF Cancellation Insurance**

Mr. Shamoun presented the 2019 SOGF Cancellation Insurance and noted there was no reason not to approve payment for this insurance as in the past, the Board has elected to carry the Full Terrorism coverage.

**Mr. DiPaolo moved, seconded by Mrs. Ramsey-Chessman to approve the quote for the 2019 SOGF Cancellation Insurance quote with Full Terrorism coverage. Motion passed unanimously.**

**Education and Webinar Committee Report**

Mr. DiPaolo presented the Education and Webinar Committee report. He indicated there were many obstacles in scheduling and receiving materials for webinars this year, of which FGFOA staff was able to overcome. All future webinar dates are set, speakers have been chosen and materials have been received. Mrs. Davidson recommended the Legislative webinar review be moved to June instead of July so that pertinent legislation changes can be presented in a timely manner. This will give local governments pertinent information that could affect them. The committee will work on creating a process to facilitate staff and the committee making this process run more smoothly. It is the will of the Board that Mr. DiPaolo and Ms. Ferris, Education and Webinar Chair, work with Amber Hughes, Senior Legislative Advocate for the Florida League of Cities, to bring the legislative report to the Board prior to June 30<sup>th</sup>.

Two Board members previously left the room. Once they returned, **Mrs. Ramsey-Chessman moved, seconded by Mrs. Roberson, to approve revoking the membership via written correspondence to the person who was not behaving appropriately at SOGF due to an ethics violation, stating that his FGFOA membership is revoked and he is not able to attend future FGFOA events. Motion passed unanimously.**

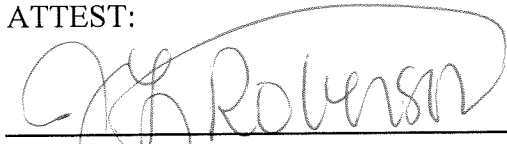
**Technical Resource Committee Report**

Mr. Gomez presented the Technical Resource Committee report indicating the committee has been busy drafting responses to GASB and working on a draft of the new Grants chapter for the basic government resources manual. It will be ready for review in the next 2 months.

**NEXT MEETING**

The next meeting of the Board of Directors will be Friday, May 10, 2019 by conference call.

ATTEST:

  
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Jamie Roberson, Secretary/Treasurer