

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
February 22, 2019

The meeting of the FGFOA Board of Directors took place on February 22, 2019 at the Florida League of Cities offices in Orlando, FL.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President, Kent Olson, Deputy Treasurer/Clerk, Tallahassee
Director, Rip Colvin, Executive Director, Justice Administrative Commission
Director, Frank DiPaolo, Finance Director, Lighthouse Point
Director, Nicole Gasparri, Organizational Program Manager, Boca Raton
Director, Mike Gomez, Audit Manager, Florida Auditor General - Tallahassee
Director, Jonathan C. McKinney, Assistant City Manager, Holly Hill
Director, William Spinelli, Controller, Orlando
Director, Kelly Strickland, Director of Financial Administration, Sarasota

COMMITTEE CHAIRS

Lorrie Simmons, Certification
Bryan Cahen, Conference Program
Olga Rabel, Member & Leadership
Sharon Almeida, 2019 SOGF
Linda Benoit, Technical Resources

CHAPTER PRESIDENTS

STAFF

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

CALL TO ORDER

There being a quorum, President Olson called the February 22, 2019 meeting of the FGFOA Board of Directors to order at 8:30 a.m.

CONSIDERATION OF MINUTES

The November 16, 2018 minutes were reviewed. Mr. Olson recommended creating a standard format to clarify roles such as director on the FGFOA Board. Mr. Colvin noted his company is the Justice Administrative Commission (not Administration). Mr. Colvin also noted a sentence needed to be removed as it served no purpose in the Subsidizing Programs: Mr. McKinney was not present for this meeting.

Mr. Colvin moved, seconded by Mr. Gomez, to approve the November 16, 2018 minutes with edits. Motion passed unanimously.

The December 4, 2018 minutes were reviewed. Mr. Olson recommended editing these minutes with the same standard format to clarify roles such as director on the FGFOA Board and updating Mr. Colvin's company as the Justice Administrative Commission (not Administration).

Ms. Gasparri moved, seconded by Mr. Colvin, to approve the December 4, 2018 minutes with edits. Motion passed unanimously.

PRESIDENT'S REPORT

Appointment to the Lifetime Achievement Award Committee

Mr. Olson appointed the following people to the Lifetime Achievement Award Committee: Ken Burke, Clerk of the Circuit Court/Comptroller, Pinellas County, Chair; Frank DiPaolo, Director of Finance, City of Lighthouse Point; Mickey Miller, Retired, CFO, City of Orlando and City of Jacksonville; Tom Klinker, Interim Finance Director, City of Mount Dora; Melissa Burns, Director of Finance, City of St. Augustine Beach

Revisions to Net Assets Policy

Mr. Olson presented recommended revisions to the Net Assets Policy. After much discussion regarding the maximum average operating expenses and whether or not it would be a recommendation or a requirement.

Mr. DiPaolo moved, seconded by Mr. McKinney, to approve a draft proposal to clarify the language to present a new version, designed by Mr. McKinney, at the April 5, 2019 Board Meeting. Motion passed unanimously.

Bylaws Amendment

Mr. Olson presented the Bylaws amendments. There was discussion by the board whether to approve the proposal in full or in part.

Mr. DiPaolo moved, seconded by Ms. Gasparri, to withdraw the amendment as presented and not bring it before the membership for a vote. A vote was taken, Mr. Olson, Mr. Gomez and Mr. Spinelli voted nay. The motion passed 5 to 3.

PRESIDENT-ELECT REPORT

Chapter Presidents Call

The next Chapter Presidents conference call will be held in March and an update will be provided at the April 5, 2019 Board meeting.

Strategic Planning

Strategic Planning 2019-2020 will be held at the Florida League of Cities Orlando offices May 30-31, 2019.

SECRETARY/TREASURER REPORT

Quarterly Financial Statements as of 12/31/2018

The Quarterly Financial Statements as of 12/31/2018 were presented for review by the Board. Mr. Shamoun noted some changes to the 2018 School of Governmental Finance expenses. These edits will be submitted for review when the March 31, 2019 Financial statements are available.

EXECUTIVE DIRECTOR REPORT

Membership Update

Mr. Shamoun presented the current membership report and List Serve activity.

Check Register

Mr. Shamoun reviewed the check register for August 1, 2018 – December 31, 2018.

Investment Report as of 12/31/2018

Mr. Shamoun presented the Investment Report as of 12/31/2018. Synchrony Bank CD, with a balance of \$80,972.27 and a rate of 1.4%. American Commerce CD, with a balance of \$104,960.68. Mr.

Shamoun noted the rate and maturity date is incorrect for American Commerce and will be updated for the April 5, 2019 Board meeting. The Vanguard Money Market account has a balance of \$16,296.06.

Retiree Registration Fee

At the request of several members, a review was made of the number of registered retirees for the Annual Conference and School of Governmental Finance 2017 and 2018 in order to consider offering them a reduced rate. This item will be reviewed again in the future.

Policy – Membership Objection Process

Mr. Shamoun presented the FGFOA Code of Ethics, FCCMA Membership Objection Process and Michigan Rules of Procedure for Enforcement. The importance of limiting the amount of alcohol consumed by attendees at an event was stressed so as to avoid ethical issues in the future. There was discussion as to whether a policy should be created specifically for CGFO or if an umbrella policy would cover all programs offered by FGFOA. It is recommended FGFOA seek legal council in regard to this situation. It is recommended our database be able to track when someone is asked not to return to FGFOA events due to the membership objection process.

Ms. Gasparri moved, seconded by Mr. DiPaolo, requesting Mr. Shamoun draw a proposal for review by the Board. Motion passed unanimously.

2019 Annual Conference Cancellation Insurance

Mr. Shamoun presented the 2019 Annual Conference Showstoppers insurance policy in comparison to the 2018 rate.

Mr. McKinney moved, Ms. Gasparri seconded to approve for Full Terrorism coverage. Motion passed unanimously.

SOGF Contract

Mr. Shamoun recommended the Hilton Daytona Beach for the 2021 SOGF location due to the price and its close proximity giving options for participants during their personal time.

Mr. McKinney moved, seconded by Mr. Colvin, approving Hilton Daytona Beach as the destination for the 2021 SOGF. Motion passed unanimously.

Budget Amendment – Leadership FGFOA Class IV

Mr. Shamoun presented a budget for Leadership Class IV.

Ms. Gasparri moved, seconded by Mr. Colvin, to approve the Leadership FGFOA Class IV budget. Motion passed unanimously.

Budget Amendment – 2018-2019 Annual Budget

Mr. Shamoun presented a revised 2018-2019 Annual budget.

Mr. Gomez moved, seconded by Ms. Strickland, to approve the 2018-2019 Annual budget. Motion passed unanimously.

Audit Committee Report

The Board reviewed the draft Financial Statement Audit report from July 1, 2017 through June 30, 2018 as presented by the Audit Committee. Mr. Colvin recommended staff research an option for a 5-year contract to lower fees to FGFOA. Ms. Gasparri recommended an “out clause” be added to any contract.

Ms. Gasparri moved, seconded by Mr. Colvin, to approve the 2017-2018 Financial Statement Audit as presented and the Board should retain Shorstein & Shorstein, P.A. to perform the 2018-2019 audit. Motion passed unanimously.

TASK FORCE

E-Learning Ad Hoc Committee

Mrs. Ramsey-Chessman presented a letter designed by the CGFO Marketing Task Force. It is to be reviewed and signed by the FGFOA President. Staff will send it out on the President's behalf. The letter will go to member's supervisor and the Mayor of their municipality.

The Task Force also created a script recommended for use when representing FGFOA at the municipality when presenting a certificate to a member for having achieved CGFO status. It is recommended that a CGFO committee member be the first person requested to attend the presentation. Next, if someone is not available, a Board member would be asked to attend. If a Board member is not available, then a Chapter President would be asked to attend the presentation. The script is being presented as a guideline, not a requirement.

STANDING COMMITTEE REPORTS

Certification Committee

The CGFO Exam Review Committee submitted a RFQ to solicit services to revise and update the CGFO review courses, study guides and exams. The University of Georgia (UGA) was awarded the project and has been contracted to provide these materials for all 5 CGFO areas of study. Staff has received the first of the five PowerPoint review presentations; Debt Administration and the Certification Committee has begun the process to review and provide comments back to UGA. The committee is pleased with the presentation and has no major changes at this time.

CGFO Marketing Task Force

At the November 16, 2018 meeting, the Board approved an acknowledgment letter to be sent to the management of each candidate who successfully passes the CGFO exam. A late comment was received from the Certification Committee that questioned whether all candidates would want an acknowledgment letter. After much discussion, the Board decided to overrule this request and recommend the committee create a letter for each candidate who successfully passes the exam.

CGFO Ethics Requirement

The CGFO Ethics Requirement Task Force has provided three recommendations related to compliance with the 4-hour ethics requirement for CGFOs. The Certification Committee was asked to review the recommendations and provide input. The committee's recommendations were to:

1. Sunset the open book exam
2. Allow the CPA ethics course to fulfill the CGFO Ethics Requirements
3. Allow the elected officials/FCCMA four (4) hour ethics course to fulfill the CGFO Ethics Requirements

Additionally, the committee chair received the following suggestions from the President during a 1/15/19 conversation:

1. Allow the CPA ethics course to fulfill the CGFO Ethics Requirements
2. Continue the open book test but update the format and questions where they are randomly selected from a test bank and not the same questions, same exact exam each year
3. Develop some type of webinar training which has a quiz/test requiring a certain level of competency (i.e. 80% pass for CGFO)

Discussion surrounded whether or not people receive their ethics requirement in other ways through their employer. Mr. Colvin recommended FGFOA adopt a policy such as the Florida Bar where

someone must use “not a member of the Florida Bar” after their credentials when using “a member of the bar” online.

Mr. McKinney and Mr. DiPaolo will work on the wording for the new policy and procedures manual and will bring it to the next Board meeting in April. It will need to be reviewed and approved by the Board. Once it is final, then it will need to be posted to the FGFOA website and emailed as a bulletin to all CGFO candidates/participants.

Mr. Colvin moved, seconded by Mrs. Strickland to allow the CPA ethics course to fulfill the CGFO ethics requirements; allow elected officials/FCCMA four (4) hour ethics course, via the FLC website, to fulfill the CGFO ethics requirements; and to continue the open book test but update the format and questions where they are randomly selected from a test bank and not the same questions, same exact exam each year. The motion passed.

Conference Host

Ms. Gasparri noted the Tuesday night event has been finalized and will take place at the Gulf Stream Park location having the Shane Duncan Band as live entertainment for the evening. The President’s reception is set for Mangrove Hall at the Anne Kolb Nature Center. And the Opening Ceremony participants are secured via letter confirmations. A location for golf has yet to be determined.

Conference Program

Mr. Cahen presented the full conference program schedule for the 2019 FGFOA Annual Conference. Some speakers may change slightly, however the program is essentially complete as presented.

The committee brought forward a concern for Item 11 General Considerations, C which states “vendor may only be represented at one session of the conference program”. However, an exception is requested for a vendor that might present at the FICPA ethics session. Could their “firm” also present at a regular session so long as the speakers are different than the one who spoke at the Ethics session? (IE: Bill Blend) The board agreed with this exception.

Legislative

The Legislative committee has had excellent participation by the committee members and are following many bills that affect FGFOA members.

Member and Leadership Development

1. The committee has had 2 conference calls to discuss the Coaching Program where there are 14 pairs of coaches and coaches matched together and who are participating. A short survey has done in January to ensure all pairs are connected and communicating well. Another year end survey will be launched in April.
2. A subcommittee presented the results of a survey which was distributed to local FGFOA chapter Presidents to share with their members to identify how many non-FGFOA members attend local chapter meetings.
3. A sub-committee reviewed all 48 applications for the Leadership Class IV, ranking them and has chosen 20 attendees and 3 alternates. The roster was presented.
4. The definition of “emerging leader” was discussed again without a firm definition being supplied. Mr. DiPaolo recommends we look at “early to mid-career professionals” instead of focusing on a particular age range. This would include “empty nesters” re-entering the workforce or people changing careers later in life. Mr. Olson recommends the committee trim the definition to 2-3 lines for Board review.

5. A sub-committee is working with staff to create a comprehensive list of topics for the FGFOA Connect program.

2019 School of Governmental Finance

Mrs. Almeida presented the 2019 School of Governmental Finance theme and logo. The theme is "Enhancing the Role of the Finance Professional in Government". Three logos were presented for review. A raising of hands vote was taken with the majority choosing the top right logo (it has people holding stars with words above their heads)

Technical Resources

Mrs. Benoit presented the Technical Resources Committee report. She noted the committee had provided responses to GASB, sent new blasts in regard to them, and just completed a draft of the new Grants chapter for the basic government resources manual.

OTHER BUSINESS

NEXT MEETING

The next meeting of the Board of Directors will be Friday, April 5, 2019 at the Embassy Suites Downtown, Orlando prior to the Leadership Class IV graduation ceremony and luncheon.

ATTEST:



Jamie Roberson, Secretary/Treasurer