



Florida Government Finance Officers Association, Inc
Meeting of the Board of Directors
Wednesday, October 28, 2020

Embassy Suites Downtown Orlando
191 E Pine Street
San Juan Room 3
and by Microsoft Teams Video Call
9:00 a.m.

FGFOA BOARD OF DIRECTORS MEETING AGENDA

DATE/TIME: **Wednesday, October 28, 2020**
 9:00 AM
 Embassy Suites Downtown; San Juan Room 3
 and Via Microsoft Teams Virtual Meeting

- I. Call to Order – Jamie Roberson, President**
- II. Roll Call**
- III. Consideration of Minutes – August 28, 2020 and September 16, 2020**
- IV. Report of Officers**
 - A. President – Jamie Roberson**
 - B. President Elect – Shannon Ramsey-Chessman**
 - 1. Chapter Presidents Call
 - C. Secretary Treasurer – Jonathan McKinney**
 - 1. Quarterly Financial Statements as of 06/30/2020
 - D. Executive Director – Paul Shamoun**
 - 1. Membership Update and List Serve Data
 - 2. 2021 Annual Conference
 - 3. 2021 FGFOA Government Finance Professionals Week
- V. Standing Committee Reports**
 - A. Certification Committee**

Chair – Matt Misco	Liaison – Olga Rabel
1. Fall 2020 CGFO Exam Review Sessions	
2. Fall 2020 CGFO Exam	
3. CGFO Renewal Deadline Extension	
 - B. Conference Host Committee**

Chair – Sharon Almeida	Liaison – Nicole Gasparri
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C. Conference Program Committee

Chair – Nicole Jovanovski

Liaison – Frank DiPaolo

D. Education and Webinar Committee

Chair – Rebecca Schnirman

Liaison – Bryan Cahen

E. Legislative Committee

Chair – Stephen Timberlake

Liaison – Rip Colvin

F. Member and Leadership Development Committee

Chair – Lorrie Simmons

Liaison- Melissa Burns

1. Mentor & Mentee Agreement, Dates & Topics

2. Member and Leadership Development Policy and Procedures Manual 2020

G. 2020 School of Governmental Finance Committee

Chair-Mark Parks

Liaison- Kelly Strickland

H. Technical Resources Committee

Chair- Ryan Bernal

Liaison- Bill Spinelli

VI. Other Business

VII. Next Meeting – Friday, January 15, 2021 in Tallahassee

ATTENDANCE - FGFOA BOARD MEETING

October 28, 2020

NOT
PRESENT

PRESENT

OFFICERS

Jamie Roberson
Shannon Ramsey-Chessman
Jonathan McKinney

DIRECTORS

1st Term

2nd Term

3rd Term

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

IMMEDIATE PAST PRESIDENT

Ken Burke

COMMITTEE CHAIRS

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

CHAPTER PRESIDENTS

Mike Gomez, Big Bend
Nanette Melo, Central Florida
Anthony Cobb, Florida First Coast
Amy Ratliff, Gulf Coast
Karen Keith, Hillsborough
Brandy Cook, Nature Coast
Melissa Licourt, North Central Florida
Mark Parks, Palm Beach
Lakia McNeal, Panhandle
Ian Evans-Smith, South Florida
Kristin Simeone, Southwest
Jeffrey Towne, Space Coast
Jennifer Hill, Treasure Coast
Patricia Bliss, Volusia/Flagler

OTHERS IN ATTENDANCE

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

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
August 28, 2020

The meeting of the FGFOA Board of Directors took place virtually on August 28, 2020 via Microsoft Office Teams.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

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

COMMITTEE CHAIRS

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

CHAPTER PRESIDENTS

STAFF

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

CALL TO ORDER

There being a quorum, President Roberson called the August 28, 2020 meeting of the FGFOA Board of Directors to order at 9:00 a.m.

PRESIDENT REPORT

Mrs. Roberson presented the minutes from the June 24, 2020 FGFOA Board meeting for review.

Ms. Gasparri moved, seconded by Mr. Colvin, to accept the minutes from the June 24, 2020 meeting as presented. Motion passed unanimously.

Mrs. Roberson submitted her appointments to the Audit Committee for the fiscal year 2020-2021. She recommended Ken Burk (Past President), Jonathan McKinney (Board member) and Bryan Cahen (At-Large member).

Mr. Colvin moved, seconded by Ms. Burns, to approve the recommendations to serve on the 2020-2021 Audit Committee as presented. Motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

Meeting Management Agreement

Mr. Shamoun presented the updated Meeting Management Agreement which requests an increase of \$10 per person fee for the cost of the Virtual Conference above the original cost of \$25 for the Annual Conference. This is in part due to the huge amount of refunds that had to be processed and planning two full events.

Mrs. Ramsey-Chessman moved, seconded by Mr. DiPaolo, to approve the increase of \$10 per person for the cost of the Virtual Conference to be reimbursed to the League. Motion passed unanimously.

Administrative Services Agreement

Mr. Shamoun presented the updated Administrative Services Agreement whereby staff expect to be doing more webinars in the future due to SOGF going virtual. It is a 3-year agreement running concurrently with the Meeting Management Agreement. After much discussion, it is suggested we remove the lines which says "6-8 webinars per year" showing it instead without a cap. And to add additional wording so as to, "provide webinar technical support for online events".

Ms. Gasparri moved, seconded by Mrs. Ramsey-Chessman, to approve the Administrative Services Agreement as presented striking out "6-8 webinars per year" and adding "provide technical support for webinar/online events". Motion passed unanimously.

COMMITTEE REPORTS

Certification Committee Report

Mr. Misco presented the Certification Committee report giving several options for online CGFO testing including a live proctor, automated proctor, without a proctor, and Committee administered proctors. The fees are all quite prohibitive and it was suggested we may need to partner with GFOA to help reduce costs.

Mr. Colvin moved, seconded by Ms. Gasparri, to allow a free retake in the next round of review courses for anyone who registered, paid and attended Spring 2020 CGFO review courses. Motion passed unanimously.

The next item for consideration is extending the five-year time period by which current candidates must successfully complete all exams. The committee is recommending extending it by two years due to the uncertainty and delay surrounding COVID-19. There was concern from the Board that it should only apply to people currently enrolled in the CGFO program. However, any extension should only apply if the person has been directly affected by COVID-19.

Mr. McKinney moved, seconded by Ms. Gasparri, to amend and approve the motion to accept the committee recommendation, with the exception that there be only a one-year extension to

complete certification for CGFO, which will only apply to people already in the program and gives the CGFO committee members the ability to bring special exceptions to the Board for review. Motion passed unanimously.

Education and Webinar Committee Report

Mrs. Schnirman presented the committee report including the tentative 2020-201 webinar schedule. There was discussion as to whether or not some titles may need to be moved to so that non-traditional topics can be added giving an average of 2 webinars per month going forward. This helps members get more CPE credit on a regular basis.

Mr. McKinney moved, seconded by Mr. DiPaolo, to approve the partial Education and Webinar schedule as presented with edits to be amended in the future based on Committee recommendations via email correspondence. Motion passed unanimously.

Membership and Leadership Development Committee Report

Ms. Simmons presented the Membership and Leadership Development committee report including a plan to send out a member poll/survey to engage members and encourage committee involvement. This survey would be reviewed and approved by the Board prior to going out to the membership. The Emerging Leaders and Coaching programs will also be reignited via a Zoom or Microsoft Teams meetings to review suggested book, in the next quarter.

Ms. Gasparri moved, seconded by Mr. McKinney, to approve the reboot of the mentoring program in a virtual format. Motion passed unanimously.

SOGF Committee Report

Mr. Parks presented the SOGF committee report giving 4 options for the session schedule. There was much discussion as to which would suit attendees better, but without a poll it is hard to determine what the majority would prefer. The Board was leaning towards option 3 which allowed afternoon sessions only on Tuesday, Wednesday and Thursday from 1:00 pm – 5:00 pm for three weeks, starting a week earlier than the original scheduled school. All sessions will be 1 hour and 40 minutes long. However, some people felt there were too many sessions in total.

Ms. Gasparri moved, seconded by Mr. Colvin, to amend a motion to approve a version of option 3, as presented by the committee. The number of sessions offered will be narrowed down from 36 classes to 28 allowing the committee to be flexible in deciding which classes will be offered for beginner verses intermediary tracks which will mirror the 2020 Virtual Education Annual Conference arrangement. Motion passed unanimously.

After much discussion regarding how quickly the event is starting and issues with marketing the event in a timely fashion, **Ms. Gasparri moved, seconded by Mr. McKinney, to approve option 3, as presented by the committee, with 28 classes instead of 36, starting with the normal date (not a week early). Mr. Colvin left the room for the vote. Motion passed unanimously.**

NEXT MEETING

The next meeting of the Board of Directors will be Wednesday, October 28, 2020 with the location to be decided.

ATTEST:

Jonathan McKinney, Secretary/Treasurer

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
September 16, 2020

The meeting of the FGFOA Board of Directors took place virtually on September 16, 2020 via Microsoft Office Teams.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Jamie Roberson, Finance Director, Apopka

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

Secretary – Treasurer, John McKinney, Finance Director, City of Mount Dora

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

Director, Rip Colvin, Executive Director, Justice Administrative Commission

Director, Frank DiPaolo, Director of Finance, City of Dania Beach

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

Director, William Spinelli, Chief Financial Officers, Brevard County Sheriff's Office

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

COMMITTEE CHAIRS

Rebecca Schnirman, Education & Webinar

Stephen Timberlake, Legislative

Lorrie Simmons, Member & Leadership Development

Mark Parks, SOGF

CHAPTER PRESIDENTS

STAFF

Paul Shamoun, Florida League of Cities

Karen Pastula, Florida League of Cities

Jill Walker, Florida League of Cities

CALL TO ORDER

There being a quorum, President Roberson called the September 16, 2020 meeting of the FGFOA Board of Directors to order at 2:00 p.m.

Registration Fee for 2020 SOGF

Mr. Shamoun presented the proposed registration fees for the 2020 SOGF and a budget amendment. This is based on the Virtual Education Annual Conference attendance and historical numbers for SOGF. It shows an estimated \$10,000 in expenses and approximately \$53,000 in revenue.

Mr. Colvin moved, seconded by Mrs. Strickland, to approve the proposed fees and budget amendment as submitted. Motion passed unanimously.

Local Chapter Support

Mrs. Ramsey-Chessman presented 4 options to help increase support to the Local Chapters centered around online education and networking. Most board members commented in support for option two where FGFOA could host 1-2 statewide educational offerings for local chapters with topics which appeal to a wide audience.

Mr. DiPaolo moved, seconded by Mr. McKinney, to approve the motion to allow local chapter members to participate in 2 FGFOA webinars annually. The Local Chapter Presidents will need to agree on 2 from a list provided by FGFOA. Local Chapter Presidents will assist FGFOA in gathering contact information for non-state members. Motion passed unanimously.

Webinar Schedule

Mrs. Schnirman submitted the list of committee approved webinar courses and expected schedule for 2020-2021.

Mr. McKinney moved, seconded by Ms. Burns, to approve the list of webinars as presented. Motion passed unanimously.

NEXT MEETING

The next meeting of the Board of Directors will be Wednesday, October 28, 2020 in-person in Orlando with the specific location to be decided.

ATTEST:

Jonathan McKinney, Secretary/Treasurer



Florida Government Finance Officers Association, Inc.
Board of Directors – President-Elect
2020-2021

Agenda Item

2020-2021
BOARD OF DIRECTORS

OFFICERS

President

Jamie Roberson

President-Elect

Shannon Ramsey-Chessman

Secretary/Treasurer

Jonathan McKinney

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: October 28, 2020

Title of Item: Chapter President Call

Executive Summary, Explanation or Background:

I will give a review of the most recent Chapter President Call

Recommended Action:

Informational purposes.

Shannon Ramsey-Chessman

Shannon Ramsey-Chessman

October 14, 2020

Date



Florida Government Finance Officers Association, Inc.
Board of Directors – Secretary/Treasurer
2020-2021

Agenda Item

2020-2021
BOARD OF DIRECTORS

OFFICERS

President

Jamie Roberson

President-Elect

Shannon Ramsey-Chessman

Secretary/Treasurer

Jonathan McKinney

Meeting Date: **October 28, 2020**

Title of Item: **Quarterly Financial Statements as of 06/30/2020**

Executive Summary, Explanation or Background:
Attached are the Financial Statements as of 06/30/2020

Recommended Action:

For review and approval of the Board.

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

Jonathan McKinney

October 19, 2020

Jonathan McKinney

Date

Approved 2020-2021
FGFOA Budget

	2019-2020 <i>Approved Budget</i> <i>02/07/2020</i>	2019-2020 <i>Actual</i>	2020-2021 <i>Approved</i>	2020-2021 <i>Approved 9/16/20</i>
REVENUES				
Membership Dues	\$150,000	\$145,870	\$150,000	\$150,000
Investment Income	\$4,000	\$4,388	\$4,000	\$4,000
Annual Conference	\$647,500	\$88,640	\$657,000	\$657,000
Boot Camps	\$52,800	\$46,640	\$52,800	\$52,800
School of Governmental Finance	\$79,105	\$98,644	\$76,105	\$54,750
Divergent Series	\$0	\$0	\$0	\$0
Leadership FGFOA	\$19,900	\$0	\$19,900	\$19,900
Pre-Conference Seminar	\$27,000	\$0	\$27,000	\$27,000
CGFO Fees	\$45,000	\$26,510	\$36,000	\$36,000
On-Line Learning	\$3,300	\$0	\$3,300	\$3,300
Miscellaneous Income	\$0	\$4,153	\$0	\$0
TOTAL REVENUES	\$1,028,605	\$414,845	\$1,026,105	\$1,004,750
EXPENSES				
Training/ Education				
Conference Expenses	\$634,900	\$24,224	\$667,500	\$667,500
Boot Camps	\$41,200	\$23,045	\$41,200	\$41,200
School of Governmental Finance	\$81,100	\$51,348	\$79,350	\$9,750
Leadership FGFOA	\$60,950	\$1,390	\$60,950	\$60,950
Divergent Series	\$0	\$0	\$0	\$0
Pre-Conference Seminar	\$25,000	\$0	\$25,000	\$25,000
CGFO Expenses	\$63,000	\$56,511	\$16,500	\$16,500
NASBA Fees	\$1,000	\$1,259	\$3,000	\$3,000
On-Line Learning	\$2,500	\$0	\$2,500	\$2,500
Local Chapter Support	\$4,000	\$2,682	\$8,000	\$8,000
Total - Training/ Education Expenses	\$913,650	\$160,459	\$904,000	\$834,400
Standing Committees:				
Standing Committee Meetings	\$1,000	\$912	\$7,000	\$7,000
All Committee Mtgs @ Conference	\$7,000	\$0	\$7,000	\$7,000
Total - Standing Committees	\$8,000	\$912	\$14,000	\$14,000
Communication to Members				
Internet Homepage	\$0	\$0	\$0	\$0
Postage & Mailing	\$500	\$538	\$500	\$500
Printing & Duplicating	\$1,500	\$2,714	\$2,000	\$2,000
Total Communication to members	\$2,000	\$3,252	\$2,500	\$2,500
Professional Services:				
Administrator	\$117,300	\$117,300	\$125,000	\$125,000
Auditor Fees	\$9,500	\$9,765	\$10,250	\$10,250
Total - Professional Services	\$126,800	\$127,065	\$135,250	\$135,250
Meeting Expenses:				
GFOA Reception	\$5,500	\$0	\$5,500	\$5,500
Board of Directors	\$29,000	\$23,869	\$29,000	\$0
Strategic Planning	\$3,500	\$0	\$3,500	\$3,500
GFOA Conference	\$5,500	\$580	\$5,500	\$5,500
Total Meeting Expenses	\$43,500	\$24,449	\$43,500	\$14,500
Administrative Expenses:				
Insurance Expense	\$5,000	\$4,814	\$5,000	\$5,000
List Serve - ongoing fees	\$3,000	\$2,543	\$3,000	\$3,000
Filings & Registrations	\$100	\$92	\$100	\$100
Staff Travel	\$3,500	\$1,602	\$3,500	\$3,500
Miscellaneous Expense	\$3,500	\$2,101	\$3,500	\$3,500
Depreciation	\$200	\$127	\$200	\$200
Credit Card Terminal	\$30,000	\$24,394	\$25,000	\$25,000
Total - Administrative Expenses	\$45,300	\$35,673	\$40,300	\$40,300
TOTAL EXPENSES	\$1,139,250	\$351,810	\$1,139,550	\$1,040,950
Increase (Decrease) in Net Assets	(\$110,645)	\$63,035	(\$113,445)	(\$36,200)
Net Assets-Beginning of Period	\$342,760	\$342,760	\$405,795	\$405,795
Net Assets-End of Period	\$232,115	\$405,795	\$292,350	\$369,595

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Comparative Statement of Financial Position

June 30, 2020, March 31, 2020, December 31, 2019, September 30, 2019, and June 30, 2019

	30-Jun-20	31-Mar-20	31-Dec-19	30-Sep-19	30-Jun-19
ASSETS					
Current Assets:					
Cash - Capital City Bank	\$ 221,484	438,231	301,321	900,609	702,523
Investments - Vanguard	16,715	16,702	16,645	16,574	16,485
Investments - CD's	193,123	190,100	189,609	189,120	188,618
Accounts Receivable	25,895	12,885	1,310	58,795	67,850
Interest Receivable	554	2,808	2,189	1,545	901
Prepaid Expenses	5,211	0	0	0	6,611
Prepaid Conference Expenses	0	3,785	151	0	0
Prepaid School of Gov Finance Expenses	512	512	0	1,964	766
Deposits	7,250	29,647	30,147	24,897	500
Total Current Assets	\$ 470,744	694,670	541,372	1,193,504	984,254
Equipment:					
Computer Equipment	\$ 2,162	2,162	2,162	3,569	3,569
Less: Accumulated Depreciation	(1,843)	(1,812)	(1,780)	(3,155)	(3,123)
Net Equipment	\$ 319	350	382	414	446
Other Assets:					
Deposits	\$ 10,888	3,000	3,000	3,000	4,000
Prepaid	0	0	0	0	26
Total Other Assets	\$ 10,888	3,000	3,000	3,000	4,026
Total Assets	\$ 481,951	698,020	544,754	1,196,918	988,726
LIABILITIES AND NET ASSETS					
Current Liabilities:					
Deferred Revenues	\$ 300	249,505	0	89,855	4,400
Accounts Payable	75,856	63,426	148,953	669,072	641,568
Total Current Liabilities	\$ 76,156	312,931	148,953	758,927	645,968
Unrestricted Net Assets	\$ 405,795	385,089	395,801	437,991	342,758
Total Liabilities and Unrestricted Net Assets	\$ 481,951	698,020	544,754	1,196,918	988,726

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities
For the Year Ended June 30, 2020

	---ACTUAL---					---BUDGET---	---BUDGET---	---BUDGET---
	QTR 1	QTR2	QTR 3	QTR 4	YTD	AMENDED	%	VARIANCE
	1-July-19	1-Oct-19	1-Jan-20	1-Apr-20	1-Jul-19	1-Jul-19	OF	YEAR
	to	to	to	to	to	to	BUDGET	TO
	30-Sept-19	31-Dec-19	31-Mar-20	30-Jun-20	30-Jun-20	30-Jun-20	SPENT	DATE
REVENUES								
Membership Dues	\$ 124,590	8,380	7,050	5,850	145,870	150,000	97%	(4,130)
Investment Income	1,234	1,204	1,168	782	4,388	4,000	110%	388
Annual Conference	0	0	0	88,640	88,640	647,500	14%	(558,860)
School of Governmental Finance	0	82,601	16,043	0	98,644	79,105	125%	19,539
Pre Conference Seminar	0	0	0	0	0	27,000	0%	(27,000)
Leadership	0	0	0	0	0	19,900	0%	(19,900)
Boot Camps	13,200	22,440	12,760	(1,760)	46,640	52,800	88%	(6,160)
CGFO Fees	11,955	1,345	9,710	3,500	26,510	45,000	59%	(18,490)
On-Line Learning	0	0	0	0	0	3,300	0%	(3,300)
Miscellaneous Income	0	0	45	4,108	4,153	0	0%	4,153
TOTAL REVENUES	\$ 150,979	115,970	46,776	101,120	414,845	1,028,605	40%	(613,760)
EXPENSES								
Professional Services:								
Florida League of Cities, Inc.	\$ 29,325	29,325	29,325	29,325	117,300	117,300	100%	0
Auditor Fees	0	0	0	9,765	9,765	9,500	103%	(265)
Total - Professional Services	\$ 29,325	29,325	29,325	39,090	127,065	126,800	100%	(265)
Meeting Expenses:								
Board of Directors	\$ 5,686	7,690	4,879	5,614	23,869	29,000	82%	5,131
Strategic Planning	0	0	0	0	0	3,500	0%	3,500
GFOA Conference	0	0	580	0	580	5,500	11%	4,920
GFOA Reception	0	0	0	0	0	5,500	0%	5,500
Total - Meeting Expenses	\$ 5,686	7,690	5,459	5,614	24,449	43,500	56%	19,051

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities
For the Year Ended June 30, 2020

	QTR 1	QTR2	---ACTUAL---	QTR 4	YTD	---BUDGET---	---BUDGET---	---BUDGET---
	1-July-19	1-Oct-19	QTR 3	1-Apr-20	1-Jul-19	AMENDED	%	VARIANCE
	to	to	1-Jan-20	to	to	1-Jul-19	OF	YEAR
	30-Sept-19	31-Dec-19	to	30-Jun-20	30-Jun-20	to	BUDGET	TO
			31-Mar-20			30-Jun-20	SPENT	DATE
Training/Education:								
Conference Expenses	\$ 0	0	0	24,224	24,224	634,900	4%	610,676
School of Governmental Finance	0	56,377	0	(5,029)	51,348	81,100	63%	29,752
Pre Conference Seminar	0	0	0	0	0	25,000	0%	25,000
Leadership	0	0	1,390	0	1,390	60,950	2%	59,560
Boot Camps	6,563	7,497	7,581	1,404	23,045	41,200	56%	18,155
CGFO Expenses	0	52,357	234	3,920	56,511	63,000	90%	6,489
NASBA Fees	464	0	795	0	1,259	1,000	126%	(259)
On-Line Learning	0	0	0	0	0	2,500	0%	2,500
Local Chapter Support	0	0	2,596	86	2,682	4,000	67%	1,318
Total - Training/Education	\$ 7,027	116,231	12,596	24,605	160,459	913,650	18%	753,191
Standing Committees:								
Standing Committee Meetings	0	912	0	0	912	1,000	91%	88
All Committee Meetings @ Conference	0	0	0	0	0	7,000	0%	7,000
Total - Standing Committees	\$ 0	912	0	0	912	8,000	11%	7,088
Communication to Members:								
Postage & Mailing	222	19	154	143	538	500	108%	(38)
Printing & Duplicating	876	1,043	795	0	2,714	1,500	181%	(1,214)
Total - Communication to Members	\$ 1,098	1,062	949	143	3,252	2,000	163%	(1,252)

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Activities For the Year Ended June 30, 2020

	-----ACTUAL-----		-----BUDGET-----		---BUDGET---		---BUDGET---
	QTR 1	QTR2	QTR 3	QTR 4	YTD	AMENDED	%
	1-July-19	1-Oct-19	1-Jan-20	1-Apr-20	1-Jul-19	1-Jul-19	OF
	to	to	to	to	to	to	BUDGET
	30-Sept-19	31-Dec-19	31-Mar-20	30-Jun-20	30-Jun-20	30-Jun-20	SPENT
							VARIANCE
							YEAR
							TO
							DATE
Administrative Expenses:							
Insurance Expense	\$ 4,023	0	0	791	4,814	5,000	96%
List Serve	1,690	0	553	300	2,543	3,000	85%
Filings & Registrations	30	0	62	0	92	100	92%
Staff Travel	150	0	1,070	382	1,602	3,500	46%
Miscellaneous Expense	335	535	175	1,056	2,101	3,500	60%
Credit Card and Bank Fees	6,352	2,373	7,268	8,401	24,394	30,000	81%
Depreciation	32	32	31	32	127	200	64%
Total - Administrative Expenses	\$ 12,612	2,940	9,159	10,962	35,673	45,300	79%
TOTAL EXPENSES	\$ 55,748	158,160	57,488	80,414	351,810	1,139,250	31%
Increase (Decrease) in Unrestricted Net Assets	\$ 95,231	(42,190)	(10,712)	20,706	63,035	(110,645)	-57%
Unrestricted Net Assets, Beginning of Period	\$ 342,760	437,991	395,801	385,089	342,760	342,760	100%
Unrestricted Net Assets, End of Period	\$ 437,991	395,801	385,089	405,795	405,795	232,115	175%

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Statement of Cash Flows For the Year Ended June 30, 2020

Cash Flows From Operating Activities

Receipts from Members and Associates	\$	390,070	
Receipts from Exhibitors and Hotel Sites		58,242	
Interest and Dividends		4,735	
Fees Paid to Florida League of Cities		(156,830)	
Payments to Vendors		<u>(772,521)</u>	
Net Cash Used by Operating Activities	\$		(476,304)

Cash Flows from Investing Activities

Proceeds from Investments	\$	191,644	
Purchase of Investments		<u>(196,149)</u>	
Net Cash Used by Investing Activities	\$		<u>(4,505)</u>
Net Decrease in Cash and Cash Equivalents	\$		(480,809)
Cash and Cash Equivalents-Beginning of Period	\$		<u>719,008</u>
Cash and Cash Equivalents-End of Period	\$		<u><u>238,199</u></u>

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

Increase in Net Assets	\$	63,035	
Adjustments to Reconcile Increase in Net Assets to Net Cash Used by Operating Activities:			
Depreciation		127	
Decrease in Accounts Receivable		42,302	
Decrease in Prepaid Expenses		1,681	
Increase in Deposits		(13,638)	
Decrease in Accounts Payable		(565,711)	
Decrease in Deferred Revenues		<u>(4,100)</u>	
Net Cash Used by Operating Activities	\$		<u><u>(476,304)</u></u>

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information
For the Year Ended June 30, 2020

Accounts Receivable:

FLC	<u>25,895</u>	Refunds for Deposits and Invoices
Total Accounts Receivable	<u><u>25,895</u></u>	

Prepaid Expenses:

Insurance	3,624	Insurance
Other	1,375	List Serve
US Postmaster	<u>212</u>	PO Box Rental
Total Prepaid Expenses	<u><u>5,211</u></u>	

SOGF:

Insurance	<u>512</u>	SOGF Event Cancellation
Total SOGF Prepaid Expenses	<u><u>512</u></u>	

Deposits:

Current:

Hull & Associates	5,250	Leadership Training Event
Waldorf Astoria	2,000	2021 Annual Conference

Non-Current:

Rosen Shingle Creek	1,000	2022 Annual Conference
Rosen Shingle Creek	1,000	2023 Annual Conference
Universal Studios Orlando	2,340	2022 Annual Conference
Universal Studios Orlando	<u>6,548</u>	2021 Annual Conference

Total Deposits	<u><u>18,138</u></u>	
-----------------------	----------------------	--

Accounts Payable:

Members	3,035	Refunds
Vendors	2,019	Various Expenses
FLC	58,992	Fees and Expenses
Total Accounts Payable	<u><u>64,046</u></u>	

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Supplemental Information
For the Year Ended June 30, 2020

Miscellaneous Expense:

Network Solutions	51	Website Domain Expenses
Digicert	184	Website Domain Expenses
Tuesday Night Event	50	Write Off unpaid receivable
Webinars	50	Write Off unpaid webinars
Supplies	211	Supplies
Webinars	399	ByLaw Amendment Election Software
Prior Year Overpayment not Refunded to FGFOA	100	Orlando Firefighters
Placques	120	Gifts
Board Gifts	800	Board Gifts
Hootsuite	136	Website Domain Expenses

Total Miscellaneous Expense

2,101

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2020 Virtual Conference

REVENUE COMPARISON	# of Reg	2020 ACTUAL	2020 BUDGET	VARIANCE
OTHER REVENUE				
Exhibitor Fees			195,000	(195,000)
Extra Tickets All Events			2,000	(2,000)
Golf			6,000	(6,000)
Cancellation Fees			1,000	(1,000)
Ethics Course Income		15,840	10,000	5,840
Room Credits			12,500	(12,500)
Conference Convention and Visitors Bureau			0	0
Hotel Commissions			53,000	(53,000)
TOTAL OTHER REVENUE		15,840	279,500	(263,660)
REGISTRATIONS				
Member Registrations		61,200	295,000	(233,800)
Member Late Registrations			9,000	(9,000)
Associate Registrations		6,000	44,000	(38,000)
Associate Late Registrations			4,000	(4,000)
Non-Member Registrations		5,600	15,000	(9,400)
Non-Member Late Registrations			1,000	(1,000)
TOTAL REGISTRATIONS		72,800	368,000	(295,200)
TOTAL REVENUES		88,640	647,500	(558,860)
EXPENSE COMPARISON				
INSTRUCTIONAL				
Equipment Rental			40,000	40,000
Speaker per diem/honorarium			10,000	10,000
Refreshment Breaks			140,000	140,000
Tuesday Business Luncheon			50,000	50,000
Monday Lunch			22,000	22,000
TOTAL INSTRUCTIONAL EXPENSE		0	262,000	262,000
SPECIAL EVENTS				
Golf Tournament			6,000	6,000
Opening Ceremony			500	500
Association Night			20,000	20,000
Ethics Course Expenses		11,810	10,000	(1,810)
Tuesday Event			95,000	95,000
Hospitality Food, Beverages & Supplies			35,000	35,000
President's Reception			14,000	14,000
Emerging Leaders Reception			5,000	5,000
TOTAL SPECIAL EVENTS EXPENSE		11,810	185,500	173,690
SPECIAL CONFERENCE EXPENSES				
		2020 ACTUAL	2020 BUDGET	VARIANCE

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2020 Virtual Conference

Room Rate Buy Down		81,900	81,900
Host Committee		1,000	1,000
Welcome Bags		5,000	5,000
Speaker Gifts		3,500	3,500
Transportaion		6,000	6,000
TOTAL SPECIAL CONFERENCE EXPENSES		<hr/> 0	<hr/> 97,400
REGISTRATION/MAILINGS			
Postage/Shipping		500	500
Printing/Duplicating		6,000	6,000
Supplies	38	2,000	1,962
TOTAL REGISTRATION/MAILING EXPENSE		<hr/> 38	<hr/> 8,500
EXHIBITOR			
Security		2,500	2,500
Service		20,000	20,000
TOTAL EXHIBITOR EXPENSES		<hr/> 0	<hr/> 22,500
STAFF EXPENSES		12,000	12,000
OTHER			
Insurance	2,398	2,000	(398)
Internet Café - High Speed Connections		10,000	10,000
Miscellaneous	3,268	5,000	1,732
Meeting Planner Services	6,710	30,000	23,290
TOTAL OTHER EXPENSES		<hr/> 12,376	<hr/> 47,000
TOTAL EXPENSES		<hr/> 24,224	<hr/> 634,900
INCREASE IN NET ASSETS		<hr/> 64,416	<hr/> 51,816

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2019 School of Governmental Finance

Miramar Beach, FL

REVENUE COMPARISON

REGISTRATIONS	# of REG	2019 ACTUAL	2019 BUDGET	VARIANCE
Active Member Basic	30	7,800	12,500	(4,700)
Active Member Basic Late			1,450	(1,450)
Active Member Intermediate	46	11,500	12,500	(1,000)
Active Member Intermediate Late	3	870	1,450	(580)
Associate Member Basic			630	(630)
Non Member Basic	17	6,545	750	5,795
Non Member Basic Late	2	850	0	850
Non Member Intermediate	8	2,920	770	2,150
Active Member Week	96	38,400	32,000	6,400
Associate Member Entire Week	4	2,100	1,575	525
Active Member Week Late	6	2,640	2,200	440
Non Member Week	8	5,120	1,280	3,840
Hotel Commissions		16,043	10,000	6,043
Room Credits		3,576	2,000	1,576
Cancellation Fees	7	280	0	280
TOTAL REVENUES		98,644	79,105	19,539

EXPENSE COMPARISON

	2019 ACTUAL	2019 BUDGET	VARIANCE
Hospitality Suite	5,816	6,000	184
Refreshment Breaks	12,991	33,000	20,009
Welcome Reception		8,000	8,000
Emerging Leader Reception	2,153	4,000	1,847
Staff Travel	6,909	5,000	(1,909)
Equipment Rentals	11,645	10,000	(1,645)
Speaker Gifts	2,717	1,500	(1,217)
Postage/Mailing		100	100
Printing/Duplicating	26	1,750	1,724
Meeting Planning Services	5,675	6,500	825
Insurance	766	1,000	234
Scholarships	2,650	0	(2,650)
Operating Supplies		1,250	1,250
TOTAL EXPENSES	51,348	78,100	26,752
INCREASE IN NET ASSETS	47,296	1,005	46,291

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2019-20 Bootcamps
For the Year Ended June 30, 2020

REVENUE COMPARISON

REGISTRATIONS	# of REG	ACTUAL	BUDGET	VARIANCE
Registration Fees	106	46,640	52,800	(6,160)
TOTAL REVENUES		46,640	52,800	(6,160)

EXPENSE COMPARISON

	ACTUAL	BUDGET	VARIANCE
Refreshment Breaks	5,394	12,000	6,606
Lunch	8,356	10,000	1,644
Printing and Duplicating	297	1,200	903
Speaker Expense	7,010	12,000	4,990
Staff Travel	1,028	1,000	(28)
Equipment Rent	960	4,000	3,040
Room Rental	0	1,000	1,000
TOTAL EXPENSES	23,045	41,200	18,155
INCREASE IN NET ASSETS	23,595	11,600	11,995

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2019-20 CGFO

For the Year Ended June 30, 2020

REVENUE COMPARISON

REGISTRATIONS	# of REG	ACTUAL	BUDGET	VARIANCE
Renewals	173	6,920	4,000	2,920
Application Fees	56	2,800	3,000	(200)
Review Courses	109	4,905	22,000	(17,095)
Review Webinars	341	8,525	0	8,525
Exams	112	3,360	16,000	(12,640)
TOTAL REVENUES		26,510	45,000	(18,490)

EXPENSE COMPARISON

	ACTUAL	BUDGET	VARIANCE
Food and Beverage	4,033	13,000	8,967
Scantron Maintenance and Supplies	0	500	500
Printing and Mailing	1,819	1,000	(819)
Exam Rewrite or Update	47,555	47,000	(555)
Equipment Rental	3,104	1,500	(1,604)
TOTAL EXPENSES	56,511	63,000	6,489
DECREASE IN NET ASSETS	(30,001)	(18,000)	(12,001)

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

2020 Leadership FGFOA

Orlando, FL

REVENUE COMPARISON

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

EXPENSE COMPARISON

	ACTUAL	BUDGET	VARIANCE
Hotel Fees	0	15,000	15,000
Breaks	0	3,500	3,500
Lunch	0	4,500	4,500
Dinner	0	7,500	7,500
Equipment Rentals	0	4,000	4,000
Awards	1,308	1,500	192
Printing/Duplicating	0	750	750
Speaker Expense	0	20,000	20,000
Meeting Planning Services	0	2,000	2,000
Staff Travel	0	2,200	2,200
Supplies	82	0	(82)
TOTAL EXPENSES	1,390	60,950	59,560
DECREASE IN NET ASSETS	(1,390)	(41,050)	39,660



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

Agenda Item

2020-2021
BOARD OF DIRECTORS

OFFICERS

President
Jamie Roberson

President-Elect
Shannon Ramsey-Chessman

Secretary/Treasurer
Jonathan McKinney

Meeting Date: October 28, 2020

Title of Item: Membership Report

Executive Summary, Explanation or Background Information on Request:

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

Membership Paid	10/12/2020	June 30, 2020	10/05/19
Government:	1,822	2,486	2,116
Associate:	186	231	189
Lifetime/Retiree:	20	20	20
Total:	2,028	2,737	2,325

Recommended Action:

For review

Paul Shamoun

October 20, 2020

Date

FGFOA Listserve Report September 1, 2020 thru October 14, 2020

<u>List Title</u>	<u>Number of Subscribers</u>
Accounting, Auditing & Financial Reporting	667
Budgeting	575
Debt & Treasury	498
Financial Administration	585
Personnel & Payroll	351

Accounting & Auditing

[Broward County Elected Official % increase FY2021](#) (3 Messages)
[capitalization of line relocations](#) (5 Messages)
[Convenience fees](#) (2 Messages)
[CPI-U vs CPI-WST](#) (2 Messages)
[Cyber Policies](#) (1 Message)
[Electronic signature policy](#) (1 Message)
[Emergency Operations Plan](#) (1 Message)
[ERP Systems](#) (2 Messages)
[Federal Forfeiture Funds](#) (1 Message)
[Franchise Agreements TECO Gas](#) (1 Message)
[Funding for Comprehensive Plan](#) (3 Messages)
[Land Acquisition](#) (3 Messages)
[Oracle Cloud - Accounts Payable](#) (2 Messages)
[Police Officer Reimbursement for Traffic Control](#) (3 Messages)

Budgeting

[CARRYOVER POLICY](#) (1 Message)
[Electronic signatures policy](#) (1 Message)
[Fund Balance Policy](#) (5 Messages)
[Survey-Cities with population under 20,000](#) (4 Messages)

Debt & Treasury

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

Financial & Administration

[Actuarial Services for OPEB Valuation](#) (8 Messages)
[Convenience fees](#) (2 Messages)
[County Loan](#) (2 Messages)
[Cyber Policies](#) (1 Message)
[Electronic signature policy](#) (1 Message)
[Electronic Storage of Vendor Invoices](#) (7 Messages)
[Franchise Agreements TECO Gas](#) (1 Message)
[Hurricane Isaias](#) (1 Message)

[Outsourcing 1099s](#) (2 Messages)
[P-Cards](#) (10 Messages)
[Policy on use of digital signatures](#) (1 Message)
[Pre-sale admission tickets during COVID](#) (1 Message)
[Smart Meter RFP](#) (1 Message)
[TRIM ad](#) (5 Messages)
[Water Utility Tax](#) (10 Messages)
[\[EXTERNAL SENDER\] - P-Cards](#) (1 Message)
[\[EXTERNAL\] P-Cards](#) (1 Message)
[\[EXTERNAL\] Water Utility Tax](#) (1 Message)

Personnel & Payroll

[Electronic signatures policy](#) (1 Message)
[Payroll Tax Deferral](#) (1 Message)
[Payroll Tax Withholding & Payment Deferral](#) (25 Messages)
[\[EXTERNAL\] Payroll Tax Withholding & Payment Deferral](#) (1 Message)



Florida Government Finance Officers Association, Inc.

Board of Directors – Executive Director

2020-2021

Agenda Item

2020-2021
BOARD OF DIRECTORS

OFFICERS

President
Jamie Roberson

President-Elect
Shannon Ramsey-Chessman

Secretary/Treasurer
Jonathan McKinney

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: October 28, 2020

Title of Item: 2021 Annual Conference

Executive Summary, Explanation or Background Information on Request:

The FGFOA has been informed that the Boca Raton Resort and Spa, sight of the 2021 Annual Conference has decided to move up their schedule for renovations. As a result, the whole resort will be closed, and we will not be able to hold the conference there. FGFOA staff has researched options and narrowed it down to the Diplomat in Hollywood or the Hilton Bonnet Creek in Orlando. The 2022 and 2023 annual conferences are both scheduled to be in Orlando already and staff feels that being in South Florida will provide a greater opportunity for members to attend by driving in each day. The Diplomat provided two dates that are available between May 15 and June 15.

The two options are May 22 – 26 or June 1-5. The June date would start on Tuesday after Memorial day and would not allow us to hold our events on the traditional days. Additionally, this would put our conference at the same time as the City Managers conference. The May 22 – 26 dates provide for the normal conference schedule and would end prior to the Memorial day weekend. Below is a summary of the contract provisions as well as commentary from Melanie Howe, FLC meeting planning manager.

Room Block/Rates/Incentives/Performance

The room rate will be \$209/night and is based on the following room block:

Thursday - 15

Friday - 175

Saturday - 375

Sunday - 625

Monday - 600

Tuesday - 500

TOTAL = 2,290

This is considerably down from our past two years. 2018 registration was about 1,000 and 2019 it was about 1,100.

We'll receive a 7% commission from the hotel for each paid room; if we pick up the full block, we can expect a total commission of just over **\$32,000**. The Great Fort Lauderdale CVB has also agreed to match our original incentive from Palm Beach County of \$5 per paid room night. If we pick up the full block, we can expect just over **\$11,000** from this, which will be paid directly to the Diplomat and applied as a credit on our master account.



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

We are allowed a 20% attrition slippage on our total room block of 2,290. In addition, we have the option of reducing the total room block by up to 15% (2,290 rooms down to 1,946) up to 60 days out from our date of main arrival, which would be **March 23, 2021**. If we exercise that option, then we would be allowed the 20% slippage off of the new block of 1,946.

In addition to the room minimums, our food and beverage minimum is \$175,000, down from our usual \$200,000. We also have the option of reducing this by 15% by March 23.

Of course, we also have the protection of our force majeure clause which would cover us in the event of any significant travel or meeting size restrictions being in effect 45 days out from the conference dates.

Concessions

In addition to the commission and CVB rebate noted above, the hotel is offering the following concessions which are in line with what we received in 2019:

- 1 comp staff room
- 10 staff room nights at \$119/night
- 1 comp 2-BR presidential suite
- 1 per 50 comp rooms
- Comp guest room internet
- 10% discount on banquet food & beverage
- 15% discount for guests at Point Royal, Monkitail, Playa, Counterpoint and Diplomat Prime
- Special restaurant buffet breakfast pricing Sunday thru Wednesday of \$25++
- Special restaurant buffet lunch pricing Sunday and Monday of \$30++
- 40Mbps of internet in meeting space Friday thru Wednesday at \$9,750++
- 20% discount on valet and self-parking

Meeting Space

We will have all of our usual meeting space, plus they agreed to give us Aizia -- the spot across the street at the Landing -- for our hospitality suite. We can also use this for the president's reception, though they have also blocked another intriguing option for this -- the executive lounge on the 33rd floor. This might be very nice -- it can accommodate up to 125 in rounds of 10, plus it has balconies off of both sides.

Recommended Action:

Approval of 2021 Annual Conference Contract

Paul Shamoun

October 21, 2020

Date



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

Agenda Item

2020-2021
BOARD OF DIRECTORS

OFFICERS

President
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Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: October 28, 2020

Title of Item: 2021 FGFOA Government Finance Professionals Week

Executive Summary, Explanation or Background Information on Request:

I am proposing the 2021 FGFOA Government Finance Professionals Week be held March 15 – 21, 2021. The proposed toolkit is attached for your review and approval.

Recommended Action:

For approval

Paul Shamoun

October 14, 2020
Date



FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION

Government Finance Professionals Week 2021 Toolkit

EXECUTIVE SUMMARY

The Florida Government Finance Officers Association is a professional association founded in 1937 and serves more than 3,300 professionals from state, county and city governments, school districts, colleges and universities, special districts and private firms. 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.

On **March 15-19, 2021**, the FGFOA is sponsoring **Government Finance Professionals Week**, a weeklong series of activities aimed at recognizing government finance professionals and the vital services that they provide for local government and the community in which they serve. During this week, government finance professionals throughout the state will be recognized and acknowledged for their hard work, dedication and leadership.

Resources, initiatives and materials for Government Finance Professionals Week can be found in this toolkit and on the FGFOA website.

Information includes:

- ▶ Content for social media platforms and websites.
- ▶ Tips for communicating government finance professional services.
- ▶ Social Media – A how-to guide for citizen engagement.
- ▶ A sample proclamation.
- ▶ A sample press release.

CONTENT FOR SOCIAL MEDIA PLATFORMS AND WEBSITES

VIDEOS

Create video clips of the finance professional that can be used on social media.

- ▶ Create two-minute videos to help promote Government Finance Professionals Week.
- ▶ Post to social media and websites.

FACTS AND PHOTOS

The general public is usually not aware of the finance professional's role, so this would be an opportunity to share facts and photos:

- ▶ Facts about finance professionals.
- ▶ Types of positions your specific city employs.
- ▶ Quick facts about the daily duties of staff.
- ▶ Photos of staff in action, serving residents at City Hall or in the community.
- ▶ Coaching programs.

SOCIAL MEDIA

Add a hashtag to social media posts to organize all updates associated with the week. Hashtags are also a great way to connect with others.

- ▶ Use #GovernmentFinanceProfessionalsWeek

KEY MESSAGES

In addition to videos and statistics, sharing key messages and credentials of staff is another great way to make an impact. Examples include:

- ▶ FGFOA is a professional organization founded in 1937.
- ▶ FGFOA serves more than 3,300 professionals.
- ▶ A Code of Ethics and Standards of Conduct that the members of the FGFOA 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.
- ▶ FGFOA has 15 local chapters throughout the state.
- ▶ FGFOA has eight member committees including education, membership, leadership and technical resources.
- ▶ (CITY) has XX finance employees on staff.
- ▶ (CITY) staff in the Finance Department have CPAs, CGFOs, MBAs/MPAs, etc.
- ▶ (CITY) staff in the Finance Department are officers on boards, members of committees and/or experts in their specific fields of study.

TOP TIPS FOR COMMUNICATING INFORMATION FOR GOVERNMENT FINANCE PROFESSIONALS WEEK

As you think about how to get more involved in Government Finance Professionals Week celebrations, here are some key things to keep in mind.

USE THE HUMAN ELEMENT

Communicate what finance professionals do in plain language, relating to people's daily lives.

UTILIZE EXISTING AND FAMILIAR COMMUNICATION CHANNELS

In addition to social media, utilize existing newsletters, magazines or guides; city operated television or radio channels; email signature blocks; utility bill stuffers or any other communications methods you currently use.

IF HAVING A CELEBRATORY EVENT

- ▶ Organize a committee within your organization.
- ▶ Begin messaging well before the event date.
- ▶ Prepare and have ready any informational materials.
- ▶ Photograph or videotape the event.
- ▶ Gather supporters and interested parties to participate as attendance is critical to the event's success.
- ▶ Use email signature blocks to promote the event.
- ▶ To facilitate awareness and encourage dialogue, make local contacts at newspapers, magazines, radio and television stations a primary focus.
- ▶ Keep a record for future reference.
- ▶ Review the event in detail after the event is completed. Were your goals/expectations met? What could be done differently?

SOCIAL MEDIA – A ‘HOW TO’ GUIDE FOR CITIZEN ENGAGEMENT

The internet is no longer just a static advertising resource for companies to push their messaging. Today, people get information online by engaging with trusted and relatable sources that speak to their specific interests. Social media provides excellent opportunities for local governments to build trust with their residents and spark meaningful dialogue.

Social media websites are tools that can allow associations to engage target audiences in a deep and profound way, if applied properly.

For those municipalities just beginning to use social media, this document will provide general information and best practices.

FACEBOOK

Facebook is the number one social media site in the world with more than 2.3 billion monthly active users. It's popular for building effective engagement and awareness campaigns. Citizen engagement is all about word of mouth and building advocates to pass along messages to individual networks. The key is to build trust with those advocates through regular engagement, meaning associations must not only post regularly but also respond to comments and react to other content.

The biggest challenge with Facebook is consistently producing quality messaging that generates continuous interaction with one's audience. A user's Facebook newsfeed is more likely to pick up content from other Facebook accounts where there has been a large amount of shared activity and dialogue. Photos, videos and links to trusted news sources are popular ways to appeal to diverse audiences. By defining the target audience outright, effective messages can be developed that are tailored to fit that group with the goal of opening meaningful conversations.

INSTAGRAM

Visual conversations are now the most popular form of communication on social media, and Instagram provides the perfect platform to share a variety of photo and video content. With more than 100 million users, Instagram is constantly releasing new ways to connect through stories, polls and fun filters. The best way to achieve views is to interact with followers and always reply to comments.

TWITTER

People who want up-to-the-minute coverage of events and daily affairs are likely to use Twitter. With 330 million global monthly active users, this social media website presents another

opportunity to spread messaging, but at a much faster rate. With a limit of 280 characters, Twitter messages, or tweets, must be to the point. There are several factors of a tweet that will determine how effective it will be.

Retweeting is the ultimate goal for Twitter advocacy campaigns. It is the mode through which tweets “go viral.” Hashtags and mentions also help. Hashtags (#) are useful for monitoring how specific conversations are circulating, and mentions (@) can be used to spark conversations with other Twitter users and groups. The use of these symbols before the right words and phrases can lead to very effective tweets and attract the attention of other Twitter users.

OTHER SOCIAL MEDIA TOOLS

Links are often an important feature of a social media post. When a post is composed that references an article, web page or other content, you should add a direct link to that source. The post can be used to attract people to a link, or the link can be used as a reference for a post – the two are always complementary. However, links typically take up too many characters in a post and can be shortened for free using websites such as bitly.com or tinyurl.com. The link makes the post more attractive to users, who are then more likely to share or retweet it to their own Twitter followers.

Facebook, Instagram and Twitter are popular social media websites, but they are not the only tools available. LinkedIn is an excellent way to connect to other professionals and develop a strong digital network. Pinterest is an excellent option for promoting products by allowing users to pin items to individualized boards. YouTube is the largest network of users dedicated solely to video.

There are plenty of other options to explore, but it is important to recognize that more is not always better when it comes to social media. These sites require constant attention and maintenance to be effective. Stretching one’s efforts too thin could end up hurting more than helping. Approach citizen engagement through social media with a solid objective in mind. Once defined, that goal will help prescribe the necessary tools for success.

SAMPLE PROCLAMATION

GOVERNMENT FINANCE PROFESSIONALS WEEK MARCH 15-19, 2021

WHEREAS, The Florida Government Finance Officers Association is a professional association founded in 1937 and serves more than 3,300 professionals from state, county and city governments, school districts, colleges and universities, special districts and private firms; and

WHEREAS, the FGFOA is dedicated to being your professional resource by providing opportunities through education, networking, leadership and information; and

WHEREAS, this inaugural Government Finance Professionals Week, sponsored by the FGFOA and all of its member governmental organizations, is a weeklong series of activities aimed at recognizing government finance professionals and the vital services that they provide to our state and our community; and

WHEREAS, during this week, government finance professionals throughout the State of Florida will be acknowledged for their hard work, dedication and leadership.

NOW THEREFORE, I, _____, as Mayor, and on behalf of Commissioner _____, Commissioner _____, Commissioner _____ and Commissioner _____, do hereby proclaim March 16-20, 2020, as Government Finance Professionals Week in the City/County of _____ and extend our appreciation to all government finance professionals throughout the state and here in the City/County of _____ for their hard work, dedication and leadership.

Dated this March _____, 2021

Mayor _____

MEDIA RELEASE

THE CITY/COUNTY _____

DATE: _____, 2021

CONTACT: Contact Name, Department, Phone Number

CITY/COUNTY OF _____ CELEBRATES FINANCE PROFESSIONALS WEEK

An official proclamation, from the City/County of _____, designates March 15-19 as “Government Finance Professionals Week.”

The proclamation issued Date _____, 2021, extends appreciation to all government finance professionals in the State of Florida and in the City/County of _____ and acknowledges their hard work, dedication and leadership.

This inaugural Government Finance Professionals Week is sponsored by the Florida Government Finance Officers Association, a professional association founded in 1937 and serving more than 3,300 professionals from state, county and city governments, school districts, colleges and universities, special districts and private firms.

“This is a wonderful opportunity to showcase the talents of many professionals who are generally not in the public eye,” said Ken Burke, FGFOA president and Pinellas County clerk of the Circuit Court and comptroller. “We offer congratulations to all of the government finance professionals throughout the State of Florida as we celebrate their accomplishments.”

The FGFOA is dedicated to being a professional resource by providing opportunities through education, networking, leadership and information. The week, sponsored by the FGFOA and all of its member governmental organizations, is a weeklong series of activities aimed at recognizing government finance professionals and the vital services that they provide to our state and to our communities.

“The professional finance officer’s knowledge, integrity and dedication make certain that funds entrusted to government are properly budgeted, disbursed and accounted for,” Burke said. “This accountability is a key ingredient to ensure people’s faith in government.”



Florida Government Finance Officers Association Certification Committee 2020-2021

2020-2021

CHAIRPERSON

Matt Misco, CGFO

Senior Accountant

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Lori Hill

Karen Keith

Robert Miller

Anna Otiniano

Mary-Lou Pickles

Chantel Pierre

Lilya Sablukova

Scott Simpson

Todd Taylor

Vien Tran

Denese Williams

Agenda Item Request

Meeting Date: October 28, 2020

Title of Item: Fall 2020 CGFO Exam Review Sessions

Executive Summary, Explanation or Background Information:

The Certification Committee has scheduled the following online review sessions in place of those originally scheduled to be held in person during the School of Governmental Finance. Per the Board's decision at the 8/28/2020 meeting, anyone who registered for a spring review session will be allowed to attend without a fee due to the cancellation of the spring exam.

Friday October 30th

Municipal Budgeting – Daniel Risola

Monday November 2nd

Debt – Michael Perry

Friday November 6th

Financial Administration (Part 1) – Diane Reichard

Treasury (Part 1) – Ann Marie Ricardi

Monday November 9th

Treasury (Part 2) – Ann Marie Ricardi

Accounting & Financial Reporting (Part 1) – Lorrie Simmons

Tuesday November 10th

Financial Administration (Part 2) – Diane Reichard

Accounting & Financial Reporting (Part 2) – Rip Colvin

Recommended Action:

For review.

Matt Misco

October 28, 2020

Matt Misco

Date



**Florida Government Finance Officers Association
Certification Committee
2020-2021**

2020-2021

CHAIRPERSON

Matt Misco, CGFO

Senior Accountant

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Chantel Pierre

Lilya Sablukova

Scott Simpson

Todd Taylor

Vien Tran

Denese Williams

Agenda Item Request

Meeting Date: October 28, 2020

Title of Item: Fall 2020 CGFO Exam

Executive Summary, Explanation or Background Information:

With the School of Governmental Finance being held virtually, the Certification Committee has scheduled the Fall CGFO Exams to be held on November 13th at the following locations:

- Palm Beach County
- Santa Rosa County
- Orlando
- Miami
- St. Augustine
- Mount Dora
- Pinellas County
- Tallahassee
- Palmetto

Capacity at each of the locations will be limited to ensure that safety protocols can be followed. Proper spacing and mask usage will be enforced. If necessary, additional sites may be added to accommodate registrants should they become available.

Recommended Action:

For review.

Matt Misco

October 28, 2020

Matt Misco

Date



**Florida Government Finance Officers Association
Certification Committee
2020-2021**

2020-2021

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Senior Accountant

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Scott Simpson

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Vien Tran

Denese Williams

Agenda Item Request

Meeting Date: October 28, 2020

Title of Item: CGFO Renewal Deadline Extension

Executive Summary, Explanation or Background Information:

The FGFOA Executive Board has previously elected to extend the CPE requirements to 12/31/2020 for those with a 6/30/2020 deadline.

The Certification Committee is requesting that a determination is made as to whether those members with a 6/30/2021 renewal deadline will also receive an extension and if those who took advantage of the 12/31/2020 extension will receive a full 2 years to fulfill their CPE requirements or if their regularly schedule 6/30/2022 deadline will remain in effect.

Recommended Action:

For discussion and direction regarding future renewals.

Matt Misco

October 28, 2020

Matt Misco

Date



**Florida Government Finance Officers Association
Certification Committee
2020-2021**

Agenda Item Request

CGFO Exam Locations

Palm Beach County

50 South Military Trail

West Palm Beach, FL

Proctor(s): Jeremy Baker jbaker3@pbcgov.org

10-12 people

Santa Rosa County

Training Room/Human Resources Office

6495 Caroline Street, Suite H

Milton, FL 32570

Parking: Park at far left end of parking lot, facing the building. Enter through the doors on that end of the building. Human Resources office is the first office on the left.

Proctor(s): Bob Miller millerr@santarosaclerks.com

6 people

Orlando

1900 Hotel Plaza Boulevard

Lake Buena Vista, FL 32830

Proctor(s): Christopher Quinn cquinn@rcid.org

10 people

Miami

40 NW 3rd Street, Suite 1103

Miami, FL 33128

Proctor(s): Scott Simpson ssimpson@miamiparking.com

12 people

St. Augustine

2200 A1A South

St. Augustine Beach, FL

Proctor:

Parking at City Hall parking lot

(contact person: Patty)

20 people

Mount Dora

Proctor: John McKinney



**Florida Government Finance Officers Association
Certification Committee
2020-2021**

Agenda Item Request

Pinellas County

Proctor: Ken Burke

Tallahassee

Proctor: TBD Either Rip or Karen P.

Palmetto City Hall

516 8th Ave W, Palmetto, FL.

Proctor(s): Matt Misco

5 people



Florida Government Finance Officers Association Conference Host Committee 2020-2021

2020-2021

CHAIRPERSON

Sharon Almeida, CGFO
Assistant Controller
Village of Wellington
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Damien Grant
Ceci Guerrero
Jeanette Haynes
Pennie Hill
Natalie Hinger
Heather Meyer
Allison Teslia
James Tizzo
Paula Tosti
Natalee Wallace
Brent Wertz
Katherine Woodruff

Agenda Item Request

Meeting Date: October 28, 2020

Title of Item: Conference Host Committee Update

Executive Summary, Explanation or Background Information:

The Conference Host Committee has been working on 2 options for the Tuesday Night event and requested information from the meeting planner on the cost of each option. Our theme was Family Fun Night and we wanted to provide a night of music, laughs and fun games.

In light of the recent changes to the location of the Annual Conference and dates, our committee is on hold with planning the Tuesday Night Event until the location and date is confirmed.

Recommended Action: Informational

Sharon Almeida

10/20/2020

Sharon Almeida

Date



Florida Government Finance Officers Association Conference Program Committee 2020-2021

2020-2021

Agenda Item Request

CHAIRPERSON

Nicole Jovanovski, CPA

Director of Finance

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Jeanette Haynes

Brittany Hinsberg

Brittany Jumper

Jeffrey Kern

Christopher Kessler

Dianne Klaiss

Jeffrey Larson

Marcia Mack

Alan Ricafort

James Rizzo

Katie Roundtree

Jonathan Rushnak

Natalee Wallace

Mark White

Meeting Date: October 28, 2020

Title of Item: Conference Program Committee Update

Executive Summary, Explanation or Background Information:

Since the 2020 Virtual 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 continue 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. Coaching and Mentoring Part I
2. Coaching and Mentoring Part II
3. Dynamic Leadership
4. Redefining Leadership for 2021

Investments - (4) 100-minute sessions

1. Update on the Economy, Market & Events that Affect Our Investment Opportunity
2. Investment Policy - Best Practices in Policy, Process and Practice
3. The Philosophy of Sleep Adjusted Returns
4. Measuring Investment Performance and Communicating with Stakeholders and Elected Officials

CONFERENCE

Accounting, Auditing & Financial Reporting

1. GASB Update
2. GASB Hot Topics
3. Auditor General and Department of Financial Services Update
4. Common Audit Findings
5. Disaster Recovery Accounting and Single Audit Aspects
6. CAFR - Tips and Tricks to Ensure Timely & Accurate Reporting
7. Introduction to Governmental Accounting
8. Financial Reporting Complexities in Local Governments



Florida Government Finance Officers Association Conference Program Committee 2020-2021

Agenda Item Request

9. Creating Efficiencies for Internal Audit
10. GASB 84 Implementation in a Nutshell
11. Peer Tested Best Practices in Accounts Payable Processing

Budget, Economics, and Financial Planning

1. Budgeting for Capital Expenditures
2. Budgeting for Small Governments
3. Disaster Recovery - How do You Solve the Hurricane Problem: FEMA Challenges and Issues
4. Public Procurement – How to Manage the Acquisition Process
5. Retirement Plans Best Practices (DB, DC and OPEB Plans)
6. Economic Update - Planning for a Post Pandemic Future
7. Data Analysis, Decision Making and Long-term planning
8. Good Debt vs. Bad Debt - Knowing the Difference and Communicating it to Decision Makers

Ethics

1. Ethics (FICPA)

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

1. How to Leverage Digital Banking Technologies to Meet Constituent and Vendor Demand
2. Avoiding Bias Regarding Investment Decisions
3. Post Issuance Disclosure
4. Rating Agency Panel
5. Advanced Credit Analysis
6. Lies, Liest & Economic Forecasts
7. Debt: Financing Options Used for Public Infrastructure
8. Liquidity Estimation: How to Maximize Earnings While Meeting Cash Flow Needs

Technology

1. Using Power Query in Excel to Do More with Less
2. Florida Open Financial Statement System - Getting Ready for 2022
3. ERP Implementation from the Pros - A Panel Discussion
4. Cyber Security Trends for Finance Professionals
5. AI - Artificial Intelligence in Financial Services Risk Management, Fraud Prevention and Process Automation
6. IT Considerations for Remote Workers

A very draft proposed schedule including session titles, and draft session descriptions are in the attached matrix has been included for Board consideration.



Florida Government Finance Officers Association Conference Program Committee 2020-2021

2020-2021

CHAIRPERSON

Nicole Jovanovski, CPA

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Brittany Jumper
Jeffrey Kern
Christopher Kessler
Dianne Klaiss
Jeffrey Larson
Marcia Mack
Alan Ricafort
James Rizzo
Katie Roundtree
Jonathan Rushnak
Natalee Wallace
Mark White

Agenda Item Request

Recommended Action:

Consider proposed session topics and schedule timing to provide direction.

Nicole Jovanovski

10/19/2020

Nicole Jovanovski

Date



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

2020-2021

Agenda Item Request

CHAIRPERSON

Rebecca Schnirman

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Tasha Morgan

Renee O'Day

Everlyne Okoduwa

Anna Otiniano

Richard Pengelly

Chantel Pierre

Harold Ian Proverbs

James Rizzo

Katie Roundtree

Liliya Sablukova

Andrea Simon

Katherine Woodruff

Rhonda Woodward

Meeting Date: October 28, 2020

Title of Item: Update

Executive Summary, Explanation or Background Information:

At the September 11, 2020 Board Meeting, the board voted to approve the revised Education and Webinar schedule. The schedule is as follows:

Webinar Topic	Date	Attendees
CARES Act	07/16/20	252
GASB 84 - Fiduciary Activities, getting ready and using the implementation guide	08/20/20	453
Disaster Recovery/Having a Continuity of Operations Plan	09/17/20	259
Impact of COVID-19 (Pandemic) on Financial Reporting	10/15/20	624
Best Practices for Remote Working in a Government Environment	11/12/20	
Economic Update	11/19/2020	
State of Florida – Revenue Department Update	12/17/2020	
Budget - How to Develop a Long-Range Financial Plan	1/21/2021	
Redefining Leadership for 2021	1/28/2021	
Procurement Card Best Practices	2/18/2021	
Dealing with Difficult Employees/Having Difficult Conversations	2/25/2021	
Accounting for Leases (GASB 87) Delayed until June 15, 2021	3/18/2021	
Paperless Office: Opportunities and Challenges	3/25/2021	
How to Develop an Asset Management Policy	4/15/2021	
Communication throughout the Organization – Building Relationships with Diverse Departments	4/22/2021	
Accepting Credit Card Payments: What Governments should know about Vendor Services, Fees, and Risks	5/20/2021	
Pensions: Long Term Investment Trends and Impact on Budget	6/17/2021	
Automating Accounts Payable	6/24/2021	
Best Practices in Grants Administration	7/15/2021	
Wage & Hour Law Updates	7/22/2021	
Environmental Social & Governance (ESG) Investing	8/19/2021	
Bridging the Intergenerational Gap	8/26/2021	
Banking Fraud Protection/Cyber Security	9/16/2021	
Payroll Taxes 101	9/23/2021	

Recommended Action:

None

Rebecca Schnirman

Rebecca Schnirman

10/16/2020

Date



Florida Government Finance Officers Association Legislative Committee 2020-2021

2020-2021

CHAIRPERSON

Stephen Timberlake

Special Projects Manager

Boca Raton

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James Buresh

Eddy Castaneda

Yvonne Clayborne

Christine Davis

Michael Florio

Natalie Hinger

Lory Irwin

Brittany Jumper

Tasha Morgan

Colleen Scott

Mark White

Agenda Item Request

Meeting Date: October 28, 2020

Title of Item: Legislative Committee Update

Executive Summary, Explanation or Background Information:

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

The Committee's first meeting will occur in early December.

Key Session Dates for 2021:

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

The Office of Economic & Demographic Research's Monthly Revenue Report continues to show the impact of the Pandemic on the State as a whole, with August's report reflecting sales tax revenue off by 5.3% of last year. A link to the August report is found here:

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

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

Stephen Timberlake

Stephen Timberlake

10/20/2020

Date



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

2020-2021

CHAIRPERSON

Lorrie Simmons

SimmonsLe@hillsboroughcounty.org

BOARD LIAISON

Melissa Burns

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Maudeline Ciguene

Marie Elianor

Zachary Falconer

Michael Gauci

Catherine Givens

Yeimy Guzman

Kewina Hibbert

Marcia Mack

Lakia McNeal

Harold Ian Proverbs

Cintya Ramos

Paula Tosti

Agenda Item Request

Meeting Date: October 28, 2020

Title of Item: Membership & Leadership Development Mentor & Mentee Agreement, Dates & Topics of Mentor & Mentee Meetups

Executive Summary, Explanation or Background Information:

The Committee has reviewed and updated the Mentor & Mentee Agreement. The sub-committee selected dates and topics for the virtual Mentor & Mentee Meetups. Topics were created with the goal to develop certain leadership areas/skills for the mentee.

Friday, December 4, 2020 12:15 to 1:30 pm Topic: Careers in Government Finance and finding your place.

LEADERSHIP SKILL/TOPIC: IDENTIFYING INDIVIDUAL STRENGTHS/KNOWING YOUR PASSION

Friday, February 5, 2021 12:15 to 1:30 pm Topic: Work/Life Balance and sustaining it in your career.

LEADERSHIP SKILL/TOPIC: PRIORITIES/TIME MANAGEMENT

Friday, April 2, 2021 12:15 to 1:30 pm Topic: What's the right certification? What are the education and CPE requirements?

LEADERSHIP SKILL/TOPIC: CAREER DEVELOPMENT/EMPOWERMENT

Saturday, June 12 - Wednesday, June 16 Lunch - Topic: Creating Connections, Maintaining Communication, and Networking.

LEADERSHIP SKILL: COMMUNICATION/IMPORTANCE OF NETWORKING

Recommended Action:

The Board accept the modifications to the Mentor & Mentee Agreement, dates, and topics of discussion. Board members also participate in sending Leadership Books & Articles of relevance to the Committee to build the database.

Lorrie Simmons

Lorrie Simmons

10/19/2020

Date

FGFOA Mentoring Program Agreement

Mentoring Requirements

- ✚ The Mentor and Mentee will meet a minimum of four times over 9 months (September through June) at mutually agreed upon dates/times.
- ✚ The Mentor and Mentee will meet via online tools, telephone or at a mutually agreed upon location.
- ✚ Conversations between Mentor and Mentee will be confidential.
- ✚ The Mentor and Mentee are encouraged to attend FGFOA gatherings or virtual sessions.
- ✚ The Mentor and Mentee will remain committed and adaptable throughout the mentoring process.

Expectations of Mentor

- ✚ Schedule and attend meetings with assigned Mentee.
- ✚ Mentor in the areas of government finance, which may involve leadership skills, communications, perceptions, decision-making, understanding concepts, etc., or, in other areas of personal and professional development.
- ✚ At the conclusion of the program, complete a survey about his/her experience being a Mentor.

Expectations of Mentee

- ✚ Arrange to attend scheduled meetings with assigned Mentor.
- ✚ Work with Mentor in the areas of government finance, which may involve leadership skills, communications, perceptions, decision-making, understanding concepts, etc., or, in other areas of personal and professional development.
- ✚ At the conclusion of the program, complete a survey about his/her experience being a Mentee.



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

2020-2021

CHAIRPERSON

Lorrie Simmons

SimmonsLe@hillsboroughcounty.org

BOARD LIAISON

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Kewina Hibbert

Marcia Mack

Lakia McNeal

Harold Ian Proverbs

Cintya Ramos

Paula Tosti

Agenda Item Request

Meeting Date: October 28, 2020

Title of Item: Membership & Leadership Development Policy
Manual

Executive Summary, Explanation or Background Information:

Each year the Committee is required to review and update the policy and manual for each committee. Our committee has completed the review with minor changes and grammatical corrections.

Recommended Action:

*Accept the modifications and grammatical corrections to the
Membership & Leadership Development Policy Manual.*

Lorrie Simmons

Lorrie Simmons

10/19/2020

Date

**Florida Government Finance Officers Association
Member and Leadership Development Committee
Policy and Procedures Manual**

Purpose, Goals and Action Plan

The Member and Leadership Development Committee is responsible for initiating and promoting diverse membership in the organization to ensure the strength and viability of FGFOA while developing effective leadership by using consistent talent management programs at all levels across the organization that will benefit FGFOA and local governments across the State.

Purpose:

To enhance, promote and serve the Association by actively engaging both existing and potential members. To promote growth and leadership opportunities to current members through the various programs developed by the Committee members.

Goals:

Membership Recruitment:

To promote membership opportunities in FGFOA to government professionals, retirees and potential associate members.

Leadership Development:

To equip members with leadership skills that will allow them to excel in the organization and local governments across the State.

Committee Structure:

The Committee is generally composed of 15 - 20 members plus the Chairperson. This provides a sufficient number of members to accomplish the duties and responsibilities assigned to the Committee.

The Chairperson is appointed by the President and serves as overall coordinator. The Chairperson establishes sub-committees and appoints Sub-Chairs based on the tasks developed during FGFOA Board of Directors Strategic Planning session. Each Sub-Chair is responsible for coordination of activities associated with the tasks assigned to that sub-committee. Each committee member is assigned to one or more sub-committees.

Chairperson Responsibilities:

General Responsibilities include the following:

- Provide leadership to committee members to ensure goals and assignments are met.
- Keep Board Liaison informed and include him/her in all communications (i.e., meetings, e-mails, and conference calls).

- Meet deadlines for submitting Committee Reports for Board of Director meetings. Attend Board of Director meetings when important items requiring board approval will be discussed.
- Meet Deadlines for submitting any documentation to the Board of Directors.

The Chairperson is responsible for coordinating all major aspects of the Committee including establishing meeting times, chairing Committee meetings, assisting Sub-Chairs with coordination of duties and assignments, reporting activities and results to all Committee members, and quarterly reporting to the FGFOA President and Board of Directors.

The Chairperson is responsible for reviewing and recommending changes to the Committee's purpose, long range goals, short range goals, and plan of action as listed in the Policy and Procedures Manual. The Committee as a whole should review recommendations and submit changes to the Board of Directors for approval.

The Chairperson is expected to attend FGFOA Board meetings if possible and is responsible for preparing and presenting a report of Committee activities at all Board meetings. If the Chairperson is unable to attend, the liaison to the Committee should be notified and arrangements made for the report to be presented at the Board meeting.

The Chairperson shall meet with the incoming Chairperson and President to communicate updates on the status of all projects and concerns if any to facilitate an orderly transition. This meeting should occur either before or during the Annual Conference.

At the first meeting, the Chairperson is responsible for advising members of the Committee's purpose, annual and routine goals, and garnering volunteers for the various tasks including establishment of sub-committees, addressing at a minimum, the following areas:

- Announce sub-committees for the year and tasks each sub-committee will be working on;
- Secure sub-committee chairs;
- Solicit volunteers for each sub-committee to work during the year.

Sub-Chair Responsibilities:

Organize sub-committee work during the year including any type of communication the subcommittee needs to accomplish assigned tasks, coordinating with the Chairperson any assistance needed, reporting on sub-committee activities and accomplishments during Committee's monthly conference call.

Meetings and Attendance:

The Member and Leadership Development Committee holds an organizational meeting at the annual conference to discuss goals and objectives for the year. Additional meetings are scheduled at least quarterly to discuss the progress on the tasks assigned to each sub-committee.

Attendance at a minimum of two meetings is required and one additional is encouraged due to the many responsibilities assigned to this committee.

Terms:

Members are appointed for a one-year term and are encouraged to continue on the Committee for at least three years to provide the institutional knowledge and experience necessary for successful operation.

Membership Roster:

A listing of each Committee member including entity, telephone number, e-mail address and term expiration will be compiled and distributed to all Committee members.

Minutes:

Minutes of meetings should be kept by the Chairperson and Sub-Chairs and distributed to the committee members after the meetings to reinforce decisions made at meetings.



Florida Government Finance Officers Association

SOGF Committee

2020

2020-2021

CHAIRPERSON

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Chief Financial Officer

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Catherine Givens

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Brittany Hinsberg

Brittany Jumper

Ann Kenny

Jeffrey Kern

Dianne Klaiss

Jeffrey Larson

Raymond Long

Everlyne Ololo

Richard Pengelly

Kelly Strickland

Vien Tran

Les Tyler

Denese Williams

Rhonda Woodward

Agenda Item Request

Meeting Date: October 28, 2020

Title of Item: 2020 School of Governmental Finance

Executive Summary, Explanation or Background Information:

The Committee worked with the Board and staff to complete the scheduling of the 2020 School and identified speakers for all sessions. The sessions will begin on October 20th ending on November 5th. The courses will be in the afternoon from 1 pm to 4:45 pm on seven different afternoons. Each afternoon will feature four courses, two for 1.5 hours of credit and two for 1 credit hour. A participant who attends the entire school can get a total of 17.5 hours of CPE.

Based on the 10/16/2020 registration report, we have 220 people registered for the SOGF for 2020 compared to 234 in 2019. The sessions have gone well, and the school should be a success.

Typically, the SOGF Committee has an annual meeting at the end of the School to de-brief and to begin planning for the next year. To keep with the tradition, the Committee has agreed to have a virtual meeting on November 5th, which is the last day of the school.

Recommended Action:

Item submitted as a report of progress. There is no action required at this time.

Mark Parks

Mark Parks

06/23/2020

Date



Florida Government Finance Officers Association Technical Resources Committee 2020-2021

2020-2021

Agenda Item Request

CHAIRPERSON

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Yvonne Clayborne
Christopher Davis
Michael Florio
Ajay Gajjar
James Halleran
Wayne Hart
Christopher Kessler
Derek Noonan
James Rizzo
Les Tyler
Terrence Vecchio
Larry Webb
Joseph Welch
Mark White

Meeting Date: October 28, 2020

Title of Item: Update

Executive Summary, Explanation or Background Information:

- Continued updating the *Basic Government Resource Manual*. The draft is projected to be completed in early December 2020.
- Continued to monitor the landscape of government finance for changes to bring to the members' attention:
 - i. Have worked with Jill Walker and the League to create and disseminate several e-bulletins regarding a number of authoritative topics and updates:
 - 1) Department of Financial Services's FY20 notice of legislative changes to financial reporting requirements for impact fees (F.S. 163.31801)
Department of Revenue's updated official county and municipal revenue estimates.
 - 2) Internal Revenue Services's update for employer payroll tax deferrals
 - 3) Florida Auditor General's updated Auditor Selection and Auditor Selection Committee Guidance
 - 4) GASB notices for nonfinancial asset respondent survey and future exposure draft webinars
 - 5) Florida Auditor General has finalized their technical guidance of financial audits for local governments including the new requirement of independent audits of certain Community Redevelopment Agencies (CRAs).
Reminder of Department of Financial Services FY20 notice of legislative changes to financial reporting requirements for impact fees (F.S. 163.31801) Notice of the Florida Department of Financial Services FY20 and FY21 local government Uniform Accounting System Manuals



**Florida Government Finance Officers Association
Technical Resources Committee
2020-2021**

Agenda Item Request

- Continued responding to technical inquiries and request of financial information:
 - i. Monitored the Listserve activity and responded to unanswered questions
- Continued to prepare draft responses to any Government Accounting Standards Board (or other regulatory body's) invitations to comment. The respective subcommittees have tentative due dates of late January 2021 for draft submissions to the Board.

Assigned subcommittees/ project teams to develop draft responses to the GASB's invitation to comment on [Financial Reporting Model Improvements \(Comment Deadline: February 26, 2021\)](#), [Recognition of Elements of Financial Statements \(Comment Deadline: February 26, 2021\)](#), and [Revenue and Expense Recognition \(Comment Deadline: February 26, 2021\)](#).

Recommended Action:

Ryan Bernal

Ryan Bernal

10/21/2020

Date

[illegible]

NEXT MEETING:

Friday, January 15, 2021, Tallahassee



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