

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

**March 8, 2024**

The meeting of the FGFOA Board of Directors took place at the Embassy Suites by Hilton Orlando North in Altamonte Springs on Friday, March 8, 2024.

**IN ATTENDANCE:**

**OFFICERS AND BOARD MEMBERS**

President – Frank DiPaolo, Chief Financial Officer, City of Dania Beach  
President-Elect – Rip Colvin, Executive Director, Justice Administrative Commission  
Secretary-Treasurer – Nicole Gasparri, Director of Strategic Management and Professional Development, Palm Beach County Clerk of the Circuit Court & Comptroller  
Director, Sharon Almeida, Finance Director, Village of Royal Palm Beach  
Director, Lorrie Brinson, Business Manager, Affordable Housing Services, Hillsborough County - BCC  
Director, Melissa Burns, Fiscal Director, State Attorney's Office 4th Judicial District  
Director, Nicole Jovanovski, Director of Finance, Sarasota County  
Director, Rebecca Schnirman, Director of Financial & Support Services, Palm Beach County  
Director, Bill Spinelli, Chief Financial Officer, Hillsborough County Sheriff's Office  
Director, Kelly Strickland, Director of Financial Administration, City of Sarasota  
Immediate Past President, Jonathan McKinney, Finance Director, City of Port Orange

**COMMITTEE CHAIRS**

Mary-Lou Pickles, Certification  
Sarah Simpson, Conference Program  
Stephen Timberlake, Educational Programs  
Anna Otiniano, Event Host  
Kadem Ramirez, Professional Development  
Elizabeth Walter, 2023 SOGF  
Derek Noonan, Technical and Legislative Resources  
Shannon Ramsey-Chessman, Strategic Communications Ad-Hoc  
Jamie Roberson, Local Chapter Presidents

**STAFF**

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

**CALL TO ORDER**

There being a quorum, President DiPaolo called the March 8, 2024, meeting of the FGFOA Board of Directors to order at 9:02 am.

**PRESIDENT REPORT**

**Minutes**

President DiPaolo presented the minutes from the January 12, 2024, FGFOA Board meeting for review.

**Ms. Burns moved, seconded by Mrs. Strickland, to accept the minutes from the January 12, 2024, FGFOA Board meeting as submitted. Motion passed unanimously.**

## **COMMITTEE CHAIR REPORT**

### **Certification Committee**

Ms. Pickles noted that the Certification Committee and Beth Horacek completed a review of the current topic distributions for CGFO certification. Ms. Pickles presented a revised version of the learning objectives and approximate distribution of exam topics as well as noting the updated guidelines for on-demand testing which were attached to her agenda item. The recommendation is to take one test at a time, to expand the questions database, to complete of the review slides by the presenters for clarity/continuity, and also asking presenters to do live webinars with new questions until a new updated review webinar format can be developed. It was noted that software is needed to manage a database which would then reduce staff responsibilities. She also recommends creating a testing “flow chart” of how to complete your CGFO certification to help applicants understand the process.

**Mrs. Almeida moved, seconded by Mr. Colvin, to approve the revised learning objectives, approximate distribution of exam topics, and new guidelines for on-demand testing. Motion passed unanimously.**

The next item covered by Ms. Pickles was exam topic distribution. In conjunction with increasing the current test banks from 75 to 150 questions, Board direction is for a shift in methodology moving towards testing broad concepts and application of those concepts. NASBA requirements for developing test questions is to link them to learning objectives.

Working with the committee’s consultant liaison, Beth Horacek, a review of the current topic distributions was performed, and the proposed updated approximate distribution is attached for approval. Highlights of the changes included broadening descriptions and revising percentages to appropriately reflect their importance; no topics were eliminated.

**Mrs. Strickland moved, seconded by Ms. Burns, to approve the exam testing distribution as presented. Motion passed unanimously.**

Finally, the committee would like to recognize applicants who complete their CGFO certification via the new online testing forum. There are many avenues to recognize applicants such as at the awards luncheon at the Annual Conference, via an e-bulletin member spotlight, a plaque or to give away a registration to the SOGF or Annual Conference.

**Mr. Colvin moved, seconded by Ms. Brinson to approve recognition for the first person to attain their CGFO certification totally online via a member spotlight e-bulletin, at Annual Conference or via a free event registration. Motion passed unanimously.**

### **Conference Program Committee**

Ms. Simpson submitted an updated 2024 Annual Conference Program schedule for review noting that we need more large sessions for the “fireside chat” idea of more conversational sessions. Next, Ms. Simpson noted the Moderator Trainings have been organized and FGFOA staff will schedule Teams calls for both the basic and specialized Moderator Trainings. She noted that Ethics will be offered in an online version, not in-person. We anticipate offering it twice per year going forward to assist members in reaching their goals for reporting. No motion was made.

### **Educational Programs Committee**

Mr. Timberlake presented the Education Program Committee report noting that FGFOA currently offers a beginner's boot camp several times year which consistently has more applicants than seats available. Over the past year, FGFOA has facilitated a local area boot camp for a single entity. As part of this year's goals, the Educational Programs Committee was asked to development an "A La Carte" boot camp. This idea will be left in the hands of the 2024-2025 Educational Programs Committee to continue working if they decide to pursue it further. The committee has worked extensively with Kimball Adams to develop a draft program to present to the Board. In addition, the committee recommends adding more of the regular boot camps to meet the current demand whether as stand-alone events or in conjunction with the Annual Conference and School of Governmental Finance. No motion was made.

### **Event Host Committee**

Mrs. Otiniano gave the report for the Event Host Committee noting many details that are finalized for the upcoming FGFOA Annual Conference including welcome bags being ordered, they have confirmed the Opening General session participants and secured volunteers as needed for multiple events. Mr. DiPaolo recommends reducing the days being provided for headshots in the Exhibit Hall and to increase the days for event photos. Mrs. Otiniano will submit changes to the contract to accommodate this request. The Board authorized her to negotiate with the photographer vendor up to a \$7,000 cap to include capturing video footage as well. No motion was made.

### **Professional Development Committee**

Mrs. Ramirez presented the Professional Development Committee report noting that the committee has finalized the itinerary for the Dynamic Leadership Reception at the FGFOA Annual Conference. The committee requests FGFOA staff to send out the invitation, with clarified wording from Ms. Ramirez to all current Board members and Committee Chairs, all Leadership graduates and Mentor/Mentee participants.

The committee successfully completed the Leadership Class 2024 rankings. The committee had some challenges with program rankings and are developing a recommendation to bring to the Board in a future meeting to resolve these difficulties. They are creating a "toolkit" for successful application to the Leadership program that may assist members in the future. The committee also participated in a virtual recruiting presentation on February 6<sup>th</sup> at FAU along with Darrel Thomas. No motion was made.

### **School of Governmental Finance Committee**

Mrs. Walter presented the SOGF Committee report noting each sub-committee chair has been filled and that sessions for the 2024 SOGF and will add a session 1 be geared towards procurement, purchasing and contracts. The committee is putting together the schedule together for the 2024 School of Governmental Finance and have already secured speakers. No motion was made.

### **Technical and Legislative Committee**

Mr. Noonan presented the Technical and Legislative Committee report noting alerts for changing regulations had been sent, a GASB survey, and the committee was actively tracking the 2024 Legislative Session bills that could potentially significantly impact local government finances. No motion was made.

### **Local Chapter President Ad-Hoc Committee**

Mrs. Roberson presented the Local Chapter President Ad-Hoc Committee report noting the Southwest Florida Chapter has a meeting planned for April 12, 2024, and they are working towards incorporating the Manatee County members into this chapter. The Florida First Coast Chapter has an event coming up April 19, 2024, focusing on GASB 96. The Space Coast Chapter hosted a notable event on February 9, 2024, which was well attended. A “call to action” was made at the end of the meeting where 5 people volunteered to spearhead the rebuilding efforts for this chapter under the Leadership of Teri Butler. The committee is seeking further instructions and guidance on the status and focus of this committee in the coming year.

### **Strategic Communications Ad-Hoc Committee**

Mrs. Ramsey-Chessman presented the Strategic Communications Ad-Hoc Committee report noting that this committee held its inaugural meeting on January 30, 2024, with a focus on the upcoming Annual Conference and CGFO programs. Sub-Committees were formed with volunteers focused in these areas with initial meetings being scheduled for the next few weeks. President DiPaolo filmed a video promoting the CGFO program going to fully online testing which will go out on social media, via e-bulletins and will be posted on the FGFOA website. The committee recommends recognizing the first member who completes their CGFO fully online and would like to include a member spotlight via e-bulletin, to be given a plaque or other acknowledgement at the Annual Conference similarly to the CGFO of the year, or potentially given a free registration to the 2024 SOGF.

**Mr. Colvin moved, seconded by Ms. Brinson, to consider recognizing the first person to attain the CGFO fully online as a member spotlight, to be given a plaque at the FGFOA Annual Conference, or to be given a sponsored registration to the 2024 SOGF. Motion passed unanimously.**

### **PRESIDENT-ELECT REPORT**

#### **Event Host Committee Chair Assignment**

President-Elect Colvin presented his selection for the Event Host Committee Chair for 2024-2025. He selected Yeimy Guzman, Deputy Finance Director from the City of Dania Beach. He then gave a verbal update regarding the ongoing Local Chapter Support. The Executive Board and FGFOA staff are working the Local Chapter Presidents to iron out the details of the FGFOA taking on more administrative tasks to assist and grow the Local Chapters.

**Mr. DiPaolo moved, seconded by Ms. Gasparri, to approve Yeimy Guzman as the 2024-2025 Event Host Committee Chair. Motion passed unanimously.**

### **SECRETARY-TREASURER REPORT**

#### **Audit**

Secretary-Treasurer Ms. Gasparri invited the Executive Director, Paul Shamoun to present the audit report for 2022-2023. The FGFOA received a clear audit from Shorstein and Shorstein.

**Mr. Colvin moved, seconded by Ms. Burns, to approve the 2022-2023 audit as presented. Motion passed unanimously.**

#### **Financials Ending December 31, 2023**

Secretary-Treasurer Ms. Gasparri invited the Executive Director, Paul Shamoun to present the Financials Ending December 31, 2023, for review by the Board.

**Mr. Colvin moved, seconded by Mrs. Almeida, to approve the Financials ending December 31, 2023, as presented. Motion passed unanimously.**

**EXECUTIVE DIRECTOR REPORT**

**Annual Conference Update**

Mr. Shamoun presented an update on the FGFOA 2024 Annual Conference showing the sponsors, exhibitors, and years of membership awards for review.

**Budget Update**

Mr. Shamoun presented an updated budget to include the removal of the May Boot Camp, addition of proctored testing fees for the CGFO program, additional expenses for the SOGF, and an increase to local chapter support and sponsorship fees for Annual Conference.

**Mrs. Almeida moved, seconded by Ms. Burns, to approve the updated budget as submitted. Motion passed unanimously.**

**Membership Report**

Mr. Shamoun presented the current membership report for review including the number of current CGFO's and candidates listed as previously requested by the Board.

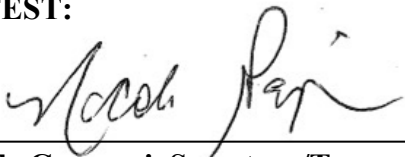
**Investment Report**

Mr. Shamoun presented the investment report for review by the Board.

**NEXT MEETING**

The date for the next Board meeting will be on Wednesday, May 22, 2024. It will be held in conjunction with the 2024 Annual Conference at the Diplomat Beach Resort in Hollywood.

**ATTEST:**



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**Nicole Gasparri, Secretary/Treasurer**