

**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, Administrative Director, Martin County Clerk of Court and Comptroller  
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 allows for payment for virtual conferences. Under the current contract, the FGFOA does not have a way to compensate the FLC for the work it does for virtual conferences. The proposed amendment calls for a fee of \$10 per Virtual Conference participants. 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 changes to the meeting Management Agreement as presented. 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.

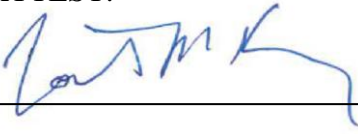
**Ms. Gasparri moved, seconded by Mr. Colvin, to amend a motion to approve a version of option 3, as presented by the committee. The number of sessions offered will be narrowed down from 36 classes to 28 allowing the committee to be flexible in deciding which classes will be offered for beginner verses 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:

A handwritten signature in blue ink, appearing to read 'Jonathan McKinney', is written above a horizontal line.

Jonathan McKinney, Secretary/Treasurer