



Florida Government Finance Officers Association, Inc
Meeting of the Board of Directors
Wednesday, September 16, 2020

Microsoft Teams
Video Call
2:00 p.m.

FGFOA BOARD OF DIRECTORS MEETING AGENDA

**DATE/TIME: Wednesday, September 16, 2020
 2:00 PM
 Via Microsoft Teams Virtual Meeting**

- I. Call to Order – Jamie Roberson, President**
- II. Roll Call**
- III. Report of Officers**
 - A. President – Jamie Roberson**
 - B. President Elect – Shannon Ramsey-Chessman**
 - C. Secretary Treasurer – Jonathan McKinney**
- IV. New Business**
 - A. Registration Fee for 2020 School of Governmental Finance**
 - B. Local Chapter Support**
 - C. Webinar Schedule**
 - D. Vendor Involvement**
- V. Other Business**
- VI. Next Meeting – Wednesday, October 28, 2020 TBD**

ATTENDANCE - FGFOA STRATEGIC PLANNING MEETING

September 16, 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 – Executive Director
2020-2021

Agenda Item

2020-2021
BOARD OF DIRECTORS

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Secretary/Treasurer
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Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: September 16, 2020

Title of Item: Registration fee for 2020 SOGF

Executive Summary, Explanation or Background Information on Request:

With the setting of the agenda for the 2020 SOGF, the registration cost was not part of the motion at the previous meeting. Staff has put together a recommendation for the Boards' consideration:

	Basic	Intermediate	Week
Active Members	\$100	\$100	\$150
Associate Members	\$150	\$150	\$250
Non-Members	\$200	\$200	\$300

Recommended Action:

Approval of proposed SOGF registration fees and revised budget.

Paul Shamoun

09/15/2020

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>
REVENUES			
Membership Dues	\$150,000	\$145,870	\$150,000
Investment Income	\$4,000	\$4,388	\$4,000
Annual Conference	\$647,500	\$88,640	\$657,000
Boot Camps	\$52,800	\$46,640	\$52,800
School of Governmental Finance	\$79,105	\$98,644	\$76,105
Divergent Series	\$0	\$0	\$0
Leadership FGFOA	\$19,900	\$0	\$19,900
Pre-Conference Seminar	\$27,000	\$0	\$27,000
CGFO Fees	\$45,000	\$26,510	\$36,000
On-Line Learning	\$3,300	\$0	\$3,300
Miscellaneous Income	\$0	\$4,153	\$0
TOTAL REVENUES	\$1,028,605	\$414,845	\$1,026,105
EXPENSES			
Training/ Education			
Conference Expenses	\$634,900	\$12,414	\$667,500
Boot Camps	\$41,200	\$23,045	\$41,200
School of Governmental Finance	\$81,100	\$51,348	\$79,350
Leadership FGFOA	\$60,950	\$1,390	\$60,950
Divergent Series	\$0	\$0	\$0
Pre-Conference Seminar	\$25,000	\$0	\$25,000
CGFO Expenses	\$63,000	\$56,511	\$16,500
NASBA Fees	\$1,000	\$1,259	\$3,000
On-Line Learning	\$2,500	\$0	\$2,500
Local Chapter Support	\$4,000	\$2,682	\$8,000
Total - Training/ Education Expenses	\$913,650	\$148,649	\$904,000
Standing Committees:			
Standing Committee Meetings	\$1,000	\$912	\$7,000
All Committee Mtgs @ Conference	\$7,000	\$0	\$7,000
Total - Standing Committees	\$8,000	\$912	\$14,000
Communication to Members			
Internet Homepage	\$0	\$0	\$0
Postage & Mailing	\$500	\$538	\$500
Printing & Duplicating	\$1,500	\$2,714	\$2,000
Total Communication to members	\$2,000	\$3,252	\$2,500
Professional Services:			
Administrator	\$117,300	\$117,300	\$125,000
Auditor Fees	\$9,500	\$9,765	\$10,250
Total - Professional Services	\$126,800	\$127,065	\$135,250
Meeting Expenses:			
GFOA Reception	\$5,500	\$0	\$5,500
Board of Directors	\$29,000	\$23,869	\$29,000
Strategic Planning	\$3,500	\$0	\$3,500
GFOA Conference	\$5,500	\$580	\$5,500
Total Meeting Expenses	\$43,500	\$24,449	\$43,500
Administrative Expenses:			
Insurance Expense	\$5,000	\$4,814	\$5,000
List Serve - ongoing fees	\$3,000	\$2,543	\$3,000
Filings & Registrations	\$100	\$92	\$100
Staff Travel	\$3,500	\$1,602	\$3,500
Miscellaneous Expense	\$3,500	\$2,101	\$3,500
Depreciation	\$200	\$127	\$200
Credit Card Terminal	\$30,000	\$24,394	\$25,000
Total - Administrative Expenses	\$45,300	\$35,673	\$40,300
TOTAL EXPENSES	\$1,139,250	\$340,000	\$1,139,550
Increase (Decrease) in Net Assets	(\$110,645)	\$74,845	(\$113,445)
Net Assets-Beginning of Period	\$348,101	\$342,760	\$417,605
Net Assets-End of Period	\$237,456	\$417,605	\$304,160

2020 SOGF Budget

		2018 Actual 06/30/19	2019 Approved Budget	2019 Actual	2020 Approved Budget	2020 Proposed Budget A	Cost	Count
REVENUES	FEES 2019							
Active Member Basic	\$250	\$16,120	\$12,500	\$7,800	\$12,500	\$10,000	\$100	100
Active Member Basic Late	\$290	\$2,700	\$1,450		\$1,450	\$0		
Associate Member Basic	\$315	\$325	\$630		\$630	\$750	\$150	5
Associate Member Basic Late	\$355		\$0	\$870	\$0	\$0		
Non-Member Basic	\$375	\$3,465	\$750	\$6,545	\$750	\$400	\$200	2
Non-Member Basic Late	\$415	\$425	\$0	\$850	\$0	\$0		
Active Member Intermediate	\$250	\$21,500	\$12,500	\$11,500	\$12,500	\$10,000	\$100	100
Active Member Intermediate Late	\$290	\$2,610	\$1,450		\$1,450	\$0		
Associate Member Intermediate	\$315	\$310	\$0		\$0	\$750	\$150	5
Associate Member Intermediate Late	\$355	\$0	\$0		\$0	\$0		
Active Member Week	\$400	\$46,800	\$32,000	\$38,400	\$34,000	\$30,000	\$150	200
Active Member Week late	\$440	\$1,760	\$2,200	\$2,640	\$2,200	\$0		
Associate Member Week	\$525	\$2,625	\$1,575	\$2,100	\$1,575	\$1,250	\$250	5
Associate Member Week Late	\$565	\$565	\$0		\$0	\$0		
Non-Member Intermediate	\$385	\$1,460	\$770	\$2,920	\$770	\$400	\$200	2
Non-Member Intermediate Late	\$425	\$405	\$0		\$0			
Non-Member Week	\$640	\$2,560	\$1,280	\$5,120	\$1,280	\$1,200	\$300	4
Non-Member Week Late	\$680							
Cancellation Fees	\$40	\$760	\$0	\$280	\$0	\$0		
SOGF Golf								
Room Credits		\$0	\$2,000	\$3,576	\$2,000	\$0		
Hotel Commission/ CVB Rebate		\$9,757	\$10,000	\$16,043	\$5,000	\$0		
TOTAL REVENUES		\$114,147	\$79,105	\$98,644	\$76,105	\$54,750		423
EXPENSES								
Hospitality Suite	\$4,952	\$6,000	\$5,816	\$6,000	\$0			
Refreshment Breaks	\$31,101	\$33,000	\$12,991	\$40,000	\$0			
Welcome Reception	\$7,851	\$8,000	\$0	\$0	\$0			
Emerging Leader Reception	\$3,223	\$4,000	\$2,153	\$5,000	\$0			
Staff Travel	\$3,538	\$5,000	\$6,909	\$7,000	\$0			
Internet Café/Wi-Fi	\$2,200	\$0		\$0	\$0			
Equipment Rentals	\$5,181	\$10,000	\$11,645	\$10,000	\$0			
Speaker Expenses	\$0	\$0		\$0	\$0			
Speaker Gifts	\$1,481	\$1,500	\$2,717	\$1,500	\$1,500			
Operating Supplies	\$1,119	\$1,250		\$1,250	\$1,250			
Postage	\$68	\$100		\$100	\$500			
Printing/Duplicating	\$1,775	\$1,750	\$26	\$1,000	\$1,000			
Meeting Planning Services	\$7,850	\$6,500	\$5,675	\$6,500	\$4,500			
Speaker Moderator Breakfast	\$0	\$0		\$0	\$0			
Scholarships		\$3,000	\$2,650	\$0	\$0			
Insurance	\$434	\$1,000	\$766	\$1,000	\$1,000			
Hotel Attrition	\$0	\$0		\$0	\$0			
Transportation	\$0	\$0		\$0	\$0			
TOTAL EXPENSES		\$70,773	\$81,100	\$51,348	\$79,350	\$9,750		
NET INCOME		\$43,374	(\$1,995)	\$47,296	(\$3,245)	\$45,000		

Registration Fees

	2018**	2019	2019	2020	2020
Active Basic	250	250	250	250	100
Active Int/Adv	250	250	250	250	100
Active Week	400	400	400	400	150
Room Rate				\$139.00	\$0.00

** Fees increased per February 9, 2018 Board Meeting
Welcome Reception complimentary per contract



Florida Government Finance Officers Association, Inc.

Board of Directors – President-Elect

2020-2021

Agenda Item

**2019-2020
BOARD OF DIRECTORS**

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Meeting Date: September 15, 2020

Title of Item: Local Chapter Support

Executive Summary, Explanation or Background:

The FGFOA local chapters are struggling to provide virtual education and networking opportunities for their members. While we did agree at our most recent Board meeting that the state FGFOA does not have the resources to house, host and coordinate virtual "events" for each chapter throughout the year, there may be some opportunity to assist if the Board would like to do so.

With that said, I seek the Board's direction so that we can provide the Local Chapter Presidents with options.

1. No additional assistance

We could simply encourage chapters to promote the educational offerings from FGFOA to their members and host meetings/networking themselves. Between webinars and virtual conferences, we are offering a significant amount of convenient, low cost training and/or CPE credits. Non-members can still register for the virtual SOGF but can't register for webinars. However, we could explore options for access if the Board would like to.

2. Limited additional assistance

The FGFOA could host 1-2 statewide educational offerings for local chapters...same day/same session. A good example would be an investment seminar or something similar. Again, same issue for non-members, but we could look at options.

3. Enhanced additional assistance

FGFOA could host some local networking/meetings for individual chapters upon request. Maybe X per year, first come first serve as all chapters won't need this help.

4. Auditors

Karen Keith reminded me that many of our auditors host education sessions for clients. Could we reach out to some of those partners to ask if they would be willing to host a statewide session specifically for FGFOA local chapters



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

members? If not, we could try to keep a calendar of these sessions and see if local chapter members would be permitted to participate in an already scheduled event.

Recommended Action:

For review and direction.

Shannon Ramsey-Chessman

Shannon Ramsey-Chessman

September 15, 2020

Date



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

2020-2021

Agenda Item Request

CHAIRPERSON

Rebecca Schnirman

Director of Financial & Support
Services

Palm Beach County
2700 6th Ave S

Lake Worth, FL 33461-4727
(561) 966-6650

rschnirman@pbcgov.org

BOARD LIAISON

Bryan Cahen

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Rebecca Bowman

Maudeline Ciguene

Ben Clark

Jennifer Desrosiers

Erjeta Diamanti

Cindy Emshoff

Michael Floria

David Jang

Raymond Long

Debra Martin

Lakia McNeal

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: September 11, 2020

Title of Item: Approval of Revised Webinar Topics List & Schedule

Executive Summary, Explanation or Background Information:

At the August 28, 2020 Board Meeting, the board voted 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. The Board directed the committee to increase the number of webinars to two a month (with the exception of May, October, and December) and to add more non-traditional topics.

Recommended Action:

Approval of the Revised Webinar Schedule & Topics List for the period beginning October 15, 2020 and ending September 23, 2021.

Rebecca Schnirman

Rebecca Schnirman

9/11/2020

Date

Revised Webinar Topics and Schedule
2020-2021

		Webinar Standard Time: 2:00pm-3:40pm/3rd Thurs of Month							
Original Order	New Order	Webinar Topic Ideas	Description	CPE Type (AA or TB)	Date	Coordinator	Coordinator2	Moderator	Possible Speaker(s)
1	1	Impact of COVID-19 (Pandemic) on Financial Reporting		AA	10/15/2020	Ben Clark	Rebecca Bowman	Rebecca Schnirman	Zach Chalifour and James Halleran from James Moore
9	2	Best Practices for Remote Working in a Government Environment	Should address HR, Legal, IT, and other Challenges	TB	11/12/2020	Harold Ian Proverbs	Liliya Sablukova	Cindy Emshoff	
2	3	Economic Update	Economic Update Local Government and Current Economic and Market Update (Global, Domestic, & Florida Economy). This session will also include the impact of the Fed's zero interest rate policy on both investors and borrowers as well as strategies for balancing investment liquidity and return in this type of low yield environment.	TB	11/19/20	David Jang	Rhonda Woodward	Rebecca Schnirman	Dr. Snaith and Brent Wertz
3	4	State of Florida – Revenue Department Update	Discuss current trends	TB	12/17/2020	Lakia McNeal	Renee O'Day	Rebecca Schnirman	Amy Baker with FL EDR
4	5	Budget - How to Develop a Long-Range Financial Plan	In light of new revenue projections and investment earnings due to COVID 19 budgets developed for FY 2021 and future budgets will be severely impacted from this pandemic. This session will discuss developing long range financial plans to account for an economic downturn. This presentation will also discuss the effectiveness of performance based budgeting and/or zero base budgeting in a recession/depression environment.	TB	1/21/2021	Jennifer Desrosiers	Tasha Morgan	Cindy Emshoff	possibly Christine Spiel from Opengov.com cspiel@opengov.com. She sent an e-mail to Jill Walker about wanting to present a webinar called "map a course through the crisis for your town, city, or county. Sounds like it could work with this topic. She said they did one with ohio GFOA and it went well.
5	6	Redefining Leadership for 2021	This webinar will discuss leadership as it relates to a pandemic workplace.	TB	1/28/2021	Maudeline Ciguene	Cindy Emshoff	Cindy Emshoff	Steve Alexander
new topic	7	Procurement Card Best Practices	Should include internal controls, best practices for tracking p-card expenditures in the accounting system, and RFP process. should also include rules for utiliites (they can't pass fee to customers to hold their cc processing rates) which may differ from other organizations.	TB	2/18/2021	Jennifer Desrosiers	Tasha Morgan	Rebecca Schnirman	
new topic	8	Dealing with Difficult Employees/Having Difficult Conversations	Conflict Management	TB	2/25/2021	Harold Ian Proverbs	Liliya Sablukova	Cindy Emshoff	
6	9	Accounting for Leases (GASB 87) Delayed until June 15, 2021	GASB 87	AA	3/18/2021	Michael Florio	Katherine Woodruff	Rebecca Schnirman	Wayne Durrett of the CPA firm James Moore
7	10	Paperless Office: Opportunities and Challenges	This session will explore the evolving options for transforming your paper-based methods into streamlined and automated processes. We will dive into the steps your office can take to digitally transform your departments, while highlighting process automation options related to electronic forms, automated workflow, ERP integrations and automated invoice processing and validation.	TB	3/25/2021	Erjeta Diamanti	Andrea Simon	Cindy Emshoff	Bryan Frick bryanf@mccinnovations.com
new topic	11	How to Develop an Asset Management Policy	capitalization thresholds, additions, transfers, disposals, and losses, inventory, maintenance and repair, etc. attractive assets, infrastructure	TB	4/15/2021	Michael Florio	Katherine Woodruff	Rebecca Schnirman	
new topic	12	Communication throughout the Organization – Building Relationships with Diverse Departments		TB	4/22/2021	Lakia McNeal	Renee O'Day	Cindy Emshoff	
new topic	13	Accepting Credit Card Payments: What Governments should know about Vendor Services, Fees, and Risks	Types of Services that can accept credit cards, understanding the costs and rules that are in place for governments to accept credit/debit cards, managing upgrades and opportunities presented through technology changes. PCI compliance, fraud and security risks, etc.	TB	5/20/2021	Debra Martin	Jim Rizzo	Rebecca Schnirman	
8	14	Pensions: Long Term Investment Trends and Impact on Budget	Long term investment trends and impact on budget for FRS and Police/Fire/General Employees. Will Include section on impact of collective bargaining	AA	6/17/2021	Debra Martin	Jim Rizzo	Cindy Emshoff	
new topic	15	Automating Accounts Payable	How to leverage technology to make your accounts payable process more efficient.	TB	6/24/2021	Lakia McNeal	Renee O'Day	Rebecca Schnirman	
10	16	Best Practices in Grants Administration	This session will include CARES act funding guidance.	AA	7/15/2021	Raymond Long	Everlyne Okoduwa	Cindy Emshoff	

Revised Webinar Topics and Schedule
2020-2021

		Webinar Standard Time: 2:00pm-3:40pm/3rd Thurs of Month							
Original Order	New Order	Webinar Topic Ideas	Description	CPE Type (AA or TB)	Date	Coordinator	Coordinator2	Moderator	Possible Speaker(s)
new topic	17	Wage & Hour Law Updates	FLSA, FMLA, ADA, etc.	TB	7/22/2021	Katie Roundtree	Chantel Pierre	Rebecca Schnirman	
11	18	Environmental Social & Governance (ESG) Investing	With an increasing focus on sustainability and resiliency, “Environmental Social & Governance (ESG) Investing” is also becoming an increasingly important topic – this session would define this growing approach to investment management	AA	8/19/2021	Richard Pengelly	Anna Otiniano	Rebecca Schnirman	
new topic	19	Bridging the Intergenerational Gap		TB	8/26/2021	Maudeline Ciguene	Cindy Emshoff	Cindy Emshoff	
12	20	Banking Fraud Protection/Cyber Security	Session will include dicussion relevant to today's telework envirnoment.	TB	9/16/2021	Katie Roundtree	Chantel Pierre	Rebecca Schnirman	
new topic	21	Payroll Taxes 101	fringe benefits, 1099, w4, etc.	AA	9/23/2021	David Jang	Rhonda Woodward	Cindy Emshoff	
		Notes:							
		*October, May, December only one topic per month							



Florida Government Finance Officers Association, Inc.

Board of Directors - President

2020-2021

Agenda Item

**2020-2021
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Meeting Date: September 16, 2020

Title of Item: Vendor Involvement

Executive Summary, Explanation or Background:

Recommended Action:

I would like to discuss options to focus on and increase vendor involvement for this upcoming year.

Jamie Roberson

September 14, 2020

Jamie Roberson, President

Date

[illegible]

NEXT MEETING:

October 28, 2020, Location To Be Determined



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