



Florida Government Finance Officers Association, Inc  
Meeting of the Board of Directors  
Friday, August 6, 2021

**Microsoft Teams**

9:00 A.M.

# ATTENDANCE - FGFOA BOARD MEETING

August 6, 2021

NOT  
PRESENT

PRESENT

## OFFICERS

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Shannon Ramsey-Chessman

Jonathan McKinney

Frank DiPaolo

## DIRECTORS

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Melissa Burns

Bryan Cahen

Rip Colvin

Mark Parks

Missy Licourt

Olga Rabel

William Spinelli

Kelly Strickland

**1st Term**

2019-2022

**2nd Term**

2019-2022

**3rd Term**

2020-2023

2016-2019

2021-2023

2021-2024

2020-2023

2018-2021

2018-2021

2021-2024

2021-2024

## IMMEDIATE PAST PRESIDENT

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Jamie Roberson

## COMMITTEE CHAIRS

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Jeremy Baker

Sharon Almeida

Nicole Jovanovski

Rebecca Schnirman

Stephen Timberlake

Lorrie Simmons

Ryan Bernal

Certification Committee

Conference Host Committee and  
2021 SOGF Committee

Conference Program Committee

Education & Webinar Committee

Legislative Committee

Member & Leadership Development Committee

Technical Resources Committee

## CHAPTER PRESIDENTS

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Dionte Gavin

Nanette Melo

Anthony Cobb

Justin Grant

Karen Keith

Jackie Cooper

Melissa Licourt

Mark Parks

Tricia Greene

Ken Sinclair

Kristin Simeone

Jeffrey Towne

Jennifer Hill

Patricia Bliss

Big Bend Chapter

Central Florida Chapter

Florida First Coast Chapter

Gulf Coast Chapter

Hillsborough Chapter

Nature Coast Chapter

North Central Florida Chapter

Palm Beach Chapter

Panhandle Chapter

South Florida Chapter

Southwest Chapter

Space Coast Chapter

Treasure Coast Chapter

Volusia Flagler Chapter

## OTHERS IN ATTENDANCE

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|  |

Paul Shamoun

Jill Walker

Karen Pastula

Florida League of Cities

Florida League of Cities

Florida League of Cities



# **FGFOA BOARD OF DIRECTORS MEETING AGENDA**

**DATE/TIME:     Friday, August 6, 2021  
                     9:00 AM  
                     Microsoft Teams**

- I.    Call to Order – Shannon Ramsey-Chessman, President**
- II.   Roll Call**
- III.   Consideration of Minutes – June 17, 2021**
- IV.   Report of Officers**
  - A. President – Shannon Ramsey-Chessman**
    - 1. 2021-2022 Strategic Planning Document**
  - B. President Elect – Jonathan McKinney**
  - C. Secretary Treasurer – Frank DiPaolo**
  - D. Executive Director – Paul Shamoun**
    - 1. Membership Report**
    - 2. Investment Report**
    - 3. 2021 Annual Conference Speaker Comments**
    - 4. Showstoppers Insurance Quote**
- V.    Committee Chair**
  - A. Certification Committee – Jeremy Baker**
  - B. Conference Host Committee – Sharon Almeida**
    - 1. Strategic Planning Update**
  - C. Conference Program Committee – Nicole Jovanovski**
    - 1. Strategic Planning Update**
  - D. Education and Webinar Committee – Rebecca Schnirman**
    - 1. Strategic Planning Update**
  - E. Legislative Committee – Stephen Timberlake**

**1. Strategic Planning Update**

**F. Member and Leadership Development Committee – Lorrie Simmons**

**1. Strategic Planning Update**

**G. School of Governmental Finance Committee – Sharon Almeida**

**1. Strategic Planning Update Session Titles and Speakers**

**2. Session Titles & Speakers**

**3. Budget Amendment – Speaker Expenses**

**4. Welcome Gift**

**H. Technical Resources Committee – Ryan Bernal**

**1. Strategic Planning Update**

**VI. Other Business**

**VII. Next Meeting** – October 20, 2021 at the Daytona Beach Oceanfront Resort in conjunction with the School of Governmental Finance.

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**June 17, 2021**

The meeting of the FGFOA Board of Directors took place at the Embassy Suites Lake Buena Vista in Kissimmee and via Microsoft Office Teams on Thursday, June 17, 2021.

**IN ATTENDANCE:**

**OFFICERS AND BOARD MEMBERS**

President – Jamie Roberson, Director of Finance & Accounting, Osceola County  
President – Elect, Shannon Ramsey-Chessman, Chief Deputy Clerk, Clerk of the Circuit Court and 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, Olga Rabel, Inspector General, Office of Tara S. Green  
Director, William Spinelli, Chief Financial Officer, Brevard County Sheriff's Office  
Director, Kelly Strickland, Director of Financial Administration, City of Sarasota

**COMMITTEE CHAIRS**

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**

Mark Parks, Chief Financial Officer, City of West Palm Beach

**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 June 17, 2021 meeting of the FGFOA Board of Directors to order at 1:06 p.m.

**PRESIDENT REPORT**

Mrs. Roberson presented the minutes from the February 5, 2021 and March 12, 2021 meetings of the FGFOA Board meeting for review.

**Mr. McKinney moved, seconded by Ms. Rabel, to approve minutes from the February 5, 2021 and March 12, 2021 meetings of the FGFOA Board meeting. Motion passed unanimously.**

**SECRETARY-TREASURER REPORT**

Mr. McKinney presented the Financial Statements for the period ending March 31, 2021.

**Mrs. Strickland moved, seconded by Mr. DiPaolo, to approve the Financial Statements as presented. Motion passed unanimously.**

**EXECUTIVE DIRECTOR REPORT**

Mr. Shamoun presented the proposed 2021-2022 budget.

**Mr. Cahen moved, seconded by Mrs. Strickland, to approve the 2021-2022 budget as presented. Motion passed unanimously.**

**COMMITTEE CHAIR REPORT**

Each Committee Chair gave a “year end review” of their committee’s accomplishments. No motions were made.

**NEXT MEETING**

The next meeting of the Board of Directors will be August 6, 2021 with the location to be determined.

ATTEST:

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Jonathan McKinney, Secretary/Treasurer



# Florida Government Finance Officers Association, Inc.

## 2021-2022 Board of Directors - President

### Agenda Item

#### 2021-2022 BOARD OF DIRECTORS

##### OFFICERS President

Shannon Ramsey-Chessman

**President-Elect**  
Jonathan McKinney

**Secretary/Treasurer**  
Frank DiPaolo

##### DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Missy Licourt

Mark Parks

Olga Rabel

William Spinelli

Kelly Strickland

**Meeting Date:** August 6, 2021

**Title of Item:** 2021-2022 Strategic Planning Document

#### **Executive Summary, Explanation or Background:**

Attached for reference is the Strategic Planning document showing goals for each committee.

#### **Recommended Action:**

None.

*Shannon Ramsey-Chessman*

**Shannon Ramsey-Chessman, President**

July 12, 2021

**Date**



## 2021 Strategic Planning Goals for Committees

### Certification Committee

#### Committee Ideas

- |   |   |
|---|---|
| 1 | Increase the fees for renewals, exams, and review sessions a nominal amount to provide for a reception at the School (for CGFO and Candidates) and Annual Conference (for CGFOs only) |
| 2 | Find incentives for the reviewers (e.g. Free registration to an FGFOA event)  |
| 3 | Discuss how we move forward with extending the renewals due to COVID.   |

#### Board Direction

- |   |   |
|---|---|
| 1 | Ask the committee to create an event to coordinate at Annual Conference and SOGF to celebrate CGFO.                                     |
| 2 | Ask for recommendations for incentives (may be non-monetary such as CPE credit) and consider whether or not to allow non-CGFO to teach. |
| 3 | Provide for alternative testing versus in person.   |

### Conference Host Committee

#### Committee Ideas

|  |                |
|--|----------------|
|  | None submitted |
|--|----------------|

#### Board Direction

- |   |   |
|---|---|
| 1 | Work with the staff to retool the committee goals. Examine their role. Is it a subcommittee of Program? |
|---|---|

### Conference Program Committee

#### Committee Ideas

- |   |   |
|---|---|
| 1 | Ways to increase government member participation on committees. |
|---|---|

#### Board Direction

- |   |  |
|---|--|
| 1 | Board will assist the committee in finding government finance professional presenters. |
|---|--|



## 2021 Strategic Planning Goals for Committees

### Education & Webinar Committee

#### Committee Ideas

- |   |  |
|---|--|
| 1 | Recommends going back to one regularly scheduled webinar per month |
|---|--|

#### Board Direction

- |   |   |
|---|---|
| 1 | Requests the committee go back to one regularly scheduled webinar leaving room for special pop-up hot topics to be scheduled as needed. |
|---|---|

### Legislative Committee

#### Committee Ideas

|  |                |
|--|----------------|
|  | None submitted |
|--|----------------|

#### Board Direction

- |   |  |
|---|--|
| 1 | Subject Matter Experts   |
| 2 | Resource to the league   |
| 3 | Presence in Tallahassee where we meet in person to keep creditability.                   |
| 4 | Disseminate information (remove responsibility from the committee to gather information. |
| 5 | Committee needs a plan of what they are going to do and what their deliverables are.     |
| 6 | Name Change (for clarity)  |
| 7 | Monitor to “raise the alarm” for areas of concern  |

### Member & Leadership Committee

#### Committee Ideas

- |   |  |
|---|--|
| 1 | From the Diversity and Member Engagement platform, this committee was able develop a committee to poll for a list of organization that FGFOA members are a part of. They would like to invite the organizations to be a part of FGFOA events, to join as associate members and participate in webinars to increase membership, increase exposure, recognition and create opportunities for future joint ventures/partnerships. They would like to send this poll in July/August. |
| 2 | Build the “Member Highlight” in the Ledger, involve local chapters and acknowledge miles such as retirements.  |



## 2021 Strategic Planning Goals for Committees

| Board Direction |   |
|-----------------|---|
| 1               | Want the committee to work with league staff to determine how to market future membership with data driven goals. |
| 2               | Determine a way to gather information from our membership as a way to determine highlights for the Ledger.        |
| 3               | Direction to see how we can have a presence on state college campuses.  |

| SOGF Committee  |   |
|-----------------|---|
| Committee Ideas |   |
| 1               | Create Certification in Public Funds Management |
| Board Direction |   |
| 1               | No direction                                    |

| Technical Resources Committee |   |
|-------------------------------|---|
| Committee Ideas               |   |
|                               | None submitted  |
| Board Direction               |   |
| 1                             | Be prepared to provide information for the President to testify for GASB and other regulatory agencies. |
|                               |   |



# Florida Government Finance Officers Association, Inc.

## 2021-2022 Board of Directors - Executive Director

### Agenda Item

#### 2021-2022 BOARD OF DIRECTORS

##### OFFICERS

###### **President**

Shannon Ramsey-Chessman

###### **President-Elect**

Jonathan McKinney

###### **Secretary/Treasurer**

Frank DiPaolo

##### DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Missy Licourt

Mark Parks

Olga Rabel

William Spinelli

Kelly Strickland

**Meeting Date:** August 6, 2021

**Title of Item:** Membership Report

#### **Executive Summary, Explanation or Background:**

| <b>Membership Paid</b>   | <b>06/30/2021</b> | <b>03/18/2021</b> | <b>06/22/2020</b> |
|--------------------------|-------------------|-------------------|-------------------|
| <b>Government:</b>       | 2,353             | 2,141             | 2,481             |
| <b>Associate:</b>        | 225               | 209               | 220               |
| <b>Lifetime/Retiree:</b> | 20                | 20                | 19                |
| <b>Total:</b>            | 2,598             | 2,370             | 2,720             |

#### **Recommended Action:**

For review

**Paul Shamoun**

July 12, 2021

**Date**

## FGFOA Listserve Report January 2021 thru June 2021

| <u>List Title</u>                          | <u>Number of Subscribers</u> |
|--|------------------------------|
| Accounting, Auditing & Financial Reporting | 638                          |
| Budgeting                                  | 571                          |
| Debt & Treasury                            | 444                          |
| Financial Administration                   | 567                          |
| Personnel & Payroll                        | 350                          |

### Accounting & Auditing

[American Rescue Plan Act of 2021](#) (2 Messages)  
[ARPA Essential Workers](#) (1 Message)  
[ARPA for NEU](#) (8 Messages)  
[ARPA Funding](#) (8 Messages)  
[ARPA Funds](#) (7 Messages)  
[Audit proposal](#) (1 Message)  
[Auditor Selection Committee Member Assignments](#) (2 Messages)  
[Bartering Accounting](#) (2 Messages)  
[Bartering Accounting ??](#) (1 Message)  
[Best Practices: write-off of accounts receivable](#) (1 Message)  
[Boil Water Notices](#) (7 Messages)  
[CARES and CAFR 2020](#) (4 Messages)  
[City of Fort Myers: 1099 Question on Rental Assistance related to Covid19](#) (1 Message)  
[Conflicting Information - ARPA](#) (4 Messages)  
[Contractor paying sales tax on merchandise](#) (3 Messages)  
[COVID vs Disconnect of Water Accounts](#) (8 Messages)  
[COVID-19 Local Emergency Order](#) (1 Message)  
[Credit Card Transaction Fees](#) (10 Messages)  
[Customer Utility account credit balance refund threshold](#) (4 Messages)  
[Donation/Sponsorship policy](#) (1 Message)  
[Elected Official annual wages](#) (8 Messages)  
[Fixed Asset Policy](#) (2 Messages)  
[Formula to Calculate Payment In Lieu of Taxes \(PILOT\)/ROI](#) (1 Message)  
[GASB 72 Expert](#) (1 Message)  
[GASB 87 Implementation](#) (2 Messages)  
[GASB 87 Lease Template](#) (1 Message)  
[grant class](#) (3 Messages)  
[HB 1339 & Updates to the AFR Reports - Impact Fee AFR Reporting Changes](#) (1 Message)  
[Investment Rate of Return for Pensions](#) (7 Messages)  
[Looking for feedback on a unique question.](#) (1 Message)  
[Policy for Interfund Loans or Interfund Advances](#) (1 Message)  
[Pooled Cash & Investment Interest Allocation Policy](#) (1 Message)  
[postage machine leases](#) (5 Messages)  
[Procurement Dept](#) (12 Messages)  
[Property Tax Question](#) (2 Messages)  
[Retirement Plan Survey](#) (12 Messages)  
[RFP for Programming consultant](#) (1 Message)

[Sanitation Fees](#) (1 Message)  
[Sole Source Examples](#) (5 Messages)  
[Telemetry System for Water Meter Reading](#) (8 Messages)  
[Utility Billing - Munis \(Tyler\)](#) (2 Messages)  
[\[EXTERNAL SENDER\] - Contractor paying sales tax on merchandise](#) (2 Messages)  
[\[EXTERNAL SENDER\] - Re: ARPA Funding](#) (2 Messages)  
[\[EXTERNAL SENDER\] - Re: Credit Card Transaction Fees](#) (2 Messages)  
[\[EXTERNAL SENDER\] - Re: Procurement Dept](#) (1 Message)  
[\[EXTERNAL SENDER\] - SFGFOA survey: Fire \(protection\) Assessment General Fund subsidy inquiry](#) (1 Message)  
[\[EXTERNAL\] Retirement Plan Survey](#) (1 Message)  
[\[EXTERNAL\]Re: \[EXT\] American Rescue Plan Act of 2021](#) (1 Message)  
[\[EXT\] American Rescue Plan Act of 2021](#) (1 Message)

## **Budgeting**

[Budget Book Software](#) (3 Messages)  
[Budget Policies](#) (1 Message)  
[Budgeting for Accumulated Leave Payouts upon Retirement/Termination](#) (10 Messages)  
[Carryforward Policy](#) (1 Message)  
[ClearGov](#) (5 Messages)  
[Formula to Calculate Payment In Lieu of Taxes \(PILOT\)/ROI](#) (1 Message)  
[General Fund Administrative Department Allocations to Other Funds](#) (4 Messages)  
[Sanitation Fees](#) (5 Messages)  
[Telemetry System for Water Meter Reading](#) (2 Messages)  
[\[-EXTERNAL-\] Budgeting for Accumulated Leave Payouts upon Retirement/Termination](#) (1 Message)  
[\[EXTERNAL SENDER\] - Budgeting for Accumulated Leave Payouts upon Retirement/Termination](#) (1 Message)  
[\[EXTERNAL SENDER\] - General Fund Administrative Department Allocations to Other Funds](#) (1 Message)  
[\[EXTERNAL\] Carryforward Policy](#) (2 Messages)  
[\[EXTERNAL\]Budget Book Software](#) (2 Messages)  
[\[EXTERNAL\]ClearGov](#) (1 Message)  
[\[EXTERNAL\]Re: \[EXTERNAL SENDER\] - General Fund Administrative Department Allocations to Other Funds](#) (1 Message)

## **Debt & Treasury**

[Banking RFP](#) (1 Message)  
[Credit Card Merchant Fees](#) (6 Messages)  
[Emergency Service Line of Credit](#) (1 Message)  
[TEST](#) (2 Messages)

## **Financial & Administration**

[2021 Port Infrastructure Development Program](#) (2 Messages)  
[American Rescue Plan consultants](#) (6 Messages)  
[Banking RFP](#) (2 Messages)  
[COBRA Subsidy Financial Impacts](#) (1 Message)  
[Debris Monitoring RFP](#) (1 Message)  
[Donations to City Policy](#) (4 Messages)  
[E-Verify system policy and documents](#) (3 Messages)  
[EMS Policies and Procedure](#) (1 Message)  
[Federal Grant Technical Assistance](#) (3 Messages)

[Fixed Asset Policy](#) (1 Message)  
[Formula to Calculate Payment In Lieu of Taxes \(PILOT\)/ROI](#) (1 Message)  
[FY21 Budget Question](#) (11 Messages)  
[GASB 72 Expert](#) (2 Messages)  
[GASB 87 Lease Template](#) (1 Message)  
[Laserfiche consultant](#) (2 Messages)  
[Looking for feedback on a unique question.](#) (6 Messages)  
[MSTU](#) (4 Messages)  
[Munis Permitting](#) (1 Message)  
[Outsourcing Payroll Functions](#) (1 Message)  
[Payment of Employees who Self Quarantine due to Covid](#) (5 Messages)  
[Paymentus Credit Card Processor](#) (3 Messages)  
[Preloaded debit cards for user fees payments](#) (1 Message)  
[Property Taxes](#) (2 Messages)  
[RFP for Programming consultant](#) (1 Message)  
[Special Event Fees](#) (3 Messages)  
[Tipped Employee](#) (1 Message)  
[Travel Policy and Procedures](#) (3 Messages)  
[Waste, Fraud, and Abuse Policies](#) (2 Messages)  
[\[EXTERNAL SENDER\] - Payment of Employees who Self Quarantine due to Covid](#) (1 Message)

## **Personnel & Payroll**

[Benefits on Extended Leave](#) (4 Messages)  
[Blended OT rate](#) (1 Message)  
[COBRA Subsidy Financial Impacts](#) (1 Message)  
[Employee Costs for Health Insurance](#) (4 Messages)  
[Furloughs or Layoffs](#) (6 Messages)  
[Lump Sum Moving Stipend](#) (5 Messages)  
[Minimum Wage Increase](#) (3 Messages)  
[Out of State workers](#) (2 Messages)  
[Personal Services - Raises Planning FY 2022](#) (8 Messages)  
[Position Control System](#) (5 Messages)  
[Timekeeping RFP](#) (1 Message)  
[Tipped employees](#) (2 Messages)  
[Wage and Benefit Policy](#) (1 Message)  
[\[EXTERNAL\] Timekeeping RFP](#) (1 Message)



# Florida Government Finance Officers Association, Inc.

## 2021-2022 Board of Directors - Executive Director

### Agenda Item

#### 2021-2022 BOARD OF DIRECTORS

##### OFFICERS

###### **President**

Shannon Ramsey-Chessman

###### **President-Elect**

Jonathan McKinney

###### **Secretary/Treasurer**

Frank DiPaolo

##### DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Missy Licourt

Mark Parks

Olga Rabel

William Spinelli

Kelly Strickland

**Meeting Date:** August 6, 2021

**Title of Item:** Annual Conference Speaker Comments

#### **Executive Summary, Explanation or Background:**

The 2021 Virtual Annual Conference was a great success!! At the end of each session, we sent a survey out to the attendees. The comments and easy to follow charts which show the results are under a separate document and will be available in the Teams document link for this Board meeting.

#### **Recommended Action:**

For review

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**Paul Shamoun**

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July 23, 2021

**Date**



# Florida Government Finance Officers Association, Inc.

## 2021-2022 Board of Directors - Executive Director

### Agenda Item

**2021-2022  
BOARD OF DIRECTORS**

**OFFICERS**  
**President**

Shannon Ramsey-Chessman

**President-Elect**  
Jonathan McKinney

**Secretary/Treasurer**  
Frank DiPaolo

**DIRECTORS**

Melissa Burns

Bryan Cahen

Rip Colvin

Missy Licourt

Mark Parks

Olga Rabel

William Spinelli

Kelly Strickland

**Meeting Date:** August 6, 2021

**Title of Item:** Investment Report

**Executive Summary, Explanation or Background:**

Certificates of Deposit

| <u>Purchased</u>            | <u>Bank</u>       | <u>Amount</u> | <u>APY</u> | <u>Term</u> | <u>Maturity Date</u> |
|-----------------------------|-------------------|---------------|------------|-------------|----------------------|
| 09/04/20                    | Synchrony Bank    | \$84,469.80   | .05%       | 12 months   | 09/04/21             |
| 03/03/21                    | American Commerce | \$110,551.85  | .045%      | 12 months   | 03/14/22             |
| <b>Money Market Account</b> |                   |               |            |             |                      |
|                             | Vanguard          | \$16,720.96   |            |             |                      |
|                             | TOTAL             | \$211,742.61  |            |             |                      |

**Recommended Action:**

For review

**Paul Shamoun**

07/22/2021

**Date**

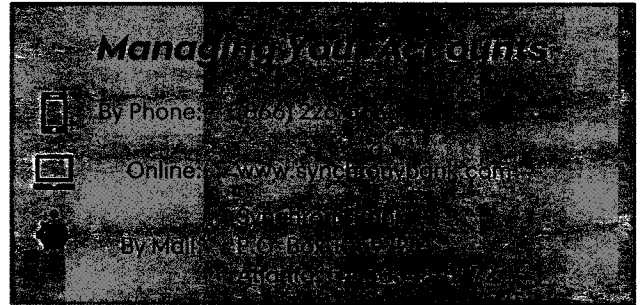


P.O. Box 105972, Atlanta, GA 30348-5972

ADDRESS SERVICE REQUESTED

FLORIDA GOVERNMENT FINANCE OFFICERS  
301 S BRONOUGH ST STE 300  
TALLAHASSEE FL 32301-1722

8562  
M306



# Ready to go

To switch to eStatements:

- Sign in to the mobile app and click **Account Settings** under the **More** tab.
- Visit [www.synchronybank.com](http://www.synchronybank.com) and click **Account Settings** under the **More** tab.

eStatements are available for personal accounts only.

## Summary of Accounts



**Privacy Notice**— Federal law requires us to tell you how we collect, share, and protect your personal information. Our privacy policy has not changed and you may review our policy and practices with respect to your personal information at [synchronybank.com](http://synchronybank.com) or we will mail you a free copy upon request if you call us at 1-866-226-5638.

| Certificate of Deposit | Certificate Number | Ending Balance |
|------------------------|--------------------|----------------|
| 12 MONTH COMMERCIAL CD | 5004045182         | \$84,469.80    |

## 12 MONTH COMMERCIAL CD - 5004045182

### Certificate Summary

| Date       | Description       | Amount      |
|------------|-------------------|-------------|
| 05/21/2021 | Beginning Balance | \$84,466.22 |
| 06/20/2021 | Ending Balance    | \$84,469.80 |
|            | Issue Date        | 09/04/2020  |
|            | Maturity Date     | 09/04/2021  |

### Interest Summary -

| Description                      | Amount  |
|----------------------------------|---------|
| Interest Rate                    | 0.050%  |
| Interest Added to CD this Period | \$3.58  |
| Interest Paid Out this Period    | \$0.00  |
| Interest Paid YTD                | \$21.04 |

RECEIVED

JUN 25 2021

Florida League of Cities



American Commerce Bank, N.A.  
400 HIGHWAY 27 BYPASS  
BREMEN, GA 30110

3/03/21  
ACCOUNT Ending 0848  
MATURITY VALUE \$110,551.85  
MATURITY DATE 3/14/21  
NEW MATURITY DATE 3/14/22

THIS IS TO ADVISE YOU THAT YOUR CERTIFICATE OF DEPOSIT LISTED ABOVE  
WILL RENEW AT MATURITY. YOU WILL HAVE 10 CALENDAR DAYS AFTER THE  
MATURITY DATE TO WITHDRAW THE FUNDS WITHOUT PENALTY. THE RATE AND  
APY HAVE NOT BEEN DETERMINED AT THIS TIME. YOU CAN CALL  
(770) 537-2265 ON OR AFTER 3/14/21 TO OBTAIN THE INTEREST RATE  
AND ANNUAL PERCENTAGE YIELD THAT WILL BE PAID.

FLORIDA GOVERNMENT FINANCE OFFICERS  
301 S. BRONOUGH ST.  
SUITE 300  
TALLAHASSEE FL 32301

CD TYPE P3  
INTEREST TERM 12M

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x 110,551.85  
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1.38  
x 108 - 03/14/21 - 06/30/21  
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\$149.04



Do Not Use For Account Transactions  
PO BOX 3009  
MONROE, WI 53566-8309

Client Services > 800-662-2739

[vanguard.com](http://vanguard.com)

0004233 01 AB 0.425 \*\*AUTO TO 1 7281 32302-175757 -C01-P04237-I



FLORIDA GOVERNMENT FINANCE  
OFFICERS ASSOCIATION INC  
C/O SCOTT HAMILTON  
PO BOX 1757  
TALLAHASSEE FL 32302-1757



### Federal Money Mkt Fund 0033-09910172155

7-day SEC yield as of 06/30/2021\* 0.01%

| Date  | Transaction                        | Amount | Share Price   | Shares Transacted | Total Shares Owned | Value              |
|-------|------------------------------------|--------|---------------|-------------------|--------------------|--------------------|
|       | Beginning balance on 5/31/2021     |        | \$1.00        |                   | 16,720.820         | \$16,720.82        |
| 06/30 | Income dividend                    | \$0.14 | 1.00          | 0.140             | 16,720.960         |                    |
|       | <b>Ending balance on 6/30/2021</b> |        | <b>\$1.00</b> |                   | <b>16,720.960</b>  | <b>\$16,720.96</b> |

\*Average annualized income dividend over the past 7 days. For updated information, visit [vanguard.com](http://vanguard.com).

Beginning on January 1, 2012, new tax rules on taxable (nonretirement) mutual fund accounts (excluding money market funds) require Vanguard to track cost basis information for shares acquired and subsequently sold, on or after that date. Unless you select another method, sales of Vanguard mutual funds, but not ETFs, will default to the average cost method. For more information, visit [vanguard.com/costbasis](http://vanguard.com/costbasis).



# Florida Government Finance Officers Association, Inc.

## 2021-2022 Board of Directors - Executive Director

### Agenda Item

#### 2021-2022 BOARD OF DIRECTORS

##### OFFICERS

###### **President**

Shannon Ramsey-Chessman

###### **President-Elect**

Jonathan McKinney

###### **Secretary/Treasurer**

Frank DiPaolo

##### DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Missy Licourt

Mark Parks

Olga Rabel

William Spinelli

Kelly Strickland

**Meeting Date:** August 6, 2021

**Title of Item:** Showstoppers Insurance Quote

#### **Executive Summary, Explanation or Background:**

Attached is the Showstoppers Insurance Quote for the 2021 School of Governmental Finance and 2022 Annual Conference, both of which will be held in-person.

#### **Recommended Action:**

For review

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**Paul Shamoun**

---

July 23, 2021

**Date**



*Affinity Nonprofits*  
2001 K Street, NW, Suite 625 North  
Washington, DC 20006  
(800) 432-7465 [asaeinsurance@affinitynonprofits.com](mailto:asaeinsurance@affinitynonprofits.com)

07/06/2021

Jill Walker  
Florida Government Finance Officers Association  
301 South Bronough Street, Suite 300  
Tallahassee, FL 32301

Phone 850-701-3649  
Email [jwalker@flcities.com](mailto:jwalker@flcities.com)

Re: Showstoppers Insurance

Thank you for your interest in the Showstoppers Event Cancellation Insurance. We are pleased to present you with our comprehensive quotation providing protection for events that are cancelled, abandoned, curtailed or rescheduled due to reasons beyond your control.

Our Showstoppers policy provides coverage including, but not limited to the following: Adverse Weather • Labor Disputes • Reduced Attendance • Earthquakes • Non-Appearance of a Speaker • Adverse Weather Coverage for Golf Events and Hole-In-One • Venue Requisition • Future Marketing Expenses • Terrorism Options including Venue Damage Coverage up to 12 months prior to the Event • Personal Property and Door Registration Receipts

*Please note that the precise coverage afforded is subject to the terms, conditions and exclusions of the policy form.*

Insuring Company – Lloyd's of London

**IMPORTANT: This policy is written on a non-admitted basis, the premium is subject to applicable state surplus lines taxes. See attached state required wording regarding non-admitted insurance carriers.**

**Premium is due upon binding. This quotation is valid through 07/20/2021. If you have any questions, please contact our office.**

Sincerely,  
Eileen Hoffman  
Assistant Vice President  
(202) 862-5333  
[eileen.hoffman@affinitynonprofits.com](mailto:eileen.hoffman@affinitynonprofits.com)

Affinity Nonprofits is the brand name for the brokerage and program administration operations Affinity Insurance Services, Inc.; (AR 244489); in CA & MN, AIS Affinity Insurance Agency, Inc. (CA 0795465); in OK, AIS Affinity Insurance Services Inc.; in CA, Aon Affinity Insurance Services, Inc., (0G94493), Aon Direct Insurance Administrators and Berkely Insurance Agency and in NY, AIS Affinity Insurance Agency.



## **Schedule of Events**

**Named Insured: Florida Government Finance Officers Association**

### **Premiums**

| <b><u>Event(s)</u></b>  | <b><u>Limited Terrorism</u></b> | <b><u>Extended Terrorism</u></b> | <b><u>Full Terrorism</u></b> |
|---|---------------------------------|----------------------------------|------------------------------|
| School of Governmental Finance<br>Daytona Beach, FL<br>10/17/2021 to 10/22/2021<br>Limit: \$141,350 | \$1,060                         | \$1,201                          | \$1,343                      |
| 2022 FGFOA Annual Conference<br>Orlando, FL<br>06/25/2022 to 06/29/2022<br>Limit: \$700,900         | \$3,154                         | \$3,855                          | \$4,556                      |



## **Documentation Required to Bind Coverage**

Subject to the completed, signed and dated Order Form.

## **Informational Notes**

Terms are subject to available capacity at time of binding coverage.

Our policy provides 15% automatic coverage above the limit of indemnity for additional financial commitments but not to exceed \$500,000 in the aggregate for all events within the policy period.

Any named storm at the time of binding coverage will be excluded.

The premium is fully earned at the inception of the policy and is non-refundable.



## Order Form

**Named Insured:** Florida Government Finance Officers Association

| <u>Premium Summary:</u>                         | <u>Surplus Lines</u> | <u>Premium</u>    | <u>Select One</u>        |
|---|----------------------|-------------------|--------------------------|
| <b>Option A: (Limited Terrorism)</b>            |                      |                   |                          |
| Surplus lines tax                               | \$208.17             | \$4,214.00        |                          |
| Surplus lines fees                              | \$2.53               |                   |                          |
| Other fees                                      | \$0.00               |                   | <input type="checkbox"/> |
| RPG fees  | \$35.00              |                   |                          |
| <b>Total</b>                                    |                      | <b>\$4,459.70</b> |                          |
| <b>*Option B: (Extended Terrorism and TRIA)</b> |                      |                   |                          |
| Surplus lines tax                               | \$249.77             | \$5,056.00        |                          |
| Surplus lines fees                              | \$3.03               |                   |                          |
| Other fees                                      | \$0.00               |                   | <input type="checkbox"/> |
| RPG fees  | \$35.00              |                   |                          |
| <b>Total</b>                                    |                      | <b>\$5,343.80</b> |                          |
| <b>*Option C: (Full Terrorism)</b>              |                      |                   |                          |
| Surplus lines tax                               | \$291.41             | \$5,899.00        |                          |
| Surplus lines fees                              | \$3.54               |                   |                          |
| Other fees                                      | \$0.00               |                   | <input type="checkbox"/> |
| RPG fees  | \$35.00              |                   |                          |
| <b>Total</b>                                    |                      | <b>\$6,228.95</b> |                          |

Please note that commission is only payable on the premium, not on the surplus lines taxes/fees.

*\*A proportion of the above premium will be allocated towards TRIA.*

**Please indicate the option chosen above, note that coverage cannot be bound until the receipt and favorable review of requested application and additional information by the underwriter. Premium is due upon binding, but no later than five business days from the inception of the policy.**

**The program is written through Showstoppers, a risk purchasing group formed and operating pursuant to the Liability Risk Retention Act of 1986 (15 USC 3901 et seq.).**

\_\_\_\_\_  
Printed Name Insured's Contact Name

\_\_\_\_\_  
Named Insured's Signature\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

*\*By signing this Order Form you acknowledge the premium for this policy is fully earned upon binding and nonrefundable under the terms of the Showstoppers policy wording.*



## **List of Endorsements**

Terrorism Endorsements listed below are subject to the option chosen on the order form.

Endorsement: Limited Terrorism with Threat

Endorsement: Extended Terrorism with Threat

Endorsement: Full Terrorism with Threat

Endorsement - Automatic Coverage

Endorsement - Coronavirus Exclusion

Endorsement - Named Storm Exclusion



## Endorsement – Limited Terrorism with Threat

ENDORSEMENT NUMBER: Not Applicable

Attaching to and forming part of Lloyd's, London Certificate No.:

Insured Name: Florida Government Finance Officers Association

Subject to all the terms, conditions, limitations and exclusions stated in this Insurance or of any attached Endorsement.

Notwithstanding Exclusions 3 and 4 of Section 7, this Insurance indemnifies You for Your Net Loss up to a maximum of USD 1,000,000 but not exceeding the Limit of Indemnity solely and directly in consequence of (1) Cancellation, Abandonment, Curtailment or Rescheduling of the Event (2) Non-appearance of a Principal Speaker (3) Your Failure to Vacate the Venue of the Event at the termination of its tenancy (4) Reduced Attendance, all due to:

A) Terrorism, which occurs:

- i) At the Venue during the period of Insurance, but not exceeding a maximum period of 12 months prior to the scheduled start date of the Event; or
- ii) Within the radius of 250 miles of the Venue, within 100 days of the scheduled start date of the Event, or during the period of the Event.

B) Threat of Terrorism which:

- i) is directed at the Event or the Venue; or
- ii) is directed at another location within a radius of 250 miles of the Venue, which solely and directly results in a denial of access to or the evacuation of the Venue.

providing always that the Threat of Terrorism occurs within 100 days of the scheduled start date of the Event.

Notwithstanding the foregoing it is understood and agreed that this Insurance does not cover any loss, cost or expense directly or indirectly arising out of, contributed to or caused by, or resulting from or in connection with:

- i) any fear of potential Terrorism.
- ii) any Terrorism or Threat of Terrorism involving a nuclear weapon or device or the emission, discharge, dispersal, release or escape of any chemical or biological agent.

If We allege that by reason of this exclusion any loss is not covered by this Insurance the burden of proving the contrary shall be on You.

If any part of this Endorsement is found to be invalid or unenforceable, the remainder shall remain in full force and effect.

All other terms and conditions remain unchanged.

|                        |            |
|------------------------|------------|
| Additional Premium:    | N/A        |
| Return Premium:        | N/A        |
| Policy Effective Date: | 00/00/0000 |
| Date of Issue:         | 00/00/0000 |

Signature for Company

Affinity Insurance Services, Inc.

By Sharon P. Fine

Limited Terrorism with Threat Endorsement



## Endorsement - Extended Terrorism with Threat

ENDORSEMENT NUMBER: Not Applicable

Attaching to and forming part of Lloyd's, London Certificate No.:

Insured Name: Florida Government Finance Officers Association

Subject to all the terms, conditions, limitations and exclusions stated in this Insurance or of any attached Endorsement.

Notwithstanding Exclusions 3 and 4 of Section 7, this Insurance indemnifies You for Your Net Loss up to but not exceeding the Limit of Indemnity solely and directly in consequence of (1) Cancellation, Abandonment, Curtailment or Rescheduling of the Event (2) Non-appearance of a Principal Speaker (3) Your Failure to Vacate the Venue of the Event at the termination of its tenancy (4) Reduced Attendance, all due to:

A) Terrorism, which occurs:

- i) At the Venue during the period of Insurance, but not exceeding a maximum period of 12 months prior to the scheduled start date of the Event; or
- ii) Within the radius of 250 miles of the Venue, within 100 days of the scheduled start date of the Event, or during the period of the Event.

B) Threat of Terrorism which:

- ii) is directed at the Event or the Venue; or
- ii) is directed at another location within a radius of 250 miles of the Venue, which solely and directly results in a denial of access to or the evacuation of the Venue.

providing always that the Threat of Terrorism occurs within 100 days of the scheduled start date of the Event.

Notwithstanding the foregoing it is understood and agreed that this insurance does not cover any loss, cost or expense directly or indirectly arising out of, contributed to or caused by, or resulting from or in connection with:

- (i) any fear of potential Terrorism.
- (ii) any Terrorism or Threat of Terrorism involving a nuclear weapon or device or the emission, discharge, dispersal, release or escape of any chemical or biological agent.

If We allege that by reason of this exclusion any loss is not covered by this insurance the burden of proving the contrary shall be You.

If any part of this endorsement is found to be invalid or unenforceable, the remainder shall remain in full force and effect.

All other terms and conditions remain unchanged.

|                        |            |
|------------------------|------------|
| Additional Premium:    | N/A        |
| Return Premium:        | N/A        |
| Policy Effective Date: | 00/00/0000 |
| Date of Issue:         | 00/00/0000 |
| Signature for Company  |            |

Affinity Insurance Services, Inc.

By Sharon P. Fine

Extended Terrorism Endorsement



**Endorsement – Full Terrorism with Threat**

ENDORSEMENT NUMBER Not Applicable

Attaching to and forming part of Lloyd's, London Certificate No.:

Insured Name: Florida Government Finance Officers Association

It is hereby noted and agreed that:

Exclusion 3 of Section 7 General Exclusions is deleted in its entirety.

Notwithstanding the foregoing it is understood and agreed that this insurance does not cover any loss, cost or expense directly or indirectly arising out of, contributed to or caused by, or resulting from or in connection with:

- (i) any fear of potential Terrorism.
- (ii) any Terrorism or Threat of Terrorism involving a nuclear weapon or device or the emission, discharge, dispersal, release or escape of any chemical or biological agent.

If We allege that by reason of this exclusion any loss is not covered by this insurance the burden of proving the contrary shall be You.

If any part of this endorsement is found to be invalid or unenforceable, the remainder shall remain in full force and effect.

*All other terms and conditions remain unchanged.*

|                        |            |
|------------------------|------------|
| Additional Premium:    | N/A        |
| Return Premium:        | N/A        |
| Policy Effective Date: | 00/00/0000 |
| Date of Issue:         | 00/00/0000 |

Signature for Company

Affinity Insurance Services, Inc.

By Sharon P. Fine

Full Terrorism Endorsement

|   |
|---|
| <b>Endorsement – Automatic Coverage</b> |
|---|

ENDORSEMENT NUMBER: Not Applicable

Attaching to and forming part of Lloyd's, London Certificate No.: TBD

Insured Name: Florida Government Finance Officers Association

It is hereby noted and agreed that:

---

This insurance indemnifies You for Your Net Loss for all indoor Events organized by You within the United States of America and/or Canada during the period of this Insurance but only for Events where neither the total Expenses nor the total Gross Revenue exceeds USD 100,000, but not to exceed USD 300,000 in the aggregate within the policy period.

Coverage is limited to Cancellation, Abandonment or Rescheduling of the Event as a sole and direct result of fire causing physical damage at the Venue, flood, earthquake, adverse weather, volcanic eruption, hurricane, wildfire or tsunami.

*All other terms and conditions remain unchanged.*

Additional Premium: N/A

Return Premium: N/A

Policy Effective Date: 00/00/0000

Date of Issue: 00/00/0000

Signature for Company

Affinity Insurance Services, Inc.

By Sharon P. Fine

Automatic Coverage

|  |
|--|
| <b>Endorsement – Coronavirus Exclusion</b> |
|--|

ENDORSEMENT NUMBER:

Attaching to and forming part of Lloyd's, London Certificate No.: TBD

Insured Name: Florida Government Finance Officers Association

It is hereby noted and agreed that:

---

This Insurance excludes any loss, damage, cost or expense directly or indirectly arising out of contributed to by or resulting from:

- (a) Coronavirus disease (COVID-19);
- (b) Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2);
- (c) any mutation or variation of SARS-CoV-2;
- (d) fear or threat of (a), (b) or (c) above (whether actual or perceived);
- (e) the non-appearance of any person or group(s) of persons or any reduction in attendance due to (a), (b), (c) or (d) above;
- (f) any travel advice or warning arising from (a),(b), or (c) above;
- (g) any action taken in controlling, preventing or suppressing any actual or threatened outbreak of (a), (b) or (c) above.

under the above reference Lloyds, London Certificate No: CR\_\_\_\_\_

All other terms, conditions and limitations remain unchanged.

Additional Premium: N/A

Return Premium: N/A

Policy Effective Date: 00/00/0000

Date of Issue: 00/00/0000

Signature for Company

Affinity Insurance Services, Inc.

By Sharon P. Fine

Coronavirus Exclusion

|  |
|--|
| <b>Endorsement – Named Storm Exclusion</b> |
|--|

ENDORSEMENT NUMBER:

Attaching to and forming part of Lloyd's, London Certificate No.:

Insured Name: Florida Government Finance Officers Association

It is hereby noted and agreed that:

---

It is understood and agreed that this insurance excludes any loss, damage, cost or expense directly or indirectly arising out of contributed to by or resulting from Named Storm Elsa and any subsequent flooding or damage to infrastructure

under the above reference Lloyds, London Certificate No.

All other terms and conditions remain unchanged.

Additional Premium: N/A

Return Premium: N/A

Policy Effective Date:

Date of Issue:

Signature for Company

Affinity Insurance Services, Inc.

By Sharon P. Fine  
Named Storm Exclusion

## **Terrorism Options**

In addition to the basic event cancellation coverage provided for under this quotation like coverage for inclement weather (snow/ice storms, hurricanes, tornadoes), labor disputes, earthquakes, flooding, etc. our Showstoppers quotation also includes coverage for terrorism.

Here is a breakdown of our terrorism options:

**Option A: Limited Terrorism with Threat** - Includes coverage for your event's limit of indemnity up to a maximum of \$1,000,000 if an act of terrorism occurs within **250** miles of event's venue and within **100** days of the scheduled event. This option also includes Threat of Terrorism, which is directed at the event or venue or to another location within **250** miles of the venue, which results in denial of access or evacuation of the venue. Also includes both domestic and foreign venue damage coverage as a result of terrorism up to 12 months prior to the scheduled event. This coverage is offered at no additional cost.

**Option B: Extended Terrorism with Threat and TRIA\*** – Includes coverage for your event's full limit of indemnity if an act of terrorism occurs within **250** miles of event's venue and within **100** days of the scheduled event. This option also includes Threat of Terrorism, which is directed at the event or venue or to another location within **250** miles of the venue, which results in denial of access or evacuation of the venue. Also includes both domestic and foreign venue damage coverage as a result of terrorism up to 12 months prior to the scheduled event.

\*Enhanced to include **TRIA**, the Terrorism Risk Insurance Act – TRIA provides coverage for “certified” acts of terrorism as declared by the US Secretary of Treasury, Secretary of State and Attorney General. These “certified” acts of terrorism have to result in damage within the United States and to have been committed by a domestic or foreign individual or group of individuals.

**Option C: Full Terrorism with Threat / Worldwide Terrorism Coverage** - Includes coverage for your event's full limit of indemnity provided you can demonstrate that the decision to cancel, abandon, curtail or reschedule is necessary and justifiable.



### **Compensation and Other Disclosure Information**

Affinity Insurance Services Inc. is an insurance producer licensed in your state. Insurance producers are authorized by their license to confer with insurance purchasers about the benefits, terms and conditions of insurance contracts; to offer advice concerning the substantive benefits of particular insurance contracts; to sell insurance; and to obtain insurance for purchasers. The role of the producer in any particular transaction involves one or more of these activities. Compensation will be paid to the producer, based on the insurance contract the producer sells. Depending on the insurer(s) and insurance contract(s) the purchaser selects, compensation will be paid by the insurer(s) selling the insurance contract or by another third party. Such compensation may vary depending on a number of factors, including the insurance contract(s) and the insurer(s) the purchaser selects. In addition, Affinity may charge a fee for administrative services. Your signature on your application, quote form, check, and/or other authorization for payment of your premium, will be deemed to signify your consent to and acceptance of the terms and conditions including the compensation, as disclosed above, that is to be received by Aon. The insurance purchaser may obtain information about compensation expected to be received by the producer based in whole or in part on the sale of insurance to the purchaser, and compensation expected to be received based in whole or in part on any alternative quotes presented to the purchaser by the producer, by contacting member services at [info@asae-aon.com](mailto:info@asae-aon.com).

In addition, premiums paid by Clients to Affinity for remittance to insurers, Client refunds and claim payments paid to Affinity by insurance companies for remittance to Clients are deposited into fiduciary accounts in accordance with applicable insurance laws until they are due to be paid to the insurance company or Client. Subject to such laws and the applicable insurance company's consent, where required, Affinity will retain the interest or investment income earned while such funds are on deposit in such accounts.

In placing, renewing, consulting on or servicing your insurance coverages Affinity and its affiliates may participate in contingent commission arrangements with insurance companies that provide for additional contingent compensation, if, for example, certain underwriting, profitability, volume or retention goals are achieved. Such goals are typically based on the total amount of certain insurance coverages placed by Aon with the insurance company or the overall performance of the policies placed with that insurance company, not on an individual policy basis. As a result, Aon may be considered to have an incentive to place your insurance coverages with a particular insurance company.

Aon Corporation, our ultimate parent company, and its affiliates have from time to time sponsored and invested in insurance and reinsurance companies. While we generally undertake such activities with a view to creating an orderly flow of capacity for our clients, we also seek an appropriate return on our investment. These investments, for which Aon is generally at-risk for potential price loss, typically are small and range from fixed-income to common stock transactions. In such case, the gains or losses we make through your investments could potentially be linked, in part, to the results of treaties or policies transacted with you. Please visit the Aon website at [http://www.aon.com/market\\_relationships](http://www.aon.com/market_relationships) for a current listing of insurance and reinsurance carriers in which Aon Corporate and its affiliates hold any ownership interest.



# ASAE - Endorsed Event Cancellation Insurance

This important insurance coverage helps provide protection for the loss of revenue or the commitment of expenses due to cancellation, abandonment, curtailment, or rescheduling of an event. Showstoppers also pays for losses due to reduced attendance of 10% or more of participants at a continued event.

**Physical Loss of Personal Property & Door Registration Receipts** – Up to \$500,000 in coverage for business personal property at the venue and while in transit to or from an event. Coverage for up to \$500,000 in door registration receipts at the event or while en route to the bank.

**Emergency Travel Arrangements** – Coverage up to \$100,000 in the aggregate for all events during the policy period for return of participants back to venue should they become stranded.

**Automatic Coverage for Adverse Weather for Golf and Other Sporting Events & Hole-In-One Coverage** – Up to \$125,000 for losses due to adverse weather conditions for golf tournaments and up to \$100,000 for other sporting events. Up to \$75,000 in coverage for hole-in-one prize indemnity.

**Non-Appearance of a Speaker** – Automatic coverage for up to \$75,000 for the non-appearance of a speaker due to covered causes of loss. Additional coverage (including coverage for Principle Speakers) is available upon request.

**Automatic Coverage for Events \$100,000 or less** – Coverage is extended to include unreported events where neither the total expenses or gross revenue exceeds \$100,000, not to exceed \$300,000 in the aggregate within the policy period. Coverage is limited to direct result of flood, earthquake, adverse weather, volcanic eruption, hurricane, wildfire, tsunami or fire causing physical damage at the venue.

**Terrorism Coverage** – Multiple terrorism options are available.

**Multi-Year Policy Terms** – A variety of policy term options are available up to 24 months.

**Commitments** – An additional 15% above the limit of indemnity for commitments under vendor contracts such as hotel room blocks but not to exceed \$500,000 in the aggregate for all events within the policy period.

**Venue Damage** – Coverage for losses due to terrorism at the venue up to 12 months prior to the scheduled start date of the event.

**Requisition or Confiscation of the Venue** – Coverage due to the requisition or confiscation of the venue by local, national or federal government as a sole and direct result of flood, earthquake, volcanic eruption, hurricane, tropical storm, tsunami, cyclone, winter weather, fire, wildfire or terrorism.

**Adverse Weather** – Coverage up to the full limit of indemnity for severe weather conditions such as, but not limited to snowstorms / ice storms, hurricanes, tornadoes and flooding. Adverse weather coverage for outdoor events can be included upon review and acceptance by underwriters.

**Labor Disputes** – Coverage up to full limit of indemnity for strikes by airline, hotel or transit workers.

**Earthquake Coverage** – Coverage up to the limit of indemnity for the hazards of earthquakes.

**Remedial Action & Extra Expenses** – Coverage for reasonable and necessary extra costs to avoid or diminish a loss.

**Penalties for Failure to Vacate** – Direct and necessary additional expenses incurred for failure to vacate venue facility on time.

**National Mourning** – Coverage for national mourning following the death of the President of the United States.

**Future Marketing Expenses** – Up to 20% of the Limit of Indemnity for each Event, but not to exceed \$100,000 in the aggregate for all events within the policy period.

*Please note that the precise coverage afforded is subject to the terms, conditions and exclusions of the policy as issued. Policy premium is due at inception and fully earned at inception therefore no cancellation or return premium is available.*



## Contact Information

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**Seth Fleischer** 202.429.8532, [seth.fleischer@affinitynonprofits.com](mailto:seth.fleischer@affinitynonprofits.com)

*Aon Affinity Nonprofits*

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Endorsed by:



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F-14007-0620

THIS INSURANCE IS ISSUED PURSUANT TO THE FLORIDA SURPLUS LINES LAW. PERSONS INSURED BY SURPLUS LINES CARRIERS DO NOT HAVE THE PROTECTION OF THE FLORIDA INSURANCE GUARANTY ACT TO THE EXTENT OF ANY RIGHT OF RECOVERY FOR THE OBLIGATION OF AN INSOLVENT UNLICENSED INSURER.



# Florida Government Finance Officers Association, Inc. 2021-2022 Conference Host Committee Agenda Item

2021-2022

## CHAIRPERSON

Sharon Almeida, CGFO  
Assistant Controller  
Village of Wellington  
12300 Forest Hill Blvd  
Wellington, FL 33414-5785  
(561) 753-5267  
[salmeida@wellingtonfl.gov](mailto:salmeida@wellingtonfl.gov)

## BOARD LIAISON

Bill Spinelli

## STAFF LIAISON

Jill Walker

## COMMITTEE MEMBERS

Jodi Bain  
Raphael Borrero  
Marcia Carty  
Rodolfo Camacho  
Ginger Coulter  
Christine Davis  
Shaunita Ervin  
Brenda Fairfoot  
Ceci Guerrero  
Jeanette Haynes  
Pennie Hill  
Natalie Hinger  
Vanna Lawitzke  
Marcia Mack  
Heather Meyer  
James Moran  
Mar Ninah  
Jonathan Rushnak  
Shonda Singleton-Taylor  
Jonathan Tapp  
Allison Teslia  
Paula Tosti  
Natalee Wallace  
Patricia Wilken  
Katherine Woodruff

**Meeting Date:** August 6, 2021

**Title of Item:** Strategic Planning Update

## **Executive Summary, Explanation or Background Information:**

Committee Goal: Work with the staff to retool the committee goals. Examine their role. Is it a subcommittee of Program?

I will be meeting with the Host Committee and Staff (separately) within the next month to discuss the role of the committee & Staff to determine if the Host Committee should remain a separate committee or become a subcommittee under the Conference Program Committee. I will have a recommendation for the Board by the October Board Meeting.

## **Recommended Action: Informational Only**

*Sharon Almeida*

*7/23/2021*

---

**Sharon Almeida**

---

**Date**

# Florida Government Finance Officers Association, Inc.

## 2021-2022 Conference Program Committee

### Agenda Item



2021-2022

#### **CHAIRPERSON**

**Nicole Jovanovski, CPA**

Director of Finance

Sarasota County

1660 Ringling Blvd

Sarasota, FL 34236-6808

(941) 861-5184

[njovanov@sarasotaclerkandcomptroller.com](mailto:njovanov@sarasotaclerkandcomptroller.com)

#### **BOARD LIAISON**

Olga Rabel

#### **STAFF LIAISON**

Jill Walker

#### **COMMITTEE MEMBERS**

Moises Ariza

Jodi Bain

Nichelle Blackstock

Raphael Borrero

Heidi Brocks

Robert Broline

Zach Chalifour

Tanya Copeland

Julie Davis

Shaunita Ervin

Damien Grant

David Jang

Jeffrey Kern

Jeffrey Larson

Marcia Mack

James Moran

Rebecca Reynolds-Russell

Alan Ricafort

James Rizzo

Jamie Roberson

Katie Roundtree

Jonathan Rushnak

Daniela Russell

David Siegel

Shonda Singleton-Taylor

Jonathan Tapp

Andrew Thompson

James Tizzo

Natalee Wallace

Brent Wertz

Liang Wu

**Meeting Date:** August 6, 2021

**Title of Item:** Strategic Planning Update

#### **Executive Summary, Explanation or Background:**

A committee conference call was held on Friday, July 30th to discuss the committee's role in developing the 2022 Annual Conference program, high-level deadlines and next steps.

Committee members were asked to consider their preference on sub-committee participation, and government practitioners were asked to consider a role as sub-committee chair.

A draft list of session topics will be compiled in preparation for the October Board meeting. Session topics that were developed, but not held, in previous years virtual conferences will be provided to the sub-committees for consideration. Feedback from the Board and virtual conference will also be provided to the sub-committees.

#### **Recommended Action:**

No action needed at this time.

**Nicole Jovanovski**

**Nicole Jovanovski**

**8/6/21**

**Date**

**Florida Government Finance Officers Association, Inc.**  
**2021-2022 Education & Webinar Committee**  
**Agenda Item**



**2021-2022**

**CHAIRPERSON**

**Rebecca Schnirman**

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**STAFF LIAISON**

**Karen Pastula**

**COMMITTEE MEMBERS**

Rodolfo Camacho

Benjamin Clark

Camille Hooper

David Jang

Crystal Kinzel

Debra Martin

Tasha Morgan

Renee O'Day

Everlyne Okoduwa

Anna Otiniano

Richard Pengelly

Katie Roundtree

Daniela Russell

David Siegel

Andrea Simon

Tiffany Sirkle

Zoltan Szervanszki

Andrew Thompson

Michelle Tipp

Rhonda Woodward

**Meeting Date:** August 6, 2021

**Title of Item:** Approval of Proposed Webinar Topics & Schedule

**Executive Summary, Explanation or Background:**

The Education & Webinar Committee held its first virtual meeting on July 8, 2021. During that meeting, the committee received an orientation and discussed topics for the upcoming year. Through e-mail correspondence, the committee was able to finalize the topics. The final recommended list of topics and proposed dates are attached.

**Recommended Action:**

Approval of the Webinar Schedule & Topics List for the period beginning October 2021 and ending September 2022.

**Rebecca Schnirman**

Name

**July 20, 2021**

Date



# Florida Government Finance Officers Association, Inc.

## 2021-2022 Education & Webinar Committee

### Agenda Item

| Title  | Description  | Type | Date       |
|--|--|------|------------|
| <b>NO WEBINAR FOR OCTOBER (SOGF)</b>           |  |      |            |
| American Rescue Plans Act (ARPA)               | ARPA Funds - best practices for tracking and managing these funds; ARPA Funding Requirements; ARPA Funding and Reporting   | TB   | 11/18/2021 |
| Human Resources Recruitment Tips And Tricks    | How to hire the best and brightest employees with a shrinking pool of applicants and increase competition  | TB   | 12/16/2021 |
| Capital Assets                                 | Assets-So you think you're accounting for them? Do you really know what is out there? Systems and suggestions for better tracking assets and inventories.  | TB   | 1/20/2022  |
| ACFR 101                                       | Basic Components of a Balance Sheet and ACFR 101; Include topic on how to make your MD&A better  | AA   | 2/17/2022  |
| GASB 87 And 96                                 | GASB 87 and 96   | AA   | 3/17/2022  |
| Cybersecurity                                  | Cybersecurity, and what the finance department's role should be ; Comprehensive Cybersecurity Plan; Cybersecurity (focus on ransomware and how to prevent attacks)   | TB   | 4/21/2022  |
| Debt 101                                       | Bond Issuance and Lease Management   | AA   | 5/19/2022  |
| <b>NO WEBINAR FOR JUNE (Annual Conference)</b> |  |      |            |
| Legislative Update                             | Legislative Update   | TB   | 7/21/2022  |
| Internal Controls And Fraud Prevention         | Fraud and Audit – are we doing enough to detect fraud? New techniques to identify fraudulent activity before it gets “too big” and to ensure controls are appropriate to prevent that activity.; A/P and Internal Controls | TB   | 8/18/2022  |
| Grant Administration                           | Tips and best practices to make sure you're not leaving any money on the table when it comes to your grant funding. Includes how to capture reimbursements and subsidize more on grant funding using indirect costs.       | TB   | 9/22/2022  |

# Florida Government Finance Officers Association, Inc.

## 2021-2022 Legislative Committee

### Agenda Item



**2021-2022**

#### **CHAIRPERSON**

**Stephen Timberlake**

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#### **STAFF LIAISON**

Karen Pastula

#### **COMMITTEE MEMBERS**

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James Braddock  
Laurie Brown  
James Buresh  
Erjeta Diamanti  
Natalie Hinger  
Lory Irwin  
Brittany Jumper  
Kimberly Karback  
Heather Larson  
Bradley Newman  
Colleen Scott  
Andrea Simon  
Brittaney Sottile-Roe  
Dennise Suarez  
Danyel Sullivan-Marrero  
Patricia Wilken  
Liang Wu

**Meeting Date:** August 6, 2021

**Title of Item:** Strategic Planning Update

#### **Executive Summary, Explanation or Background:**

The Committee will have its first meeting after the Summer FGFOA Board of Directors meeting to discuss the upcoming legislation session, and the changes that the Board wants to make to the Legislative Committee.

#### **Key 2022 Session Dates**

- August 1, 2021 - Deadline for filing claim bills
- December 3, 2021 - Deadline for submitting requests for drafts of general bills and joint resolutions, including requests for companion bills
- January 7, 2022 - Deadline for approving final drafts of general bills and joint resolutions, including companion bills
- January 11, 2022 - Regular Session & deadline for filing bills for introduction
- February 26, 2022 - Motion to reconsider made and considered the same day. All bills are immediately certified
- March 1, 2022 - 50th day – last day for regularly scheduled committee meetings
- March 11, 2022 - 60th day – last day of Regular Session

#### **2021 Strategic Planning Update**

The Board's Direction included the following:

- Subject Matter Experts
- Resource to the league
- Presence in Tallahassee where we meet in person to keep creditability.
- Disseminate information (expand opportunity to the FGFOA membership to submit feedback for legislative proposals).?
- Committee needs a plan of what they are going to do and define their deliverables.
- Name Change (for clarity)
- Monitor to "raise the alarm" for areas of concern

Last year's legislative session was very unique. The lack of access for each session created very little opportunities for the committee to make an impact.

## Committee Responses for HB701

### Response 1:

The Bill does not streamline or reform the CST; the Bill reduces the CST rate and related revenue.

The Bill cannot honestly be described tax reform and streamlining, because the Bill introduces a complex and convoluted formula to offset some of the related tax reductions; therefore, the net effect of this Bill is added complexity and nothing remotely resembling reform.

The current CST is easy to administer, and CS providers can easily program different tax rates into their computer systems, just like with sales taxes.

If the state legislature desires a uniform CST rate, then the rate should be raised to 6% rather than reduced to 5%, which would provide an identical level of so called "streamlining".

In response to legislators' quotes that Florida's CST is among the highest in the country, it should also be mentioned (but it never is) that Florida has no income tax, as do 43 of the 50 states. The lack of an income tax in Florida compensates many times over for having a slightly higher CST. Florida provides the same vital public services as do the other 43 states that do levy an income tax, including public safety services and transportation, which is more difficult to provide without an income tax.

In response to legislators' quotes regarding the need for tax relief, Florida is already among the most tax friendly states in the Country by most measures and most sources and is always ranked among the top five or ten most tax friendly states. The state's growth to the third most populated state is a testament to Florida's tax friendly environment, which is cited by many people who have changed their residence to Florida, included President Trump.

Most legislators appear unaware that CST revenue has been declining for over a decade as consumers have reduced or deleted related services, such as cable TV. Competition and technology improvements have also driven down CS tax revenue, due to lowering of the tax base. In 2009, the City of Largo's CST revenue was \$4.3 million. By 2018, the City's CST revenue had declined to \$2.9 million, or 33%, excluding inflation. Also, in relative terms, the City's CST revenue has dropped from about 8% of General Fund revenue to about 4%, because costs have been increased. Almost all cities in Florida have experienced the same declines, which has placed greater reliance on other revenues, such as property taxes, to pay ever-increasing costs, especially public safety and transportation costs.

The average family pays very little CST, but in total, the CST provides an alternative revenue source to fund essential public safety services, which reduces the pressure on property taxes. The CST also provides a small level of revenue diversification, which helps cushion declines in property taxes and sales taxes during recessions, thus providing greater financial stability and resilience.

## Response 2:

I'm not sure I have an issue with this if governments generate more revenue (or at the very least, this revenue source stops decreasing).

Based on looking at my service bill, it seems like the tax is already being applied to streaming services, so I'm not sure what carving out the definition in 202.11(24)(c) on line 76-80 of the bill does to help.

Is the bill sponsor open to eliminating the roll back of the CST rate from 5% to 4% in 2021; or accepting a higher floor (say 4.5%); and/or phasing in the roll back over a longer period (say 3-5 years)?

Would the bill sponsor be willing to include a provision to allow governments to recover damages to city property caused by dealers of communications services in section 202.19(3)(a)1.f. on line 279-286 of the bill?

202.197 on line 451-481 would damage the value of the CST as a pledged revenue source. Would the bill sponsor be open to some compromise whereby local governments with pledged CST can have a rate higher than the State maximum until such time that the related debt is paid off? Or some type of rebating of future CST after the related debt is paid off? The autonomy for managing debt covenants requirements must remain with the local government.

## Response 3:

The bill contemplates that local governments currently derive revenues from sources other than the CST (e.g., public services tax, franchise fees) that in theory are collected for the same purpose (i.e., to offset local government costs associated with placing or maintaining facilities in or on public roads or rights-of-way to facilitate the provision of communication services). The bill appears to preclude this by providing that the CST may only be collected in lieu of these other revenue sources. That may sound good in theory; however, the question is how the bill sponsor determined that the proposed maximum CST rates will be sufficient for all local governments to generate sufficient revenue in lieu of the other revenue sources. What analysis was done to arrive at the proposed rates?

The bill has a safety provision (lines 451 through 481) that would in theory provide funding to those local governments for which the CST revenues were determined to be insufficient. However:

The language says "the Legislature may appropriate to the affected jurisdiction." So by no means is this a guaranteed remedy.

The assistance is for when "revenues are expected to be insufficient to timely pay principal and interest or to comply with any covenant under a bond resolution for bonds or other indebtedness outstanding as of January 1, 2020." So for local governments with insufficient CST revenues to cover related costs for which there is no long-term debt involved, no assistance would be provided.

This remedy would not be available for local governments issuing debt after January 1, 2020.

The bill (lines 460 through 464) says "The fact that the revenues of a local communications services tax are pledged generally or that multiple revenue streams are pledged creates a presumption that the jurisdiction's insufficient revenue amount does not directly result from the

tax rate changes.” This presumes that each local government would be able to derive sufficient revenues from sources other than CST to cover related costs. Is that possible given current statutory limitations pertaining to these other revenue sources? Again, what analysis has been done to determine that these other revenues would be sufficient in lieu of the CST?

The bill (line 51) indicates the bill would “promote greater tax transparency.” What specific proposed law changes in the bill promote transparency?

Current law and the bill proposed law changes contemplate differing CST rates for charter and non-charter counties (this is also done in Section 337.401(3)(c)). At the risk of showing my ignorance, why does the law make this distinction? As the law provides for a lower rate for non-charter counties, there appears to be a presumption that non-charter counties would have a lesser need for CST revenues. I would think demographics, and not whether a county is chartered or not, would determine a county’s need for CST revenue. What am I missing?

## **Finance, Taxation & Personnel Policy Committee**

### **Communications Services Tax Reform**

#### **Draft Statement:**

The Florida League of Cities **SUPPORTS** reforming the Communications Services Tax in a manner that is revenue neutral; provides for a broad and equitable tax base; provides for enhanced stability and reliability as an important revenue source for local government; and provides a uniform method for taxing communication services in Florida. Reform should promote a competitively neutral tax policy that will free consumers to choose a provider based on tax-neutral considerations.

### **Local Business Tax Protection**

#### **Draft Statement:**

The Florida League of Cities **SUPPORTS** legislation that protects general revenues collected from the local business tax. These revenues are used to provide essential municipal services such as public safety and constructing and maintaining roads and bridges, public parks and open spaces. Maintaining a diversified revenue base strengthens the fiscal stability of local governments and improves their ability to serve citizens and businesses.

**Florida Government Finance Officers Association, Inc.**  
**2021-2022 Legislative Committee**  
**Agenda Item**



**Details:**

In prior year's the Committee has provided feedback to lobbyists from the Florida League of Cities and the Florida Association of Counties. The Legislative Committee provided comment, criticism, and suggestion on individuals bills as they moved through the legislative session. Until now, the Committee has served as being reactionary to the items proposed by the legislature. I would propose that we expand the number of recipients of "calls for feedback" to FGFOA members, to include others outside of the legislative committee. A summary of feedback received on Legislative proposals and the submission to Legislatures on behalf of FGFOA would then be the primary deliverable for the Legislative Committee.

At the Strategic Planning session for FGFOA, the Board gave direction to have the Legislative Committee explore a more proactive approach for influencing the legislative sessions. The FLC Finance, Taxation, & Personnel Policy committee met earlier this month and selected two areas of support, to share with the legislature. Attached to this agenda item is a draft that is in process for FLC representation at the next session. If the Board agrees, this committee will work to operate in a more representative roll of FGFOA for the Legislative Session priorities.

Lastly, it was discussed at the Strategic Planning session to eliminate the weekly recaps during the session. These updates are available from a host of other organizations.

The FGFOA President, Board Liaison, and Committee Chair will endeavor to meet with staff directors for the Committees in the Legislature, in person this year.

**Recommended Action:**

1. Approve the expansion of "calls for feedback" to all FGFOA members.
2. Approve an active roll in representing the FGFOA in the Legislative sessions.

**Stephen Timberlake**

**Name**

**July 23, 2021**

**Date**

**Florida Government Finance Officers Association, Inc.**  
**2021-2022 Member & Leadership**  
**Development Committee**  
**Agenda Item**



**2021-2022**

**CHAIRPERSON**

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**CGFO**

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Lewis Chazan  
Maudeline Ciguene  
Marie Elianor  
Zachary Falconer  
Judy Fleurimond  
Michael Gauci  
Yeimy Guzman  
Kewina Hibbert  
Vanna Lawitzke  
Andrea Lowery  
Marcia Mack  
Debra Martin  
Lakia McNeal  
Bradley Newman  
Harold Ian Proverbs  
Kadem Ramirez  
Sarah Simpson  
Shonda Singleton-Taylor  
Lauren Strobe  
Dennise Suarez  
Paula Tosti

**Meeting Date:** August 6, 2021

**Title of Item:** Update

**Executive Summary, Explanation or Background:**

The Member & Leadership Committee has begun developing our strategy on how to attain our goals for the year. We have established 3 sub-committees. Here is a brief description below on the purpose of each committee.

**Mentoring Program Meetup Committee** – this committee will develop topics, dates/times, help select facilitators for the 6 meetings, and gather educational resources for the Virtual meetups. This committee will also assist with matching mentors with mentees once applications have been received from the membership. The current applications and agreements will be reviewed and sent out to the membership beginning in August.

**Presence on Campus Committee** – this committee will develop a strategy to become a presence on local college campuses around the state. They will also present a plan for possible internships, career fairs, memberships, and other opportunities for college students through FGFOA. The final plan will be presented to the FGFOA Executive Board for approval. Sub-committee meeting scheduled for Tuesday, July 27<sup>th</sup>.

**Membership Engagement Survey Committee** – this committee will review the existing survey and determine what questions can be added or edited to obtain the information needed from our current membership. The purpose of the survey is to find out how to engage more of our membership to serve and participate in FGFOA programs and events. The results will be reviewed by this committee and compiled for presentation to the FGFOA Executive Board. Also, throughout the year members will be highlighted for their accomplishments and major milestones in the **Ledger** which is a digital publication. This committee will play a role in gathering that information and making selecting the members for the publication. The survey will be reviewed/edited and sent out in August.

**Recommended Action:**

For review and approval

**Lorrie Simmons**

**Name**

**July 23, 2021**

**Date**



# Florida Government Finance Officers Association 2021 School of Governmental Finance Committee Agenda Item

2021-2022

**Meeting Date:** August 6, 2021

**CHAIRPERSON**

Sharon Almeida, CGFO  
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Mark Parks

**STAFF LIAISON**

Karen Pastula

**COMMITTEE MEMBERS**

George Barbar  
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Ginger Coulter  
Jennifer Desrosiers  
Erjeta Diamanti  
Catherine Givens  
Eliza Hansen  
Sharon Harding  
Jeanette Haynes  
Brittany Hinsberg  
Kimberly Karback  
Ann Kenny  
Jeffrey Kern  
Dianne Klaiss  
Jeffrey Larson  
Raymond Long  
Everlyne Okoduwa  
Richard Pengelly  
Tanya Quickel  
Kadem Ramirez  
Elizabeth Walters  
Tammy Wilson  
Brent Wertz  
Katherine Woodruff  
Rhonda Woodward

**Title of Item:** Strategic Planning Update

**Executive Summary, Explanation or Background Information:**

Committee Goal: Create certification in Public Funds Management

During the strategic planning session, it was decided that the committee would not go forward with the above goal.

**Recommended Action:**

*Sharon Almeida*

*7/23/2021*

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**Sharon Almeida**

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**Date**



# Florida Government Finance Officers Association 2021 School of Governmental Finance Committee Agenda Item

**2021-2022**

**Meeting Date:** August 6, 2021

**CHAIRPERSON**

Sharon Almeida, CGFO  
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**BOARD LIAISON**

Mark Parks

**STAFF LIAISON**

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**COMMITTEE MEMBERS**

George Barbar  
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Eliza Hansen  
Sharon Harding  
Jeanette Haynes  
Brittany Hinsberg  
Kimberly Karback  
Ann Kenny  
Jeffrey Kern  
Dianne Klaiss  
Jeffrey Larson  
Raymond Long  
Everlyne Okoduwa  
Richard Pengelly  
Tanya Quickel  
Kadem Ramirez  
Elizabeth Walters  
Tammy Wilson  
Brent Wertz  
Katherine Woodruff  
Rhonda Woodward

**Title of Item:** SOGF Session Titles and Speakers

**Executive Summary, Explanation or Background Information:**

The Committee has worked very hard to create sessions for the school that will provide the attendees with a great learning experience with both updates to current topics and how to survive many challenges in the environment we are living in today. Each session has been paired with a great speaker, some that has spoken in the past and some new ones.

**Recommended Action:** Board approval of the session topics and speakers.

*Sharon Almeida*

*7/23/2021*

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**Sharon Almeida**

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**Date**



## 2021 School of Governmental Finance Proposed Schedule

| DAY     | START    | END      | Track                              | Session Level        | Session Title  | Session Description   | Speaker  | Speaker Contact   |
|---------|----------|----------|------------------------------------|----------------------|--|---|--|---|
| Monday  | 8:00 AM  | 9:40 AM  | Budget                             | Basic/Intermediate   | Budgeting Through Crisis   | Learning how to budget when your expenses are increasing but your revenue is not can be difficult, but not impossible. In this session, you will learn how to trim back expenses while maintaining government services.   | Peter Brill  | 352-629-8250-O, 352-598-7245-C<br>pbrill@ocalafl.org  |
| Monday  | 8:00 AM  | 9:40 AM  | Treasury & Debt                    | Basic / Intermediate | Financial Plan Development   | Options in developing a financing plan. Reviewing refinancing opportunities for existing debt.  | Jeffrey T Larson President<br>Larson Consulting Services   | 10151 University Blvd., #117<br>Orlando, FL 32817<br>407-496-1597<br>jlarson@larsonconsults.com   |
| Monday  | 10:00 AM | 11:40 AM | Accounting and Financial Reporting | Basic/Intermediate   | Intro Governmental Accounting  | Learn the differences between private and public accounting (Income Stmt vs. Fund Balance)*Fund Accounting*Financial Reports*DRAFT  | Jeff Wolf, CPA at MSL CPAs and Advisors, Audit Senior Manager, (813) 314-2600, ext. 3303, 201 E Kennedy Blvd., Suite 650, Tampa, FL 33602<br>Email: jwolf@mslcpa.com | c/o Brenda Fairfoot, Audit Senior, MSL CPAs & Advisors 407-740-5400, ext. 1130, 255 S Orange Avenue, Suite 600, Orlando FL 32801 bfairfoot@mslcpa.com   |
| Monday  | 10:00 AM | 11:40 AM | Financial Management & Leadership  | Basic/Intermediate   | Building Blocks of Financial Management  | There are four building blocks which must be in place to achieve best practice in the government sector. Every organization must keep accurate accounting records of its financial transactions, create an organization's strategic and operational plan, internal budget monitoring and an effective internal control system.  | Susan Gooding-Liburd, MBA, CPA, CGFO, Chief Financial Officer  | Office of the City Manager<br>City of Miramar   2300 Civic Center Place, Miramar, FL 33025<br>O: 954.602.3116   sagooding-liburd@miramarfl.gov  |
| Monday  | 1:00 PM  | 2:40 PM  | Budget                             | Basic/Intermediate   | GFOA Budget Award  | What you need to know about the GFOA Budget Award Program and the recent changes to the criteria  | Mark Welch   | OpenGov Solutions Engineer<br>mwelch@opengov.com  |
| Monday  | 1:00 PM  | 2:40 PM  | Treasury & Debt                    | Basic / Intermediate | Using Your American Rescue Funds - Ready, Set, Go!   | American Rescue Funds - real-time guidance as to dealing with the American Rescue Funds. Interactive panel discussion format  | Lourdes Abadin<br>Abadin@ehmuni.com<br>Jaclyn Mesa<br>JMesa@ehmuni.com   | Steven W. Eaddy Executive Vice President Public Finance<br>Estrada Hinojosa & Co., Inc.<br>55 Merrick Way, Suite 215<br>Coral Gables, FL 33134<br>(305) 507-0100 Office<br>(212) 946-4925 direct<br>(917) 843-4436 cell |
| Monday  | 3:00 PM  | 4:40 PM  | Financial Management & Leadership  | Basic/Intermediate   | Leadership in Action- Be the Change Agent  | Whether you are new to leadership or have been leading for a while the concept of change is a scary one and one that most people avoid. And either way, change is a must, and changing gracefully is a skill. In this session, learn how to lead through change and create buy-in from your team and your colleagues. Participation in this highly interactive session will allow you to become more connected to other emerging and seasoned leaders of the FGFOA. Come explore your leadership abilities and see how you can impact this amazing organization!                          | Nicole Gaspari, Program Development Manager  | Boca Raton, Florida<br>NGasparri@ci.boca-raton.fl.us<br>(561) 367-7040  |
| Monday  | 3:00 PM  | 4:40 PM  | Budget                             | Basic/Intermediate   | Budgeting 101  | This session will cover the basic principles of budgeting for governments, everything from the players involved to adoption. This session will also focus on the factors to consider when developing the budget as well as the challenges that arise.   | TBD  |   |
| Tuesday | 8:00 AM  | 9:40 AM  | Accounting and Financial Reporting | Basic/Intermediate   | Community Redevelopment Agency (CRA) "new and Scary" Financial Guidance - How a Local Government Can Manage the CRA, Receive a Clean Audit Opinion and Not be Terminated | The Community Redevelopment Act authorizes a county or municipality to create a community redevelopment agency as a means of redeveloping slums and blighted areas. CRAs are controlled by a governing board that either is composed of members of the local governing body creating the CRA or commissioners appointed by the local governing body. CRAs operate under a community redevelopment plan that is approved by the local governing body and are primarily funded by tax increment financing, calculated based on the increase in property values inside the boundaries of the | Marcia Carty, Finance Director of the City of Quincy and Robert Nixon, CRA Director, City of Quincy  |   |
| Tuesday | 8:00 AM  | 9:40 AM  | Financial Management & Leadership  | Basic/Intermediate   | Performance Management   | So you have a Strategic Plan, now what? The best ways to achieve success is through deliverables that are SMART. Come check out a City that is known for Performance Management and is willing to share metrics and a proven process.   | Catherine Givens, Assistant City Manager   | City of Coral Springs, Florida<br>cgivens@coralsprings.org  |
| Tuesday | 10:00 AM | 11:40 AM | Accounting and Financial Reporting | Basic/Intermediate   | Grant Accounting   | This session covers topics related to accounting for grants commonly received by local governments. The objective of this session is to learn about the various types of grants and how and when to recognize associated revenue along with best practices for fiscal grant management.   | April Shuping, CPA Partner at Carr, Riggs Ingram (CRI) CPAs  | Ashuping@cricpa.com 4010 NW 125th Place, Gainesville, FL 32606 Voice: 352-548-3618, Fax: 352-337-4618, CRAcpa.com   |
| Tuesday | 10:00 AM | 11:40 AM | Budget                             | Basic/Intermediate   | TRIM Requirements for the Budget   | The Truth in Millage (TRIM) process is the most important topic that Budget staff need to understand. This class will cover step by step everything you need to know from beginning to end.   | Greg James & Brandy King   | Clerk of Courts & Comptroller Wakulla County 850-926-0325<br>gjames@wakullaclerk.com<br>bking@mywakulla.com   |
| Tuesday | 1:00 PM  | 2:40 PM  | Budget                             | Basic/Intermediate   | Budgeting for the Cost of Remote Working   | With more agencies opting to allow their employees to work remotely, what effect does this have on the Operating & Capital Budgets  | TBD  |   |
| Tuesday | 1:00 PM  | 2:40 PM  | Financial Management & Leadership  | Basic/Intermediate   | Best Practices for Writing Successful Grant Proposals  | As finance professionals, we look to help save money for our communities and citizens, grants are a great way to this, but it doesn't just stop at applying. Here is step by step from application, to closing out the grant, the dos and don'ts to make sure we stay compliant!  | Valerie Malingowski, Grant Writer  | City of North Port, City Manager's Office<br>vmalingowski@cityofnorthport.com (941) 429-7001  |
| Tuesday | 3:00 PM  | 4:40 PM  | Accounting and Financial Reporting | Basic/Intermediate   | Where to Find Answers to Questions Using Government Accounting & Compliance Resources  | This session will help train staff to improve their government accounting research Skill-set in answering questions that arise during the year and for the annual audit. Critical thinking skills are needed to assist in locating the answers using the resources from GASB, GFOA, FGFOA, State of Florida and FASB.   | Bert Martinez, Sr Audit Mgr Purvis Gray CPAs   |   |



## 2021 School of Governmental Finance Proposed Schedule

| DAY       | START    | END      | Track                              | Session Level           | Session Title  | Session Description  | Speaker  | Speaker Contact   |
|-----------|----------|----------|------------------------------------|-------------------------|--|--|--|---|
| Tuesday   | 3:00 PM  | 4:40 PM  | Treasury & Debt                    | Basic / Intermediate    | Investment Policy & Strategies   | Understanding Key Investment Terminology. Review of Investment Policy Requirements. Best Practices Public Funds Investments.   | Jeff Kern, Vice President<br>Sales and Relationship Mgt.<br>PMA Financial Network, LLC<br>Rene O'Day, Vice President | JKern@pmanetwork.com<br>(941) 356-9516<br>RODay@mapnetwork.com<br>(407) 797-8228<br>PMA Financial Network, LLC<br>7380 Sand Lake Rd., Suite 650<br>Orlando, FL 32819                    |
| Wednesday | 8:00 AM  | 9:40 AM  | Accounting and Financial Reporting | Basic/Intermediate      | Grant fraud, public corruption and how to fight fraud on a limited budget.   | HUD funds often intersect with grant fraud and public corruption. This presentation will focus on the types of HUD programs most susceptible to public corruption and provide insight into fighting fraud on a limited budget, focusing on practices that are less about money and more about attitude. Case examples are included.  | Special Agent Jamila Davis, M.S, CFE,<br>CFCI, CECFE   | United States Department of Housing and Urban Development, Office of Inspector General<br>813-596-5764<br>(Office) JDavis@hudoig.gov  |
| Wednesday | 8:00 AM  | 9:40 AM  | Budget                             | Basic/Intermediate      | Utilizing Impact Fees  | Considerations, methods, and key issues related to the various types of Impact Fees (with case studies).   | Leticia Doohaluk   | Managing Consultant Stantec 813-269-6010 leticia.doohaluk@stantec.com   |
| Wednesday | 10:00 AM | 11:40 AM | Accounting and Financial Reporting | Basic/Intermediate      | What's New in your Chart Accounts  | New to Florida, new to Government and what's new June 2020 in the Florida COA? Come to review and dialogue about why, when, where - open discussion!   | Andrew Laflin, President<br>Aclarian LLC   |   |
| Wednesday | 10:00 AM | 11:40 AM | Treasury & Debt                    | Basic/Intermediate      | Get Your Secret Anti-Decoder Ring: - Bank Relationship Management? Guiding You Through the Bank's Account Analysis Statement | Learn how to navigate an account analysis statement to optimize your banking relationship. Banking services is an important cornerstone of cash management for local governments. These services are itemized on an Account Analysis Statement with little explanation on what the service is or what benefit it offers. This session will navigate an Account Analysis Statement in a highly interactive manner to show you what to look for when reviewing your entity's Account Analysis Statement. This session will also highlight new services and ideas to improve efficiency and tips to maximizing your banking relationship. | Dave Calvert<br>CalvertD@pfm.com   | Dave Calvert<br>PRM Asset Management LLC  |
| Wednesday | 1:00 PM  | 2:40 PM  | Financial Management & Leadership  | Intermediate / Advanced | Successful E-Working   | How to implement a successful e-working program under pressure and get management and local citizen buy-in despite negative public perception.   | Kate Parmelee, Director of Strategic Initiatives & Innovation  City Manager's Office                                 | City of Port St. Lucie<br>kparmelee@cityofpsl.com   |
| Wednesday | 1:00 PM  | 2:40 PM  | Accounting and Financial Reporting | Intermediate/Advanced   | Catch me if you can! Taking a Deep Dive into the Components of the Fraud Triangle.   | To fight fraud one must not only realize that it occurs, but also how and why it occurs. For fraud to occur, all three elements of the fraud triangle which include opportunity, pressure and rationalization must be present. In this session, we will review the causes of fraud through the lenses of the fraud triangle; identify fraud risk factors as a component of the internal control framework; and identify the cost of fraud and ways to prevent and detect fraud. You will also have the opportunity to apply the concepts learned to actual case studies.   | Beth (Jeanna Elizabeth) Horacek, UG  |   |
| Wednesday | 3:00 PM  | 4:40 PM  | Accounting and Financial Reporting | Intermediate/Advanced   | Bridging the GAAP  | The preparation of a government's external financial statements can be quite complex and challenging for a variety of reasons. Among those reasons are the concepts of reporting entity, measurement focus and basis of accounting. In this session, we will "bridge the GAAP" between the governmental fund level statements and government-wide financial statements.  | John Hulsey, UG  |   |
| Wednesday | 3:00 PM  | 4:40 PM  | Treasury & Debt                    | Intermediate / Advanced | Don't Be at a Loss - Communicating the Portfolio Proactively   | There aren't many topics that can tongue tie a portfolio manager responsible for investing public funds quicker than having to explain to stakeholders a portfolio loss. This session prepares participants to view losses not as something to be avoided but as essential to good stewardship.  | Ben Finkelstein, Managing Director / Public Funds, Cantor Fitzgerald,<br>BeFinkelstein@cantor.com<br>(281) 381-2740  |   |
| Thursday  | 8:00 AM  | 9:40 AM  | Accounting and Financial Reporting | Intermediate/Advanced   | Single Audit Update and the ARPA American Rescue Plan Act  | As if there haven't been enough developments in the past 12 months related to CARES Act funding for local governments, the picture grows more complex following the passage of the American Rescue Plan Act (ARPA). This session will provide a general update on the Federal single audit landscape, debrief on what we learned last year from CARES Act funding, and detail what we now know about ARPA.   | James Halleran and Zach Chalifour,<br>James Moore CPA and Consultants  |   |
| Thursday  | 8:00 AM  | 9:40 AM  | Financial Management & Leadership  | Intermediate / Advanced | Development of strategic, financial, economic and business plans for local government enterprises                            | Your bond rating from the rating agencies is an assessment of how risky it is to provide funding to your enterprise. One way to show these agencies your enterprise will remain fiscally sound is to develop and adopt strategic, financial, economic, and business plans. With the uncertainty of the near future from a financial perspective, presenting these plans effectively can help convince the rating agencies that your enterprise is worthy of a high credit rating and lower interest rate.  | Bryan Mantz, CMC, CGFM, President<br>Carrie Grein, MAcc, CMA Senior Financial Division Manager                       | GovRates, Inc.<br>bmantz@govrates.com<br>Environmental Services Department,<br>Business Office<br>Seminole County Environmental Services<br>407-665-2148<br>cgrein@seminolecountyfl.gov |
| Thursday  | 10:00 AM | 11:40 AM | Accounting and Financial Reporting | Intermediate/Advanced   | GASB Update  | A discussion of GASB changes, and proposed changes. A look at some of the most recently implemented standards and issues around changes that are being proposed. With the expiration of the delays on implementation of standards due to the coronavirus, several standards are being implemented in 2021 or 2022. There are also several items on the GASB agenda that are in deliberations for issuance.   | Dr Reck, USF   |   |
| Thursday  | 10:00 AM | 11:40 AM | Financial Management & Leadership  | Intermediate/Advanced   |  |  |  | 321-426-3014 yclayborne@cricpa.com  |



## 2021 School of Governmental Finance Proposed Schedule

| DAY      | START    | END      | Track                              | Session Level           | Session Title  | Session Description   | Speaker   | Speaker Contact   |
|----------|----------|----------|------------------------------------|-------------------------|--|---|---|---|
| Thursday | 1:00 PM  | 2:40 PM  | Budget                             | Intermediate / Advanced | Long Term Financial Sustainability   | Where is the money coming from and is there significant cash flow? How to budget for long term capital and not go broke.  | Bradley Arnold  | County Administrator Board of Sumter County Commissioners 352-689-4400<br>bradley.arnold@sumtercountyfl.gov   |
| Thursday | 1:00 PM  | 2:40 PM  | Accounting and Financial Reporting | Intermediate / Advanced | Cyber Security, Phishing, Ransomware   | Cybersecurity, phishing, ransomware   | Clifton Larson Allen  | c/o Katherine M Woodruff  |
| Thursday | 3:00 PM  | 4:40 PM  | Treasury & Debt                    | Intermediate / Advanced | Portfolio Doctor - Practical Ways to Improve Your Investment Portfolio   | Different ways to invest - potential changes on the horizon. The end of Libor. How to pick up more yield with callable; available alternatives to improve your investment portfolio. Don't chase or guess . . . Practical tools to apply with your portfolio.   | David Jang, Brent Wertz, Benjamin Steed   | David Jang, Managing Partner, Water Walker Investments<br>Direct Line: 407-618-4269<br>david@aterwalkerinvestments.com<br>brent@waterwalkerinvestments.com<br>benjamin@waterwalkerinvestments.com |
| Thursday | 3:00 PM  | 4:40 PM  | Accounting and Financial Reporting | Intermediate/Advanced   | Presenting Financial Information to Non-financial People   | Finance officials are tasked with presenting your entity's financial information to the decision makers, who may not have a financial background. This course is designed to help you "identify financial distress/crisis within your government", evaluate your government's financial report card, and effectively educate the decision makers through its presentation to help achieve the desired outcomes  | Trey Scott, CPA/Partner and Daniel Anderson, CPA/Director - Mauldin Jenkins CPAs                                      |   |
| Friday   | 8:00 AM  | 9:40 AM  | Financial Management & Leadership  | Intermediate/Advanced   | Coaching and Mentoring   | The ability for leaders to coach and mentor is critical for a positive work environment. Mentoring and coaching is about much more than just telling someone what to do-it requires working with employees to make decisions, solve problems and develop skills.  | Doug Thomas<br>Senior Vice President<br>Strategic Government Resources  | PO Box 1642<br>Keller, TX 76244<br>cell: 863-860-9314<br>office: 817-337-8581<br>DouglasThomas@GovernmentResource.com   |
| Friday   | 8:00 AM  | 9:40 AM  | Treasury & Debt                    | Intermediate/Advanced   | Economic Update  | Economic Update with focus on ESG and Fixed Income - potential impact on public investments. Sensitivity to certain investments.  | John Grady III<br>CTP, Managing Director, Public Trust Advisors   | John.Grady@publictrustadvisors.com<br>(407) 514-2727  |
| Friday   | 10:00 AM | 11:40 AM | Budget                             | Intermediate/Advanced   | Impact of Remote Working on Local Communities  | This session will cover how the move from metro areas to small town due to remote working, has impacted property values, tax revenues, and need for services (water, sewer, trash, first responders).   | TBD   |   |
| Friday   | 10:00 AM | 11:40 AM | Financial Management & Leadership  | Intermediate/Advanced   | Resilient leaders learn from past leadership opportunities to help overcome inevitable uncertainty and unprecedented change. | How willing are you to change? As a seasoned leader, 2020 pushed all of us to adjust our thinking and adapt to a new way of operating. For some of us that change was dramatic, and even traumatic, yet we had no choice. In this ever evolving world, change is inevitable and yet it is rarely embraced. Now more than ever, we must be proactive, adaptable, and innovative. In this session we will explore Organizational Change Management, its impact on stakeholders and leadership as well as innovations that have and will support the change. Come prepared for an interactive session on how to lead change into the future! | Shannon Chief Deputy Clerk<br>Clerk of the Circuit Court & Comptroller<br>Nicole Gaspari, Program Development Manager | Palm Beach County, Florida<br>SRChessman@mypalmbeachclerk.com<br>561-355-2996 Boca Raton, Florida<br>NGasparri@ci.boca-raton.fl.us<br>(561) 367-7040  |



# Florida Government Finance Officers Association 2021 School of Governmental Finance Committee Agenda Item

2021-2022

**Meeting Date:** August 6, 2021

**CHAIRPERSON**

Sharon Almeida, CGFO  
Assistant Controller  
Village of Wellington  
12300 Forest Hill Blvd  
Wellington, FL 33414-5785  
(561) 753-5267  
[salmeida@wellingtonfl.gov](mailto:salmeida@wellingtonfl.gov)

**BOARD LIAISON**

Mark Parks

**STAFF LIAISON**

Karen Pastula

**COMMITTEE MEMBERS**

George Barbar  
Victoria Barnett  
Ginger Coulter  
Jennifer Desrosiers  
Erjeta Diamanti  
Catherine Givens  
Eliza Hansen  
Sharon Harding  
Jeanette Haynes  
Brittany Hinsberg  
Kimberly Karback  
Ann Kenny  
Jeffrey Kern  
Dianne Klaiss  
Jeffrey Larson  
Raymond Long  
Everlyne Okoduwa  
Richard Pengelly  
Tanya Quickel  
Kadem Ramirez  
Elizabeth Walters  
Tammy Wilson  
Brent Wertz  
Katherine Woodruff  
Rhonda Woodward

**Title of Item:** Budget Amendment - Speaker Expenses

**Executive Summary, Explanation or Background Information:**

A budget amendment in the amount of \$2,500 is requested to cover the travel expenses for 2 speakers (Beth Horacek and John Hulsey).

**Recommended Action:** Board Approval of Budget Amendment

*Sharon Almeida*

*7/29/2021*

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**Sharon Almeida**

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**Date**



# Florida Government Finance Officers Association 2021 School of Governmental Finance Committee Agenda Item

**2021-2022**

**Meeting Date:** August 6, 2021

**CHAIRPERSON**

Sharon Almeida, CGFO  
Assistant Controller  
Village of Wellington  
12300 Forest Hill Blvd  
Wellington, FL 33414-5785  
(561) 753-5267  
[salmeida@wellingtonfl.gov](mailto:salmeida@wellingtonfl.gov)

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Kimberly Karback  
Ann Kenny  
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Jeffrey Larson  
Raymond Long  
Everlyne Okoduwa  
Richard Pengelly  
Tanya Quickel  
Kadem Ramirez  
Elizabeth Walters  
Tammy Wilson  
Brent Wertz  
Katherine Woodruff  
Rhonda Woodward

**Title of Item:** SOGF Welcome Gift

**Executive Summary, Explanation or Background Information:**

The Committee would like to have a Welcome Gift for the attendees this year. Since this year's location is on the beach, we were thinking either a cooler bag or a tumbler. Attached are the 2 options and their costs.

**Recommended Action:** Approval of the Welcome Gift and Budget Amendment for the selected item.

*Sharon Almeida*

*7/23/2021*

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**Sharon Almeida**

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**Date**



# Florida Government Finance Officers Association 2021 School of Governmental Finance Committee Agenda Item

Option A: Lunch Cooler Bag

Quantity 350

Cost \$2,600



Option B: 11oz Vacuum Tumbler & Insulator

Quantity 350

Cost \$3,000



# Florida Government Finance Officers Association, Inc.

## 2021-2022 Technical Resources Committee

### Agenda Item



2021-2022

#### CHAIRPERSON

**Ryan Bernal, CPA, CIA, CGFO**

Division Manager/Controller  
Palm Beach County Sheriff's Office  
3228 Gun Club Rd  
West Palm Beach, FL 33406-3001  
(561) 688-3313  
[Bernalr@pbso.org](mailto:Bernalr@pbso.org)

#### BOARD LIAISON

Rip Colvin

#### STAFF LIAISON

Jill Walker

#### COMMITTEE MEMBERS

Michelle Balais  
Linda Benoit  
Michelle Blackstock  
James Braddock  
Kathleen Campbell  
Eduardo Castaneda  
Yvonne Clayborne  
Christopher Davis  
Michael Florio  
Ajay Gajjar  
James Halleran  
Wayne Hart  
Christopher Kessler  
Donna McMahon  
Derek Noonan  
James Rizzo  
Liliya Sablukova  
Gittanjali Sookdeo  
James Tizzo  
Les Tyler  
Terrence Vecchio  
Larry Webb  
Joseph Welch  
Mark White

**Meeting Date:** August 6, 2021

**Title of Item:** Strategic Planning Update

#### **Executive Summary, Explanation or Background:**

- Finished updating the *Basic Government Resource Manual*. The updated manual will be uploaded in August
- Continued to monitor the landscape of government finance for changes to bring to the members' attention:
  1. Have worked with Jill Walker and the League to create and disseminate two e-bulletins regarding notices of authoritative updates and participation invitations:
    - a. "AICPA and NASBA's New CPA Exam Draft Content Survey"
    - b. "Help the GASB Study the Implementation of Statement 87 on Leases"
- Continued responding to technical inquiries and request of financial information:
  1. Monitored the Listserve activity and responded to unanswered questions
- Continued to monitor for and prepare draft responses to any Government Accounting Standards Board (or other regulatory body's) invitations to comment. Subcommittees/ project teams have been organized to develop draft responses for:
  - a. Florida Auditor General's 2021 Draft Rules – TRC has preliminary agreed/had no issues with the proposed changes
  - b. GASB's [Project No. 32-1, Accounting Changes and Error Corrections](#) Exposure Draft – due 8/31/21
- The committee will be having a quarterly committee-wide meeting in August.

#### **Recommended Action:**

For review and approval

**Ryan Bernal**

**Name**

**July 23, 2021**

**Date**

[illegible]

**NEXT MEETING:**

October 20, 2021 at the Hilton Daytona Beach Oceanfront Resort in

conjunction with the School of Governmental Finance.



# 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