



Florida Government Finance Officers Association, Inc
Meeting of the Board of Directors
Wednesday, October 20, 2021

Daytona Beach Oceanfront Resort
(In Conjunction with SOGF)

Ponce de Leon Room
8:00 A.M.

ATTENDANCE - FGFOA BOARD MEETING

October 20, 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
Missy Licourt
Mark Parks
Olga Rabel
William Spinelli
Kelly Strickland

1st Term

2nd Term

3rd Term

2019-2022
2020-2023
2016-2019 2019-2022
2021-2024
2021-2023
2020-2023
2018-2021 2021-2024
2018-2021 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 Arevalo
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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Jim Cooke
Nanette Melo
Anthony Cobb
Justin Grant
Open
Cathy Larson
Melissa Licourt
Mark Parks
Shandra Jenkins
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: **Wednesday, October 20, 2021**
 8:00 AM
 Daytona Beach Oceanfront Resort, Ponce de Leon
Room

- I. Call to Order – Shannon Ramsey-Chessman, President**
- II. Roll Call**
- III. Consideration of Minutes – August 6, 2021**
- IV. Report of Officers**
 - a. President – Shannon Ramsey-Chessman**
 - 1. Expectations for Directors and Committee Chairs**
 - 2. Meeting Participation Guidelines**
 - 3. FGFOA Policies and Procedures**
 - b. President Elect – Jonathan McKinney**
 - 1. Appointment to Nominating Committee**
 - 2. Appointment to 2022 SOGF Committee Chair**
 - 3. Local Chapter President Call**
 - c. Secretary Treasurer – Frank DiPaolo**
 - d. Executive Director – Paul Shamoun**
 - 1. Membership Report**
 - 2. Investment Report**
 - 3. Administrative Services Agreement Correction**
- V. Committee Chair**
 - a. Certification Committee – Jeremy Baker**
 - 1. Update**
 - b. Conference Host Committee – Sharon Almeida**

1. Conference Host Committee Structure

c. Conference Program Committee – Nicole Jovanovski

1. Update

d. Education and Webinar Committee – Rebecca Schnirman

1. Webinar Topics and Schedule

e. Legislative Committee – Stephen Timberlake

1. Update

f. Member and Leadership Development Committee – Lorrie Arevalo

1. Mentor Program Meetup Schedule & Topics

g. School of Governmental Finance – Sharon Almeida

h. Technical Resources Committee – Ryan Bernal

1. Update

VI. Other Business

VII. Next Meeting – Friday, February 4, 2022, Location TBD

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
August 6, 2021

The meeting of the FGFOA Board of Directors took place via Microsoft Office Teams on Friday, August 6, 2021.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Shannon Ramsey-Chessman, Chief Deputy Clerk, Clerk of the Circuit Court and Comptroller, Palm Beach County
President – Elect, John McKinney, Finance Director, City of Mount Dora
Secretary – Treasurer, Frank DiPaolo, Director of Finance, City of Dania Beach
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, Melissa Licourt, Budget Director, St. Johns River Water Management District
Director, Olga Rabel, Inspector General, Clay County Clerk of the Circuit Court
Director, Bill Spinelli, Chief Financial Officer, Brevard County Sheriff's Office
Director, Kelly Strickland, Director of Financial Administration, City of Sarasota

IMMEDIATE PAST PRESIDENT

Jamie Roberson

COMMITTEE CHAIRS

Jeremy Baker, Certification
Sharon Almeida, Conference Host and SOGF 2021
Nicole Jovanovski, Conference Program
Rebecca Schnirman, Education & Webinar
Stephen Timberlake, Legislative
Lorrie Simmons, Member and Leadership Development
Ryan Bernal, Technical Resources

CHAPTER PRESIDENTS

Melissa Licourt

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 Ramsey-Chessman called the August 6, 2021 meeting of the FGFOA Board of Directors to order at 9:00 am.

PRESIDENT REPORT

Mrs. Ramsey-Chessman presented the minutes from the June 17, 2021 FGFOA Board meeting for review.

Mrs. Strickland moved, seconded by Mr. Colvin, to accept the minutes from the June 17, 2021 meeting as presented. Motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

Showstoppers Insurance

Mr. Shamoun presented the Showstoppers Insurance quote for the 2021 School of Governmental Finance and the 2022 Annual Conference. He recommended the full coverage option to include terrorism coverage.

Mrs. Burns moved, seconded by Mr. Colvin, to approve payment for the Showstoppers Insurance quote for full coverage including terrorism. Motion passed unanimously.

COMMITTEE CHAIR REPORTS

Education and Webinar Committee

Mrs. Schnirman presented the 2021-2022 webinar schedule for review and approval.

Mr. DiPaolo moved, seconded by Mr. Cahen, to approve the webinar topics as presented. Motion passed unanimously.

Legislative Committee

Mr. Timberlake and the Legislative committee would like to see more involvement and feedback from the FGFOA membership in regard to Legislative issues.

Mrs. Strickland moved, seconded by Mr. Cahen, to approve for the Legislative Committee to expand the “calls for feedback” to all FGFOA members. Motion passed unanimously.

Additionally, **Ms. Rabel moved, seconded by Mrs. Strickland, to approve the FGFOA Legislative Committee to meet with the Florida League of Cities Legislative staff to increase the presence of FGFOA at the capital during the Legislative sessions.**

School of Governmental Finance Committee

Mrs. Almeida presented the session topics and speakers for the 2021 School of Governmental Finance. There are a few empty speaker spots which will be filled prior to the live event.

Mr. Colvin moved, seconded by Mr. DiPaolo, to approve the 2021 School of Governmental Finance session topics and speakers as presented allowing the committee to finalize the details. Motion passed unanimously.

Further, Mrs. Almeida requested an approximate budget amendment to cover anticipated travel expenses for two speakers at the 2021 School of Governmental Finance.

Mrs. Burns moved, seconded by Mr. Colvin, to approve the \$2,500 budget amendment to cover anticipated travel expenses for two speakers for the 2021 School of Governmental Finance. Motion passed unanimously.

The committee further recommends giving a welcome gift to the attendees to provide a bigger impact at the SOGF making it more in line with the Annual Conference. This will require a budget

amendment of \$3,000. Although a specific gift has not yet been chosen, the Board would like to give the committee the opportunity to choose the gift.

Mrs. Burns moved, seconded by Ms. Rabel, to approve the \$3,000 budget amendment to cover a welcome gift for the 2021 School of Governmental Finance. Motion passed unanimously.

NEXT MEETING

The next meeting of the Board of Directors will be held on Wednesday, October 20 in conjunction with the School of Governmental Finance. The location will be the Daytona Beach Resort.

ATTEST:

Frank DiPaolo, 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: October 20, 2021

Title of Item: Expectations for Directors and Committee Chairs

Executive Summary, Explanation or Background:

Situations arise that may impact the ability for a Director or Committee Chair to effectuate their duties. Examples include: the inability to attend meetings regularly, changes in job status, etc. Should the Board consider "guidance" related to these types of issues?

Recommended Action:

For review, discussion, and possible Board action.

Shannon Ramsey-Chessman

Shannon Ramsey-Chessman, President

October 13, 2021

October 13, 2021



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: October 20, 2021

Title of Item: Meeting Participation Guidelines

Executive Summary, Explanation or Background:

COVID-19 has impacted the way we participate in business meetings, including FGFOA Board meetings. With the return to in-person meetings, questions have been raised as to whether remote attendance options will be available for in person Board meetings.

Recommended Action:

For review, discussion, and possible Board action.

Shannon Ramsey-Chessman

Shannon Ramsey-Chessman, President

October 13, 2021

October 13, 2021



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: October 20, 2021

Title of Item: FGFOA Policies and Procedures

Executive Summary, Explanation or Background:

The FGFOA Policies and Procedures are outdated and require updating. Paul began this effort in March; however, the Board needs to discuss the process for finalizing these updates for Board approval.

Recommended Action:

For review, discussion, and possible Board action.

Shannon Ramsey-Chessman

Shannon Ramsey-Chessman, President

October 13, 2021

October 20, 2021

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
POLICIES AND PROCEDURES
October 2021~~10/26/2016~~
PURPOSE

The Florida Government Finance Officers Association (FGFOA) is dedicated to being a professional resource by providing opportunities through education, networking, leadership, and information. To be a successful resource, FGFOA intends to focus on these four areas as follows:

Education

- Create balanced and ~~cost-effective~~cost-effective educational programs
- Utilize various venues and methods of delivery
- Develop and maintain cooperative training partnerships

Networking

- Establish a network of membership expertise
- Establish relationships with other organizations
- Establish partnerships between Chapters

Leadership

- Provide opportunities for individual development
- Recognize members as governmental finance experts
- Recruit, mentor, and promote leaders within FGFOA
- Recognize member achievements

Information

- Maximize technology resources
- Enhance information delivery
- Communicate technical and legislative issues

The Board of Directors provides general leadership and guidance for the FGFOA and its committees with the following purposes:

- To promote and improve the quality of financial accountability, management, and communication by and for all governmental units in the State of Florida.
- To provide training for governmental financial professionals in technical finance related areas, organizational behavior, and other aspects of public financial management.
- To provide overall planning and direction for the FGFOA's growth and development.
- To be available as an information resource for the membership of the FGFOA.
- To provide individual contact to members, to consider the ideas of individual members, and to bring forth appropriate ideas and issues to the full Board for consideration.
- To provide direction and to interact with standing and special committees and task forces.
- To encourage professional interaction through the exchange of ideas and information among governmental units represented by FGFOA members.
- To undertake or initiate new programs that are designed to expand educational opportunities and to recognize and promote the functional resources and professional capacity of the FGFOA.

Board of Directors

The Board of Directors is comprised of the President, President-elect, Secretary/Treasurer, [Immediate Past President](#), and eight at-large Directors who are elected by the active members of the FGFOA. Their responsibilities are described in the following paragraphs.

President - Serves as the chief executive officer of the FGFOA, presides over Board meetings, develops the agenda for Board meetings, and guides the FGFOA in the accomplishment of its overall goals and objectives. Appoints the Nominating Committee.

President-elect - Serves in the absence of the President during his term of office; serves as Chapter Relations Officer; assists the President with Standing Committee liaison responsibilities; may serve as Chair of Ad-hoc Committees as determined by the President; and proposes general goals and objectives for the coming year as President. Recommends Standing Committee Chairs and proposes an operating budget for his year as President.

Secretary/Treasurer – Serves as the official record keeper and is responsible for overseeing the financial affairs of the FGFOA, including its financial policies and procedures provided for in the Procedures for Transacting, Recording and Reporting FGFOA Financial Activity and the Statement of Investment Policy; reports quarterly to the Board on various financial activities. Specifically, the Secretary/Treasurer shall:

- be responsible for recording and/or taking complete notes of all proceedings at the Board meetings. No later than one month after the Board meeting, the Secretary/Treasurer shall prepare and submit to the Board full minutes of the Board meeting. Such minutes shall be included in the agenda of the next Board meeting for consideration and approval by the Board of Directors.

The production and distribution of agendas, minutes, and financial statements may be delegated by the Board of Directors to the Executive Director. Upon such delegation, it shall be the Executive Director's responsibility to comply with all timeline requirements specified herein. Any such agenda, minutes, or financial statements must be approved by the President or Secretary/Treasurer, as appropriate, prior to distribution.

- advise Chapters regarding continuing professional education (CPE) requirements to ensure Chapters are appropriately documenting CPE in accordance with State Board of Accountancy rules.
- advise Chapters of financial reporting requirements. The balance sheets, income statements, and other statements as requested of each Chapter for the previous fiscal year shall be filed with the Secretary/Treasurer no later than August 15th of each year.
- annually revise and/or distribute a Chapter Manual to each existing Chapter and to members seeking to establish a chapter in their locality. At a minimum, the Chapter manual will address CPE requirements, By-laws, and selected financial, tax, and insurance matters.

- coordinate the audit of the FGFOA's annual financial statements.
- file appropriate State and federal forms, such as IRS Form 990.

Immediate Past President – Serves as a non-voting active member of the Board.

Director At-Large – Provides general leadership to the FGFOA, serves as liaison to a designated Standing Committee, and serves as Chair of Ad-hoc Committee as determined by the President.

All Board members serve as liaison to individual members by providing assistance as needed and bringing issues and other matters raised by the membership to the Board. In addition, Board members may be requested to assume other responsibilities as directed by the President.

All Board members are individuals who work for governmental entities within the State of Florida. Because they come from a variety of governmental entities, each Board member brings with him unique knowledge and experience. If a Board member should cease to work for a Florida governmental entity, he/she will have nine (9) months from the date of termination of employment to be re-employed by another Florida governmental entity. If after nine (9) months the Board member is not a working employee of a governmental entity within the State of Florida, he/she will be required to resign from the Board of Directors. If a member becomes self-employed or accepts employment outside government, then he/she must resign effective immediately.

All Board members are expected to fully participate in the Board meetings and FGFOA activities, and to complete projects as assigned. If a Board member fails to fulfill his responsibilities or fails to attend three consecutive meetings (any venue) or fails to attend 2/3 of the scheduled meetings (any venue), he/she will be required to resign from the Board of Directors unless there are extenuating circumstances approved by majority vote of all members of the Board of Directors.

On or after the effective date of a resignation of the Secretary-Treasurer or a Director At-large, the President may appoint an individual to fill such a vacancy. If the vacancy is a Director At-Large position, the Board must confirm the appointment by a majority vote on or after the effective date of the resignation.

Meetings of the Board of Directors

Regular and special meetings of the FGFOA Board of Directors will be scheduled by the President. Except for scheduled Board of Directors conference calls, Board members must be physically present to participate in discussions and vote on issues before the Board. All policies and procedures applying to Board meetings will apply to those meetings taking place via scheduled Board of Directors conference calls.

The Board of Directors shall have regular meetings approximately once a quarter. Any Board member or committee chair who is unable to attend must notify the President as soon as he/she is aware that he/she will be unable to attend. Each FGFOA chapter president is invited and encouraged to attend Board meetings. Board meetings are open

to all FGFOA members, although participation may be limited depending on the time constraints and at the President's discretion.

Roberts Rules of Order shall be used to govern the conduct of all official meetings, unless otherwise provided by the Constitution and Bylaws or the Policies and Procedures. In order to create a less formal environment, however, such rules shall be loosely applied at the discretion of the President.

At least ~~three~~^{two} weeks prior to each regular Board meeting, each Standing Committee Chair is required to submit to the President, a report on the activities of the previous quarter, plans for the upcoming period, and any action items requiring Board approval. Any chapter president desiring to place an item on the agenda for Board consideration may do so by submitting the items in writing to the President no later than three weeks prior to the Board meeting. The agenda shall be distributed at least one week prior to the meeting date to all Board members, committee chairs, and chapter presidents along with committee reports, and supporting materials.

The President may call for a special Board meeting as circumstances or events may require. Any member of the Board of Directors may also request the President to call a special meeting. In the event that the President does not call a special meeting within three weeks of such request, any officer may do so with the written consents of at least five other Board members. In the event of a special Board meeting, all Board members must be notified at least twenty-four (24) hours in advance.

A quorum of the Board must be present in order to hold a regular or special Board meeting. In order to have a quorum, a majority of the Board, at least one of which must be an officer, must be present. Any vote taken by the Board must be approved by a majority of the members present in order to pass, unless otherwise provided by the Constitution and Bylaws or the Policies and Procedures; however, no motion shall be passed unless at least six Board members vote on such motion.

Committees

Standing Committees – Established by the Board of Directors on a continuing basis and include the following: Certification (CGFO), Conference Host, Conference Program, Legislative, School of Governmental Finance, Member & Leadership Development, Technical Resources and Webinar. In establishing a Standing Committee, the Board of Directors will determine the need and purpose for the Standing Committee's existence consistent with the FGFOA's goals and objectives. The Board of Directors will also set forth the long-range direction for each Standing Committee. Standing Committees may be changed from time to time to meet the needs of the FGFOA.

Standing Committees are composed of active and associate members appointed by the President. The FGFOA actively encourages member participation in the various Standing Committees as these committees provide the talent and resources to enable the Board of Directors to meet FGFOA's goals.

Audit Committee – Comprised of the immediate Past President, the Secretary/Treasurer, and one At-Large Director selected by the President, recommends the selection of an external auditor and coordinates the preparation of the annual financial audit of the FGFOA.

This Committee may also be called upon by the President or the Board of Directors to oversee other financial, tax, and liability issues affecting the FGFOA.

Nominating Committee – There shall be a Nominating Committee consisting of nine members, including the President, Immediate Past President as Chairman, President-elect, and six other members serving three-year terms. Each year, the President-elect shall appoint two members to serve on the committee. Members shall be appointed to a three-year term, with no immediate reappointment, based upon their knowledge of committee activities, local chapters and functions of the Board of Directors. In making these selections, the President-elect shall give consideration of the composition of the Committee and attempt to select members that will provide a cross-sectional representation of the Association in terms of professional disciplines, government types, sizes, and geographical locations, as well as appropriate demographic representation. If an appointed committee member resigns or otherwise vacates their position on the committee, the appointing Officer will appoint a replacement to fill the position for the remainder of their term. Appropriate nominating and election policies and procedures shall be adopted by the Board, consideration of which must be given to demographic representation; geographical area of representation; size and type of government; and certifications, such as Certified Government Finance Officer (CGFO), Certified Public Accountant (CPA), and other relevant certifications.~~Solicits prospective candidates for Board of Director and Secretary/Treasurer positions and develops the slate of eligible candidates. The Nominating Committee oversees the election process. The Nominating Committee is composed of the President, President-elect, Immediate Past President and at least seven (7) active FGFOA members appointed by the President. The Nominating Committee members shall represent a cross section of the FGFOA based on the member's knowledge of committee activities, local chapters, and functions of the Board of Directors. While Nominating Committee members are responsible for actively soliciting prospective candidates and developing the slate of candidates, members are prohibited from discussing applications with other committee members outside of the formal committee meetings and either directly or indirectly (i.e., through an intermediary) campaigning for or on behalf of candidates among the membership.~~

Lifetime Achievement Award Committee

METHOD OF SELECTION: Each year, a recommendation for the Lifetime Achievement Award may be made from the nominations by a selection committee of five, appointed by the President of the FGFOA. The selection committee will consist of an officer, a current board member, and two past presidents of the FGFOA, and one FGFOA member at large.

Nomination Criteria:

1. Have been an active member of the FGFOA for 10 years and served at least 20 years in local governments or state agencies. FGFOA members who are retired may also be considered.
2. Have served the FGFOA as an officer, director, committee chairman, state director, or local chapter president.
3. Have made a significant and specific contribution to the growth or enhancement of the profession.
4. Have represented the FGFOA in presentations, public forums, legislative hearings, etc.

From the nominations received the selection committee may recommend one candidate annually but will do so only when the committee concludes that the nomination meets the criteria established. **The recommendation for the Lifetime Achievement award does not require the full Board's approval. The Officer on the Lifetime Achievement Award committee has the right to approve the committee's recommendation for the award.** The selection will be announced at the Annual Conference, and appropriate honors will be bestowed. The process will then be repeated each succeeding year.

Ad-hoc Committees – Appointed by the President as needed and serve for a specific purpose on an annual basis or for a limited period of time.

Standing Committee Requirements

Each Standing Committee Chair is appointed for a one-year term as recommended by the President-elect for his year as President and confirmed by the Board of Directors. Standing Committee Chairs must be active FGFOA members. An associate member cannot be a Standing Committee Chair, or Subcommittee Chair. All Standing Committees will be assigned a Director as liaison to the Board. Standing Committee Chairs should actively involve the Board liaison in Committee meetings and communications. Each Chair will work with the incoming President to set forth the initiatives for the upcoming year. Committee Chairs are strongly encouraged to attend the quarterly Board meetings to gain a better understanding of the FGFOA needs and the Chair's responsibilities. Committee Chairs are required to submit quarterly reports to the Board of Directors and a summary report to the membership at the annual business meeting. At least three weeks prior to the quarterly Board meetings, the Standing Committee Chair shall provide the quarterly report and any agenda requests.

Standing Committees will establish objectives to include specific projects and activities on an annual basis. As appropriate, the Board of Directors or the President may direct or suggest that Standing Committees study and make recommendations on certain projects, programs or FGFOA policy positions. Standing Committees report at least quarterly to the Board on their activities and accomplishments. Standing Committees are not authorized to endorse programs, projects or adopt a policy position on behalf of the Board or the FGFOA and are required to seek the Board's guidance in such matters.

Membership on Standing Committees is open to active, retiree, and associate members. The majority of each committee shall consist of active members with consideration given to each member's field of expertise, professional experience, and the geographical location, size and type of the member's employing governmental unit. The President-elect has an active role in the appointment process for selecting Chairs and new committee members and is responsible for the appointment of members to each of the committees that will serve during his term as President.

All prospective members must indicate a willingness to fully participate in the committee's activities. Standing Committees have between twelve and fifteen members; however, the President may determine the exact number of members on each committee. Members are appointed for a one-year term, but are encouraged to

renew their committee membership annually by application to provide institutional knowledge and experience necessary for successful operation.

The President can remove committee members for any reason. Vacancies for unexpired terms are appointed by the President. Standing Committees may meet in person or via conference calls. Standing Committees function more effectively with in person meetings; therefore, all Standing Committees are encouraged to have at least two in person meetings. The number and type of committee meetings will be determined by the respective Committee Chair. Committee actions or recommendations should reflect the consensus of their members or the majority of those present at a regularly scheduled meeting.

Terms

While the fiscal year runs from July 1 to the following June 30 of each year, the Officers, Directors, Committee Chairs and committee member terms shall begin at installation during the annual business meeting and end at the subsequent annual business meeting for their period of service. With regard to terms of office, reference to "elections" in the Bylaws shall mean "date of installation."

Administration and Staffing

The Officers may delegate certain duties and responsibilities to the FGFOA Executive Director. Additionally, Committee Chairs with Board of Director's approval may delegate certain duties and responsibilities to the FGFOA Executive Director. The FGFOA currently contracts with the Florida League of Cities, Inc. (the "League") in Tallahassee, Florida to provide staffing and office support. As an independent contractor, the League provides professional, meeting and planning, and administrative services under work plans approved by the FGFOA Board of Directors. The designation of the FGFOA's Executive Director is subject to the approval of the FGFOA Board of Directors.

FGFOA Membership

Membership Categories and Dues

FGFOA membership is available in one of five distinct categories: Active, Retiree, Associate, Student and Life Honorary. The FGFOA's fiscal year begins July 1 and ends the following June 30 of each year. Membership fees are due and payable by the first day of the fiscal year, July 1. Any individual renewing his membership will have a thirty-day grace period (beginning July 1) during which to pay his dues. After July 31, the member will be given a courtesy final notice but he/she will be dropped from the current membership roster and will lose all privileges associated with membership until membership is renewed. New members are welcome to join at any time during the year; however, membership fees will not be prorated. Each member is responsible for notifying the FGFOA's office of changes in employment status, address, phone number, and similar member data. Life Honorary Membership, awarded in accordance with Article XI of the FGFOA Constitution and Bylaws, does not require the payment of annual membership dues.

Membership Inquiries

Members are encouraged to call upon the Officers, Directors, Committee Chairs and committee members on issues related to their specific responsibilities. Members of the Board are also available to provide general assistance and direct specific inquiries to the appropriate Officer, Director, Committee Chair, or staff person for additional assistance.

Through the FGFOA website (www.fgfoa.org) and the newsletter, the FGFOA will provide information to members on how to initiate inquiries and to whom. All members are encouraged to submit information of general interest to the Board of Directors or appropriate Standing Committees.

Local Chapter Organizations

Eligibility for Recognition

Twelve or more active members may petition the Board of Directors for recognition as a local chapter of the FGFOA. Applications for chapter status must be submitted to the Board of Directors for approval. The Board shall have the sole discretion in recognizing local chapters. Chapters are largely self-governed, but the local chapter's bylaws must be consistent with those of the FGFOA. Any Chapter by-law amendment must be presented to the Board of Directors for approval prior to the Chapter membership voting on such amendment. All officers and directors of the local chapter must be active FGFOA members. An associate member cannot be an officer of the local chapter. Only one chapter may exist in a single geographic area.

The chapter must notify the Secretary/Treasurer of its officers within thirty (30) days of their election. The Secretary/Treasurer will notify the Board of Directors of the election results. Local chapters are responsible for their own financial affairs, but the chapter must file an annual financial report with the FGFOA Secretary/Treasurer no later than August 15 of each year. Such financial statements shall be for the previous fiscal year. Chapters may provide CPE under the auspices of the FGFOA; however, the local chapters must comply with FGFOA's CPE reporting requirements.

Revocation of Chapter Status

A local chapter's charter may be revoked with cause provided the local chapter has had an opportunity for a hearing before the Board. Revocation requires a two-thirds vote of the members of the Board of Directors. The Board's decision is final and shall cancel all rights, interests or privileges of the recognized chapter in regard to its affiliation with the FGFOA.

Support Services to Local Chapters

The FGFOA will assist local chapters in various support functions by providing mailing lists and notices, announcing meetings in the State newsletter, and providing other general support services as requested.

GFOA Representatives

The GFOA requests that each state association appoints GFOA representatives. The primary responsibility of a GFOA state representative is to serve as GFOA's liaison with its members in their state. Additionally, representatives are responsible for keeping GFOA and their state association aware of each other's activities.

Representatives have several important duties to fulfill including:

- serving GFOA members in their state by responding to requests for information and discussing the activities of the GFOA during their state association annual meetings or at various executive board or committee meetings of these organizations;
- promoting membership in GFOA to finance officials in their state by making presentations about the benefits of membership in GFOA and providing brochures and other information to prospective members;
- providing information to GFOA about the activities of their state association including copies of association newsletters, directories, news releases, publications and other information on developments that would be of interest to GFOA members nationwide;
- notifying the GFOA staff liaison of state meetings of finance officers including the dates and locations of the meetings and agendas, if available; and
- presenting GFOA awards to governments, if requested, or finding another GFOA member to make such a presentation.

Most of the duties listed above are performed by the FGFOA Staff, except for the presentation of the GFOA awards to governments. For this purpose, each local chapter shall appoint a GFOA Representative(s) to help facilitate enough resources that are geographically diversified across the state. Each local chapter can determine how they appoint their representative(s) and the length of the terms. However, they should submit the name of their appointee(s) each year to the FGFOA prior to July 1st. The term shall be from July 1 – June 30 and persons can serve consecutive terms. There will be no travel reimbursement from the FGFOA, but the Chapters may elect to provide travel reimbursement, at their discretion.

Nomination and Election of Officers and Directors

The Nominating Committee shall have at least one conference call meeting prior to the initiation of the nomination process. The Nominating Committee shall have at least one meeting in person to review the candidates, unless the Nominating Committee Chair determines it is not necessary based on the candidates. However, if there are two or more candidates for Secretary/Treasurer, the ~~in-person~~in-person meeting is required. Video conference calling may take the place of the in-person meeting at the discretion of the Chair. The Immediate Past President shall serve as the chair of the Nominating Committee. Upon appointment, the Nominating Committee shall actively solicit prospective candidates. All candidates will be required to complete an application form provided by the Nominating Committee. The Nominating Committee members shall not be permitted to submit an application. Application forms submitted by each candidate shall be provided to the members of the Nominating Committee who shall review each candidate's willingness to serve, eligibility and qualifications for holding office.

In considering prospective candidates, the Nominating Committee will review the Secretary/Treasurer & Board of Directors Applications and corresponding resumes and recommend a qualified member (one candidate) who is considered to be the best suited

to serve in the office of Secretary/Treasurer and to recommend qualified members (one candidate for each open position) who is/are considered to be the best suited to serve (~~multiple candidates~~) who are considered best suited to serve as Director(s) regardless of race, gender or age. However, the Nominating Committee reserves the right to ask for additional information, references or request interviews.

Candidates are prohibited, either directly or indirectly (i.e., through an intermediary), from soliciting any member of the Nominating Committee in support of their nomination. ~~Candidates are also prohibited, either directly or indirectly, from campaigning for the position they are seeking among the membership.~~ Failure to comply with these provisions may result in disqualification of the member's candidacy. ~~Local chapters should refrain from campaigning on behalf of their members who are seeking a position on the Board of Directors.~~

No person shall be placed on the ballot~~selected~~ that is from the same governmental entity as any other member continuing to serve as an officer or Board member. Any entity that is included as part of the reporting entity for a particular governmental entity for financial reporting purposes under GASB Statement No. 14 or any subsequently adopted standards related thereto (e.g., primary government, blended component units, discretely presented component units) will be considered part of the same governmental entity. (For example, for counties, the board of county commissioners and the various elected county constitutional officers are currently part of the same reporting entity for financial reporting purposes and would, therefore, be considered to be from the same governmental entity. Similarly, any utility authority, airport authority, community redevelopment agency, etc. that is included as part of a city's reporting entity for financial reporting purposes would be considered to be from the same governmental entity.)

In the event that a currently serving Board member changes jobs and is employed by a government of another current Board member, then the Board member who did not change employment will not be excluded from consideration as an eligible candidate for a Director or Officer position. The person who did change jobs will be excluded from consideration for candidacy at the time his-their seat expires if that would result in two persons from the same government entity serving at the same time. If both seats expire at the same time, then the Nominating Committee will decide.

In the event that there are multiple candidates from the same governmental entity, only one individuals will be recommended by the Nominating Committee ~~will take precedence followed by nominations by petition~~. In order to be eligible to serve as an Officer, the candidate must have, at the time of installation of Officers and Directors, served three complete years as a Director. In addition, no active member may run for more than one position (Board member or Officer) during any election. and n~~No~~ member of the Nominating Committee, with the exception of the President-elect and Secretary/Treasurer, may be considered for an Officer or Director position. However, a Board member who is eligible to run for an additional term as Director who submits an application for the Secretary/Treasurer position may request in writing (by the application deadline) that the Nominating Committee consider his/her application for a Director position in the event the member is not recommended by the Nominating Committee for the Secretary/Treasurer position.

In order to be considered as a candidate for Director, individuals must have met all the following minimum criteria:

- Maintained active membership in the FGFOA for at least three years
- Served or be serving as chair of an FGFOA Standing Committee or as a President of a recognized local FGFOA Chapter
- Actively served at least two years on an FGFOA Standing Committee or Ad hoc Committee
- Certified that he/she has not been convicted of a felony in the last ten years

Additionally, in order to be considered as a candidate for Secretary/Treasurer, individuals must be actively involved and have demonstrated leadership while serving as a Director.

In addition to the above criteria, the following guidelines, which are listed in their relative order of importance, are used by the Nominating Committee in making its recommendations:

Contributions – Consideration will be given to members based on their public and professional contributions. Public contributions include service to and participation in various public bodies and public interest groups (examples: FLC, NLC, NACO, FAC, etc.). Professional contributions include publishing, speaking, and committee and conference involvement in professional associations (examples: GFOA, FGFOA, AICPA, FICPA, ASPA, ICMA, etc.). Contributions on behalf of the FGFOA and any tenured service as a Board member will receive greater consideration.

Professionalism – Consideration will be given as to the professionalism of candidates who hold a CPA, CGFO, CPFO, or other similar business certification.

Demonstrated Leadership – Consideration will be given to the member's professional position with his employer, the level of work responsibility attained, and past or current service as an officer or committee chair of a professional, civic, fraternal, religious, or public interest group.

Balanced and Diversified Representation – Consideration will be given to candidates who provide a representative balance in the leadership of the FGFOA including such areas as the member's professional discipline and the member employer's governmental type, population size, and geographic location.

The Nominating Committee has the unilateral right to determine qualified candidates, and may reject any application. This unilateral right pertains to rejecting applications only. The Nominating Committee shall not add candidates ~~to the ballot~~ who have not completed an official application. After evaluating potential candidates, the Nominating Committee shall recommend a slate of candidates best suited to serve as a Director and Secretary/Treasurer. These recommendations shall be listed on the ballotslate to be presented to the membership at the next annual business meeting,~~under the heading of "Recommended by the Nominating Committee".~~

Pictures and biographical summaries of the candidates shall be posted on the FGFOA website. The committee shall provide for a notice of their recommendations to the membership through the newsletter or by separate mailing/e-mail at least one (1) week after the Nominating Committee finalizes the candidates. If this day falls on a holiday, Saturday or Sunday, the deadline will be the next business day.

The Nominating Committee shall provide an official election [ballot slate](#) indicating each office to be voted on by the membership and the name of [the all](#) candidates listed below the respective office. ~~Eligible candidates whose names have been placed on the ballot through the petition process shall be listed separately on the ballot (see below). A biographical summary may be included on the ballot or provided separately. The Nominating Committee shall approve biographical summaries for each candidate to ensure conformity of content.~~

Petition for Candidacy

~~Following the notice by the Nominating Committee to the membership, any applicant who the Nominating Committee reviewed but did not select for the ballot, may petition the Nominating Committee for purposes of placing his/her name on the ballot. ONLY those candidates who were reviewed by the Nominating Committee and not selected for the ballot may use the petition process.~~

~~Any candidate who chooses to petition the Nominating Committee pursuant to the above will be included on the ballot, provided the petition is signed by at least eight (8) active members from different governmental entities, has been delivered to the Chair of the Nominating Committee no more than two (2) weeks after the Notice of the Slate of Candidates has been distributed to the active membership. Such petition shall provide a brief biographical summary of the candidate in the manner prescribed by the Nominating Committee, which will be included on the ballot under the heading of "Nominations by Petition." A petition candidate will be considered ineligible if he/she is from the same governmental entity as any other duly elected Officer or Director. If deadline for the receipt of petitions for candidacy should fall on a holiday, Saturday or Sunday, the deadline will be the next business day.~~

Voting Procedure

~~Approximately one (1) week after the petition deadline, the online voting shall be opened. If this deadline falls on a holiday, Saturday or Sunday, the online voting shall be opened the following business day. Approximately ten (10) business days after the opening of the online voting, the online voting will close.~~

~~On this same day, the online votes will be tabulated at 5:00 pm ET. The results of the election will be conveyed to the Immediate Past President. Candidates are contacted and then the results will be posted on the FGFOA website. The results of the election will be emailed to the membership after the candidates have been contacted.~~

~~In the event a Director position for less than a full three-year term (i.e., either a two year or one-year partial term) appears on the ballot, the partial term(s) will be determined by the vote count. Any ties will be resolved by a coin toss.~~

Election Canvassing Board

The Election Canvassing Board is to be comprised of the Executive Director and two active members of the FGFOA, who will be appointed by the President and who are not members of the Nominating Committee. The Executive Director will be responsible for monitoring the online voting process and securing the ballots as they are received into the administrative offices. The Executive Director is responsible for announcing the election results by notifying only the Immediate Past President of the results of the election, who will announce the results at the annual business meeting. If necessary by dispute of the online voting system, the Election Canvassing Board will be responsible for auditing the records of the online vote. The candidates receiving the highest number of votes, consistent with the number of vacancies being filled, will be declared the winner. The Election Canvassing Board may disqualify a ballot if: (1) it is received after the noticed submission deadline, (2) the Election Canvassing Board determines that a ballot was voted by someone other than an eligible member, or (3) the ballot is illegible or improperly completed so as to be unable to accurately determine the voter's intent. A validation of the election results will occur when a candidate loses by less than one percent of the total number of the votes cast. Unsuccessful candidates may not request a recount. A tie will be resolved by a coin toss.

Installation of Officers and Board Members

The newly elected slate of Officers and Board Directors members will be installed at the annual business meeting following the approval of the slate of candidates by the membership and shall take office immediately following the installation of Officers and Directors.

Amendment of the FGFOA Bylaws

Development of a Bylaw Amendment and Placement on Referendum

An amendment to the Bylaws of the FGFOA may be placed on referendum only by a majority vote of the Board of Directors. When drafted, the amendment shall show all Bylaw changes in add-delete format as well as amended format, and shall contain an effective date.

Notice to Members, Development of Position Paper

No later than sixty (60) days prior to the distribution of the ballots, a copy of all Bylaw amendments approved for referendum by majority vote of the Board shall be mailed to all active members, along with a solicitation of written comments by the membership. No later than thirty (30) days prior to the distribution of the ballots, any active member may make written comment to the Board on his position as related to the proposed Bylaw amendment. The Immediate Past President, as Bylaw Committee Chair, shall receive all comments so submitted by the membership and shall incorporate such comments into an unbiased position paper. The Immediate Past President may edit and consolidate comments for purposes of brevity and clarity; however, all positions represented by the membership shall be included in such position paper. The position paper and Bylaw amendments shall be posted on the FGFOA website.

Referendum Process

The referendum ballots process shall be the same as the voting procedures for election of Officers and Directors.

Referendum Canvassing Board

The members of the ~~Election Canvassing Board~~Nominating Committee shall serve as the Referendum Canvassing Board for purposes of conducting the referendum on a Bylaw amendment and all duties, requirements, and responsibilities of the ~~Election Canvassing~~Nominating Committee ~~Board~~ shall apply to the referendum canvassing process.



Florida Government Finance Officers Association, Inc.

2021-2022 Board of Directors – President-Elect

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: October 20, 2021

Title of Item: Appointment to the Nominating Committee

Executive Summary, Explanation or Background:

The Nominating Committee consists of the Immediate Past President, President, President-elect and their appointees. The by-laws state that the President-elect shall appoint two members to serve a three-year term on the committee. The Nominating Committee members shall represent a cross section of the FGFOA based on the member's knowledge of committee activities, local chapters, and functions of the Board of the Directors.

I am assigning two people to serve a 3-year term.

Jamie Roberson

1. Rebecca Schnirman, Palm Beach County
2. Darrel Thomas, City of Weston

Shannon Ramsey-Chessman

1. Kimball Adams, City of Largo
2. Linda Howard, Florida Municipal Power Agency

Jonathan McKinney

1. Dan Stauffer, Finance Director for the City of DeLand
2. Christian Davis, Finance Director for the City of Orange City

Recommended Action:

For review and approval

Jonathan McKinney
Jonathan McKinney, President-Elect

October 1, 2021
Date



Florida Government Finance Officers Association, Inc.

Board of Directors – President-Elect

2020-2021

Agenda Item

2020-2021
BOARD OF DIRECTORS

OFFICERS

President

Jamie Roberson

President-Elect

Shannon Ramsey-Chessman

Secretary/Treasurer

Jonathan McKinney

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: October 20, 2021

Title of Item: 2022 SOGF Chair Selection

Executive Summary, Explanation or Background:

It is the president-elect's responsibility to nominate a Chair of the School of Government Finance for the following year. I am recommending Nicole Gasparri with the Palm Beach County Clerk of Court as the Chair of the 2022 School of Government Finance (SOGF).

Recommended Action:

Approval of Nicole Gasparri as Chair of the 2022 School of Government Finance Committee.

Jonathan McKinney

Jonathan McKinney

October 15, 2021

Date



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

Agenda Item

**2020-2021
BOARD OF DIRECTORS**

OFFICERS

President

Jamie Roberson

President-Elect

Shannon Ramsey-Chessman

Secretary/Treasurer

Jonathan McKinney

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: October 20, 2021

Title of Item: Chapter President Call

Executive Summary, Explanation or Background:

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

Recommended Action:

Informational purposes.

Jonathan McKinney

Jonathan McKinney

October 15, 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: October 20, 2021

Title of Item: Membership Report

Executive Summary, Explanation or Background:

| Membership Paid | 10/04/2021 | 06/30/2021 | 03/18/2021 |
|--------------------------|-------------------|-------------------|-------------------|
| Government: | 1,861 | 2,353 | 2,141 |
| Associate: | 176 | 225 | 209 |
| Lifetime/Retiree: | 22 | 20 | 20 |
| Total: | 2,059 | 2,598 | 2,370 |

Recommended Action:

For review

Paul Shamoun

October 4, 2021

Date

FGFOA Listserve Report July 2021 thru September 2021

| <u>List Title</u> | <u>Number of Subscribers</u> |
|--------------------------------------------|------------------------------|
| Accounting, Auditing & Financial Reporting | 638 |
| Budgeting | 563 |
| Debt & Treasury | 438 |
| Financial Administration | 566 |
| Personnel & Payroll | 350 |

Accounting & Auditing

[Accounting Policies](#) (2 Messages)
[Approved budget vs Encumbering the funds](#) (2 Messages)
[ARP Funding](#) (10 Messages)
[ARPA COVID FMLA](#) (3 Messages)
[Audit RFP](#) (3 Messages)
[Banking RFP](#) (7 Messages)
[Budgeting Module](#) (1 Message)
[Capital Asset Consultant](#) (1 Message)
[Closed Executive Sessions](#) (2 Messages)
[cutoff procedure and policy examples](#) (2 Messages)
[External Software Programmer Consultant](#) (1 Message)
[For Immediate Review](#) (1 Message)
[Investment Policy](#) (7 Messages)
[Marriage and Divorce Certificates Required??](#) (4 Messages)
[Pay Classification RFP](#) (1 Message)
[RFQ](#) (1 Message)
[Sanitation/Solid Waste Billing and Charges](#) (1 Message)
[Small Cities Survey](#) (1 Message)
[Strategic Planning](#) (1 Message)
[warehouse](#) (2 Messages)
[\[EXTERNAL SENDER\] - Approved budget vs Encumbering the funds](#) (1 Message)
[\[EXTERNAL SENDER\] - Re: Marriage and Divorce Certificates Required??](#) (1 Message)
[\[EXTERNAL\] ARP Funding](#) (2 Messages)
[\[EXTERNAL\] Audit RFP](#) (1 Message)
[\[EXTERNAL\] Banking RFP](#) (2 Messages)
[\[EXTERNAL\] Investment Policy](#) (1 Message)
[\[EXTERNAL\] Marriage and Divorce Certificates Required??](#) (1 Message)
[\[QUARANTINE\] Re: Banking RFP](#) (1 Message)

Budgeting

[Budget and Reserve Policies](#) (2 Messages)
[Methodology for Facilities Cost Allocation](#) (2 Messages)
[Resolutions](#) (2 Messages)
[Sanitation/Solid Waste Billing and Charges](#) (3 Messages)

[Small Cities Survey](#) (2 Messages)

[Tourist Development Tax Specific Reserve or Fund Balance Policy](#) (1 Message)

Debt & Treasury

[Interest on utility deposits](#) (1 Message)

Financial & Administration

[ARPA Subrecipient Agreement](#) (3 Messages)

[Authorized Uses for American Rescue Plan Act \(ARPA\) funds from the Coronavirus Local Fiscal Recovery Fund \(CLFRF\) - Fire Trucks?](#) (3 Messages)

[Budgeting Module](#) (1 Message)

[Business Consultant - Expenditure Reviews/Vendor Contract Negotiations](#) (1 Message)

[External Software Programmer Consultant](#) (1 Message)

[Financial Advisor RFP Request](#) (4 Messages)

[Grant Consultant](#) (3 Messages)

[Investment Advisor Fees for Retirement Plans](#) (1 Message)

[Sales Tax on Leases](#) (3 Messages)

[Sanitation/Solid Waste Billing and Charges](#) (2 Messages)

[Utility Billing](#) (6 Messages)

Personnel & Payroll

[: Employer Tax Credits](#) (4 Messages)

[ARPA COVID FMLA](#) (1 Message)

[External Email - Re: First Responder](#) (5 Messages)

[Fire Fighter Pay Structure and Minimum Wage requirements](#) (2 Messages)

[First Responder](#) (11 Messages)

[For Immediate Review](#) (1 Message)

[\[EXTERNAL\] Payroll Tax Withholding & Payment Deferral](#) (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: October 20, 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> |
|-----------------------------|-------------------|---------------|------------|-------------|----------------------|
| 09/04/21 | Synchrony Bank | \$84,480.45 | .05% | 12 months | 09/04/22 |
| 03/03/21 | American Commerce | \$110,551.85 | .045% | 12 months | 03/14/22 |
| Money Market Account | | | | | |
| | Vanguard | \$16,720.96 | | | |
| | TOTAL | \$211,753.26 | | | |

Recommended Action:

For review

Paul Shamoun

10/07/2021

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: October 20, 2021

Title of Item: Administrative Services Agreement

Executive Summary, Explanation or Background:

At the August 2021 Board of Directors meeting, the Board approved the Administrative Services Agreement with the Florida League of Cities (FLC). The intent of the contract renewal was to increase the compensation paid to the FLC to \$125,000 for FY 2020-2021 with an automatic 3% COLA for the following two years. The language is not as clear as it should be, and we are asking that the attached language be adopted. A redline of the changes is below. The agenda item from August is attached.

Section I -- Fees

¶

The League will perform all services, as mutually agreed to, as outlined in the Work Plan, referenced as Exhibit A. The annual retainer fee for professional and support services performed by the League shall be the following payable in an amount equal to one-fourth of the annual amount, and payable on June 30, September 30, December 31, and March 31 for each year the Agreement is in effect. ¶

¶

The Fee for 2020-2021 ~~13~~ is \$125,000. Fees for the next ~~three two~~ years will increase annually by three percent (3%). ¶

¶

Recommended Action:

Approval of revised Administrative Services Agreement

Paul Shamoun

October 4, 2021

Date



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

Agenda Item

2020-2021
BOARD OF DIRECTORS

OFFICERS

President

Jamie Roberson

President-Elect

Shannon Ramsey-Chessman

Secretary/Treasurer

Jonathan McKinney

DIRECTORS

Melissa Burns

Bryan Cahen

Rip Colvin

Frank DiPaolo

Nicole Gasparri

Olga Rabel

William Spinelli

Kelly Strickland

Meeting Date: August 22, 2020

Title of Item: Administrative Services Agreement

Executive Summary, Explanation or Background Information on Request:

The FGFOA has an agreement with the Florida League of Cities (FLC) to provide administrative services. In recognition of the increased requirement on FLC staff, FLC is proposing a change in the administrative services agreement to increase the fee from \$115,000 to \$125,000. The agreement will be for three years and has an automatic 3% increase.

The ending date is June 30, 2023, which will line this agreement up with the meeting management agreement.

Recommended Action:

Approval of proposed agreement

A handwritten signature in black ink, appearing to read 'Paul Shamoun', is written over a horizontal line.

Paul Shamoun

08/22/2020

Date

**ADMINISTRATIVE SERVICES AGREEMENT
BETWEEN
THE FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
AND
THE FLORIDA LEAGUE OF CITIES, INC.**

The parties of this Agreement are the Florida Government Finance Officers Association, Inc., hereinafter referred to as the "FGFOA" and The Florida League of Cities, Inc., hereinafter referred to as the "League".

The purpose of this Agreement is the provision of professional and support services, with discretion and confidentiality, by the League to the FGFOA as agreed to and entered into and more fully described in the Work Plan attached hereto as Exhibit A

The term of this Agreement shall commence on July 1, ~~2018-2020~~ and expire on June 30, ~~2021-2023~~ upon being duly executed by the authorized representatives of each party.

Either party to this Agreement may terminate this Agreement at anytime, without cause, by giving written notice to the other party at least one-hundred and twenty (120) days in advance of the intended date of cancellation. The FGFOA has the right to terminate this Agreement for cause, provided (1) thirty (30) days written notice is given to the League stipulating the reasons for the termination, and (2) the League has the right to meet with the FGFOA Board of Directors to discuss the termination prior to the effective termination date; however, the decision of the FGFOA Board of Directors shall be final. Notwithstanding the provisions herein, both parties may terminate this Agreement at any time upon mutual consent.

In the event of termination, all Reasonable Expenses incurred by the League for the provision of services authorized by this Agreement through the date of termination shall be the responsibility of the FGFOA. Any funds held by the League for the benefit of the FGFOA shall be returned to the FGFOA upon termination of this Agreement.

The attached Work Plan shall be reviewed and updated by the FGFOA with any modifications noticed to the League in writing at least thirty (30) days prior to the beginning of the year to which they apply. The League shall have the opportunity to respond to the modifications with a revised cost proposal as may be required. With the consent of both parties, the Work Plan may be modified at any time.

The location of the FGFOA office shall be the League's headquarters office, presently located at 301 South Bronough Street, Suite 300, Tallahassee, Florida, or such other location that is mutually agreeable to both parties. Office hours and business days shall coincide with those of the League.

The League shall designate an employee of the League to serve as the FGFOA executive director. Such designation shall be subject to the approval of the FGFOA Board or Directors. This individual shall be actively involved in the affairs of the FGFOA in serving as the League's principal liaison to the FGFOA. The FGFOA executive director shall serve as the registered agent for the FGFOA. This individual shall be knowledgeable of governmental finance issues.

The League shall be an independent contractor to the FGFOA. Neither the League nor any of its employees or assigns shall be considered employees of the FGFOA within the purview of any worker's compensation and/or social security laws or regulations, or in any other regard. The League agrees to indemnify and hold harmless the FGFOA from and against any claim for payment made by any government agency or authority, for withholding income taxes, social security payments, worker's compensation payments, or similar payments based on the assertion that any employee of the League or its assigns, was or is an employee of the FGFOA.

The League may assign certain obligations under this Agreement, provided such assignments have been authorized by the FGFOA Board of Directors.

The FGFOA acknowledges the League may contract with other entities for the provision of professional services. The League shall disclose in writing to the FGFOA President the name of all other entities for which the League has been retained and the scope of services to be provided to those entities. In the event that the fulfillment of or compliance with the terms and conditions of this Agreement conflicts with or is deemed to be in conflict with or results in a breach of the provisions of any services agreement with another entity, the League shall immediately notify the FGFOA President in writing, requesting an acknowledgment of the League's disclosure or requesting a modification of the terms and conditions contained herein, or such other mutually agreeable remedy including, but not limited to, the termination of this Agreement.

The FGFOA may request the League to perform additional services relating to the administration or the development of its programs or services. Such additional duties and *consideration mutually* agreed to by the FGFOA and the League shall be set forth in a written addendum to this Agreement.

In return for the services, as outlined in the Work Plan, referenced as Exhibit A, the FGFOA agrees to pay the League, as outlined in the Schedule of Fees and Expenses, referenced as Exhibit B.

This Agreement may be modified as deemed necessary upon the mutual consent of the League and the FGFOA. With the written consent of both parties, additional funds may be provided by the FGFOA and additional services performed by the League under this Agreement. Such modifications must be incorporated into this Agreement as revisions to Exhibit A, the Work Plan, and Exhibit B, the Schedule of Fees and Expenses, as appropriate.

This Agreement supersedes and terminates, as of the date hereof, all prior contracts between the League and the FGFOA relating to professional and support services provided by the League to the FGFOA.

| The effective date of this agreement shall be July 1, ~~2018~~2020.

IN WITNESS WHEREOF, the undersigned, being the duly authorized officers of the FGFOA and the League, have set their hand and seal.

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.

Date: _____

~~Linda Howard~~Jamie Roberson
President

Attest:

Date: _____

~~Shannon Ramsey-Chessman~~Kent Olson
President-Elect

THE FLORIDA LEAGUE OF CITIES, INC.

Date: _____

Michael Sittig
Executive Director

Attest:

Date: _____

Jeannie Garner
Deputy Executive Director

EXHIBIT A WORK PLAN

A. General Administration

The League is to provide professional, support, and secretarial services to satisfactorily meet the FGFOA's needs.

Services

- Provide administrative support to the FGFOA President, officers, directors, committee chairs, chapters and others in conducting the affairs of the Association.
- Provide a business location, mailing address and telephone services for the FGFOA through the League's headquarters office.
- Designate an employee of the League to serve as the FGFOA executive director, who will also be the registered agent for the FGFOA. The FGFOA executive director will be subject to the approval of the FGFOA Board of Directors.
- Periodically participate in a performance evaluation of the services provided.
- Coordinate and provide administrative support to standing and ad hoc committees.
- Prepare and distribute notices and agendas of all Board and committee meetings.
- Distribute agenda packets of all Board meetings at least 10 days prior to the meeting date.
- Maintain FGFOA stationary and the official records of the FGFOA.
- Attend all meetings of the Board of Directors and attend committee meetings as requested by the President.
- Prepare, maintain and distribute minutes within 21 days of the Board meeting and to have available in the Agenda Book of the next Board meeting.
- Assist in the development of informational handbooks for committee chairs and chapter presidents, as necessary.
- Comply with all requirements of the FGFOA bylaws and policies and procedures, and assist officers, directors and committee chairs in complying therewith.

B. Membership

The League is to assist the Board and provide for a continuing effort to promote and retain membership in FGFOA. Such services generally include the maintenance of a current membership list and online directory with accurate contact information and membership records.

Services

- Maintain current membership files.
- Initiate contacts with prospective members.
- Process membership renewals and maintain member profiles.
- Provide new members with a welcome letter.
- Provide communications to members on an as-needed basis.
- Maintain membership information for the online membership directory.
- Notify non-renewing members and follow procedures for their removal from membership lists.
- Distribute e-bulletins, or other online services to the membership.
- Maintain and administer online List Serves as approved by the Board of Directors.

C. Technical Assistance

The League is to generally provide support services and assist in coordinating the efforts of the technical resources committee.

Services

- Respond to member inquiries regarding technical assistance needs.
- Develop and maintain a technical reference library.
- Serve as a liaison for technical resources available through the national Government Finance Officers Association.

D. Publications

The League is to publish and distribute electronically quarterly FGFOA newsletters, the annual online membership directory, and such other publications as may be recommended by the committees and approved by the Board of Directors.

Services

- Provide general assistance and advice regarding publications of the FGFOA
- Assist in the drafting and solicitation of news items of interest to the FGFOA membership.
- Prepare layout, edit, proof, reproduce and distribute the online newsletter.
- Maintain an online annual membership directory

E. Meeting Planning & Administration

The League is to assist the FGFOA in arranging approved webinars, one-day seminars, meetings of the Board of Directors, CGFO review sessions and exams, and meetings of FGFOA committees, as requested. It may be necessary for the League to coordinate with another firm in providing meeting planning services for the FGFOA Annual Conference and School of Governmental Finance, even though the other firm will be responsible for this event. The League will identify such coordination responsibilities in writing with an acknowledgment provided by the FGFOA President. Services to be provided by the League herein will generally include assistance with advance meeting notices, logistical and meeting facility arrangements and other support services relating to meeting coordination.

Services

- Recommend and secure suitable meeting sites and facilities pursuant to established criteria.
- Negotiate and contract with selected hotels or other meeting facilities on behalf of the FGFOA.
- Attend planning meetings as requested by the authorized FGFOA representative.
- Prepare and recommend an operating budget for each meeting event involving revenues and expenses.
- Provide assistance to the FGFOA committees in securing speakers and confirming their participation.
- Provide assistance to the committees in arranging and securing meeting functions and related activities.
- Design, develop and distribute promotional and advance registration materials for meetings.

- Prepare badges, handouts, registration lists, signs, continuing professional education forms, evaluation questionnaires, and other related materials.
- Secure CPE designations from the State Board of Accountancy and NASBA as required.
- Develop and maintain background and evaluative information on speakers involved in FGFOA events.
- Provide on-site management of meetings with sufficient staffing as approved by the Board of Directors.
- Prepare post-meeting management reports with sufficient information to properly evaluate event.
- Provide assistance and coordination of exhibitors for the annual conference, including the preparation of such correspondence as may be required.
- Secure quotes for cancellation insurance for the School of Governmental Finance and the Annual Conference each year and purchase policy, if approved by the Board.

F. Accounting and Financial

The League will be responsible for the day-to-day financial management of the FGFOA in accordance with the Procedures for Transacting, Recording and Reporting of FGFOA Financial Activity, adopted by the Board of Directors.

Services

- Maintain records of all cash receipts, make all deposits of incoming cash and provide adequate information on cash receipts to the FGFOA Secretary/Treasurer.
- Prepare quarterly financial reports and work with the FGFOA Secretary/Treasurer to facilitate a quarterly review of financial transactions. Distribute financial reports within 60 days after the close of the quarter.
- Process payables and disbursements and reconcile bank statements.
- Assist in the preparation of the annual operating budget as required.
- Prepare, or have prepared, with the consent of the FGFOA Secretary/Treasurer, all tax returns as required by applicable law.
- Manage the FGFOA investment program in accordance with the FGFOA's Statement of Investment Policy, adopted by the Board of Directors.

G. Financial Audit

At the direction of the Board of Directors, the League shall arrange for an annual independent audit of FGFOA financial activities, including the Annual Conference and the School of Governmental Finance. A qualified independent auditor selected by the FGFOA shall perform such audit. Costs associated with the annual audit shall be the responsibility of the FGFOA, with the exception of normal and routine staff support services provided by the League in connection with such audit.

H. Legislative and Intergovernmental Coordination

The League shall provide assistance to the FGFOA by monitoring, coordinating, and reporting on state legislative and intergovernmental issues of interest to the FGFOA membership.

Services

- Assist in serving as an informational resource on legislative matters.
- Monitor legislation affecting governmental finance and financial affairs.
- Provide assistance to the FGFOA in developing contacts.
- As needed, identify appropriate finance experts from the FGFOA membership and coordinate their appearances and testimony at legislative committee meetings and hearings.
- Coordinate the legislative and intergovernmental activities of the FGFOA with those of organizations with mutual or similar interests.
- Develop and maintain a membership contact system to facilitate the timely dissemination of information.

I. Professional Certification Program

The League shall provide general administrative assistance to the FGFOA in support of the Certified Government Finance Officers (CGFO) program.

Services

- Assist in the preparation and dissemination of information regarding the program.
- Maintain requirements and member records on continuing professional education credits.
- Notify committee chair when certificate holders are out of compliance, i.e., fail to maintain active membership or fail to submit any of the requirements for re-certification within the prescribed timeframes.
- Send non-compliance letters in accordance with program guidelines.
- Process certification applications in accordance with program guidelines.
- Assist in scheduling review courses and testing at the School of Government Finance in the fall, as well as testing at various locations across the state in the spring and grading tests results.
- Develop and prepare CGFO award certificates.
- Develop and maintain online renewals, ethics test and other functions, as requested.
- Facilitate CGFO webinars as needed for review courses.
- Assist in scheduling review courses and administer testing.

J. Web Site and Social Media

The League shall provide assistance in the development and maintenance of the FGFOA website and shall provide general administrative assistance in support of information technology objectives and enhancements. The League shall also monitor and utilize social media platforms to communicate with the membership and promote FGFOA events.

Services

- Assist in the development of the website which includes: providing feedback to the Board regarding the contents of the website, coordinating and processing the requested information for inclusion.

- Perform the necessary maintenance on the website including the following: update the membership database, revise the calendar to reflect upcoming FGFOA related events, update the newsletter section as new issues are released, and other tasks as appropriate.
- Provide on-line registrations for the Annual Conference, School of Governmental Finance, webinars and one day seminars as necessary.
- Provide on-line voting for the FGFOA's annual election or bylaw amendments, as necessary.
- Create, facilitate and monitor FGFOA social media platform including, but not limited to, Facebook, LinkedIn and Twitter.

K. Webinars

- Provide administrative and technical support for 6-8 webinars per year to the members.
- Facilitate the registration and implementation of the webinars including practice sessions and live sessions.

L. Exhibitor

The League shall provide general administrative assistance to the FGFOA to secure Exhibitors for the Annual Conference.

Services

- Maintain an Exhibitor database.
- Contact and confirm Exhibitors, including necessary follow-up contact.

M. Other Services

The League shall provide general assistance in the development of new programs and services to assist the FGFOA membership. In addition, the League will coordinate support services to local chapter organizations, and provide coordination between the FGFOA and the GFOA regarding mutually benefiting programs and services.

Local Chapter Organizations

- Maintain information on local chapter organizations.
- Distribute mailing lists and provide general assistance to local chapter organizations.
- Coordinate chapter officers' training session.
- Maintain required general and financial information submitted by local chapter organizations.
- Work with the Chapter Liaison Officer and with the Secretary/Treasurer on an annual basis to coordinate various tax and insurance matters and to obtain chapter financial data needed for tax filings.

GFOA Liaison

- Develop and maintain current information on various GFOA recognition, awards, and certificates for budget and financial reporting.
- Assist in the coordination of GFOA programs, services and seminars of interest to FGFOA members.
- Participate in GFOA activities through attendance at conferences, seminars and other meetings authorized by the FGFOA Board of Directors.

- Provide notification to the President at least 60 days prior to the expiration of the GFOA State Representatives' terms.
- Assist the President in the appointment of GFOA State Representatives.
- Coordinate FGFOA reception at GFOA annual conference

Leadership FGFOA

- Provide services in administering the Leadership FGFOA program, including coordination of speakers, hotel facilities, programming, promotion, communication with the class attendees and on-site staffing.

Florida Government Finance Officers Association, Inc.

| Jamie Roberson~~Linda Howard~~
President

| Shannon Ramsey-Chessman~~Kent Olson~~
President-Elect

THE FLORIDA LEAGUE OF CITIES, INC.

Michael Sittig
Executive Director

Jeannie Garner
Deputy Executive Director

EXHIBIT B

SCHEDULE OF FEES AND EXPENSES

Section I - Fees

The League will perform all services, as mutually agreed to, as outlined in the Work Plan, referenced as Exhibit A. The annual retainer fee for professional and support services performed by the League shall be the following payable in an amount equal to one-fourth of the annual amount, and payable on June 30, September 30, December 31, and March 31 for each year the Agreement is in effect.

The Fee for ~~2018-2019~~2020-2023 is ~~\$115,000~~\$125,000. Fees for the next ~~two~~three years will increase annually by ~~two~~three percent (~~2~~3%).

Section II - League Employees at Educational Events

Two League employees can attend each one-day seminar or webinars for purposes of education with no registration fees (does not include employees as FGFOA staff).

Two League employees can attend the School of Governmental Finance with no registration fees (does not include employees as FGFOA staff).

Two League employees can attend the Annual Conference with no registration fees (does not include employees as FGFOA staff).

The League shall receive two premium booths at the Annual Conference with no fee.

Section III- Out-of-Pocket Expenses

The League, or its authorized assigns, shall be entitled to receive reimbursement for eligible out-of-pocket expenses reasonably and necessarily incurred by it in the performance of its duties as described herein, provided such expenses are appropriately documented by the League and authorized for payment by the FGFOA Secretary/Treasurer. Certain out-of-pocket expenses of the League will be included in the annual retainer and will not be eligible for reimbursement by the FGFOA. Reimbursement for eligible expenses will be requested periodically for costs advanced by the League. In addition, certain expenses may be payable directly by the FGFOA and will not be applicable for reimbursement purposes

Statements for reimbursable expenses of the League may be submitted to the FGFOA Secretary/Treasurer no more frequently than monthly. Individual reimbursable expenses, exceeding \$500, shall be paid within ten (10) days after receipt, unless the FGFOA Secretary/Treasurer notifies the League of any disputed items and the nature of such objection. Disputed amounts will be resolved in a timely manner and settlement made by mutual agreement of both parties. The undisputed portion of the League's request for reimbursements shall be paid in accordance with the requirements herein.

Section IV- Reasonable Expenses (Defined)

This term shall be deemed to incorporate the pro-rata annual fee as defined herein divided by 365 multiplied by the number of days consumed in performing services defined in "Exhibit A" attached hereto plus eligible out-of-pocket expenses defined herein.

Eligible Out-of-Pocket League expenses include the following:

- U.S. Postal charges
- Courier delivery services when provided at the convenience and at the request of a FGFOA officer, board member, or committee chair
- External printing costs associated with FGFOA publications and announcements

- Reasonable and customary travel expenses of the FGFOA executive director, and/or other designated League representative, when approval is obtained in advance by a FGFOA officer, board member, or committee chair to attend FGFOA meetings
- Supplies and other expenses identified in an operating budget approved by the Board of Directors, which are for and reported separately to the Board of Directors
- Supplies used by the League relating to the sale of FGFOA products or services
- Similar Out-of-Pocket Expenses

Ineligible Out-of-Pocket League Expenses include the following:

- Capital costs for office space, furniture, equipment, computer software or internal supplies. Rents for office space or for office equipment
- Consulting or other professional services, except legal and auditing services contracted for directly by the FGFOA
- Local and long distance telephone services including normal and customary transmissions, with the exception of conference calls requiring operator assistance
- Reproduction or copy charges used for internal purposes
- Other allocated overhead or indirect charges
- Similar Out-of-Pocket Expenses

Florida Government Finance Officers Association, Inc.

2021-2022 Certification Committee

Agenda Item



2021-2022

CHAIRPERSON

Jeremy Baker, CGFO

Grant & Capital Analyst

Palm Beach County Palm Tran

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STAFF LIAISON

Karen Pastula

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Dee Dee Beaver

Rebecca Bowman

Sarah Graber

Lori Hill

Karen Keith

Donna McMahon

Robert Miller

Johnna Morris

Susan Nabors

Anna Otiniano

Jeanette Phillips

Mary-Lou Pickles

Chantel Pierre

Liliya Sablukova

Scott Simpson

Gitaanjali Sookdeo

Danyel Sullivan-Marrero

Todd Taylor

Vien Tran

Tim Villarosa

Denese Williams

Meeting Date: October 20, 2021

Title of Item: Update

Executive Summary, Explanation or Background:

The Committee reviewed 18 applications with 17 approvals and 1 denial (lack of experience in government).

There are 54 candidates registered for a total of 151 exams on October 22nd.

All 5 exams are being given at the School of Governmental Finance and there are currently 13 proctors for the exams on Friday.

We held our first meeting on August 24th to discuss:

- Fall Exams -
 - Discussed having non-CGFOs present or co-present reviews – decided to poll previous reviewers for their thoughts prior to further discussion and recommendation to the Board
- Extension of renewal periods – 2020 and 2021 renewals were previously extended to December 31, if requested.
 - Committee did not feel additional extensions would be needed do renewals will return to 6/30 as of 2022. Those CGFOs with even year renewals will be notified
- Created an ad Hoc committee to review switching to testing centers or alternate methods of testing and what would be needed
 - will have a report by Spring Board Meeting
- Discussed providing an incentive for Exam Reviewers to recognize the effort put in to providing 4 hour reviews with a greater incentive for those presenters that return for multiple years
 - No recommendation at this time

We anticipate the Spring reviews will be webinars again and the Test will be given in multiple locations throughout the State. We're preparing for an exam to be given at the Annual Conference.

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



Recommended Action:

For review and approval

Jeremy Baker

Name

October 13, 2021

Date



Florida Government Finance Officers Association, Inc.

2021-2022 Conference Host Committee

Agenda Item

2021-2022

CHAIRPERSON

Sharon Almeida, CGFO
Assistant Controller
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Bill Spinelli

STAFF LIAISON

Jill Walker

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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 Tesla
Paula Tosti
Natalee Wallace
Patricia Wilken
Katherine Woodruff

Meeting Date: October 20, 2021

Title of Item: Conference Host Committee Structure

Executive Summary, Explanation or Background Information:

The committee's strategic goal was to review the roles of the FGFOA staff and the committee to determine if the Conference Host committee should be a subcommittee of the Conference Program committee.

After my discussion with the FGFOA staff, committee members and board liaison, it was determined that the committee has the following constant roles each year:

- Providing suggestions for a welcome gift
- Organizing volunteers for the Tuesday Night event

Depending on the current FGFOA President's direction, the committee may assist in the following:

- President's Reception
- Opening General Session with the Color Guard, National Anthem and Invocation

Depending on the location, the committee may assist the FGFOA Staff/Meeting Planner with ideas for the Tuesday Night Event.

Many of the committee's responsibilities are dependent on the location and direction from the current FGFOA President. Some years the committee may have more responsibilities than other years.

It is the recommendation of the committee to combine this committee with the Conference Program committee.

Recommended Action: Informational Only

Sharon Almeida

10/8/2021

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

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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

Natalee Wallace

Brent Wertz

Liang Wu

Meeting Date: October 20, 2021

Title of Item: Conference Program Committee Update

Executive Summary, Explanation or Background:

Since the last meeting, the Conference Program Committee has been hard at work developing the proposed 2022 program session topics. The sub-committees brainstormed session topics and ranked them. For each track, the top session topics are attached in the attached matrix, with optional session topics, as well. The Committee will continue to develop session descriptions and identify speakers once direction is provided by the Board.

The Committee also received an inquiry from a GFOA representative (Natalie Laudadio, Senior Communications Manager - Operations and Marketing) regarding the Executive Director and/or the GFOA President attending the Annual Conference to speak to attendees at either the opening session, business luncheon, networking event, or a session on a variety of items, such as, the GFOA initiatives, Code of Ethics, Transparency. It sounded like they are looking to cast a wide net and connect with as many of the members as possible, and are open to any of the above.

Attached is a listing of the proposed session topics (Attachment I).

Also, attached for consideration and direction is a proposed conference schedule (Attachment II).

Recommended Action:

Consider proposed session topics, GFOA inquiry and schedule timing to provide direction.

Nicole Jovanovski
Nicole Jovanovski

10/20/21
Date

| 2021-22 FGFOA Conference Program - Proposed Topics, Session Descriptions & Speakers | | | |
|-------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| PROPOSED SESSION TOPIC | | PROPOSED SESSION DESCRIPTION | TRACK |
| 1 | AI in Audit | Using artificial intelligence in the audit process | TECH |
| 2 | ERP Implementation | Panel discussion for dos and don'ts of a successful ERP implementation | TECH |
| 3 | Robotic Process Automation | | TECH |
| 4 | Data Analytics | | TECH |
| 5 | Surviving an IT Audit | IT Audit in the government | TECH |
| 6 | Cloud Based Solutions | Understanding Cloud Based Solutions and ensuring your data is protected and accessible. Are there silver linings or disruptions? What should governments know as they migrate to cloud solutions. | TECH |
| Opt | Using Cryptocurrency in government | New perspective on normalization of cryptocurrency in local governments | TECH |
| Opt | Protecting Personal Information | Review policies, Red Flag rules, Vendor restrictions, etc. What is the outlook for privacy rules, etc. | TECH |
| Opt | Cyber Security for Operations based Departments | | TECH |
| Opt | The Future of Cloud | How will this drive the decisions of our administration – Budget concerns, infrastructure, users | TECH |

| PROPOSED SESSION TOPIC | | PROPOSED SESSION DESCRIPTION | TRACK |
|------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1 | Coaching and Mentoring I | Understanding the difference between coaching and mentoring and how to effectively do both. This session will include a self-assessment of your coaching and mentoring skills and also role playing exercises | PLSP PRECON |
| 2 | Coaching and Mentoring II | This course will assist you with understanding, in a fun and interactive way, the four personality types or combination of types that individuals fall into, how each of them is important to an organization and how to use this to facilitate team synergy. We will also look at generational differences and their impact on coaching and mentoring | PLSP PRECON |
| 3 | Strategic Multigenerational Communication | Over the last thirty years, researchers William Strauss and Neil Howe have postulated on the different generations within American Society and how those generational differences occur. Through their work, they have provided language and characteristics through which to understand and contrast different segments of the population as they relate to school, work, and personal lives. Going forward, new voices are emerging to continue their scholarship, particularly as it relates to the next generation, Generation Z. Insight into this new generation as well as multigenerational communication can be critical for workplace communities. | PLSP PRECON |
| 4 | Dynamic Leadership | A dynamic leader does not need the word leader in their job title to take ownership of their area of influence. Leadership plays an essential part of the realization of an organization's vision and mission. Teams should understand the concept of internal and external customers to whom they provide a product or service. One team, a cross-functional team, and/or a multi-department team must work together effectively towards a common goal. Learn skills to become a dynamic leaders, which encompasses inspirational and imaginative leadership. Learn how an engaged employee team is a more productive team. | PLSP PRECON |
| 5 | Managing a Remote Team - Tips and Tools | This session will review how to accomplish goals and objectives while working remotely. This session will include tips and tools for managing a team remotely and how to ensure productivity and good morale among staff members. | PLSP |
| 6 | Strategies for Developing Effective/Excellent Presentation Skills. | Verbal and non-verbal messages, developing/organizing/preparing the presentation., using visual aids, handling questions from your target audience. The challenges of presenting via Zoom. | PLSP |
| 7 | Remote Work Policies - 3 Perspectives | This session will consist of a panel of experts to discuss a remote work key policies from a human resources, legal, and cybersecurity perspective. | PLSP |
| 8 | COVID-19 in the workplace | This session will have a panel to discuss the legal and HR aspects of COVID-19 in the workplace including requiring vaccination or testing. We will also discuss how to prepare for the unexpected with staff shortages and rotating employees into different roles as well as changing the existing ways of working. | PLSP |
| 9 | Legislative update | This session will review the 2021 legislative session, review the bills that passed and failed and discuss their implications for local governments. | PLSP |
| 10 | Leadership in Turbulent Times | All organizations face challenging times such as technological, financial, legal, natural, or health crisis. It is critical for an organization to have leadership that display the right mix of behavior/characteristics and make the best decisions during a crisis. Leaders should have a vision to the future and lay a clear path to success through best practices. Leaderships ensure their employees thrive during tough times and have a sense of perspective to keep things operating as normal as possible. | PLSP |
| 11 | Diversity & Inclusion | In the simplest of terms, diversity and inclusion encompass a group of unique individuals who acquaint and integrate with one another, but each are entirely different concepts with separate benefits. Workplaces that prioritize diversity and inclusion efforts have been statistically proven to be safer, happier, and more productive work environments. With the attention to social responsibility at an all-time high, managers and investors are becoming more strategic in where they are putting their resources. This session will explore how resources for diversity and inclusion can impact the organization and the community it serves. | PLSP |
| 12 | The Power of Strategic Planning | Every organization wants to make its mark in society and the ones most likely to succeed have focused, realistic strategic plans that drive their day-to-day operations. Yet, the process of developing such plans can be so daunting for some that they just don't do it. Those associations risk wasting precious resources on programs and projects that are not actually integral to their core mission. This session will focus on the mission, review the benefits of strategic planning, optimize perspective to bring the right people into the process, focus on what the strategy is, planning flow, execution, and ongoing care & feeding of the plan. | PLSP |
| 13 | Procurement vs. Purchasing - More than just RR's and PO's | Procurement vs. Purchasing - More than just RR's and PO's - Procurement management ensures that all items and services are properly acquired so that projects and processes can proceed efficiently and successfully. More than a business necessity, procurement can be leveraged as a competitive advantage when optimized to save money, time and resources. This session will address the following areas: The objectives and Importance of Procurement; The key steps of the Procurement Process; Roles and Job Titles in Procurement Management; Education and Experience Needed in Procurement Management. | PLSP |
| Opt | Six Sigma | Six Sigma is an essential component of business process improvement initiative. It allows an organization to identify flaws and weaknesses in current procedures to implement new processes that improve efficiencies in your department. Six Sigma offers tools and techniques that reduce variance, eliminate defects and help identify the root causes of errors, allowing organizations to create better services. Six Sigma can help eliminate inefficiencies and increase employee productivity. This session will help you identify how to be the most efficient and different tools or techniques to use. | PLSP |
| Opt | Time Management and Priority Setting for Success | In our lives, we wear many hats at work and home. When you add all these responsibilities sometimes someone can get overwhelm and not know where to start. However, knowing how to use time management and prioritize tasks can be the key to success. One can use small steps that can lead to big results and juggle multiple projects. This session will teach how to prioritize and get critical tasks accomplished using effective time management. | PLSP |

| PROPOSED SESSION TOPIC | | PROPOSED SESSION DESCRIPTION | TRACK |
|------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1 | GASB Update | This session will include the latest news from the Governmental Accounting Standard Board (GASB) and provide answers to address public confusion about current pronouncements. | AAFR |
| 2 | GASB Hot Topics | This session will include a general update on future pronouncements and proposals affecting state and local government. | AAFR |
| 3 | Auditor General and Department of Financial Services Update | Update from the Florida Auditor General's Office and Department of Financial Services on current issues pertaining to local governments. | AAFR |
| 4 | Single Audit Update | This session will provide an update on revisions to the Uniform Guidance and the Compliance Supplement including addendums to the 2021 Compliance Supplement. This session will also cover the audit implications of these revisions and any revisions to the Florida Single Audit Act. | AAFR |
| 5 | Introduction to Governmental Accounting | Are you new to the governmental arena? This session covers the basics and foundation of governmental accounting and reporting in today's environment. It will review the unique aspects of the governmental environment, recognize the financial reporting structure used by governments and review the basic differences between commercial and governmental accounting and why these differences exist. | AAFR |
| 6 | GASB 87 | This session will cover the major accounting and financial reporting issues associated with implementing GASB 87. | AAFR |
| 7 | Financial Reporting Complexities in Local Governments | This session will provide answers to a series of hypothetical questions that present complex accounting and financial reporting issues facing many Florida governments of varying sizes and structures. | AAFR |
| 8 | Common Audit Findings | This session will include discussion of common audit findings at various local government entities related to financial reporting, internal controls and compliance as well as best practices for addressing them. | AAFR |
| 9 | Common Financial Reporting Mishaps from the GFOA COA Award Program | GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (COA) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. This session will go over common financial reporting comments & questions from the COA award program. | AAFR |
| 10 | American Rescue ACT ARPA Funding and Care Act Funding | This course will focus on how state and local governments spent their stimulus funds, primarily focused on CARES Act, Consolidated Appropriations Act, and ARPA funds. We will cover related topics, such as compliance with the federal guidelines, reporting results, reviewing for duplication of benefits, and ongoing spending plans. We will also dive into some oversight processes that have been taken, aimed at preventing and detecting fraud, waste, and abuse of the funds. | AAFR |
| 11 | XBRL Reporting Requirement | For fiscal years ending on or after September 1, 2022, local governments are to report financial data required by Section 218.32, Florida Statutes using extensible business reporting language (XBRL). This session will cover the options government entities have to meet this requirement and also provide an update into the State's efforts enhance LOGER. | AAFR |
| Opt | Peer Tested Best Practices in Accounts Payable Processing | Join this session to hear from your peers on tip for efficient and effective account payable processing, including workflow management, vendor management, internal controls, and segregation of duties. | AAFR |
| Opt | Cyber Securities | This will be in the BIRT Session unless we can relate it directly to our session such as Financial reporting | AAFR |
| Opt | Recent Pronouncement and Lessons Learned/ Common Issues | New accounting and financial reporting for Fiduciary Activities has required government entities to revisit virtually every preexisting fiduciary fund to determine if it meets the new, higher threshold for fiduciary activities established by GASB Statement No. 84 and related implementation guidance. In this session you will hear from those who have completed these determinations and those who audit them on lessons learned. | AAFR |
| Opt | An Actuary and An Auditor Walk Into a Bar . . . | Pension balance sheet liabilities are measurement estimates of the pension promise made to covered members. Speakers will discuss how the Actuary and Auditor assess the reasonableness of the investment return assumption, which is the most important actuarial assumption in the pension liability measurement estimate. Balance sheet liabilities should be fair representations of the obligation they purport to measure; neither overly optimistic nor pessimistic, but a reasonable best estimate. Actuaries are guided by Actuarial Standards of Practice No. 27 and auditors by AU-C 540, as well as other actuarial, accounting and auditing literature. Can you all confirm that I am using the terminology correctly and identifying the correct auditing standard? Specifically: <ul style="list-style-type: none"> • "Balance sheet liabilities should be fair representations of the obligation they purport to measure; neither overly optimistic nor pessimistic, but a reasonable best estimate." • "AU-C 540" | AAFR |
| Opt | Fraud in Florida | Fraud affects many businesses, organizations and governments in Florida. This session will go over some recent Fraud cases and how to implement internal controls to prevent Fraud from occurring and how to detect it should it occur. | AAFR |

| PROPOSED SESSION TOPIC | | PROPOSED SESSION DESCRIPTION | TRACK |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1 | The New Minimum Wage Law (could address compliance vs. compression issues, phase-in approaches, etc.) | The bright and shiny impact of the new \$15 minimum wage law centers around the need to plan for full compliance of the phased-in minimum wage increase. However, for most governments, the secondary impact of the law – compression – is an even bigger challenge to face. This session will discuss strategies and considerations relative to achieving compliance while also trying to address the compression issue in the most effective manner possible. | BEFP |
| 2 | Establishing Government Charges & Fees | For many local governments user fees, such as land development, building, recreational fees etc. are the only source of revenue. Organizations should ensure the fees charged can be defended and accurately reflect the cost to provide those services. This session will review the types of fees local governments charge for various services and how the fee can be developed to ensure the local government is recouping the cost to provide such service and/or why a fee would be structured to accomplish a social or local business need. | BEFP |
| 3 | Measuring Performance | Performance measures are used by governments to collect information about operational activities, achievement of goals, community conditions, or other environmental factors to better understand a situation and make informed decisions. Regardless if an organization has a centralized collection system for performance measures, the use of performance data should be integral to an organization's decision making processes and leaders within an organization should set expectations that key decisions are supported by evidence. | BEFP |
| 4 | Economic Update | Economic conditions affect budgeting and financial planning functions in all governmental entities. This session will discuss the current state of the economy and provide national, state and regional trends. | BEFP |
| 5 | Sustainable Funding Practices for Defined Benefit Pension and OPEB Plans | The fundamental financial objective of government employers that offer defined benefit (DB) pensions and other postemployment benefits (OPEB) to their employees is to fund the long-term cost of the benefits promised to participants. It is widely acknowledged that the appropriate way to attain reasonable assurance that benefits will remain sustainable is for a government to accumulate resources for future benefit payments in a systematic and disciplined manner during the active service life of the benefiting employees. | BEFP |
| 6 | Public Engagement in the Budget Process | Good public participation practices can help governments be more accountable and responsive to their communities, and can also improve the public's perception of governmental performance and the value the public receives from their government. Transparency is a core value of governmental budgeting. Developing a transparent budget process will improve the government's credibility and trust within the community. | BEFP |
| 7 | TRIM Process 101 | The Truth in Millage (TRIM) process informs taxpayers and the public about the legislative process by which local taxing authorities determine ad valorem (property) taxes. This session will provide an overview of the TRIM process and the responsibilities and requirements of the local taxing authorities. | BEFP |
| Opt | Relationships and Metrics of Line Items on the Budget and Financial Statements - Does State-Mandated Uniform Chart of Accounts Play any Role in Budgeting? | The State Uniform Chart of Accounts is often not considered in a local governments budget management process. While the State Uniform Chart of Accounts appears to be just concerned with classifying and recording financial transactions, it can be critical for effective budget management, including tracking and reporting on budget execution. This session will attempt to demystify the relationship between the State Uniform Chart of Accounts and effective budget management and shed light on how the State Uniform Chart of Accounts can be used effectively in budget preparation, execution and reporting. | BEFP |

| PROPOSED SESSION TOPIC | | PROPOSED SESSION DESCRIPTION | TRACK |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1 | Global Economic and Market Update | | BIRT - PRECON |
| 2 | Florida Economic Update | How is the Florida Economy Performing, Both Statewide and in Your Region? Find out some of the Major Factors Influencing Our State. | BIRT - PRECON |
| 3 | Investment Considerations for Your Organization's Operating, Long-term and Pension Portfolio's | | BIRT - PRECON |
| 4 | Investment and Pension Simulation | | BIRT - PRECON |
| 5 | On the Defense - Solutions to Prevent Fraud and Detect Fraud | Threat actors are constantly on the hunt targeting local governments in an effort to defraud and manipulate them for their financial benefit. Advances in technology have reduced the effectiveness of traditional fraud prevention techniques and have even enabled new forms of fraud. During this session we will discuss the threat actor's motives and objectives, use real world scenarios to demonstrate how threat actors have targeted organizations in the past, and walk through the steps employees could have taken to identify and mitigate the attempted fraudulent activity, including banking solutions that can be used prevent account fraud. | BIRT |
| 6 | Bids or Offers, Huh? - Investment Jargon Uncovered | Helpful terms to more easily navigate the occasionally, oft inverse language of the institutional market | BIRT |
| 7 | Organizational Resilience: Hope for the Best, Plan for Success | Double the "e", double the "s", all we can do is plan for success. This past year and a half has proven double the challenges faced by every organization. How did your organization make it through? Did you already have a Continuity Plan in place, were you thinking of starting one, was your C-Suite engaged or are you still looking for ways to convince them you need a plan? We all face various challenges in dealing with unexpected events, such as natural disasters, interruptions, workplace or terrorist attacks, and most recent...pandemics. As a result, organizations should have a Business Continuity plan (program) in place to properly prepare, respond, and recover from a disruptive event. This interactive presentation will provide guidance on how to develop a continuity program, manage insurance claims, as well as delve into a case study in Financial resilience. | BIRT |
| 8 | Investment Strategies for Local Governments in the Current Financial Market | | BIRT |
| 9 | Update on the Latest Banking Technologies, Cost Savings Approaches with Practical Application | | BIRT |
| 10 | Looking Ahead: Rating Outlook on Florida State & Local Governments, Special Districts | | BIRT |
| 11 | Exploring Self Insurance and Other Risk Financing Strategies | In this session, we will cover the risks and rewards that come with self-insuring for both employee benefits and property & casualty. Our panel of experts will discuss the flexibility that comes with self-insured plan design along with the disadvantages that come with this type of coverage. | BIRT |
| 12 | Putting Your Best Foot Forward - How to Prepare for a Bond Insurer, Rating Agency Presentation or Annual Surveillance Call | How to Prepare for a Bond Insurer, Rating Agency Presentation or Annual Surveillance Call | BIRT |
| 13 | Capital Financing Options | How to formulate a Capital Improvement Plan, and Look at Bank, Bond finance and other options where external financing is needed. | BIRT |
| 14 | What is the SEC's and MSRBs involvement with Municipal Financings, and what do I need to be aware of as a local Government Finance Director? | What is the SEC's and MSRBs involvement with Municipal Financings, and what do I need to be aware of as a local Government Finance Director? | BIRT |
| Opt | Debt Management Policy - Best Practices | | BIRT |
| Opt | Understanding Your Continuing Disclosure Responsibilities | | BIRT |

Program Committee – Attachment II

Proposed **Saturday** Schedule:

| FGFOA 2022 Sessions | | | Sessions | Minutes | Credits |
|---------------------------|-------|-------|----------|---------|---------|
| Saturday - Pre-Conference | | | | | |
| Sessions | 8:00 | 9:40 | 2 | 100 | 2 |
| Break | 9:40 | 10:00 | | | |
| Sessions | 10:00 | 11:40 | 2 | 100 | 2 |
| Lunch | 11:40 | 1:00 | | | |
| Sessions | 1:00 | 2:40 | 2 | 100 | 2 |
| Break | 2:40 | 3:00 | | | |
| Sessions | 3:00 | 4:40 | 2 | 100 | 2 |

Proposed **Sunday** Schedule:

| FGFOA 2022 Sessions | | | Sessions | Minutes | Credits |
|---------------------|------|------|----------|---------|---------|
| Sunday | | | | | |
| Sessions | 1:00 | 2:40 | 2 | 100 | 2 |
| Break | 2:40 | 3:00 | | | |
| Sessions | 3:00 | 4:40 | 2 | 100 | 2 |

Program Committee – Attachment II

Proposed **Monday** Schedule:

| FGFOA 2022 Sessions | | | Sessions | Minutes | Credits |
|----------------------------------------|-------|-------|----------|---------|---------|
| Monday | | | | | |
| Opening General Session | 8:00 | 9:40 | 1 | NA | 1 |
| Break | 9:40 | 10:00 | | | |
| Sessions | 10:00 | 11:40 | 4 | 100 | 2 |
| Standing Committee Meetings 11:50-1:00 | | | | | |
| Sessions | 1:00 | 1:50 | 4 | 50 | 1 |
| Break | 1:50 | 2:00 | | | |
| Sessions | 2:00 | 3:15 | 4 | 75 | 1.5 |
| Break | 3:15 | 3:35 | | | |
| Sessions | 3:35 | 4:50 | 4 | 75 | 1.5 |
| Networking 5:00-6:30 | | | | | |

Proposed **Tuesday** Schedule:

| FGFOA 2022 Sessions | | | Sessions | Minutes | Credits |
|------------------------------|-------|-------|----------|---------|---------|
| Tuesday | | | | | |
| Sessions | 8:00 | 9:40 | 4 | 100 | 2 |
| Break | 9:40 | 10:00 | | | |
| Sessions | 10:00 | 11:40 | 4 | 100 | 2 |
| Business Luncheon 11:50-1:10 | | | | | |
| (Past President's meeting) | 1:15 | 1:55 | 1 | 40 | 0 |
| Sessions | 2:00 | 2:50 | 4 | 50 | 1 |
| Break | 2:50 | 3:10 | | | |
| Sessions | 3:10 | 4:50 | 4 | 100 | 2 |

Final **Wednesday** Schedule:

| FGFOA 2022 Sessions | | | Sessions | Minutes | Credits |
|---------------------|-------|-------|----------|---------|---------|
| Wednesday | | | | | |
| Ethics | 8:00 | 11:40 | 1 | 200 | 4 |
| Sessions | 8:00 | 9:40 | 3 | 100 | 2 |
| Break | 9:40 | 10:00 | | | |
| Sessions | 10:00 | 11:40 | 3 | 100 | 2 |

Florida Government Finance Officers Association, Inc.

2021-2022 Education & Webinar Committee

Agenda Item



2021-2022

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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: October 20, 2021

Title of Item: Webinar Topics & Schedule

Executive Summary, Explanation or Background:

The Education & Webinar Committee has completed it's speaker selection. The final list of topics is attached. There are two topics which still require speakers. They are notated in the document.

Recommended Action:

None; informational only.

Name

Rebecca Schnirman

Date

October 20, 2021



Florida Government Finance Officers Association, Inc.

2021-2022 Education & Webinar Committee

Agenda Item

| Title | Description | Type | Date | Qty |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------------|-----|
| NO WEBINAR FOR OCTOBER (SOGF) | | | | |
| Are you prepared for the next cyber attack? and Fraud insights and prevention | This presentation will provide an overview of cybersecurity trends in today's environment, provide a forward look into upcoming threat trends, and provide an overview and best practice tips for preparing against these threats. During this seminar, a variety of topics will be covered, including fraud trends, check fraud, cyber fraud as well as impostor fraud. | TB | 9/23/2021 | 228 |
| 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 | |
| NO WEBINAR FOR JUNE (ANNUAL CONFERENCE) | | | | |
| 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 | |

****Need a Speaker**

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



2021-2022

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Kimberly Karback
Heather Larson
Yana Matiyuk
Bradley Newman
Colleen Scott
Andrea Simon
Brittany Sottile-Roe
Dennise Suarez
Danyel Sullivan-Marrero
Patricia Wilken
Liang Wu

Meeting Date: October 20, 2021

Title of Item: Legislative Committee Update

Executive Summary, Explanation or Background Information:

The Legislative Committee's activity is on pause until we draw closer to the Legislative Session in January. The Committee's first meeting is scheduled to occur in November.

Key Session Dates for 2022:

- October 11-22, 2020 – Tentative Committee Meetings
- January 11, 2022 – Regular Session convenes - 12:00 noon, 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

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

Stephen Timberlake

Stephen Timberlake

10/08/2022

Date

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



2021-2022

CHAIRPERSON

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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: October 20, 2021

Title of Item: Mentor Program Meetup Schedule & Topics

Executive Summary, Explanation or Background:

During last year the Committee revamped the Mentor program to provide more structure to the program, while also facilitating a place for the mentor and mentee to meet and share information. This agenda item is to provide the schedule and topics for the upcoming program year.

November 19, 2021

Careers in Government Finance and finding your place.

January 21, 2022

Creating Connections, Maintaining Communication, and Networking.

March 18, 2022

Difficult Conversations/Facing Adversities

May 20, 2022

Diversity & Inclusion in the Workplace what can I do better?

June 17, 2022

What makes a great Leader? Do I have what it takes?

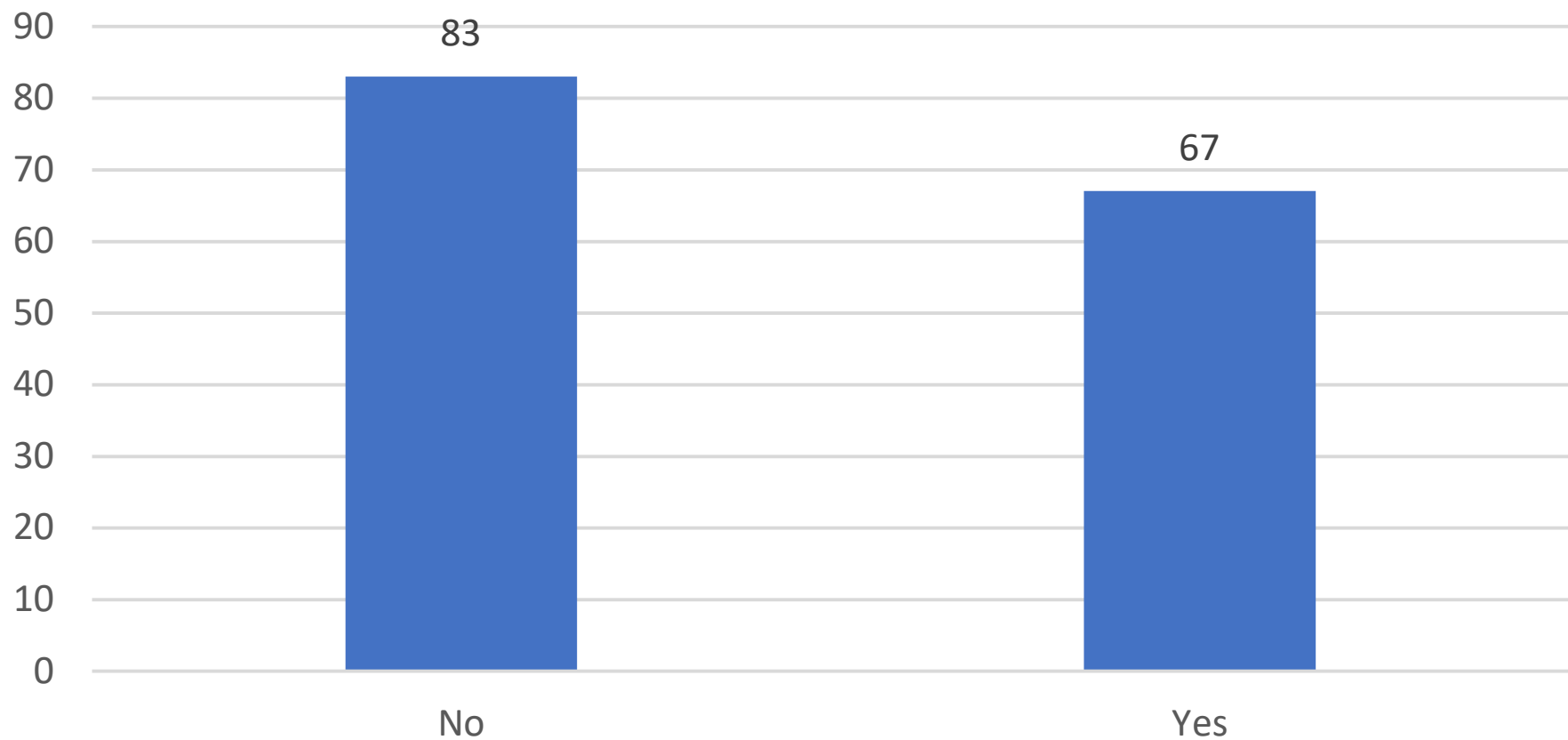
Recommended Action:

For review and approval

Lorrie A Arevalo
Lorrie A Arevalo

10/06/2021
Date

1. Are you currently, or have you ever served, on an FGFOA Committee





Florida Government Finance Officers Association, Inc.

2021-2022 Member & Leadership Development Committee Agenda Item

Mentor / Mentee Survey Responses

1 Are You Currently Or Have You Ever Served On A FGFOA Committee? If Yes Check Which FGFOA Committee You Have Served On

School of Government Finance (SOGF), Education & Webinar
Certification Committee, Member & Leadership Development
Certification Committee, Conference Program, Technical Resources
Conference Host
Certification Committee, Conference Program, Technical Resources
Education & Webinar
School of Government Finance (SOGF), Conference Host, Education & Webinar
Education & Webinar
Certification Committee, School of Government Finance (SOGF), Member & Leadership Development
Conference Host, Education & Webinar, Member & Leadership Development, Certification Committee
Conference Host
Conference Host
School of Government Finance (SOGF), Conference Host, Education & Webinar
Certification Committee
Legislative, Technical Resources
School of Government Finance (SOGF), Conference Program
Certification Committee
Conference Host, Conference Program
Conference Program, Education & Webinar
Conference Program
Certification Committee, School of Government Finance (SOGF), Legislative, Education & Webinar, Member & Leadership Development
Education & Webinar
Certification Committee
Conference Host, Education & Webinar
Technical Resources
Certification Committee, Conference Host, Conference Program, Education & Webinar, Legislative, Member & Leadership Development, School of Government Finance (SOGF), Technical Resources
School of Government Finance (SOGF)
Legislative
Conference Program, Legislative, Technical Resources
Certification Committee
nominating committee
Member & Leadership Development
Member & Leadership Development, School of Government Finance (SOGF)



Florida Government Finance Officers Association, Inc.

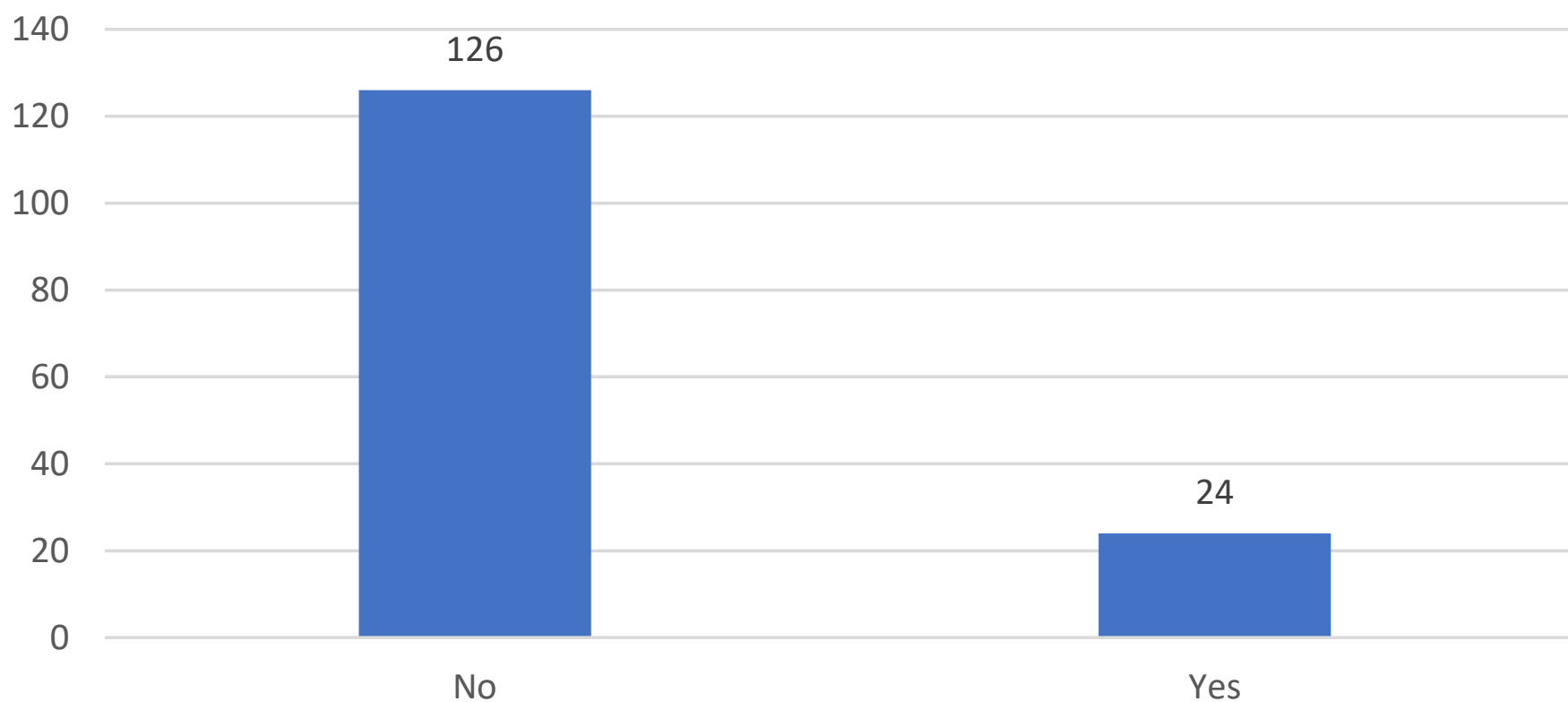
2021-2022 Member & Leadership Development Committee Agenda Item

Mentor / Mentee Survey Responses

Conference Program, Member & Leadership Development
Member & Leadership Development, Conference Host
Member & Leadership Development
Education & Webinar
Technical Resources
Member & Leadership Development
Member & Leadership Development
Certification Committee, School of Government Finance (SOGF), Member & Leadership Development
Certification Committee
Conference Program, Legislative, School of Government Finance (SOGF), Member & Leadership Development,
Education & Webinar, Conference Host
School of Government Finance (SOGF), Education & Webinar
Conference Host
Certification Committee, Conference Host, School of Government Finance (SOGF), Mentor/coach
Certification Committee
Legislative, Conference Host
Member & Leadership Development
Conference Program
School of Government Finance (SOGF)
Certification Committee
Conference Program, Legislative
Conference Host
Conference Host
Legislative, Conference Host

Conference Program, School of Government Finance (SOGF), Conference Host, Member & Leadership Development
Conference Program, Education & Webinar, Member & Leadership Development
Education & Webinar
School of Government Finance (SOGF), Education & Webinar
Technical Resources
Conference Program, Legislative
Certification Committee, Conference Program, Legislative, School of Government Finance (SOGF), Education &
Webinar, Member & Leadership Development, Technical Resources
Certification Committee
Legislative
Certification Committee
Conference Program

2. Are you Currently, or have you ever, served as a Chair or Co-Chair on an FGFOA Committee?





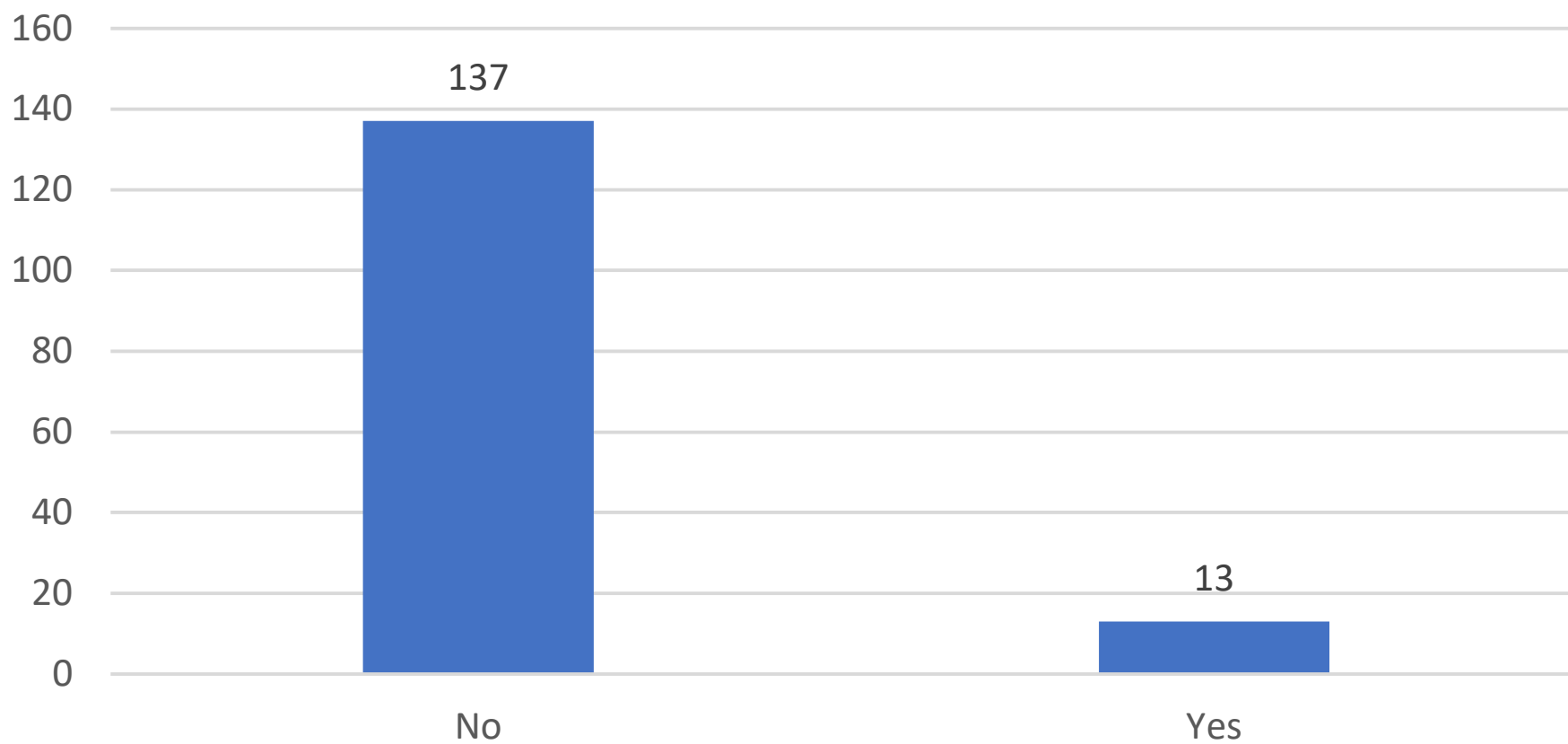
Florida Government Finance Officers Association, Inc.
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Mentor / Mentee Survey Responses

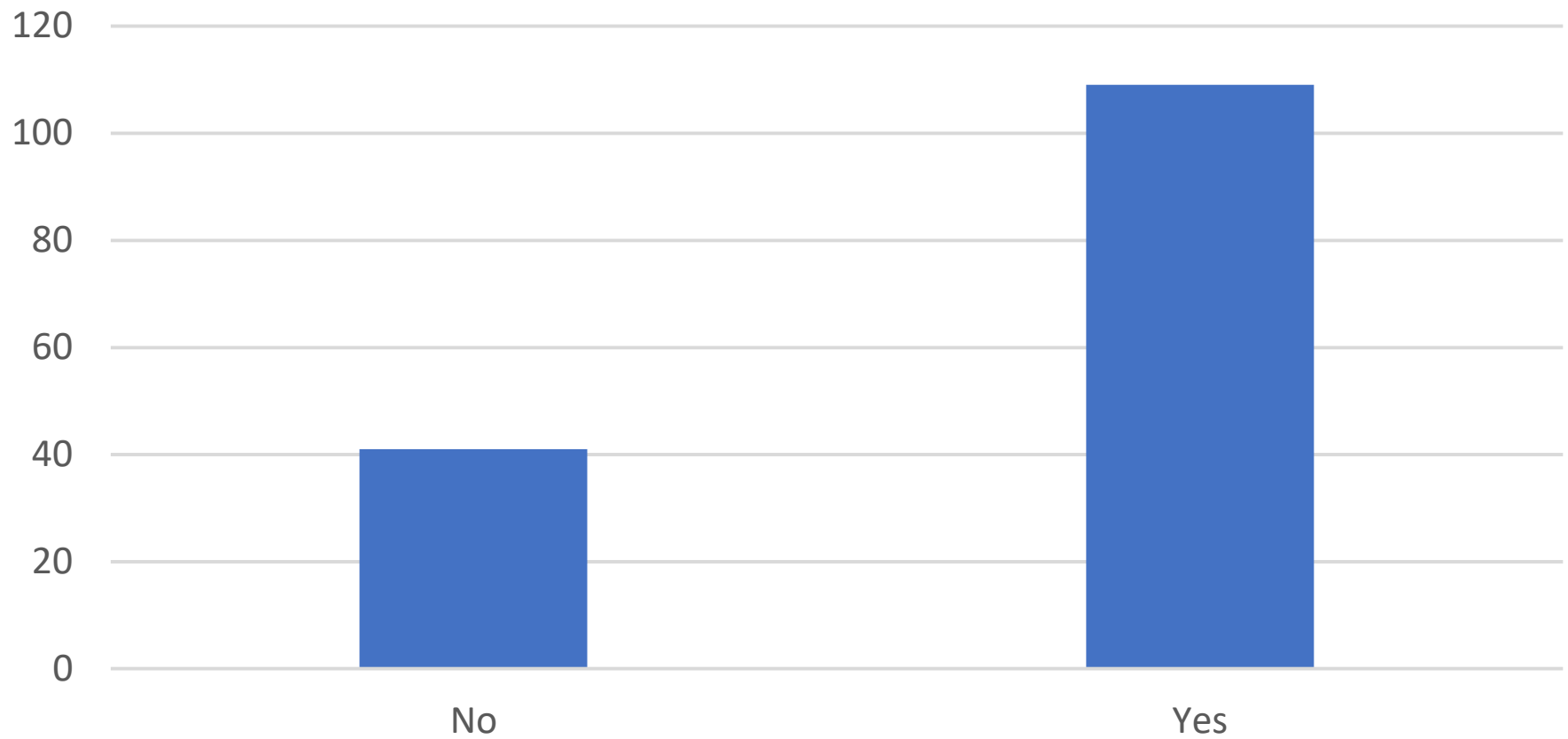
2 Are You Currently Or Have You Ever Served As A Chair Or Co-Chair On A FGFOA Committee? If Yes, Check Which FGFOA Committee Have You Served As A Chair Or Co-Chair

School of Government Finance (SOGF)
Certification Committee
Certification Committee, Small Government
Certification Committee, Technical Resources
Technology
Education & Webinar
Conference Host, Education & Webinar
School of Government Finance (SOGF), Conference Host
Certification Committee
Conference Program
Certification Committee
Legislative, Conference Host, Conference Program, Technical Resources
Legislative
Technical Resources
Member & Leadership Development
Technical Resources
Certification Committee, Member & Leadership Development
Conference Program
Conference Host
Conference Host
Legislative
Conference Program
Conference Program
Member & Leadership Development

3. Have You Participated In The FGFOA Leadership Program



4. Are You Currently A Member Of Another Professional Organization





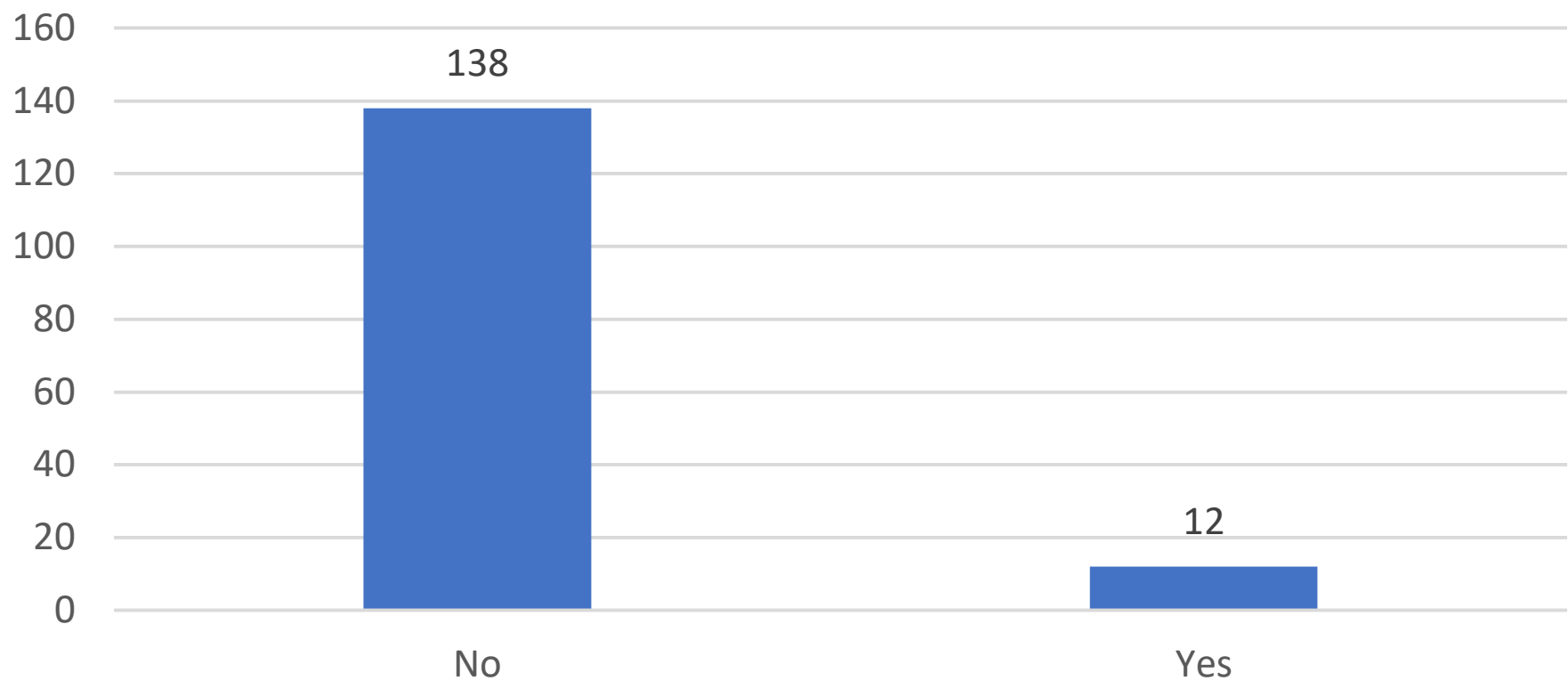
Florida Government Finance Officers Association, Inc.
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Mentor / Mentee Survey Responses

4 Are You Currently A Member Of Another Professional Organization? If Yes, Please Check Which Professional Organizations Are You Currently A Member Of

Water Environment Federation and the Public Supply Advisory Committee
Accounts Payable Association (APA)
Accounts Payable Association (APA), Association of Government Accountants (AGA), Big bend chapter FGFOA
Florida Tourist Development Tax Association
Government Finance Officers Association (GFOA), Association of Certified Fraud Examiners
Government Finance Officers Association (GFOA)
Accounts Payable Association (APA), Government Finance Officers Association (GFOA)
Government Finance Officers Association (GFOA)
Accounts Payable Association (APA), Florida Public Transportation Association
Accounts Payable Association (APA)
Government Finance Officers Association (GFOA), American Institute of CPA (AICPA), Florida League of Cities
American Institute of CPA (AICPA), Government Finance Officers Association (GFOA)
American Institute of CPA (AICPA), Florida Institute of CPA (FICPA)
American Institute of CPA (AICPA), Florida Institute of CPA (FICPA), FGFOA Big Bend Chapter
Accounts Payable Association (APA)
American Institute of CPA (AICPA)
National Association of Black Accountants (NABA)
Government Finance Officers Association (GFOA), ICMA
Accounts Payable Association (APA), Florida Institute of CPA (FICPA), Government Finance Officers Association (GFOA)
ICMA, Florida Redevelopment Association
Accounts Payable Association (APA)
Institute of Internal Auditors (IIA), "FICPA , ALGA"
Florida Institute of CPA (FICPA), Government Finance Officers Association (GFOA)
Government Finance Officers Association (GFOA), Florida Court Clerks & Comptrollers (FCCC)

5. Are You Currently Serving As An Officer Or Chairperson Of Another Professional Organization





Florida Government Finance Officers Association, Inc.
2021-2022 Member & Leadership
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Mentor / Mentee Survey Responses

5 Are You Currently Serving As An Officer Or Chairperson Of Another Professional Organization? If Yes, Check Positions You Currently Hold In Other Professional Organizations

Chairperson

Treasurer

Chairperson

Secretary

Chairperson

Board member

Treasurer

President

Chairperson

President

Regional Chair

Board Member

Board Member

Secretary



Florida Government Finance Officers Association, Inc.
2021-2022 Member & Leadership
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Mentor / Mentee Survey Responses

6 How Did You Hear About FGFOA?

Through the City of North Port

co workers

Through work

1996! Bob Inzer; Jimmy Meyer; Renee Smith, Jim Moye, Teresa Bilek, Bill Underwood, Bob Johnson, Rob Garner, Mark Fostier, etc.

City of Tampa

From the FGFOA in 2007

Everyone in my office was a member

Research

Been a member for a long time.

Colleagues

Colleagues over the years.

Member since early 1990's

A few years ago a co-worker told me about the organization.

District mailing

Supervisor

From a co-worker

Work

Through my employer

Supervisor

Early in my public service career, my manager introduced me to the organization.

my employer

I've known about FGFOA since starting my first job in County government in 1996.

When I started my career in government accounting my boss introduced me to this organization work

I was introduced to FGFOA by Clerk/Finance Director Steve Wofford who served as City of Wauchula Clerk from 1996 to 2000 and moved to Tallahassee to become the Executive Director of FGFOA previous to Jeannie Garner's term as FGFOA's Executive Director.

I am a Member since 2013; heard through my employer (Clerk's office)

Members of my current office were already members.

County government

Former Finance director Of WPB.

On the job.

Employer

Through my employer, the Budget and Finance Department of a municipality.



Florida Government Finance Officers Association, Inc.

2021-2022 Member & Leadership

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Mentor / Mentee Survey Responses

work

My department encourages membership.

Through City Employment

My coworkers, many moons ago

Employer

Originally through my peers.

MY MUNICIPAL DIRECTOR A MEMBER OF FGFOA

Employer

Through my Employer

I've been a member of FGFOA for many years.

Local web search years ago.

Employer

National GFOA

From my workplace. Our department has several members.

Purvis Gray has been active in the FGFOA for many years.

My first public accounting job introduced me since we audited local governments

Colleague

Through GFOA - All state associations for GFOA are excellent and provide excellent benefits and training to membership.

Thru a friend within the organization

Through supervisor, about 21 years ago.

Work

FGFOA Presentation given by Darrel Thomas and Shannon Chessman at FAU while I was a student.

Based on our client base which includes several municipalities

Through my colleagues at the City of Boca Raton.

Work

I heard about FGFOA through conversations with peers in other counties and cities

long time member

Colleague upon starting position in FL government organization in 2015.

Colleagues

Through my colleagues

I have been performing audits of local governments for the last 14 years. I have had the opportunity to attend several conferences.

Work

Former Finance Director

Co-worker

My Director introduced me to FGFOA when I started at the Charlotte County Sheriff's office in March 2009. I have been a member since 2009 or 2010.



Florida Government Finance Officers Association, Inc.
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Mentor / Mentee Survey Responses

Coworkers were members and CGFO's.

Employer

Colleague in another government entity

Florida League of Cities

From co-workers who are members

Online

Joined many years ago. Do not remember.

Years ago when I started working in local government.

Work

Previous employer

From a co-worker many years ago

Through other members

Employer

My colleagues

Been an active member for 15 years.

At work

Colleagues

Assumed it existed based upon my experience in government finance in another state.

Through work

My Director told me about the organization

Member for years. Learned at UCF about FGFOA

Through my boss.

suggested I join by new boss when I left public accounting

Another member

I was a member when I first worked in the municipal government.

Coworkers

From my employer years ago.

Work

Been a member for a long time.

Once I started working with the City of Fort Lauderdale a little less than 2 years ago, I was introduced to this organization.

Colleagues told me about it.

Coworkers

GFOA

Through a coworker many years ago.

Work

Colleagues

I was a member of Connecticut GFOA and looked up Florida, as I was planning to move.



Florida Government Finance Officers Association, Inc.
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Mentor / Mentee Survey Responses

Through employment

Member for many years

Co workers

through GFOA

I have been a member since I entered public service.

At our organization.

Been a member for 5+ years.

Employer

Colleague

From my Director at the time Tom Klinker

Office

Another member

Through work

Membership included all members of our Audit & Mgmt. Services Department at Miami Dade County

It was suggested I join when I got my job with the City of Ocala.

Work

Many years

Employer

From my colleagues at work

Through my employer several years ago.

Through my first governmental employer, 34 years ago.



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Mentor / Mentee Survey Responses

7 Why Did Decide To Join FGFOA?

I am a life long learner and want to stay current on issues affecting finance.

at the direction of the City Manager

The CPE offering and networking.

Love!

Professional Development

Office elected for all employees to become members.

2007

I saw the value of an organization of professionals performing the same tasks as me

Networking and education

Networking

Recommended by colleagues at my municipality to increase my education of government accounting.

Networking and information.

networking and free webinar offerings

Finance Director suggested department join

For career development

Thought it would be a good source of educational opportunities and for networking

Training opportunities and to keep current with matters affecting my job responsibilities

Employer recommended

Education and networking

To stay abreast of current issues.

For the educational, training and networking opportunities.

networking and help others

I recently returned to work in the government sector, and membership was provided by my current employer/department.

to learn more about government accounting and to network with my peers.

CGFO program and continuing education

I needed the specific training in governmental accounting FGFOA School of Finance and Annual Conference provided.

To stay current with events affecting local governments in Florida. For their excellent and affordable education opportunities. To meet other people who serve in their local governments. And to stay abreast of legislative issues. learning and networking

Members of my current office were already members.

My employer provides membership.

Need to stay current on governmental accounting and finance related issues.



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For continuing education.

Great training opportunities and networking with other government agencies

For professional growth, training, education, and to build relationships with other municipal budget and finance professionals.

work requirement

I joined for the networking and learning opportunities.

Opportunity to network and notification of important issues affecting Municipalities

It's a great resource!

Employer encouraged

For the governmental accounting focused CPE and information.

CONTINUE EDUCATION AND LEADERSHIP

Educational opportunities

Employer's decision

To establish professional network relationships and for the professional educational opportunities and resources.

Conference and online training, updates, professional reading.

Employment requirement

Local connections, networking in the state and local GFOA membership associations.

Information updates, working on my CGFO certification, conferences.

Networking with government finance and accounting personnel, continuing professional education and using resources of the FGFOA.

To learn more about the profession and network.

Related to my job responsibilities

Quality organization.

I love the classes online they are really helpful and educational

Networking and educational opportunities.

Professional relationships and development

Being a student- almost graduating, I wanted to start networking and be able to obtain a position in Government Finance.

CPE and stay current on changes in the industry

Networking, Education, keeping abreast of changes in government finance.

CPE and Leadership Opportunities - Involvement with other Leaders

I wanted to be a part of an organization where I can expand my knowledge, mentor others, and build relationships with others in this field.

learning and networking opportunities

FGFOA offers outstanding opportunities to interact with other professionals in the FL government area. And the FGFOA offers outstanding CPE opportunities.

Give back and professional opportunities



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Professional development

I originally joined to attend the conference and obtain the new letters. I continue to be involved for that reason and to give back to the community that I have become so involved in.

Gain leadership experience.

My former Finance Director encouraged me to join. He stated that it would benefit my career in government.

I really enjoy attending the conferences.

To learn more about governmental accounting and subsequently stay up to date.

To become a CGFO and learn more about governmental accounting since this is my first public sector job.

Employer

Florida relevant information and education offerings

Education, networking, current trends and changes within the public finance industry. Served as Director of Finance for a municipality from 2002-2012.

For CPE/local training

Insight from other agencies on their policy and practices

Renewals due to valuable information and access to annual conference.

Because I work in local government finance -- continuing education and accounting policy resource for the profession.

Originally encouraged or required by boss. But there is value in the CPE and networking. I like the free webinars. They are informative and no travel / expense required. I also liked the virtual seminar this year, especially the keynote speaker.

Professional development, networking opportunities

To keep abreast of changes/issues pertaining to local governments in Florida

Information highly targeted to Florida government finance professionals

Employer registered me

For educational and networking opportunities

My employer was active in the organization.

Continuing Professional Education source

Networking

Professional development, meeting other government professionals and networking.

Professional development and to get connected with other Florida finance officers.

Early in my career, I wanted to take advantage of the many learning opportunities offered and network with peers. My Director suggested that I join.

Networking and keeping up with Government Financing

Through my bosses suggestion when I began my career in Governmental Accounting.

boss told me to

Access to industry specific CPE topics

For local training and updates



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Webinars provide useful information

Employer required

To learn and network with others regarding government finance.

Educational Development and Networking

I was encouraged by our department head.

Training and network opportunities

Cpe and networking

Low cost, educational opportunities, networking possibilities, peers would experience similar issues related to State legislative matters

Working in Florida

For the networking and education opportunities

Recent promotion

Great association of professionals. Great leadership opportunities. Great training.

Once I decided to relocate to Florida

This was one of the benefits provided

Great networking, good training offered at a reasonable rate.

Great way to stay informed on latest updates and opportunities to network
professional development

To learn more about governmental accounting as I came from the private sector. I also wanted access to network with peers & consultants.

To gain insight in Public Sector management and accounting. To educate myself on career possibilities and look for mentoring opportunities.

Resource for current position.

Peer networking

Interested in learning more about government finance.

Originally at the direction of my director; now because it is a wealth of resources.

It provided CPE educational classes.

Professional contacts and ease of access to information

Part of Work

Keeps me up to date on FLORIDA current Legislation and issues through excellent webinars.

The City of Ocala is very involved.

Training & networking

Thought it would be a good resource in Florida

Education

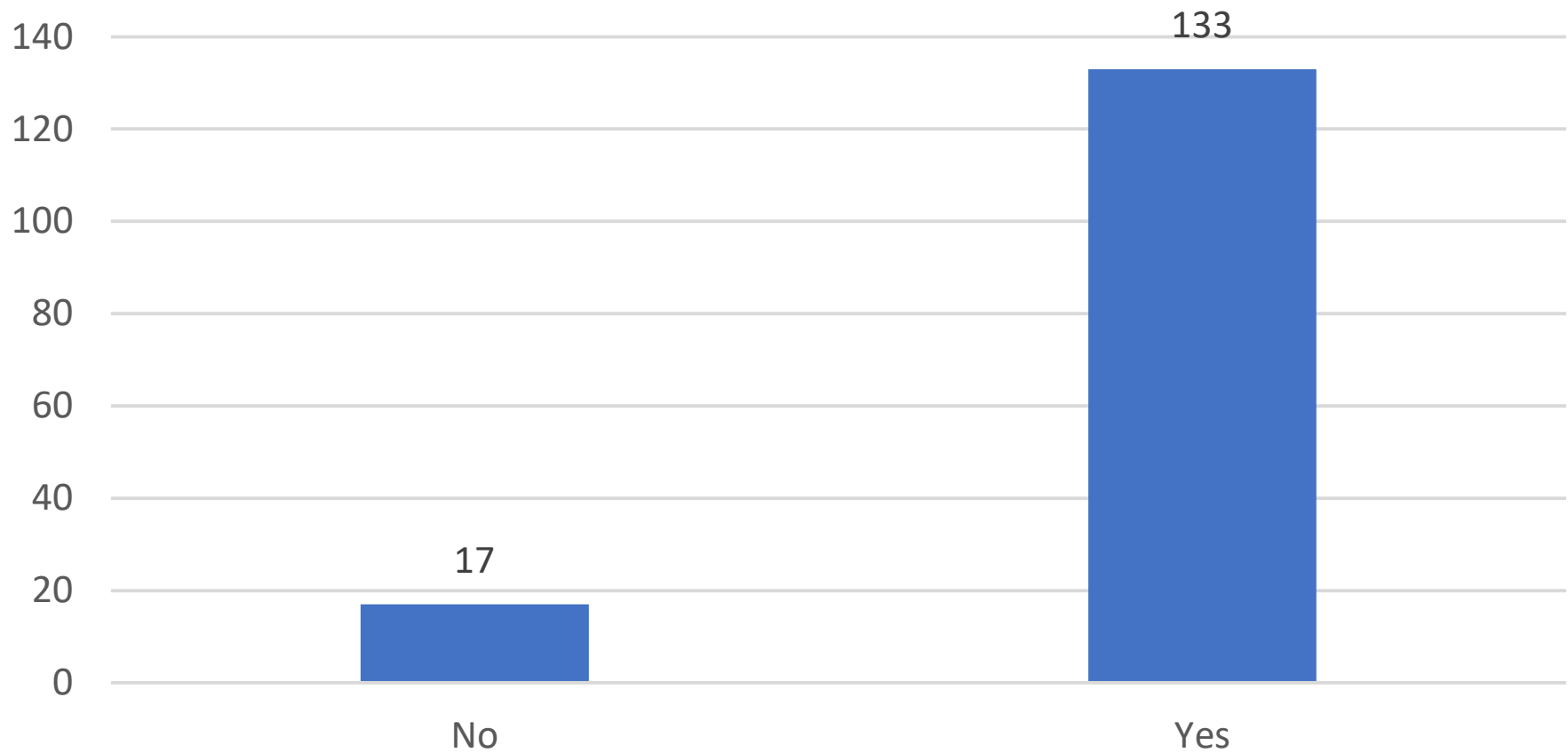
Access to webinars and educational opportunities

To support the profession, networking, professional development, etc.

My employer signed me up.

I've been a member 10+ years

8. Does Your Employer Support Your Interest With Other Organizations?





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9 What Can FGFOA Do Better As An Organization?

Keep on keepn' on! Dude!

Continue online webinars and provide links to allow access to archived presentations.

Also, perhaps create forums where organizations can access insight from other entities and provide insight to practices and opinions. (i.e. discussions on if entities would consider a complete roof replacement R&M or allowable for capitalization w/ write-down on existing building asset.)

I'm satisfied

Given the constraints of a voluntary organization during a pandemic, I believe the FGFOA is doing a great job. Continue to provide the free cpe courses for membership.

Offer a 4 hour investment webinar for those of us who need 8 hours per year, more management training, more AA CPE webinars.

Many of us are still not traveling to conferences or do not have an active local chapter due to Covid. More virtual opportunities need to be provided either by the State or local chapter.

More training opportunities of new GASB.

1. Improve on responsiveness/response time to member emails.
2. Keep website up to date with current information.

training to help us with fgfoa certification

I haven't had very much exposure to FGFOA since returning to government employment, so I can't provide suggestions with any basis to draw from. I will be attending the conference in Daytona Beach in October however!

I think FGFOA is doing a great job as an organization. Membership involvement needs to improve however I think the organization has done its best to engage the membership.

Continue to provide the unique and specific training governmental officers and staff need to maintain the integrity and ethical behavior required to meet the current everyday challenges of the public finance environment.

I am grateful for everything that FGFOA does. The online educational opportunities have been a particular blessing during the pandemic. Thanks!

More events would be nice. I feel like maybe my memory is skewed because of the pandemic, but I feel like we don't have as many webinars or in person meetings as we used to. However, I would rather have quality over quantity, and FGFOA always delivers in that aspect.

Continue webinars training and promote ListServe as a good information exchange.

Offer webinars on different days. Every organization seems to offer Thursday at 2pm.

I would like to see more in-person opportunities.

No suggestions at this time



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Provide Boot Camps with bigger venues. We have so many new governmental accountants that need the training.

Continue to lobby GASB for meaningful change / updates.

Support equitable salaries commensurate with the complex requirements of governmental accounting.

MORE DIVERSITY IN GFOA BOARD

I enjoy the trainings that I have taken so far.

Continue to keep us up to date on Legislative and Accounting changes.

I am an ICMA-CM and consider FGFOA resources an essential part of my on going professional development.
The best value of any of my professional development investments!

Keep up the Great Work!

Lyndon L. Bonner

Once return to pre-pandemic levels (if ever), return to on-site seminars and workshops.

Many of the local government clients of Purvis Gray want to attend the FGFOA Boot Camp which currently requires interested parties to sign up for a lottery. I have personally taught at the Boot Camp. The FGFOA should have unlimited enrollment for attending the Boot Camp and find venues for increased attendance. The lottery is not an effective way to offer services to many of those who are newcomers to governmental finance and accounting positions.

More on demand training.

You provide spot on training at the times we need the training. The conferences are wonderful, just wishing in person will return very soon.

Have more classes on the things that you do everyday in accounting and actually answer your question after the seminar

I have always wanted to obtain CGFO certification, however, the timing of the testing has made it difficult for a finance staff in smaller organizations. We have year-end and financial reporting responsibilities in the Fall and budget responsibilities in the Spring, making it difficult to get away from the office. The CGFO review sessions typically occur in the middle of budget meetings in March and we are unable to attend.

Nothing I can think of in the moment. The organization is great! Proud to be a member.

I am not sure where it lacks, therefore, do not know where or how it can improve.

Additional Trainings for Leadership improvement, webinars on financials basics for those coming into Government, Team building activities to follow in each organization (COVID related acceptance of a new normal)

Improve communication: I have signed up for various committees and have yet to hear back on my applications. Karen is fantastic but she is only one person. I, like others, are very interested in seeing this organization expand but it is difficult to do so if communication barriers exist. Similarly, I have tried joining the local chapter and my peers have emailed the president on my behalf. I have yet to hear back or receive an email.



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More free learning opportunities

Marketing

FGFOA does an amazing job, not sure how you can improve.

I think FGFOA does a wonderful job of communication and education. Because Independent Special Districts are face unique challenges due to the smaller size and single purpose, we have organized quarterly finance meetings specifically for special fire districts.

N/A.

The new registration process for webinars is cumbersome. When I register for a webinar, I do not receive an email with a link to join the webinar. I have emailed the contact person listed for assistance and she does not bother to respond.

I think FGFOA does a great job.

I have no advise on what FGFOA can do better. I think any lack of participation is due to heavy workload. This is my case. I'm constantly treading water working 50 to 60 hours a week having to deal with hurricane reimbursements, COVID-related grant accounting, pressure to plan strategically, pressure to be transparent on the web site. Finding and retaining staff to assist is a constant challenge.

I'm sure there is something, but I can't think of anything.

In the current times dealing with COVID, it's hard to have in person events (which I feel are most effective). I suggest more webinars and the opportunity to watch webinars on-demand.

Can not think of anything at this time.

Continue the annual conference and the school of government. They are excellent learning and networking opportunities

I wish the SOGF would be held in a different month other than October (e.g. January) because October is a busy month due to yearend closing.

Increased options for certification. E.g. offering recorded web-based classes for CGFO. Online testing for same. Candidates often aren't able to do this self development when it's offered during normal business hours and would be willing to do their professional development on their personal time.

Expand and improve its CGFO program. When I took the test about five years ago, I found the course materials were very limited. I was looking for more practice questions to use in preparation for the exams.

Thank you.

More training opportunities offered throughout the state.

Offer webinar broadcast seats for bootcamp - I am new to governmental accounting and desperately need some CPE to help me get up to speed with the basics.

Nothing in particular. As far as I can see, you are doing all things well.

I am new, so nothing that I know of.

Nothing, great group

Be a little more timely in communication.

Make the conferences more focused on training, less on parties



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More CPE and timely distribution of CPE certificates. I have times where I never receive the certificate even after following up multiple times.

Make the website easier to navigate. I can never find login information and usually have to go to the link that was emailed to me when I applied for membership.

There is one person listed to contact for questions, but no email or telephone #.

I believe that all individuals who have passed the national CPFO certification should be granted the CGFO and not be required to be tested again on the same skill set. We need to educate the public about the importance of these certification so that they elevated to the same level as a CPA.

Sometimes the organization appears "clicky"

I look forward to the opportunity to network in person with other members of FGFOA.

More CPE events

The webinars offered are a huge asset to individuals who need CPE credits. If available from a planning/cost/expert perspective, I would like to see more advanced CPE classes. I have been a member of FGFOA for over a decade and have seen some classes repeated often. I understand they can be very beneficial to those new to government finance, but I would appreciate more advanced classes as well.

Doing a great job as is

I think that we are doing everything that we can considering the virus challenges over the past year and half or so. I'm not sure yet, since I have just become a member.

As a past President, I do not feel as connected to the organization as I have in the past. I know that the current leadership is doing a fine job, I just don't pay attention to the details like I once did. Not sure if this is anything that can be addressed really, its just an observation.

Hold conferences at a time when we are not in the middle of budget. I have had to miss several due to the timing of our budget workshops. Virtual training has been a big help, but miss the social interaction and making connections. Hold more online events.

Doing a great job! I rely more on FGFOA than GFOA. GFOA is too big and too expensive to deal with.

Encourage small local committees

More webinars, better local sections (I am in a county without one). FGFOA should seek to enter into partnerships with other non-accounting associations to help gain members & have the perspective of industry leaders in different aspects of government. It would also be great if the annual conference could start on a Monday instead of Sat. and include a better variety of classes as many of them are similar.

The FGFOA is doing an amazing job with providing us tools when we need them and how we can use them. The CGFO exams need to be offered more frequently and choosing between sessions at the FGFOA SoGF that I want to attend and the CGFO review classes has not been easy. Possibly look into adding them as an extra a day or two for review and exams over the following Saturday or Sunday?

I think you are doing an excellent job. The webinars and conferences are very informative.



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I love this organization. They make it easy to sign-up for classes and are prompt in sending out emails.

Encourage municipalities to support membership in this important organization.

Networking and providing resources for various topics (trim, grants, etc.)

Lack of responsiveness to emails regarding CPE

Keep in person training.

A better tracking system for the CGFO Exam. I have taken multiple tests more than one time and didn't need to.
Also a more frequently testing would be awesome!

Florida Government Finance Officers Association, Inc.

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2021-2022

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Christopher Kessler
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Liliya Sablukova
Gittanjali Sookdeo
James Tizzo
Les Tyler
Terrence Vecchio
Larry Webb
Joseph Welch
Mark White

Meeting Date: October 20, 2021

Title of Item: Update

Executive Summary, Explanation or Background:

The Technical Resources Committee:

- Finished updating the *Basic Government Resource Manual*. Submitted for approval at the October Board meeting.
- Continued to monitor the landscape of government finance for changes to bring to the members' attention:
 - i. Have worked with Jill Walker and the League to disseminate e-bulletins regarding notices of authoritative updates and participation invitations:
 - a. "New GASB Fact Sheet on Note Disclosures"
- Continued responding to technical inquiries and request of financial information:
 - i. 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) invitations to comment. Subcommittees/ project teams were 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 (**Completed**)
 - b. GASB's [Project No. 32-1, Accounting Changes and Error Corrections](#) Exposure Draft – due 8/31/21 (**Completed**)
 - c. GASB's [Project No. 37-1, Omnibus 20XX Exposure Draft](#) – due 9/17/21 (**Completed**)
 - d. GASB's [Project No. 3-34 Note Disclosures Revised Exposure Draft](#) – due 10/15/21 (**In progress**)
- Have solicited for committee member testimonials regarding committee participation per President Ramsey-Chessman's request.

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- The committee will be having a quarterly committee-wide meeting in November.

Recommended Action:

For review and approval

Ryan Bernal

09/29/2021

Ryan Bernal

09/29/021

[illegible]

NEXT MEETING:

February 4, 2022 Location TBD



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