

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**April 8, 2022**

The meeting of the FGFOA Board of Directors took place at the Bohemian Hotel in Celebration, on Friday, April 8, 2022.

**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, Jonathan 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, Missy Licourt, Budget Director, St. Johns River Water Management District  
Director, Olga Rabel, Inspector General, Clay County Clerk of the Circuit Court and Comptroller  
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, Director of Finance & Accounting, Osceola Clerk of Court & Comptroller

**COMMITTEE CHAIRS**

Jeremy Baker, Certification  
Sharon Almeida, Conference Host  
Nicole Jovanovski, Conference Program  
Rebeca Schnirman, Education and Webinar  
Stephen Timberlake, Legislative  
Lorrie Arevalo, Member and Leadership Development  
Nicole Gasparri, SOGF 2022  
Ryan Bernal, Technical Resources

**CHAPTER PRESIDENTS**

Melissa Licourt

**STAFF**

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

**CALL TO ORDER**

There being a quorum, President Ramsey-Chessman called the April 8, 2022, meeting of the FGFOA Board of Directors to order at 9:00 am.

**PRESIDENT REPORT**

**Minutes**

Mrs. Ramsey-Chessman presented the minutes from the February 4, 2022, FGFOA Board meeting for review.

**Ms. Burns moved, seconded by Mr. Colvin, to accept the minutes as presented for the February 4, 2022, meeting. Motion passed unanimously.**

### **PRESIDENT-ELECT REPORT**

#### **2022-2023 Committee Chair Selection**

Mr. McKinney presented his 2022-2023 Committee Chair selections. It is noted that the period for nominations had not closed at the time of the meeting. After discussion, it was decided to table the final approval until the nomination deadline has passed.

### **SECRETARY TREASURER REPORT**

#### **Financials – 12/31/2021**

Mr. DiPaolo presented the FGFOA Financials for the period ending 12/31/2021.

**Ms. Rabel moved, seconded by Mrs. Strickland, to approve the December 31, 2021 financials as presented. Motion passed unanimously.**

#### **Ad-Hoc Committee Review of FGFOA Policy and Procedures Document**

Mr. DiPaolo noted that at the February 4, 2022, Board meeting, President Ramsey-Chessman established an ad-hoc committee to review the FGFOA Policy and Procedures document and recommend changes, including expectations for Committee Chairs & Directors and meeting participation guidelines. Mr. DiPaolo presented the final red line and clean versions of the recommended Policy and Procedures document based on this ad-hoc committee recommendation. There was discussion to make edits to page 6 where it states, “The recommendation for the Lifetime Achievement award must be presented to the Board of Directors for approval.” Typically, the Lifetime Achievement Committee reviews the nominations and selects the winner independent of Board approval.

**Mr. Colvin moved, seconded by Ms. Licourt, to approve the updated Policy and Procedures document after removing this section to be discussed at Strategic Planning. After further discussion, this motion was withdrawn by Mr. Colvin.**

**Ms. Licourt moved, seconded by Ms. Burns to approve the Policy and Procedures document upon removal of the words “for approval”. Motion passed unanimously.**

### **EXECUTIVE DIRECTOR REPORT**

#### **Annual Conference Pricing Adjustment**

Mr. Shamoun noted the original pricing for the 2022 FGFOA Annual Conference presented at the February 4, 2022, Board meeting was shown incorrectly. He presented the corrected registration prices.

**Mr. Cahen moved, seconded by Ms. Burns, to approve the corrected pricing for the 2022 FGFOA Annual Conference. Motion passed unanimously.**

#### **2021 Audit**

Mr. Shamoun presented the annual audit as prepared by Shorstein and Shorstein, PA and unanimously approved by the audit committee. FGFOA received a “clean” audit for 2021 with no issues raised by the auditors.

**Mr. Colvin moved, seconded by Ms. Rabel, to approve the 2021 Audit as presented. Motion passed unanimously.**

### **COMMITTEE CHAIR REPORT**

#### **Conference Host Committee**

Ms. Almeida presented the Conference Host Committee report stating they are finalizing the performers for the Opening General session. They still need someone to perform the invocation. She recommends a tumbler as the welcome gift at Annual Conference. Mr. Shamoun notes there will also be a bag celebrating the 100<sup>th</sup> year of the Florida League of Cities. The board noted their approval of these items.

#### **CGFO Certification Committee**

Mr. Baker gave a review of the committee's accomplishments concerning CGFO candidates and scheduling spring exams which will be held April 29, 2022. He noted the summer exam will be held at the 2022 FGFOA Annual Conference on June 25, 2022. The committee is continuing to research the possibility of using a testing center for future exams. There was much discussion regarding the guidelines for testing centers to limit the possibility of cheating. Mr. DiPaolo requests the cost of testing centers be compiled and brought back to the Board for review and approval. This comparison would include cost based on the frequency of testing, does it limit the number of attempts, and asked the committee to consider whether it will be a 5-year timeframe to pass all 5 exams.

#### **Ethics Exam Alternative for CGFOs**

The current FGFOA Policy and Procedures document requires certificate holders to pass an open book Code of Ethics for Public Offices and Employees Examination to maintain their CGFO certification. Only after failing the exam twice are certificate holders able to complete the online training course or an equivalent training course as approved by the FGFOA Board. The committee presented a change to the current Policy and Procedures which allows the acceptance of equivalent training courses as an alternative to requiring the completion of the open book exam. Mr. Colvin noted concern that an attestation to the FGFOA code of ethics would be potentially missing from the "equivalent training" course that would be taken by the certificate holders. The Board requested that the committee revise and bring back for final approval the CGFO renewal form and the Policy and Procedures document.

**Mr. Colvin moved, seconded by Mrs. Strickland, to approve the change to the FGFOA Policy and Procedures document as presented with a modification to include an attestation statement to the CGFO renewal form. Motion passed unanimously.**

#### **Proctors for Certification Exams**

Certification Exams for Certified Government Finance Officers have been proctored by CGFOs. With an expansion of the testing opportunities over the past several years, there have been increasing needs for proctors. This was done in part to maintain integrity of the exams and limit access to the exams. The Certification Committee recommends the use of other non-CGFO volunteers, such as FGFOA Committee members or staff, to supplement the CGFOs proctoring exams. To use other volunteers, the testing would still need to be overseen by a CGFO and the tests would need to remain in the care and custody of a CGFO. The committee recommends any use of a non-CGFO would need approval from the Certification Committee Chair and the Certification Committee Board Liaison. Further discussion included whether online testing could be made available reducing staff hours and increasing member satisfaction. The Committee has done cost comparisons in the past but has not made a recommendation to the Board. Mr. DiPaolo requested the Committee to bring a cost comparison back to the Board.

**Mr. McKinney moved, to approve the use of a non-CGFO certified person as a second person in the room for testing.**

After further discussion, **Ms. Licourt modified the motion to state the non-CGFO certified proctor cannot now, or in the future, be eligible to take the exams (ie: not in finance), provided the proctor does have CGFO certification. Mr. McKinney approved the modification, seconded by Ms. Burns. Motion passed unanimously.**

**Conference Program Committee**

Ms. Jovanovski gave the Conference Program Committee report which included the current program including speakers as assigned to their sessions with concern that they committee may need to find new speakers for the GASB session. The current speakers have a scheduling conflict and are not able to speak on Sunday as previously scheduled. After discussion, it was decided the session may need to move to a mid-week timeslot to accommodate them. The committee will work with the current speakers to determine the best course of action.

**Member and Leadership Development Committee**

Mrs. Arevalo gave a review of the mentor program stating they have revamped it adding 5 new topics for discussion with 3 remaining sessions, providing those upcoming dates. This program has had great participation. She made the presentations and handouts available to all who can use them.

**School of Governmental Finance Committee**

Ms. Gasparri gave the School of Governmental Finance Committee report where she highlighted one of their subcommittees efforts to meet deadlines. They are meeting soon to get their topics organized.

The hospitality suite at SOGF has had theme nights and activities throughout the week in the and this subcommittee would like to continue doing that. They would like to have a "Monday Night Football" and "Game Night". The Board said yes to both ideas.

There was also a request to have the Ethics exam administered at the 2022 School of Governmental Finance. The Committee felt that could be accommodated and will be included in planning.

**NEXT MEETING**

The next meeting of the Board of Directors will be held on Friday, June 24, 2022, at the Rosen Shingle Creek in Orlando. It will be held in conjunction with the FGFOA Annual Conference.

ATTEST:



---

Frank DiPaolo, Secretary/Treasurer