



Florida Government Finance Officers Association, Inc
Meeting of the Board of Directors

Friday, August 18, 2023

**Courtyard by Marriott, Downtown Orlando
730 North Magnolia Avenue**

**Magnolia Room
9:00 am**



FGFOA Mission

The FGFOA is dedicated to being your professional resource by providing opportunities through Leadership, Education, Networking and Information

Leadership

- Providing opportunities for individual development
- Recognition of the FGFOA's governmental finance expertise
- Recruiting, mentoring and promoting leaders within our organization
- Recognizing member achievements

Education

- Creating balanced and cost-effective educational programs
- Utilizing various methods of delivery
- Enhancing cooperative training partnerships
- Promoting attainment and retention of certified officials

Networking

- Promoting relationships among peers
- Cultivating strong relationships with other organizations
- Enhancing relationships with the Local Chapters

Information

- Delivering information through innovation
- Providing feedback and analysis on emerging legislative and technical issues
- Facilitating information sharing for members

ATTENDANCE - FGFOA BOARD MEETING

August 18, 2023

PRESENT

PRESENT

OFFICERS

Frank DiPaolo
Rip Colvin
Nicole Gasparri

DIRECTORS

Sharon Almeida
Lorrie Brinson
Melissa Burns
Nicole Jovanovski
Missy Licourt
Rebecca Schnirman
William Spinelli
Kelly Strickland

1st Term

2023-2026
2023-2026
2019-2022
2022-2025
2021-2024
2022-2025
2018-2021
2018-2021

2nd Term

2022-2025

2021-2024
2021-2024

3rd Term

IMMEDIATE PAST PRESIDENT

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Jonathan McKinney

COMMITTEE CHAIRS

Mary-Lou Pickles
Sarah Simpson
Stephen Timberlake
Anna Otiniano
Kadem Ramirez
Elizabeth Walter
Shannon Ramsey-Chessman
Derek Noonan
Jamie Roberson

Certification Committee
Conference Program Committee
Educational Programs Committee
Event Host Committee
Professional Development Committee
2023 SOGF Committee
Strategic Communications Committee
Technical and Legislative Resources Committee
Ad-Hoc: Local Chapter Presidents

CHAPTER PRESIDENTS

Jim Cooke
Tim Villarosa
Anthony Cobb
Brett Allmond
Lynn Stone
Cathy Larson
Melissa Licourt
Beverly Johnson
Mindy Miller
Annette Otiniano
Cindy Emshoff
Jamie Roberson
Lory Irwin

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
Treasure Coast Chapter
Volusia Flagler Chapter

OTHERS IN ATTENDANCE

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: **August 18, 2023**
 9:00 am
 Courtyard by Marriott, Downtown Orlando

- I. Call to Order – Frank DiPaolo, President**
- II. Roll Call**
- III. Consideration of Minutes – June 28, 2023**
- IV. Report of Officers**
 - A. President – Frank DiPaolo**
 - 1. Innovation Awards Program**
 - 2. Sponsorship**
 - B. President Elect – Rip Colvin**
 - C. Secretary Treasurer – Nicole Gasparri**
- V. Executive Director – Paul Shamoun**
 - A. FGFOA Administrative Services Agreement**
 - B. FGFOA Meeting Management Agreement**
 - C. Membership Report**
 - D. Investment Report**
- VI. Committee Chairs**
 - A. Certification Committee – Mary Lou Pickles**
 - 1. Certification Committee Manual Update**
 - 2. Certification Committee Policies and Procedures**
 - 3. CGFO Program Requirements**
 - 4. CGFO On-Demand Online Testing**
 - 5. Certification Committee Report**

B. Conference Program Committee – Sarah Simpson

- 1. Conference Program Committee Policies and Procedures Manual**
- 2. 2023-2024 Conference Program Committee Sub-Chairs**

C. Educational Programs Committee – Stephen Timberlake

- 1. Potential Webinar Topics**

D. Event Host Committee – Anna Otiniano

- 1. Promotional Strategies for the School of Governmental Finance Events**

E. Professional Development Committee – Kadem Ramirez

- 1. Committee Update**

F. School of Governmental Finance Committee – Elizabeth Walter

- 1. 2023 SOGF Schedule**

G. Technical and Legislative Resources Committee – Derek Noonan

- 1. Committee Update**

H. Local Chapter President Sub-Committee – Jamie Roberson

- 1. Southwest Florida & Florida First Coast Chapters Florida**
- 2. First Coast Chapter Meeting Southwest Florida**

I. Strategic Communications Ad-Hoc – Shannon Ramsey Chessman

VII. Other Business

VIII. Next Meeting – Wednesday, October 18, 2023, this will be in conjunction with the School of Governmental Finance at the Luminary Hotel in Fort Myers.

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
June 28, 2023

The meeting of the FGFOA Board of Directors took place at the Rosen Shingle Creek Hotel in Orlando, on Wednesday, June 28, 2023.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Frank DiPaolo, Chief Financial Officer, City of Dania Beach
President-Elect – Rip Colvin, Executive Director, Justice Administrative Commission
Secretary-Treasurer – Nicole Gasparri, Director of Strategic Management and Professional Development, Palm Beach County Clerk of the Circuit Court & Comptroller
Director, Sharon Almeida, Finance Director, City of Royal Palm Beach
Director, Lorrie Brinson, Business Manager, Affordable Housing Services, Hillsborough County - BCC
Director, Melissa Burns, Fiscal Director, State Attorney's Office 4th Judicial District
Director, Nicole Jovanovski, Director of Finance, Sarasota County
Director, Missy Licourt, Budget Director, St. Johns River Water Management District
Director, Rebecca Schnirman, Director of Financial & Support Services, Palm Beach County
Director, Kelly Strickland, Director of Financial Administration, City of Sarasota
Director, Bill Spinelli, Chief Financial Officer, Hillsborough County Sheriff's Office
Past President – Jonathan McKinney, Finance Director, City of Port Orange

COMMITTEE CHAIRS

Mary-Lou Pickles, Certification
Sarah Simpson, Conference Program
Stephen Timberlake, Educational Programs
Anna Otiniano, Event Host
Kadem Ramirez, Professional Development
Elizabeth Walter, 2023 SOGF
Shannon Ramsey-Chessman, Strategic Communications (Shannon was excused from the meeting)
Derek Noonan, Technical and Legislative Resources
Jamie Roberson, Local Chapter Presidents Ad-Hoc

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 DiPaolo called the June 28, 2023, meeting of the FGFOA Board of Directors to order at 12:12 pm.

PRESIDENT REPORT

Minutes

President DiPaolo presented the minutes from the March 31, 2023, and the April 21, 2023, FGFOA Board meetings for review.

Mr. Colvin moved, seconded by Ms. Burns, to accept both sets of minutes from the March 31, 2023, and the April 21, 2023, FGFOA Board meeting as submitted. Motion passed unanimously.

President DiPaolo next presented his selection for an Ad-Hoc Committee for Local Chapter Chair. He created this Ad-Hoc committee at the Strategic Planning session held in May. He selected Past President Jamie Roberson.

Mrs. Jovanovski moved, seconded by Ms. Licourt, to approve Mrs. Roberson as Chair for the Local Chapter Ad-Hoc Committee. Motion passed unanimously.

Next, President DiPaolo presented his selection for a Strategic Communications Chair. He also created this standing committee at the Strategic Planning session held in May. He selected Past President Shannon Ramsey-Chessman to be chair of this committee.

Mrs. Strickland moved, seconded by Ms. Burns, to approve Mrs. Ramsey-Chessman as Chair for the Strategic Communications Committee. Motion passed unanimously.

President DiPaolo then presented an updated FGFOA Mission which was amended by the Board at the Strategic Planning session.

Mr. Colvin moved, seconded by Ms. Licourt, to approve the FGFOA mission as submitted. Motion passed unanimously.

EXECUTIVE DIRECTOR REPORT

2023-2024 FGFOA Budget

Mr. Shamoun presented the 2023-2024 FGFOA Budget noting an increase in membership dues of \$25 per year for the Government, Associate and Retired membership types. There will also be an increase of \$50 in Annual Conference registration fees for 2024. President DiPaolo stated his desire to discuss sponsorship opportunities in the future.

Ms. Burns moved, seconded by Ms. Licourt, to approve the 2023-2024 FGFOA Budget as presented. Motion passed unanimously.

Updated FGFOA Policies and Procedures

Mr. Shamoun presented updated FGFOA Policies and Procedures as prepared by staff.

Ms. Gasparri moved, seconded by Mrs. Almeida, to approve the updated FGFOA Policies and Procedures as presented. Motion passed unanimously.

Financial Statements Ending March 31, 2023

Mr. Shamoun presented Financial Statements Ending March 31, 2023. He recommended analyzing the pros and cons of changing the fiscal year to align with the calendar year. This would reverse a change that was made several years ago that made the fiscal year run 07/01 – 06/30. Mr. Shamoun then noted that these are interim reports and do not need approval at this time.

Membership Report

Mr. Shamoun presented the current membership report for review including the number of current CGFO's and candidates listed as previously requested by the Board.

Investment Report

Mr. Shamoun presented the investment report for review by the Board.

COMMITTEE CHAIR REPORT

Conference Program Committee

Ms. Simpson suggested the creation of a "Call for Topics" submission portal, much like GFOA has on their website. It allows for topics, speakers, or new tracks to be submitted to the committee chair for review and implementation. Ms. Simpson would like to create something similar for the Annual Conference that could go out by e-bulletin to the membership. This would need to launch soon to benefit the 2024 Annual Conference. The Board felt a motion was not needed but gave approval for its creation and implementation. There was also a discussing on whether to change the conference tracks to focus more on current topics. It was decided to leave the tracks as they are for now.

2023 SOGF Session Topics

Ms. Walter submitted a preliminary list of topics and descriptions along with confirmed speakers for the upcoming 2023 School of Governmental Finance. The Board reviewed her document and gave their approval for her to continue finalizing the details. No formal motion was made.

Technical and Legislative Committee

Mr. Noonan presented the Technical and Legislative Committee report noting their recent achievements. No motion was made.

NEXT MEETING

The date for the next Board meeting was changed due to scheduling conflicts. It will now be held on Friday, August 18th in Gainesville. FGFOA staff will finalize the details.

ATTEST:

Nicole Gasparri, Secretary/Treasurer



Florida Government Finance Officers Association, Inc.
2023-2024 Board of Directors
President Agenda Item

2023-2024

Meeting Date: August 18, 2024

BOARD OF DIRECTORS

Title of Item: Innovation Awards Program

OFFICERS

President

Frank DiPaolo

Executive Summary, Explanation or Background:

Discussion regarding the creation of the “Innovation Awards Program” to be awarded annually at the FGFOA Conference.

President-Elect

Rip Colvin

Recommended Action:

For review and approval

Secretary/Treasurer

Nicole Gasparri

DIRECTORS

Sharon Almeida

Lorrie Brinson

Melissa Burns

Frank DiPaolo

August 7, 2023

Nicole Jovanovski

Frank DiPaolo, President

Date

Missy Licourt

Rebecca Schnirman

William Spinelli

Kelly Strickland



Florida Government Finance Officers Association, Inc.

2023-2024 Board of Directors

President Agenda Item

2023-2024

Meeting Date: August 18, 2024

BOARD OF DIRECTORS

Title of Item: Sponsorship

OFFICERS

President

Frank DiPaolo

Executive Summary, Explanation or Background:

Discussion regarding the option for sponsorship for upcoming events such as the School of Governmental Finance and Annual Conference.

President-Elect

Rip Colvin

Recommended Action:

For review and approval

Secretary/Treasurer

Nicole Gasparri

DIRECTORS

Sharon Almeida

Lorrie Brinson

Melissa Burns

Nicole Jovanovski

Missy Licourt

Rebecca Schnirman

William Spinelli

Kelly Strickland

Frank DiPaolo

August 7, 2023

Frank DiPaolo, President

Date



Florida Government Finance Officers Association, Inc.

2023-2024 Board of Directors

Executive Director Agenda Item

2023-2024 BOARD OF DIRECTORS

OFFICERS

President

Frank DiPaolo

President-Elect

Rip Colvin

Secretary/Treasurer

Nicole Gasparri

DIRECTORS

Sharon Almeida

Lorrie Brinson

Melissa Burns

Rip Colvin

Missy Licourt

William Spinelli

Kelly Strickland

Meeting Date: August 18, 2023

Title of Item: FGFOA Administrative Services Agreement

Executive Summary, Explanation or Background:

Content

Recommended Action:

For review

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

Paul Shamoun

August 1, 2023

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 ~~confidentially~~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, 202~~3~~9 and expire on June 30, 202~~6~~3 upon being duly executed by the authorized representatives of each party.

Either party to this Agreement may terminate this Agreement at any time, 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, including approval of the FGFOA Board of Directors, 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 ~~E~~executive ~~d~~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~~ ~~e~~executive ~~d~~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 Board of Directors~~ 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 Board of Directors~~ 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 attached hereto~~ as Exhibit A, the FGFOA agrees to pay the League, as outlined in the Schedule of Fees and Expenses, ~~attached hereto 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 ~~a~~Agreement shall be July 1, 2023~~0~~.

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: _____

~~Shannon Ramsey Chessman~~ Frank DiPaolo
President

Attest:

Date: _____

~~Johnathan McKinney~~ Alton L. "Rip" Colvin, Jr.
President-Elect

THE FLORIDA LEAGUE OF CITIES, INC.

Date: _____

Jeannie Garner
Executive Director, CEO

Attest:

Date: _____

Paul Shamoun
Director, Financial Services

EXHIBIT A WORK PLAN

A. General Administration

The League is to provide professional, support, bookkeeping, and ~~secretarial~~clerical 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 ~~e~~Executive ~~d~~Director, who will also be the registered agent for the FGFOA. The FGFOA ~~e~~Executive ~~d~~Director will be subject to the approval of the FGFOA Board of Directors (the "Board").
- 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~~7 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 or other formal message board style of communication 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~~ Assist the FGFOA committees in securing speakers and confirming their participation.
- ~~Provide assistance to~~ Assist 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~~ Assist 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 Annual Conference and 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~~ Board, 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~~.
- Make strategic recommendations to the Board on financial matters, including but not limited to, cash management and the fee structure.

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~~assist 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~~Assist 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 the 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 Governmental 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~~assist with 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~~ facilitate updates to and maintenance of the FGFOA website, and 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 platforms including, but not limited to, Facebook, LinkedIn and Twitter.

K. Webinars

The League shall provide general administrative assistance to the FGFOA in support of Webinars and online events.

Services

- Provide administrative and technical support for webinars and online events for ~~the~~ members.
- Facilitate the registration and implementation of the webinars including practice sessions and live sessions.

L. Exhibitors and Sponsorships

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

Services

- Maintain an Exhibitor database.
- Contact and confirm Exhibitors, including necessary follow-up contact.
- Develop a Sponsorship program that allows for enhanced partnerships with Exhibitors at key FGFOA events providing for new revenue opportunities.

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 beneficial 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 FGFOA Secretary/Treasurer ~~on an~~ annually 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.

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Florida Government Finance Officers Association, Inc.

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~~Shannon Ramsey Chessman~~Frank DiPaolo, President

|

~~Johnathan McKinney~~Alton L. “Rip” Colvin, Jr., President-Elect

THE FLORIDA LEAGUE OF CITIES, INC.

Jeannie Garner
Executive Director, CEO

Paul Shamoun
Director, Financial Services

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 2023-2024 is \$125,137,000. -Fees for the next two years will increase annually by three percent (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 an FGFOA officer, board member, or committee chair.

- External printing costs associated with FGFOA publications and announcements.
- Reasonable and customary travel expenses of the FGFOA ~~E~~executive ~~d~~Director, and/or other designated League representative, when approval is obtained in advance by an 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.

2023-2024 Board of Directors

Executive Director Agenda Item

2023-2024 BOARD OF DIRECTORS

OFFICERS

President

Frank DiPaolo

President-Elect

Rip Colvin

Secretary/Treasurer

Nicole Gasparri

DIRECTORS

Sharon Almeida

Lorrie Brinson

Melissa Burns

Rip Colvin

Missy Licourt

William Spinelli

Kelly Strickland

Meeting Date: August 18, 2023

Title of Item: Meeting Management Agreement

Executive Summary, Explanation or Background:

Content

Recommended Action:

For review

Paul Shamoun

August 1, 2023

Date

MEETING MANAGEMENT AGREEMENT

THIS AGREEMENT, made and entered into this 1st day of July, 2023~~30~~ by and between the Florida Government Finance Officers Association, Inc. (herein "~~Association~~FGFOA") and Florida League of Cities, Inc (herein "~~Meeting Management Firm~~League").

The purpose of this Agreement is the provision of professional meeting management services for the FGFOA Annual Conference and School of Governmental Finance, with discretion and ~~confidentially~~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.

FIDUCIARY RESPONSIBILITIES: The ~~Meeting Management Firm~~League shall conduct the affairs of the ~~Association~~FGFOA in the same manner and standard of care as the ~~Meeting Management Firm~~League conducts its own affairs. ~~The Meeting Management Firm League will be responsible for establishing a separate banking account for the annual conference and shall be responsible for the deposit of all sponsorship, exhibit, registration, or other receipts related to the conference into that account.~~ The ~~Meeting Management Firm~~League shall maintain records of all cash or cash equivalents, make all deposits of incoming receipts in a timely manner, and shall disburse payments pursuant to the contractual requirements herein in accordance with such reasonable guidelines established by the ~~Association~~FGFOA.

RECORDS: Any records of the ~~Association~~FGFOA in possession of the ~~Meeting Management Firm~~League shall ~~be maintained in a safe manner~~ be retained for a minimum of three (3) five (5) years and maintained in a manner approved by the FGFOA. Checks, currency, check books, certificates, and other evidences of investments shall be securely maintained in a manner that minimizes the risk of loss due to casualty or theft ~~stored in file drawers~~ except when in use during business hours ~~and shall be maintained in a manner that minimizes the risk of loss due to casualty or theft~~.

All records of the ~~Association~~FGFOA shall be open to inspection by FGFOA Association representatives with proper authorization of the ~~Association's~~FGFOA's Board of Directors and advance notice. Such fiscal records shall be subject to any financial audit authorized and paid by the ~~Association~~FGFOA. The ~~Meeting Management Firm~~League shall cooperate in all respects with the FGFOA's audit requirements ~~of the Association~~.

All bills and records of the ~~Association-FGFOA~~ whether originated by the ~~Association-FGFOA~~ or the ~~Meeting-Management-Firm-League~~ shall be the property solely of the ~~Association-FGFOA~~ and shall be delivered to the ~~FGFOA's~~ President or designated representative ~~of the Association~~ on the date this agreement is terminated.

Meeting records and all other records, within the last year of a current nature pertaining to conventions and meetings are referred to as "fiscal information" and will be immediately delivered to the ~~Association-FGFOA~~ upon request. These records shall be maintained by the ~~Meeting-Management-Firm-League~~ in a manner, which minimizes the risk of loss from casualty or theft. -The term "fiscal information" shall also include canceled checks, forms, committee meetings, and record of registration fee payments during the last three years. -The ~~meeting management firm-League~~ will not dispose of any records in its possession within the timeframes referenced above, except upon the express approval of the ~~FGFOA's Association's~~ Board of Directors.

OWNERSHIP: The ~~Association-FGFOA~~ and the ~~Meeting-Management-Firm-League~~ each acknowledge that the ownership of all records of the ~~Association-FGFOA~~ is the property of the ~~Association-FGFOA~~ and upon termination or non-renewal of the Meeting Management Agreement, all records will be promptly returned to the ~~Association-FGFOA~~. The ~~Meeting-Management-Firm-League~~ may make copies of routine records to be retained by the ~~Management-Firm-League~~.

OFFICE LOCATION: The office location is 301 South Bronough Street, Suite 300, Tallahassee, FL 32301.

CONFIDENTIALITY: The ~~Meeting-Management-Firm-League~~ shall treat as confidential all fiscal information and shall use reasonable discretion in discussing convention and other matters of record relating to the ~~Association-FGFOA~~. ~~Any information received concerning the internal operation of a member of the Association shall be deemed confidential.~~

INSURANCE: ~~The FGFOA and the League Association and Meeting-Management-Firm~~ each shall carry adequate liability insurance protecting itself against claims arising from any activities conducted during the contracted term. Special event insurance will be the responsibility of the ~~Association-FGFOA~~. The ~~Meeting-Management-Firm-League~~ may request

verification of adequate liability and special event insurance from the provider of these services.

MEETING PLANNER: The ~~Meeting Management Firm-League~~ is authorized to designate an employee as Meeting Planner of the ~~Association~~FGFOA, subject to the approval of the ~~Association's-FGFOA's~~ Board of Directors. The Meeting Planner and the ~~Meeting Management Firm-League~~ shall represent the ~~Association-FGFOA~~ with honor, dignity, and integrity, ~~and if~~ in the event of any change in the Meeting Planner, the ~~Meeting Management Firm-League~~ shall promptly communicate with the ~~Association-FGFOA~~ to avoid any interruption of service in any manner.

INDEMNIFICATION: ~~Each party shall be responsible for its own acts and will be responsible for all damages, costs, fees, and expenses which arise out of the performance of this Agreement, and which are due to that party's own negligence, tortuous acts, and other unlawful conduct and the negligence, tortuous acts, and other unlawful conduct of its respective agents, officers and employees.~~

The right to indemnification shall survive the termination of the contract for claims arising during the term of the contract.

CANCELLATION: Either party may terminate this agreement after giving 120 days written notice.— Compensation to ~~Meeting Management Firm-the League~~ shall cease upon termination.

REVIEW: The meeting planner ~~shall may~~ be evaluated ~~360~~ days after the ~~Annual Conference and 360 days after the~~ School of Governmental Finance ~~and 30 days after the Annual Conference.~~ ~~These review may be conducted by President of the FGFOA may appoint a an ad-hoc committee appointed by the FGFOA President, which may also include the Event Host Committee to evaluate the services of the meeting planner.~~

ARBITRATION: ~~Any disagreement that cannot be resolved by discussion, negotiation, or compromise will be subject to arbitration pursuant to the uniform arbitration statute of the State of Florida and the venue for any hearing shall be in a central location to Meeting Management Firm-the FGFOA and the League and the Association.~~ Each party shall bear its own costs and expenses arising out of the arbitration, except that the arbitrator's charges

shall be assessed against the losing party. Arbitration shall not be binding on the parties of this agreement.

AUTHORIZED REPRESENTATIVE: The ~~Meeting Management Firm~~ League will respond to the FGFOA President ~~of the Association~~ or his or her designated individual as the FGFOA's authorized representative ~~of the Association~~.

TERM: The term of the Agreement is from July 1, 202~~30~~ to midnight on June 30, 202~~63~~.

COMPENSATION: Contract Payment Schedule is as follows: \$30 per conference registrant from registration fees for the Annual Conference and \$25 per conference registrant from registration fees for the School of Governmental Finance. Should either event offer a virtual registration option, either in lieu of a face-to-face conference or in addition to, the fee will be \$10 per paid virtual registrant for each event. ~~No~~ A \$20.00 fee will be charged for refunded/canceled registrations.

The ~~Association~~ FGFOA may expand upon the responsibilities and duties of the ~~Meeting Management Firm~~ League should the need arise and shall provide additional compensation for such services and duties on mutual agreement by both parties.

~~Association~~ The FGFOA shall give ~~Meeting Management Firm~~ the League written notice of any failure by ~~Meeting Management Firm~~ the League to perform its duties hereunder specifically identifying the deficiency and the performance required of ~~Meeting Management Firm~~ the League to cure such default. ~~Association~~ The FGFOA may terminate this agreement if such default remains uncorrected thirty days after giving receipt of such notice. Any compensation not due and payable on the date of such termination shall be forfeited by ~~Meeting Management Firm~~ the League.

EXPENSES: In addition to compensation for services, the ~~Association~~ FGFOA will pay to the ~~Meeting Management Firm~~ League reimbursement for reasonable out-of-pocket expenses incurred on behalf of the ~~Association~~ FGFOA's authorized representative when the expenses except for minor routine items have been approved in advance by the ~~Association~~ FGFOA, including but not limited to such items as telephone services, express mail, postage for large mailouts (i.e. convention brochures, exhibitor prospectus, confirmation and thank you letters, etc.) and printing. ~~Association~~ FGFOA letterhead, envelopes, computer labels, and badge stock will be supplied by the ~~Association~~ FGFOA. The FGFOA ~~—Association~~ will reimburse

~~Meeting Management Firm~~ the League for travel, lodging at the conference hotel at the negotiated rate and reasonable meal expenses. Automobile mileage expense will be billed at the prevailing rate established by the Internal Revenue Service~~s~~.

AUTHORITY AND DISCRETION: ~~The FGFOA Association~~ hereby appoints ~~Meeting Management Firm~~ the League as ~~its~~ agent to act on behalf of the ~~Association~~ FGFOA in coordinating ~~the Annual Conference/ and School of Governmental Finance~~. As agent, the ~~Meeting Management Firm~~ League will have the authority to make operational decisions within its scope of responsibility on behalf of the ~~Association~~ FGFOA. ~~Association~~ The FGFOA agrees to be bound by all decisions and actions made by ~~Meeting Management Firm~~ the League or ~~its~~ representative ~~of Meeting Management Firm~~ made in performance of this Agreement on the ~~Association's~~ FGFOA's behalf. ~~Meeting Management Firm~~ The League will confer with the ~~Association~~ FGFOA and obtain ~~the FGFOA's~~ Association approval prior to entering into any agreements or purchase arrangements with outside vendors or suppliers which binding contracts and payment agreements will be reviewed and signed by an FGFOA officer or authorized agent ~~of the Association~~.

ERRORS AND OMISSIONS: The ~~Meeting Management Firm~~ League will make every reasonable effort to insure the effective implementation of all details of the Event for which it is responsible, and will confirm these details in writing with its suppliers as well as closely monitor and reconfirm their activities during the on-site management of the Event.

MUSIC LICENSES: As the sponsor of the Event, the ~~Association~~ FGFOA acknowledges its responsibility under the federal copyright law to obtain licenses from the appropriate performing rights organizations and to pay the appropriate fees if copyrighted music, either live or recorded, is to be played or performed during the Event. The ~~Association~~ FGFOA hereby appoints ~~Meeting Management Firm~~ the League as its authorized agent for the limited purpose of obtaining the licenses from the appropriate performing rights organizations on the ~~FGFOA~~ Association's behalf prior to the Event. After the Event, the ~~Meeting Management Firm~~ League shall be responsible for completing the appropriate reporting forms and shall forward the completed forms to the ~~FGFOA~~ Association for payment directly to the appropriate performing rights organization.

AUTHORIZED REPRESENTATIVE: The ~~FGFOA~~ Association has appointed ~~Meeting Management Firm~~ the League as its authorized representative to handle arrangements for ~~Annual Conference/ and School of Governmental Finance~~. ~~Any hotel~~ is authorized to deal with

this representative on ~~Association's~~ the FGFOA's behalf in connection with all hotel arrangements.

The ~~FGFOA Association~~ hereby authorizes the hotel to transmit all billings in connection with any meeting to the authorized agent. The ~~FGFOA Association~~ understands and agrees that it is solely responsible for the payment of all costs and expenses incurred by the authorized agent in connection with any meeting. ~~The responsibility and liability of the Meeting Management Firm~~ League is limited solely to that of an agent.

COMPLETE AGREEMENT. AMENDMENTS AND BINDING EFFECT: ~~This agreement shall be interpreted and governed by the laws of the State of Florida and supersedes all prior negotiations, representations, or agreements, either written or oral. -This Agreement may be amended only by written notice signed by both parties to this Agreement. This Agreement shall be binding upon and shall inure to the benefit of the lawful successors and legal representatives of the parties hereto.~~

IN WITNESS WHEREOF, the parties have hereunto set their hand and seal the day and year first above written.

FLORIDA LEAGUE OF CITIES, INC.

FLORIDA GOVERNMENT FINANCE
OFFICERS ASSOCIATION, INC.

Jeannie Garner, Executive Director, CEO

Frank DiPaolo, President

|

DATE

DATE

Exhibit A

Work Plan

Meeting Planning Services to be Performed

1. General Meeting Planning Services

- Consultation to provide recommendations regarding all aspects of meeting planning and convention services.
- Develop, prepare, and emailing of advance meeting notices.
- Manage meeting room sets and audio-visual requirements.
- Assist in establishing meeting fees including registration, meal functions, and social events.
- Interface with existing hotel contacts and provide a detailed "resume" of meeting specifications.
- Attend pre-conference/school meetings with hotel staff.
- Secure and present quotes for cancellation insurance for the [Annual Conference and the School of Governmental Finance](#) ~~and Annual Conference~~ each year and process application if so desired by the Board of Directors.

2. Meeting Site and Facilities

- Recommend suitable meeting sites and facilities.
- Submit up to three (3) proposals per site when applicable.
- Conduct site inspection of meeting facilities when necessary.

3. Negotiate and Obtain Contract with Hotels, Meeting Facilities, and Other Suppliers

- Negotiate facility contracts, including food and beverage arrangements, with best meeting and sleeping room rates in accordance with the [Association-FGFOA's Guidelines](#).
- Negotiate contracts for audio-visual equipment.

4. Financial Services

- Prepare and monitor detail for operational budget for each [Annual eConference](#) and School of Governmental Finance.- Coordinate with Committee Chairs to receive information according to budget procedures.
- Maintain books [and accounting of all event-related receipts and expenditures](#).
- Reconcile bank statements monthly.
- Report to [Secretary/Treasurer FGFOA Board of Directors](#) on all financial matters
- Conduct account review with hotel ~~and Association-FGFOA's Board of Directors~~.
- Provide quarterly [accounting reports financial statements](#) to [Associationthe FGFOA's Board of Directors](#).

5. Speakers

- The [FGFOA eCommittees and the League](#) will secure presenters, and other related speaker materials and outline and forward to meeting planner.
- Confirm speaker's audio-visual and travel requirements.

6. Meeting Functions & Ancillary Services

- Assist ~~host~~ [FGFOA eCommittees \(or other committee, where applicable\)](#) in ensuring overall coordination of all aspects of [the Annual eConference/ and School of Governmental Financeschool](#), special events, receptions, dinners (including menu planning), decor, theme development, and entertainment.

- Assist in the design and management of tours for ~~spouse and child~~guest programs, as requested.
- ~~Arrange for message center~~ ProvideSecure and program a conference mobile application to be used by attendees and exhibitors that shall include functionality as required by the FGFOA Board of Directors.
- Coordinate hospitality services.

7. Coordination of Exhibitor and Sponsorship Program

- Provide on-site supervision of exhibit program.
- Consult with ~~Association~~ the FGFOA Board of Directors to establish exhibit rates, hours, booth traffic incentives, and official policies pertaining to exhibiting.
- Solicit bids and obtain contract for official decorator; order booth signage and required furniture; oversee decoration of exhibit hall.
- Supervise activity of decorator including: ~~D~~distribution of service kits to exhibitors, drayage, signage, shipping, exhibit hall installation, and dismantlement.
- Negotiate and review exhibitor contract and design floor plan.
- Prepare printed solicitation material (prospectus): supervise design, printing, and mailing.
- Register exhibit booths and/or table displays.
- Monitor reservations and monies received; assign booth space; send confirmations and balance due statements; provide a final accounting; provide on-site exhibit booth staff support.
- Supervise any special activities, (i.e., drawings, food functions, receptions).
- Develop and print Exhibitor Directory.
- Prepare follow-up correspondence and thank you letters.
- Prepare and evaluate exhibitor program and issue final report.
- Develop a Sponsorship program at the FGFOA Annual Conference and School of Governmental Finance.

• —

8. Board Meetings and Planning Meetings

- The Meeting Management staff will attend ~~quarterly~~ board meetings as requested and authorized by the [FGFOA Association](#).
- The Meeting Management staff will attend planning meetings, as requested and authorized by the [FGFOA Association](#). The ~~Meeting Management Firm League~~ requires that dates of planning meetings and location be made available six (6) weeks in advance. Number of planning meetings to be determined.

9. Promotional Materials

- Develop promotional and advance registration materials.
- ~~Assist with layout, design and printing of brochures, considering the Association's FGFOA's arrangements for sponsorship and in-kind services.~~
- ~~Supervise mailing of conference/school brochures~~
- Design and produce [Annual eConference/ and School of Governmental Finance](#) materials ~~for your conference/school~~; negotiate supplier bids including typesetting, layout, and printing for your program; coordinate all activities with outside suppliers.
- Develop and maintain computerized databases.

10. Process Registrations

- Process and collect [Annual eConference/ and School of Governmental Finance](#) registrations and for optional events.
- Prepare ~~monthly-weekly accounting registration~~ reports to [the FGFOA prior to the Annual Conference and School of Governmental Finance Association](#)
- Provide adequate on-site registration and advance registration check-in service.

11. Print Management

- Prepare and print name badges.
- Prepare signs, flyers, posters, banners, and invitations.
- Develop evaluation questionnaires and other meeting related materials.
- Print registration lists and [Annual Conference/ and School of Governmental Finance](#) materials, including speaker outline book and other items as may be requested.

12. CPE Credits

- Certify attendance at educational sessions.
- Prepare necessary forms and attendance certificates for CPE credits.
- Provide reports to the [Association FGFOA](#) as needed or requested.

13. On-Site Meeting Management

- Coordinate committee members and volunteers.
- Manage on-site logistics including: Room set-ups, audio visual requirements, decorating, telephone installations, conference office, message center, and other required equipment and supplies.
- Manage all hotel meeting facilities and other supplier personnel to ensure contracted services are rendered.

14. Post Conference/School Reports

- Obtain computer generated manifests and reports from hotel.
- Attend post [Annual Conference/ and School of Governmental Finance](#) meeting with hotel staff and host committee.
- ~~• Prepare Group History Report upon conclusion of meeting.~~
- Provide attendance, registration, and financial reports as requested.

- Reports will be provided to the Board within 45-60 days after the conclusion of the conference/school.

FLORIDA LEAGUE OF CITIES, INC.

FLORIDA GOVERNMENT FINANCE
OFFICERS ASSOCIATION, INC.

Jeannie Garner, Executive Director, CEO

Frank DiPaolo, President

DATE

DATE



Florida Government Finance Officers Association, Inc.

2023-2024 Board of Directors

Executive Director Agenda Item

2023-2024 BOARD OF DIRECTORS

OFFICERS

President

Frank DiPaolo

President-Elect

Rip Colvin

Secretary/Treasurer

Nicole Gasparri

DIRECTORS

Sharon Almeida

Lorrie Brinson

Melissa Burns

Rip Colvin

Missy Licourt

William Spinelli

Kelly Strickland

Meeting Date: August 18, 2023

Title of Item: Membership Report

Executive Summary, Explanation or Background:

Membership Paid	08/01/2023	01/17/2023	05/23/2022
Government:	1,123	2,172	2,354
Associate:	103	221	227
Lifetime/Retiree:	33	32	23
Student:	19	10	9
Total:	1,278	2,435	2,613

CGFO

Total Number: 617

Applications: 341

Recommended Action:

For review

Paul Shamoun

August 1, 2023

Date

FGFOA Listserve Report June 5, 2023 thru July 28, 2023

<u>List Title</u>	<u>Number of Subscribers</u>
Accounting, Auditing & Financial Reporting	629
Budgeting	546
Debt & Treasury	400
Financial Administration	572
Hurricane Ian	48
Personnel & Payroll	377

Accounting & Auditing

[Banking RFP's](#) (2 Messages)
[Budget Analyst Job Description](#) (4 Messages)
[Credit card fees for Utilities](#) (2 Messages)
[Does your staff receive a merit increase along with a COLA?](#) (4 Messages)
[feasibility/rate study](#) (9 Messages)
[Fund balance policy](#) (2 Messages)
[FY2024 Budget COLA](#) (6 Messages)
[GASB 87 or 96 Asset Tracking](#) (2 Messages)
[Hurricane Reserve Policy](#) (4 Messages)
[Interfund Loans](#) (1 Message)
[Munis - Encumber Funds related to Contract \(other than PO\)](#) (2 Messages)
[My Florida Market Place Registration](#) (1 Message)
[Stale/Unclaimed/Escheatment question - Munis](#) (1 Message)
[Travel Policy - Lodging Amount](#) (2 Messages)
[\[EXTERNAL\] Fund balance policy](#) (1 Message)

Budgeting

[Budget Amendment Transfer Sample](#) (4 Messages)
[ClearGov ChatGPT Assistant](#) (1 Message)
[FY2024 Budget - COLA](#) (7 Messages)
[FY2024 Budget COLA](#) (4 Messages)
[Reducing Millage](#) (5 Messages)
[Road Paving 5 Miles Approx.](#) (2 Messages)
[Street Fund Expenditures](#) (2 Messages)
[Utility Accounts credit checks vs Deposits](#) (1 Message)

Debt & Treasury

[Central Florida Financial Advisors](#) (1 Message)

Financial & Administration

[AED Device Requirements](#) (4 Messages)

[Banking RFP's](#) (1 Message)

[Easement Abandonment Policy](#) (1 Message)

[Insurance Premium Increase](#) (3 Messages)

[Legal Services Procurement](#) (2 Messages)

[Retiree medical insurance](#) (1 Message)

[Sanitation Fund Strategies](#) (4 Messages)

[Travel Policy](#) (1 Message)

Hurricane Ian

No Messages

Personnel & Payroll

[Governments new to FRS - Employee Categorization](#) (2 Messages)

[HR & Payroll software](#) (7 Messages)

[\[EXTERNAL\]Re: HR & Payroll software](#) (1 Message)



Florida Government Finance Officers Association, Inc.

2023-2024 Board of Directors

Executive Director Agenda Item

2023-2024 BOARD OF DIRECTORS

OFFICERS

President

Frank DiPaolo

President-Elect

Rip Colvin

Secretary/Treasurer

Nicole Gasparri

DIRECTORS

Sharon Almeida

Lorrie Brinson

Melissa Burns

Rip Colvin

Missy Licourt

William Spinelli

Kelly Strickland

Meeting Date: August 18, 2023

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>
02/23/23	Capital City Bank	\$250,842.75	3.32%	12 months	02/23/24
Money Market Account					
	Vanguard	\$17,308.76			
	TOTAL	\$268,151.51			

Recommended Action:

For review

Paul Shamoun

August 1, 2023

Date

Florida Government Finance Officers Association, Inc.

2023-2024 Certification Committee

Agenda Item



2023-2024

CHAIRPERSON

Mary-Lou Pickles

BOARD LIAISON

Missy Licourt

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Jeremy Baker
Dee Dee Beaver
Kelly Bennett
Rebecca Bowman
Teri Butler
Kathleen Campbell
Sondra Collamore
Ginny Cox
Sarah Graber
Ann Harris Wynter
Natalie Hinger
Carlisha Jenkins
Sarah Koser
Linda Logan-Short
Shernett Lee
Karin Lu
Stephanie Loven
Karen Malcolm
Robert Miller
Tanra-Lee Milson
Susan Nabors
Michael Perry
Olga Rabel
Lilya Sablukova
Alicia Sheffield
Scott Simpson
Kelly Strickland
Todd Taylor
Lawanda Washington
Allen Weeks
Denese Williams

Meeting Date: August 18, 2023

Title of Item: Certification Committee Manual

Executive Summary, Explanation or Background:

At Strategic Planning in May, it was requested that committee manuals be reviewed and updated, if needed. Attached is the proposed manual for the Certification Committee. Highlights of changes to the manual include: reorganization of major topics (headings), elimination of references to specific dates, and the broadened of language regarding specific tasks in anticipation that CGFO testing will move to an on-demand, on-line platform.

Recommended Action:

Board approval of the Certification Committee Manual.

Mary-Lou Pickles

Name

July 28, 2023

Date

Florida Government Finance Officers Association

Certification Committee

Policies and Procedures Manual

I. Membership Structure:

- a. The Committee should be composed of at least 20 members, not including the Chair. This provides a sufficient number of members to accomplish the duties and responsibilities assigned to the Committee. **Members must be Active CGFOs.**
- b. The Chair is appointed by the President and serves as overall coordinator and must be an Active or Lifetime FGFOA member.
- c. The committee is divided into subcommittees to handle specific tasks with each member being assigned to at least one subcommittee as follows:
 - Applications & Renewals Subcommittee
 - Exam Questions Subcommittee
 - Exam & Review Sessions Subcommittee
 - Special Projects Subcommittee (if needed)

II. Purpose, Goals and Action Plan:

- a. Purpose: The Committee serves as the governing body responsible for overseeing the Certified Government Finance Officer (CGFO) Program.
- b. Long Range Goal: To uphold the integrity of the CGFO Certification Program, which is intended to encourage a level of knowledge and professionalism in the field of government finance.
- c. Short Range Goals:
 1. To work in coordination with the Florida League of Cities (FLC) Staff to administer the CGFO Program including the processes

for: reviewing and approving applications, testing, review sessions (in-person and/or webinars, and renewals including random audits.

2. To maintain a current and relevant test bank of questions sufficient for multiple testing versions.
3. To maintain current educational presentations (PowerPoint) to review the five subject areas that does not teach to the tests - the review classes / webinars are not intended to be a substitute for proper preparation for the exams.

d. Action Plan:

1. The Chair appoints one Subcommittee Chair for each major area of responsibility (sub-committee chairs cannot be associate members).
2. The Chair assigns members to a subcommittee taking into consideration members' preference while ensuring an adequate number of members are assigned to each subcommittee.
3. The Chair updates the Committee Manual for special projects (new initiatives / tasks) at the direction of the Board and provides information to committee members.
4. The Chair prepares a timeline for key due dates to ensure tasks are timely completed and distributes to committee members.

III. Member Responsibilities:

a. Chair

1. Provides overall direction for subcommittees.

2. Communicates with Staff Liaison to coordinate information requests including all outlier questions / issues that arise.
3. Coordinates all major aspects of the Committee meetings (FLC staff arranges conference call and other electronic other electronic meetings, if requested).
 - i. Establishes times and places
 - ii. Prepares meeting agenda
 - iii. Conducts meetings and keeps everyone on track with agenda
 - iv. Ensures minutes of the meeting are taken
4. Assists Subcommittee Chairs in coordinating subcommittee activities.
5. Engages and involves all Committee Members.
 - i. Keeps lines of communication open
 - ii. Informs committee members of key dates/deadlines
 - iii. Solicits volunteers – additional committee members, if necessary
6. Updates Committee manual following Strategic Planning for Special Projects / Tasks and develops a timeline of activities for the year that includes key due dates.
7. Keeps Committee Members and Board Liaison apprised of committee activities, conference calls, meetings and progress.
8. Prepares and presents reports about Committee progress for Scheduled FGFOA Board of Directors meetings. If unable to attend, coordinates with Board Liaison Committee report presentation. Examples of information to include in reports include:
 - i. Progress with Special Projects

- ii. Number of new applications received
 - iii. Number of exam participants
 - iv. Number new CGFO's
 - v. Number of renewals
 - vi. Results of annual CPE audit
9. Coordinate with FLC administrative staff to ensure all documents and brochures related to the CGFO Program on the FGFOA website are updated and contain accurate information.
10. Administer a budget if necessary, such as to provide proctors a lunch or other Board approved expenses.
11. Coordinates with Staff liaison to send noncompliance letters when a certificate holder is three months late meeting any specific requirement noted below:
- i. Failure to renew Certificate by due date
 - ii. Failure to maintain FGFOA membership
 - iii. Reporting required CPEs
 - iv. Making up CPE deficiencies
 - v. Satisfying the Ethics requirements
 - vi. Responding to requests for additional information regarding CPEs reported
12. Coordinates with FLC Staff after six-month grace period to send a certified letter informing the CGFO that their certificate has been suspended for failing to meet the specific requirement; and, that if their certificate is not brought into compliance within two years, the certificate will be revoked.
13. Coordinates with FLC Staff and Committee Board Liaison after two-year grace period to request approval of revocation from the FGFOA Board via the committee agenda. The Chair should provide the Board the circumstances leading up to this final action

including the failure of the certificate holder to respond to the certified letter.

b. Subcommittee Chairs:

1. Coordinate the subcommittee meetings

- i. Establishes times and places
- ii. Prepares meeting agenda
- iii. Conducts meetings and keeps everyone on track with agenda
- iv. Ensures minutes of the meeting are taken

2. Assist the Committee Chair and other Subcommittee Chairs

3. Reports subcommittee activities

- i. Keep Committee Chair and members apprised of subcommittee activity and progress
- ii. Participate in periodic meetings between Committee Chair and Subcommittee Chairs
- iii. Participate in periodic meetings of the Committee

c. Applications & Renewals Subcommittee:

- 1. Reviews applications to determine eligibility and acceptance into the program in accordance with the approved criteria as set forth in the "CGFO Applicant Requirements" located on the FGFOA website.
- 2. Performs random audit of renewals to ensure selected renewals are in compliance with the Policies and Procedures for Maintaining Certification located on the FGFOA website.

d. Exam Questions Subcommittee:

1. Reviews test bank of questions checking for proper grammar, accuracy for changes in accounting standards or statutes, outdated or invalid questions, proposes new questions, and ensures compliance with distribution of topics (recommends new distribution, if appropriate), and updates test exam versions.
 2. Evaluates statistics for individual test questions (pass / fail rates) and makes recommendations based on findings.
 3. Maintains a current and relevant test bank of questions sufficient for multiple testing versions. Makes recommendations for a thorough review and rewrite of questions utilizing an outside entity and validates new questions.
- e. Exam & Review Sessions Subcommittee:
1. Secures instructors for scheduled Review Sessions and/or webinars, as needed. Instructors may be CGFOs or Subject Matter Experts who will forfeit the right to become a CGFO candidate for five years from last session taught.
 2. Secures locations for the Spring exams at various locations throughout the state in order to limit the travel time for candidates, if needed.
 3. Coordinates with Chair, FLC staff and / or Webinar Committee to schedule webinars to be held prior to the Spring exams, if needed.
 4. Secures proctors for scheduled exams (this can be members of the subcommittee or the committee in general, or any other CGFO).
- f. Special Projects Subcommittee:

The objectives, requirements and tasks for this subcommittee, if required, will be established based on recommendations from the Board's Annual Strategic Planning session.

g. Members (Must be Active CGFOs)

1. Attend meetings whenever possible.
 - i. The first organizational meeting is held at the Annual Conference
 - ii. Subsequent meetings are called by the Committee or Subcommittee Chair
2. Serve on at least one subcommittee.
3. Complete assigned tasks within established timeframes or advise committee or Subcommittee Chair if unable to complete or if obstacles are encountered.
4. Respond timely to communication requests for action.

h. Florida League Responsibilities

1. Pre-reviews CGFO Program applications and emails them to the Applications and Renewals Subcommittee Chair and copy the Chair.
2. Administers the online renewal process and ethics exam and keeps track of any late renewals. Sends renewals to be reviewed and communicates any late renewals to the Applications and Renewals Subcommittee Chair. Sends a list of identification numbers for all renewals to the Applications and Renewals Subcommittee Chair so that a random selection can be made in order for auditing the renewals. Sends letter to CGFO if any further information is needed.
3. Sends a list of any noncompliant CGFO's along with appropriate letter templates to the Chair.

4. Administers registration for the CGFO Program certification reviews, webinars, and exams.
5. Secures site for fall reviews (SOGF) and exams (SOGF and Annual Conference), if needed.
6. Maintains a list of approved instructors for the CGFO review courses.
7. Sends exams to the Exam and Review Subcommittee Chair for final review; sends exams to the proctors; receives exams (answer sheets) from proctors and has exams graded; determines the CGFO of the Year and communicates to the Chair.
8. Ensures requested changes to the CGFO Program section of the FGFOA website are made.
9. Provides meeting space and set up any conference calls or Go-To Meetings for the Committee or Subcommittee Chairs.

IV. Budget:

1. The annual budget provides for expenses associated with committee meetings such as meals and conference calls and CGFO testing.
2. Any other expenses must be approved (in advance) by the FGFOA Board of Directors.

V. Transition Plan

1. Outgoing Chair and/or board liaison will meet with the incoming Chair and/or board liaison in order to provide for a smooth transition from one year to the next.

2. The outgoing Chair and board liaison will update the committee manual prior to conference in order to provide members with an updated manual.
3. The outgoing Chair sends word document version of Committee Manual and other documents to incoming Chair to update as necessary.

VI. Meetings and Attendance:

The Committee holds an organizational meeting at the Annual Conference to discuss goals and objectives for the year. Additional meetings are scheduled, if necessary, to develop a list of activities for the year and to discuss the progress on the tasks assigned to each subcommittee and member. The use of conference calls and e-mail to conduct the business of the Committee is strongly encouraged. Minutes should be kept by the Chair and distributed to the committee members after the meeting to document discussions and assignments.

VII. Terms:

Members are appointed for a one-year term and are encouraged to continue on the Committee for at least three years to provide the institutional knowledge and experience necessary for successful operation of the committee.

Florida Government Finance Officers Association, Inc.

2023-2024 Certification Committee

Agenda Item



2023-2024

CHAIRPERSON

Mary-Lou Pickles

BOARD LIAISON

Missy Licourt

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Jeremy Baker
Dee Dee Beaver
Kelly Bennett
Rebecca Bowman
Teri Butler
Kathleen Campbell
Sondra Collamore
Ginny Cox
Sarah Graber
Ann Harris Wynter
Natalie Hinger
Carlisha Jenkins
Sarah Koser
Linda Logan-Short
Shernett Lee
Karin Lu
Stephanie Loven
Karen Malcolm
Robert Miller
Tanra-Lee Milson
Susan Nabors
Michael Perry
Olga Rabel
Lilya Sablukova
Alicia Sheffield
Scott Simpson
Kelly Strickland
Todd Taylor
Lawanda Washington
Allen Weeks
Denese Williams

Meeting Date: August 18, 2023

Title of Item: CGFO Policies and Procedures

Executive Summary, Explanation or Background:

The Policies and Procedures for Maintaining CGFO Status is outdated and needs to be brought current. Highlights of major changes in the attached proposed document include:

1. Removal of outdated language for 2007 conversion of renewal periods from three-year to bi-annual.
2. Updated CPE requirements for A & A to minimum of 20 hours bi-annually.
3. Eliminate CPE allowance for professional involvement. Committee members were in concurrence that these activities do not necessarily enhance the ability of the CGFO to better carry out their activities as a finance officer.
4. Updated list of recognized organizations for sponsoring CPEs.
5. Added language to accept individual fractional hours (we have 1.5 hours sessions at the Conference) that allows for individual CPEs to be totaled and then rounded down (i.e., 79.5 CPEs = 79, not 80 hours).
6. Updated instructions for online CPE reporting and renewals.

Recommended Action:

Board approval of the Policies and Procedures for Maintaining CGFO Status.

Mary-Lou Pickles

Name

July 28, 2023

Date

POLICIES AND PROCEDURES FOR MAINTAINING CGFO STATUS

1. Bi-Annual continuing professional education (CPE) reporting periods end on June 30. A new certificate holder's first bi-Annual reporting period shall run from the date of certification until the next June 30 plus two (2) years. Subsequent reporting periods shall be every two (2) years. For example, those first certified in November ~~2007-2023~~ and March ~~2008-2024~~ will have their first reporting period end on June 30, ~~2010~~2026.

Renewals completed after July 31 of the reporting year are late and subject to a \$25 late fee.

~~Recognizing the need to have a transition period from the triennial to bi-Annual reporting, the following schedule has been adopted:~~

~~CGFO's with the CPE submission date of June 30, 2007, will begin the bi-annual submission on July 1, 2007 with their next CPE submission due on June 30, 2009. Future CPE submission dates will be 2011, 2013, 2015, etc.~~

- ~~1. CGFO's with the CPE submission date of June 30, 2008, will begin the bi-annual submission on July 1, 2008 with their next CPE submission due on June 30, 2010. Future CPE submission dates will be 2012, 2014, 2016, etc.~~
- ~~2. —~~
- ~~3. CGFO's with the CPE submission date of June 30, 2009, will begin the bi-annual submission on July 1, 2009 with their next CPE submission due on June 30, 2011. Future CPE submission dates will be 2013, 2015, 2017, etc.~~

- ~~4. —~~
- ~~5.2. A new certificate holder who holds CGFO holding~~ a Florida Certified Public Accounting License may elect to have his/her reporting period run concurrent to their Florida reporting period. ~~CGFO's may request a short renewal period to enable their renewal period to coincide with their Florida CPA renewal period. If this election is taken, 40 CPE credits would be required for their first renewal period (from certification date to the next June 30 plus one year).in order to bring the two reporting periods concurrent according to the following schedule. For short period renewals, CPE credits will be prorated at 40 per year.~~

~~CGFO's with the CPE submission date of June 30, 2007, with a June 30, 2008 CPA reporting period may elect to renew for one year, July 1, 2007 — June 30, 2008 and begin their bi-annual submission on July 1, 2008.~~

~~CGFO's with the CPE submission date of June 30, 2008, with a June 30, 2009 CPA reporting period may elect to renew for one year, July 1, 2008 — June 30, 2009 and begin their bi-annual submission on July 1, 2009.~~

~~CGFO's with the CPE submission date of June 30, 2009, with a June 30, 2008 CPA reporting period may elect to begin their bi-annual reporting schedule as of July 1, 2006 for a June 30, 2008 renewal date. Under this election, 80 CPE credits would be due for the period July 1,~~

~~2006—June 30, 2008.~~

~~All future CGFO's may request a short renewal period to enable their renewal period to coincide with their Florida CPA renewal period. If this election is taken, 40 CPE credits would be required for the first renewal period (from certification date to the next June 30 plus one year).~~

~~6. The Florida Government Finance Officers Association office will maintain the CPE files for the program. Bi Annual reporting forms shall be mailed to the Florida Government Finance Officers Association office in the month following the end of the reporting period and must be postmarked on or before July 31 of the reporting year. To defray administrative costs, a review and continuing certification fee of \$40.00 must be remitted with the CPE reporting form.~~

~~7.~~

~~8. Forms mailed with a postmark after July 31 of the reporting year must include the \$40.00 continuing certification fee, a \$25.00 late fee, and proof of attendance for all non FGFOA sponsored CPE's being reported.~~

~~9. CPE reporting forms are reviewed by a subcommittee of the certification committee. The committee reserves the right to review all submissions and request additional information. Certificate holders need to send only their reporting forms. Supporting documentation must be maintained by each certificate holder for a period of two years after the reporting date.~~

~~10. Any deficiencies in CPE credits must be corrected within six months of notification. Any additional hours required may not be counted in the subsequent CPE reporting period.~~

~~11.3.~~ In any given two-year reporting period, each certificate holder must have completed a minimum of 80 hours of continuing professional education, of which at least 20 hours must have been in accounting ~~or~~, auditing ~~and/or technical business related subjects~~ and of which no more than 20 hours may be in behavioral subjects, ~~beginning with the reporting period ending June 30, 2007. For short period renewals all requirements will be prorated.~~ Educational instruction or training in the following subjects or courses of study are formal programs of learning, which enhances the professional competency of certificate holders and relates to their work requirements.

a. Accounting-related subjects or courses include, but are not limited to, governmental accounting (including current authoritative literature in generally accepted governmental accounting principles and the Pronouncements of the Governmental Accounting Standards Board), financial accounting (including current authoritative literature in generally accepted accounting principles and the Pronouncements of the Accounting Principles Board and the Financial Accounting Standards Board) and accounting for certain specialized industries (e.g., public utilities, colleges and universities, not-for-profit organizations, etc.).

b. Auditing-related subjects or courses include, but are not limited to, Government Auditing Standards, ~~2007 revision, and~~ as may be revised from time to time, issued by the Comptroller General of the United States, commonly referred to as the

“Yellow Book,” general auditing theory and practice (including current authoritative literature in generally accepted auditing standards and the Statements on Auditing Standards promulgated by the American Institute of Certified Public Accountants), auditing for certain specialized industries (e.g., public utilities, colleges and universities, not-for-profit organizations, etc.) and audit applications to computers and information systems.

- c. Technical business-related subjects or courses include, but are not limited to, debt administration, treasury and cash management, pension administration and operating and capital budgeting.
- d. Related subjects include, but are not limited to, taxation, human resources management and general business (including, but not limited to, economics, business law, production or operational systems, marketing, finance, quantitative applications in business and business policy and computers and information systems without audit applications).
- e. Behavioral subjects or courses include, but are not limited to, oral and written communications, the social environment of government/business and managerial effectiveness, and leadership.

~~Professional development courses must provide for an outline (defined as a schedule of activity listing major topics of discussion) to be prepared in advance and be retained, be at least one contact hour (50 minutes) in length, be conducted by a qualified instructor, lecturer or discussion leader and require that a record of registration and attendance be maintained. If a record of registration and attendance is not maintained by the sponsoring organization, the certificate holder must be able to prove registration and attendance.~~

Formal correspondence or self study programs must have a registration requirement, be developed primarily as an educational activity, provide evidence of satisfactory completion and conduct an evaluation to determine whether learning objectives were met. Continuing professional education credit for formal correspondence or self study courses shall be an amount equal to the average completion time established by the course sponsor or actual completion time by the certificate holder, whichever is less.

Certain types of activities DO NOT qualify for CPE credit because they are not sufficiently related to the practice of governmental accounting or because they are not structured as formal courses. The following DO NOT qualify for CPE credit:

- ~~• Instructing or attending basic or elementary courses.~~
- Proctoring examinations such as the CGFO or CPFO.
- Attendance at Software Users Group Conferences.

The certification committee may ask for additional information regarding CPE classes that are not sponsored by ~~recognized~~ ÷ FGFOA, or another recognized professional organizations approved by the National Association of State Boards of Accountancy, including the FGFOA and GFOA (including local chapters), FLC, ASPA, FICPA, AICPA, Fitch Training, Institute of

Internal Auditors, Municipal Treasurers' Association, Ultimate CPE, Florida Department of Business Professional Registration, and National Registry of CPE Sponsors~~such as the GFOA, FICPA or AICPA, or approved by the National Association of State Boards of Accountancy (NASBA), especially in-house training. self-study programs and programs that appear to cover basic elements of accounting and budgeting. Be proactive and provide a copy of the agenda or synopsis of the topics covered in such training with your renewal form.~~

~~12. A certificate holder may earn up to 40 CPE hours for professional involvement within a reporting period as follows.~~

- ~~a. Ten (10) CPE credits per year are earned for an FGFOA officer, director, committee chair, Local Chapter officer, director, or committee chair, GFOA officer, director, committee chair or state representative.~~
- ~~b. Five (5) CPE credits per year are awarded for an FGFOA, GFOA, Local Chapter committee member or committee member of a related organization, such as the AICPA, FICPA, FLC, ASPA and related associations.~~
- ~~c. Five (5) CPE credits are allowed for each entity reviewed for a GFOA Certificate of Achievement Awards Program or GFOA Budget Awards Program.~~

13.4. Double hours are allowed for instructing a qualified initial session.

- a. Instruction includes only those contact hours directly taught by the individual. If teaching is part of a panel, the certificate holder shall report only the part instructed by them.
- b. The second instruction of a topic qualifies for single hours and none for subsequent presentations.

14.5. A CPE hour of credit shall be granted for 50 minutes of educational contact in a training setting. ~~Report whole hours only, no fractions. Fractional hours must be rounded down to the nearest whole hour. Any fractional hours reported will be removed. Fractional hours may be reported for individual sessions (i.e., 25 minutes equals .5 CPE and totaled. However, if the total CPEs reported results in a fractional hour, they must be rounded down to the nearest whole hour (i.e., 79.5 CPEs equal 79 CPE hours, not 80).~~

15.6. In a college class setting 12 CPE credits will be granted for classes based on the Quarter System and 15 CPE credits will be granted for classes based on the Semester System (i.e., 45 CPEs will be granted for a ~~3-3~~-credit hour course) with a Grade C or higher. For each reporting period, ~~d~~Double hours are allowed for instructing a qualified initial session. The second instruction of a topic qualifies for single hours and none for subsequent presentations. Eligible classes ~~are preferred to~~must be junior or senior level classes to include but are not limited to accounting, budgeting, finance, risk management, debt administration, treasury and cash management, pension administration, taxation, economics, business law, etc.

16.7. Each certificate holder must complete an Ethics course approved by the FGFOA Board ~~at the recommendation of the Certification Committee i.e., any course approved by the~~

Department of Professional Regulation (DBPR), or successfully pass the open book Code of Ethics for Public Offices and Employees Examination prior to renewal of their Certificate.
~~The Certification Committee will maintain a list of approved courses.~~

For Certificate holders taking the open book exam, a minimum score of 75% is required for a passing score. Should a certificate holder not achieve a minimum score of 75%, a second open book Ethics Exam will be administered. Should a certificate holder not pass the second exam, they will be required to complete the Florida Commission on Ethics' online training course titled "Florida's Code of Ethics, Sunshine Law, and Public Records Acts", or any other approved training course.

8. CGFOs are responsible for updating their non-FGFOA sponsored education credits on the FGFOA website (see instructions below).

9. CPEs reported are reviewed by a subcommittee of the certification committee and subject to random audit. The committee reserves the right to review all submissions and request additional information. Supporting documentation must be maintained by each certificate holder for a period of two years after their reporting date.

~~1.~~

17.10. Failure of a certificate holder to maintain membership in the FGFOA, either active membership or associate membership within a six-month grace period, will cause the certificate to be suspended. In order to return to active status, a certificate holder must pay the current annual active membership fee for each year membership in the FGFOA was not maintained, plus a fifty-dollar (\$50) reinstatement fee.

Failure to report CPEs or to make up any deficiencies in CPEs reported, within the six-month grace period following notification by certified mail to the last known address of the certificate holder, will cause the certificate to be suspended. In order to return to active status, the CGFO must complete ten hours of CPE in addition to that required in the bi-annual period being made up. Any hours being reported for one bi-annual period cannot be reported in subsequent reporting periods.

~~18. Failure to successfully pass the Ethics Exam, within the six-month grace period following notification by certified mail to the last known address of the certificate holder, will cause the certificate to be suspended. In order to return to active status, the CGFO must complete the Florida Commission on Ethics' online training course titled "Florida's Code of Ethics, Sunshine Law, and Public Records Acts", or any other equivalent training course, which may be approved by the FGFOA Board.~~

19.11. While on suspended status the CGFO designation cannot be used. A certificate on suspended status for more than two years shall be revoked. In order to be certified once a certificate has been revoked, a member must reapply and meet all the requirements of becoming a CGFO, including taking and passing the exam.

20.12. Upon retirement, a CGFO may request their certification be placed on retired status. Lacking a request from the certificate holder, the FGFOA Board may place a certificate on

Revised ~~March 2008~~ August 18, 2023

retired status.

CGFO CLASSIFICATIONS

Active CGFO – is defined as a CGFO who is an active, retiree, or associate member of the FGFOA, and is current with dues and other reporting requirements.

Suspended CGFO – is defined as a CGFO who is not current with their FGFOA membership dues or is out of compliance with their CPE reporting requirements, or has not successfully passed the Ethics exam, or completed the Florida Commission on Ethics’ online training course titled “Florida’s Code of Ethics, Sunshine Law, and Public Records Acts”, or any other Board approved equivalent training course within the six-month grace period. While on suspended status, the CGFO designation cannot be used.

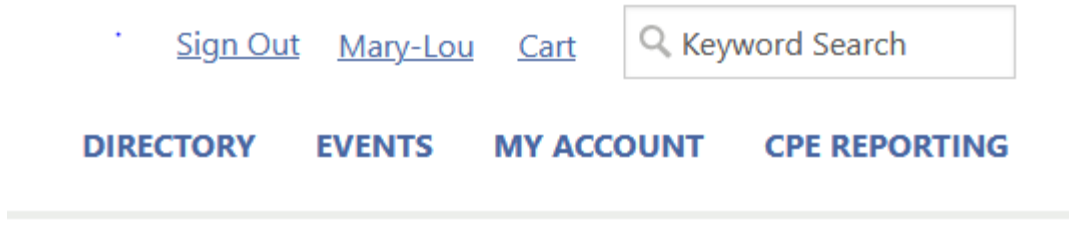
Retired CGFO – is defined as a CGFO who is currently bona fide retired. Retired CGFOs must denote their designation as “CGFO/Retired”.

INSTRUCTIONS FOR ENTERING CPEs AND COMPLETING THE CGFO CPE REPORTING FORM COMPLETING BI-ANNUAL RENEWAL

1. Enter all non-FGFOA sponsored education credits including Local Chapter on the FGFOA website as follows:

a. Log in to your FGFOA account: <https://fgfoa-members.flcities.com/>

b. Select CPE REPORTING



c. Select Enter CPE Credits

Education Credits

Printing Assistance: You may print this summary page to submit for reporting. When printing, look in your available printers for a print-to-PDF option.

[Enter CPE Credits >>](#)

d. Click on the + sign

Education Credits

Please Note: CPE reporting functionality on our new members' site is a work-in-progress.

To add CPEs, click the small plus sign located on the right above the listing of CPEs already logged. Once your CPE credits have been entered, depending on the browser you're using, you may need to reload the page for them to appear.

When entering CPE credits, carefully check that all information is correct before you click **Save**. If you discover that there are changes needed for any CPE entry, please contact [Jill Walker](#) with the FGFOA.

[Click here to print a summary page to submit for reporting.](#)



e. Enter data, then Save & Close, repeat steps for additional entries.

submit for reporting.

Add

Date

Sponsor Name

Sponsor Code

Course

Type

Hours

Save & Close
Cancel

2. CGFOs are notified via email when it is time to renew and must complete the following steps:

- Log onto the FGFOA website and pay the recertification fee (to defray administrative costs, a review and continuing certification fee of \$40.00 is due with each bi-annual renewal).
- Ensure your CPEs recorded for the period total at least 80 and are in compliance with the requirements set forth in this document.

Instructions to run Report:

- Enter dates of your renewal period
- Select FIND

*From:
and

Category (optional):

Find

Please enter your search criteria to view results

3. Export Results

*From:
7/1/2021
and
6/30/2023

Category (optional):

Find

Export

- Ensure the Ethics requirements have been satisfactorily met.
- Ensure Annual FGFOA dues are paid.
- Complete the CGFO Renewal Confirmation (via link in Renewal Notice).

- ~~1. This form must be printed or typed and submitted to the Florida Government Finance Officers Association office (Applicants should retain a copy for their files). Copies of this form are acceptable.~~
—
- ~~2. Forms should be submitted only after you have met the requirements and all hours you intend to report have been completed. The deadline for meeting the requirements is June 30 of each reporting year and the report must be postmarked by July 31. Report hours for one re-establishment period only on this form. You may not carry over excess hours to the next period.~~
—
- ~~3. The minimum requirements for each two year period are the completion of at least 80 hours of which at least 20 hours must have been in accounting, auditing and/or technical business related subjects and of which no more than 20 hours may be in behavior subjects. Up to 40 hours may be reported in total for professional involvement. Please refer to current rules concerning how these credits are earned.~~
—
- ~~4. Education credits can be claimed for two types of activity: (1) hours earned as a participant and (2) hours earned as an instructor or lecturer. If you are reporting hours of instruction, you may claim double credit for the first presentation of the course, single credit for the second presentation of the same course, and no credit thereafter.~~
—
- ~~5. All information requested on the form must be completed. Incomplete forms cannot be evaluated and will be returned.~~
—
- ~~6. Report whole hours only, no fractions. Fractional hours must be rounded down to the nearest whole hour. Any fractional hours reported will be removed.~~
—
- ~~7. The form must be signed and dated. Be sure to indicate your employer or firm name.~~
—
- ~~8. You must retain a copy of your reporting form and the appropriate supporting data in your files for two years following the end of your re-establishment period. This documentation must include course outlines and proof of attendance for each course reported.~~
—
- ~~9. For questions regarding the use of this form, please contact the Florida Government Finance Officers Association office at (850) 222-9684 or a member of the FGFOA Certification Committee.~~

POLICIES AND PROCEDURES FOR MAINTAINING CGFO STATUS

1. Bi-Annual continuing professional education (CPE) reporting periods end on June 30. A new certificate holder's first bi-Annual reporting period shall run from the date of certification until the next June 30 plus two (2) years. Subsequent reporting periods shall be every two (2) years. For example, those first certified in November 2023 and March 2024 will have their first reporting period end on June 30, 2026.

Renewals completed after July 31 of the reporting year are late and subject to a \$25 late fee.

2. A new certificate holder who holds a Florida Certified Public Accounting License may request a short renewal period to enable their renewal period to coincide with their Florida CPA renewal period. If this election is taken, 40 CPE credits would be required for their first renewal period (from certification date to the next June 30 plus one year).
3. In any given two-year reporting period, each certificate holder must have completed a minimum of 80 hours of continuing professional education, of which at least 20 hours must have been in accounting or auditing and of which no more than 20 hours may be in behavioral subjects. Educational instruction or training in the following subjects or courses of study are formal programs of learning, which enhances the professional competency of certificate holders and relates to their work requirements.
 - a. Accounting-related subjects or courses include, but are not limited to, governmental accounting (including current authoritative literature in generally accepted governmental accounting principles and the Pronouncements of the Governmental Accounting Standards Board), financial accounting (including current authoritative literature in generally accepted accounting principles and the Pronouncements of the Accounting Principles Board and the Financial Accounting Standards Board) and accounting for certain specialized industries (e.g., public utilities, colleges and universities, not-for-profit organizations, etc.).
 - b. Auditing-related subjects or courses include, but are not limited to, Government Auditing Standards, as may be revised from time to time, issued by the Comptroller General of the United States, commonly referred to as the "Yellow Book," general auditing theory and practice (including current authoritative literature in generally accepted auditing standards and the Statements on Auditing Standards promulgated by the American Institute of Certified Public Accountants), auditing for certain specialized industries (e.g., public utilities, colleges and universities, not-for-profit organizations, etc.) and audit applications to computers and information systems.
 - c. Technical business-related subjects or courses include, but are not limited to, debt administration, treasury and cash management, pension administration and operating and capital budgeting.
 - d. Related subjects include, but are not limited to, taxation, human resources management and general business (including, but not limited to, economics, business

- law, production or operational systems, marketing, finance, quantitative applications in business and business policy and computers and information systems without audit applications).
- e. Behavioral subjects or courses include, but are not limited to, oral and written communications, the social environment of government/business and managerial effectiveness, and leadership.

Formal correspondence or self-study programs must have a registration requirement, be developed primarily as an educational activity, provide evidence of satisfactory completion and conduct an evaluation to determine whether learning objectives were met. Continuing professional education credit for formal correspondence or self-study courses shall be an amount equal to the average completion time established by the course sponsor or actual completion time by the certificate holder, whichever is less.

Certain types of activities DO NOT qualify for CPE credit because they are not sufficiently related to the practice of governmental accounting or because they are not structured as formal courses. The following DO NOT qualify for CPE credit:

- Proctoring examinations such as the CGFO or CPFO.
- Attendance at Software Users Group Conferences.

The certification committee may ask for additional information regarding CPE classes that are not sponsored by recognized professional organizations approved by the National Association of State Boards of Accountancy, including the FGFOA and GFOA (including local chapters), FLC, ASPA, FICPA, AICPA, Fitch Training, Institute of Internal Auditors, Municipal Treasurers' Association, Ultimate CPE, Florida Department of Business Professional Registration, and National Registry of CPE Sponsors, especially in-house training.

4. Double hours are allowed for instructing a qualified initial session.
- a. Instruction includes only those contact hours directly taught by the individual. If teaching is part of a panel, the certificate holder shall report only the part instructed by them.
- b. The second instruction of a topic qualifies for single hours and none for subsequent presentations.
5. A CPE hour of credit shall be granted for 50 minutes of educational contact in a training setting. Fractional hours may be reported for individual sessions (i.e., 25 minutes equals .5 CPE and totaled. However, if the total CPEs reported results in a fractional hour, they must be rounded down to the nearest whole hour (i.e., 79.5 CPEs equal 79 CPE hours, not 80).
6. In a college class setting 12 CPE credits will be granted for classes based on the Quarter System and 15 CPE credits will be granted for classes based on the Semester System (i.e., 45 CPEs will be granted for a 3-credit hour course) with a Grade C or higher. For each reporting period, double hours are allowed for instructing a qualified initial session. The second

instruction of a topic qualifies for single hours and none for subsequent presentations. Eligible classes must be junior or senior level classes to include but are not limited to accounting, budgeting, finance, risk management, debt administration, treasury and cash management, pension administration, taxation, economics, business law, etc.

7. Each certificate holder must complete an Ethics course approved by the FGFOA Board i.e., any course approved by the Department of Professional Regulation (DBPR), or successfully pass the open book Code of Ethics for Public Offices and Employees Examination prior to renewal of their Certificate.

For Certificate holders taking the open book exam, a minimum score of 75% is required for a passing score. Should a certificate holder not achieve a minimum score of 75%, a second open book Ethics Exam will be administered. Should a certificate holder not pass the second exam, they will be required to complete the Florida Commission on Ethics' online training course titled "Florida's Code of Ethics, Sunshine Law, and Public Records Acts", or any other approved training course.

8. CGFOs are responsible for updating their non-FGFOA sponsored education credits on the FGFOA website (see instructions below).
9. CPEs reported are reviewed by a subcommittee of the certification committee and subject to random audit. The committee reserves the right to review all submissions and request additional information. Supporting documentation must be maintained by each certificate holder for a period of two years after their reporting date.
10. Failure of a certificate holder to maintain membership in the FGFOA, either active membership or associate membership within a six-month grace period, will cause the certificate to be suspended. In order to return to active status, a certificate holder must pay the current annual active membership fee for each year membership in the FGFOA was not maintained, plus a fifty-dollar (\$50) reinstatement fee.

Failure to report CPEs or to make up any deficiencies in CPEs reported, within the six-month grace period following notification by certified mail to the last known address of the certificate holder, will cause the certificate to be suspended. In order to return to active status, the CGFO must complete ten hours of CPE in addition to that required in the bi-annual period being made up. Any hours being reported for one bi-annual period cannot be reported in subsequent reporting periods.

11. While on suspended status the CGFO designation cannot be used. A certificate on suspended status for more than two years shall be revoked. In order to be certified once a certificate has been revoked, a member must reapply and meet all the requirements of becoming a CGFO, including taking and passing the exam.
12. Upon retirement, a CGFO may request their certification be placed on retired status. Lacking a request from the certificate holder, the FGFOA Board may place a certificate on retired status.

CGFO CLASSIFICATIONS

Active CGFO – is defined as a CGFO who is an active, retiree, or associate member of the FGFOA, and is current with dues and other reporting requirements.

Suspended CGFO – is defined as a CGFO who is not current with their FGFOA membership dues or is out of compliance with their CPE reporting requirements, or has not successfully passed the Ethics exam, or completed the Florida Commission on Ethics' online training course titled "Florida's Code of Ethics, Sunshine Law, and Public Records Acts", or any other Board approved equivalent training course within the six-month grace period. While on suspended status, the CGFO designation cannot be used.

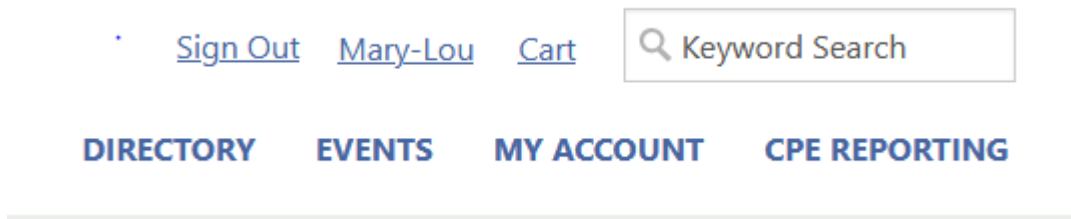
Retired CGFO – is defined as a CGFO who is currently bona fide retired. Retired CGFOs must denote their designation as "CGFO/Retired".

INSTRUCTIONS FOR ENTERING CPEs AND COMPLETING BI-ANNUAL RENEWAL

1. Enter all non-FGFOA sponsored education credits including Local Chapter on the FGFOA website as follows:

- a. Log in to your FGFOA account: <https://fgfoa-members.flcities.com/>

- b. Select CPE REPORTING



- c. Select Enter CPE Credits

Education Credits

Printing Assistance: You may print this summary page to submit for reporting. When printing, look in your available printers for a print-to-PDF option.



- d. Click on the + sign

Education Credits

Please Note: CPE reporting functionality on our new members' site is a work-in-progress.

To add CPEs, click the small plus sign located on the right above the listing of CPEs already logged. Once your CPE credits have been entered, depending on the browser you're using, you may need to reload the page for them to appear.

When entering CPE credits, carefully check that all information is correct before you click *Save*. If you discover that there are changes needed for any CPE entry, please contact [Jill Walker](#) with the FGFOA.

[Click here to print a summary page to submit for reporting.](#)



- e. Enter data, then Save & Close, repeat steps for additional entries.

submit for reporting.

Add
↺
□
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Date
📅
🕒

Sponsor Name

Sponsor Code

Course

Type

Hours

Save & Close
Cancel

2. CGFOs are notified via email when it is time to renew and must complete the following steps:

- a. Log onto the FGFOA website and pay the recertification fee (to defray administrative costs, a review and continuing certification fee of \$40.00 is due with each bi-annual renewal).
- b. Ensure your CPEs recorded for the period total at least 80 and are in compliance with the requirements set forth in this document.

Instructions to run Report:

1. Enter dates of your renewal period
2. Select FIND

*From:
📅
and
📅

Category (optional):

Find

Please enter your search criteria to view results

3. Export Results

*From:
7/1/2021
📅
and
6/30/2023
📅

Category (optional):

Find

Export

- c. Ensure the Ethics requirements have been satisfactorily met.
- d. Ensure Annual FGFOA dues are paid.
- e. Complete the CGFO Renewal Confirmation (via link in Renewal Notice).

Florida Government Finance Officers Association, Inc.

2023-2024 Certification Committee

Agenda Item



2023-2024

CHAIRPERSON

Mary-Lou Pickles

BOARD LIAISON

Missy Licourt

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Jeremy Baker
Dee Dee Beaver
Kelly Bennett
Rebecca Bowman
Teri Butler
Kathleen Campbell
Sondra Collamore
Ginny Cox
Sarah Graber
Ann Harris Wynter
Natalie Hinger
Carlisha Jenkins
Sarah Koser
Linda Logan-Short
Shernett Lee
Karin Lu
Stephanie Loven
Karen Malcolm
Robert Miller
Tanra-Lee Milson
Susan Nabors
Michael Perry
Olga Rabel
Lilya Sablukova
Alicia Sheffield
Scott Simpson
Kelly Strickland
Todd Taylor
Lawanda Washington
Allen Weeks
Denese Williams

Meeting Date: August 18, 2023

Title of Item: CGFO Program Requirements

Executive Summary, Explanation or Background:

The Program Requirements for the CGFO Program are outdated and need to be brought current. Highlights of changes to the Program Requirements include:

- Updating the application process from paper submittal to its current online process.
- Changing the process for taking the open book Code of Ethics for Public Officers and Employees Examination (Exam) from paper to online (same as renewals), the timeframe for taking the Exam, and establishing consequences for failing to meet the requirement.
- Updating the time requirement for submitting application prior to taking exams to 45 days as opposed to specific dates because the schedule for tests changes from year to year and this also provides flexibility in anticipation of moving to on-demand testing.

Recommended Action:

Board approval of the revised CGFO Program Requirements.

Mary-Lou Pickles

Name

July 28, 2023

Date

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION

CERTIFIED GOVERNMENT FINANCE OFFICER PROGRAM



PROGRAM INFORMATION – Revised August 2014

2023 OFFICIAL APPLICATION ~~FORMS~~

INSTRUCTIONS ~~SHEETS~~

ABOUT THE CERTIFIED GOVERNMENT FINANCE OFFICER PROGRAM

The Certified Government Finance Officer (CGFO) Program is intended to encourage a level of knowledge and professionalism in the field of government finance. It is also intended to encourage development and maintenance of professional competence for practicing governmental finance officers. For purposes of the CGFO program, a finance officer is any individual occupying a professional level position that includes oversight and/or supervision of one or more financial functions in a government entity.

While the Florida Government Finance Officers Association, Inc. (FGFOA) certifies that individuals meeting the criteria in its professional certification program demonstrate certain competencies, the Florida Government Finance Officers Association expressly withholds an opinion as to the capability of any individual to successfully perform in a given position. Prospective employers and employees must make that decision. The Florida Government Finance Officers Association encourages prospective employers and employees to share information regarding the requirements of the position and the capabilities of the candidate in a forthright manner to promote sound employment and professional decisions.

CGFO CLASSIFICATIONS

Active CGFO – is defined as a CGFO who is an active, retiree, or associate member of the FGFOA, and is current with dues and other reporting requirements.

Suspended CGFO – is defined as a CGFO who is not current with their FGFOA membership dues or is out of compliance with their CPE reporting requirements, or has not successfully passed the Ethics exam, or completed Florida Commission on Ethics' online training course titled "Florida's Code of Ethics, Sunshine Law, and Public Records Acts", or any other Board approved equivalent training course within the six-month grace period. While on suspended status, the CGFO designation cannot be used.

Retired CGFO – is defined as a CGFO who is currently bona fide retired. Retired CGFOs must denote their designation as "CGFO/Retired".

MOST COMMONLY ASKED QUESTIONS ABOUT THE CGFO PROGRAM

How do I apply?

The candidate must complete an official [online](#) application form, which outlines their education, government work experience, and includes a minimum of two (2) letters of recommendation. Once approved by the committee, the candidate will be ~~sent an~~ [notified. After acceptance into the program, candidates will request the link to the](#) -open book Code of Ethics for Public Officers and Employees Examination, which must be completed within ~~thirty-five days~~ [\(30\)15](#) days. Once the candidate has successfully passed (achieved a minimum score of 75%) the Ethics Exam, the candidate may sign up for one or more of the CGFO examinations. [If the candidate does not successfully pass the Ethics examination within the 15 days, they may request an additional 15 days. Candidates who do not successfully pass the Ethics Examination after 30 days, will need to reapply to the program and re-pay the \\$50 application fee.](#)

What are the minimum requirements for sitting for the exam?

Three years of governmental work experience in a financial capacity; a baccalaureate degree from an accredited institution in Accounting, Business Administration, Public Administration or a closely related field; and a minimum of two (2) letters of recommendation. In addition, all applicants must successfully complete an open book Ethics Exam. A minimum score of 75% is required for a passing score.

What is the Cost of the Program?

There is a non-refundable application fee of \$50.00 and a \$30.00 sitting fee for each exam.

What if I don't pass the exams on the first try?

You have up to five years to pass all five exams before you must reapply and re-pay the \$50.00 application fee. Each time you take an exam, you must pay the \$30.00 exam fee. This fee is to help defray the administrative costs [associated](#)

~~with examinations, of providing proctors, exams, and setting up exam sites~~

After becoming a qualified candidate, when do I sit for the exam?

When you have qualified to sit for the exam, including successfully passing the Ethics exam, and have paid for your exams in advance, you may sit for any available exam session. ~~A deferral of the exam is good for one session only, and it is assumed that you will take the exam at the next available date.~~ If no advance notice is provided, exam fees are forfeited.

How frequently is the exam given and when?

The exam ~~is given twice a year~~ is offered ~~once~~ in conjunction with the School of Governmental Finance in ~~November the fall, at the Annual Conference in the summer~~ and at announced sites in the spring.

What are the application deadlines?

Applications must be received ~~by September 15 for the November exam, and January 15 for the spring exam~~ forty-five (45) days prior to the scheduled exam. This is to ensure that the applications and registrations can be processed in time to allow for adequate preparation for the exam and allow sufficient time for the Ethics exam to be distributed and graded.

Do I need to take the exam review sessions? How many times are these sessions offered?

While it is recommended that candidates take the review sessions, they are not required. The candidate should study sufficiently on their own using the suggested review material to help them pass the exam. The review classes are not intended to be a substitute for proper preparation for the exam. The CGFO review sessions are provided in conjunction with the School of Governmental Finance in ~~November the fall~~ and ~~webinars are offered prior right before to~~ the spring exam ~~at central location such as Orlando.~~

GENERAL INSTRUCTIONS

Eligibility for acceptance into the Certified Government Finance Officer (CGFO) Program, sitting for the examination, and awarding of the CGFO designation is determined by the information provided on the official application form. Please be as complete and specific as possible.

ELIGIBILITY REQUIREMENTS

To be eligible to participate in the program, an applicant must:

1. be an active member in good standing of the FGFOA
2. have a Bachelor of Science or a Bachelor of Arts Degree from an accredited college-level institution in Accounting, Finance, Business Administration, Public Administration or a closely related field and a minimum of three years, within the last five years, of governmental related experience; **or**

have a Bachelor of Science or a Bachelor of Arts Degree from an accredited college-level institution and a minimum of five years, within the last seven years, of governmental related experience and 20 hours within the last three years in local/state government related training sessions (i.e., FGFOA/GFOA etc.); or attend all the CGFO review courses prior to taking the exam.

Note: Work experience will not substitute for an appropriate degree ~~in either a. or b. above.~~

3. submit a minimum of two letters of recommendations
4. successfully pass an open book Ethics exam
5. accept the FGFOA Code of Ethics

The candidate has five years to pass all five exams in five subject areas in order to receive the CGFO designation.

EDUCATION – CGFO candidates must hold a bachelor's (or higher level) degree from an accredited college-level institution. Work experience will not substitute for an appropriate degree. A copy of the candidate's diploma, transcripts, or other written proof of completion of a degree program must accompany the candidate's application.

EXPERIENCE – The CGFO program is designed to distinguish professionals engaged in the field of government finance. Candidates for certification must complete either 36 or 60 months of governmental work experience with appropriate degree (see eligibility requirements number 2 above). Qualifying experience consists of employment in a governmental entity (city, county, school district, special district, state or federal) in a professional level non-clerical financial capacity. Employment in a financial capacity includes work involving treasury, debt administration, financial administration, accounting, auditing, budget, risk management, tax management, or purchasing. External auditors of governmental entities employed by non-governmental entities, i.e., CPA firms, IRS auditors of individual tax returns, internships, and trainees, clerical, or non-technical positions do not provide appropriate experience to fulfill this requirement.

REFERENCES – A minimum of two letters of recommendation are required. One reference must be from the candidate's employer (supervisor, manager or human resource official) verifying length of employment, summary of duties currently performed and a statement regarding applicant's eligibility into the CGFO Program. The second letter should be a character reference from a non-family member, preferably from a CGFO or person with another professional designation in the accounting industry. If the length of time with current employer is less than three (3) years, a letter from the applicant's previous employer verifying length of employment and a summary of duties performed is also required. References from employers current or past must document a minimum of three year's governmental work experience. Thus, to meet this criterion, more than two references may be required in some cases.

ETHICS - CGFO candidates must agree to abide by the Code of Ethics established by The FGFOA and successfully pass (achieve a minimum score of 75%) an open book Ethics exam.

SUBMITTING THE APPLICATION

Applications to the program are submitted online by logging onto the FGFOA website, selecting the CGFO Program page, then the "CLICK HERE" under the "To apply for the CGFO Program" section. To begin the application, enter your FGFOA member number, then click "Begin CGFO Application". After entering your information, upload your letters of recommendation, and any other supporting documentation, then click SUBMIT. After submission, you will get the link to submit your application fee.

~~After completing the application, attach payment in the amount of \$50.00 (made payable to FGFOA), all worksheets, letter of recommendations, and any other supporting documents to the official application form and mail to:~~

~~Florida Government Finance Officers Association
Attention: Certification Program
Post Office Box 10270
Tallahassee, FL 32302-2270~~

NOTIFICATION OF ACCEPTANCE

Once the certification committee approves the application, candidates will ~~be sent~~ request the link to take an open book Code of Ethics for Public Officers and Employees Examination, which they must successfully complete (achieve a minimum score of 75%) within ~~thirty-five (30)~~ thirty-five (30) 15 days. Candidates may request an additional 15 days to complete the Ethics examination. Candidates will be notified of their acceptance in the Program by the Florida Government Finance Officers Association office. Upon acceptance, the candidate will be sent information on testing dates and locations.

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Before: 0 pt

REVIEW SESSIONS

Review sessions may be offered before the examination. ~~If a current schedule is not enclosed,~~ Please check the FGFOA website at <http://www.fgfoa.org/> or call the Florida Government Finance Officers Association office for more information.

TESTING

Candidates must successfully complete all five (5) exams in the following subject areas within a five (5) year period:

Accounting & Financial Reporting
Municipal Budgeting
Treasury Management
Debt Administration
Financial Administration

There is a list of suggested reading material for each of the five subject areas. The cost for each exam is \$30.00. You may sign up for as many exams at one time as you would like. Test results are provided to candidates on a pass or fail basis after tests have been graded and verified. A minimum score of 75% is required for a passing score.

CGFO of the Year:

In recognition of the hard work involved in becoming a CGFO, the FGFOA Board of Directors and Officers created the "CGFO of the Year Award". The CGFO of the Year is given to the candidate that receives the highest cumulative score on all five parts between the November and spring exams. The recipient of the award is given a complimentary registration to the Annual Conference, and will receive a plaque recognizing this achievement during the Annual conference. The recipient will also be recognized in a newsletter article.

In the case of a tie, the candidate that passed all 5 parts in one sitting will receive the award.

QUESTIONS

If you have any questions or if you need any additional information, please contact our office at (850) 222-9684, or write to us at:

Florida Government Finance Officers Association, Inc.
Attention: Certification Program
Post Office Box 10270
Tallahassee, FL 32302-2270

REVOCATION & DISCIPLINARY ACTIONS

The FGFOA Certification Committee, referred to as the “Board” in this section, shall handle all review matters. When the appeals process is used, the FGFOA Board of Directors will act as the appeals board.

6. Board Review Procedures

After notice and hearing, the Board may revoke or may suspend, for a period not to exceed five years any designation and certificate issued under these regulations; or may revoke, suspend or refuse to renew any CGFO designation and certificate under these guidelines; or may reprimand the holder of any such designation or certificate for any one of the following causes:

- i. The certificate holder has been convicted of a felony;
- ii. The certificate holder has been adjudicated mentally incompetent;
- iii. The certificate holder obtained his/her certificate by use of fraud or misstatement of a material fact;
- iv. The certificate holder identified himself/herself as a CGFO before such certification has been granted him/her;
- v. The certificate holder has violated provisions of the CGFO program;
- vi. The certificate holder has failed to meet renewal requirements as set forth in the Requirements for Continuing Professional Education Reporting under the CGFO Program including passing the Ethics Exam; or
- vii. The certificate holder has failed to successfully pass an open book Ethics Exam;
- viii. The certificate holder has failed to accept the FGFOA Code of Ethics.

7. Hearing and Review Procedures

The Board may, on its own motion or on the complaint of any person, initiate proceedings to determine the eligibility of any person for the application, examination and certification of the CGFO designation. If the Board determines that a hearing is necessary, the following procedures will guide the Board’s actions:

- a. A written notice stating the nature of the charge or charges against the individual and the time and place of the hearing before the Board on such charges shall be served to the individual not less than 30 days prior to the date of the hearing either personally or by mailing a copy of the notice by registered or certified mail to the last known address of the individual.
- b. At any hearing the individual may appeal in person, produce evidence and witness on his/her behalf, cross examine witnesses, and examine evidence produced against him/her.
- c. If, after having been served with the notice of hearing, the individual fails to appear at the hearing, the Board may proceed to hear evidence against him/her and may enter a temporary verdict as shall be justified by the evidence, and a copy of such verdict will be sent by registered or certified mail to the last known address of the individual. The Board may grant continuances upon written request and upon showing a good cause for failure to appear at such a hearing, set out in writing, signed by the individual and filed with the Board. The Board may reopen proceedings and permit the individual to submit evidence on his/her behalf, provided that the written request to reopen is filed with the Board within 30 days after the date of the copy of the verdict has been mailed to the individual.
- d. A recording of the hearing shall be kept, and if deemed necessary by the Board, a transcript shall be ordered.
- e. A decision of the Board shall be by majority vote of the Board.
- f. Any person in disagreement with any decision of the Board may file an appeal with the FGFOA Board of Directors. Such a motion must be filed within 15 days of the Board’s announcement. The Board of Directors will file a reply to a motion for rehearing within the 30 days after the announcement of the decision. The Board of Directors will hear the appeal within 60 days from the time it is filed.
- g. If the certificate holder has been found guilty by the Board of any of the grounds set forth and circumstances concerning this matter have changed, he/she may petition the Board for a rehearing of his/her case. The Board’s decision on this rehearing shall be subject to the appeals process described above.
- h. A verdict is final when the motion for rehearing is denied or when the time for filing a motion has passed.
- i. Upon application in writing and after a hearing in accordance with notice, the Board may issue a new certificate number to a CGFO whose certificate has been revoked; or the Board may reissue or modify the

suspension of any CGFO designation and certificate number that has been revoked or suspended.

8. Disciplinary Actions

When the Board finds any CGFO guilty of any of the grounds set forth, it may enter an order imposing one or more of the following penalties:

- a. Denial of an application for certificate;
- b. Revocation of certification;
- c. Suspension of certification, during which time continuing professional education must be earned on the same basis as if certification is in effect;
- d. Issuance of a reprimand; or
- e. Placement of the certificate holder on probation for a period of time and subject to such conditions as the Board may specify, including requiring the certificate holder to attend additional continuing education courses.

~~Florida Government Finance Officers Association~~
Certified Government Finance Officers Program

OFFICIAL APPLICATION FORM

Please Type or Print

Name _____ E mail _____

Organization _____ Title _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone (____) _____ Fax Number (____) _____

FGFOA Member: _____ Yes _____ (Date joined: _____) _____ No

Application Checklist:

☐ Education Verification: Enclosed copy of transcripts or copy of diploma

☐ Governmental Finance Experience Verification: Enclosed Completed "Experience Worksheet"

☐ Two (2) Letters of Recommendation Enclosed: (Note: at least one additional letter is required if you are with your current employer less than three (3) years)

☐ Signed FGFOA Code of Ethics Page

☐ Payment Enclosed

STATEMENT OF ACCURACY

I hereby certify that my answers to all questions on this application are true and correct. I agree to comply with the Florida Government Finance Officers Associations' CGFO compliance guidelines and code of ethics set forth in this application booklet. I understand that failure to comply with these guidelines may result in revocation of the CGFO designation and certificate.

Signature _____ Date _____

BEFORE MAILING Please make sure your application and supporting documents are complete and accurate. STAPLE your check and all supporting documents to this application and mail to:
FGFOA
Certification Program
P.O. Box 10270
Tallahassee, FL 32302-2270

~~Florida Government Finance Officers Association
CERTIFIED GOVERNMENT FINANCE OFFICERS PROGRAM~~

Name _____

~~EXPERIENCE WORKSHEET~~

Please document all related work experience. You may photocopy this worksheet or attach a separate sheet if more space is needed.

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Florida Government Finance Officers Association

Code of Ethics and Standards of Conduct

The Florida Government Finance Officers Association is a professional organization dedicated to promote and improve the quality of financial accountability, management, and communications by and for all governmental units in the State of Florida by providing training and individual development for governmental financial professionals in technical finance related areas and other aspects of financial management.

To further these goals, we the members of the Florida Government Finance Officers Association are enjoined to adhere to legal, moral, and professional standards of conduct in the fulfillment of our professional responsibilities as set forth in this Code of Ethics in order to enhance the quality of our performance.

We shall conduct ourselves with integrity in all working and networking relationships with public officials, employees, peers and the citizens whom we serve.

We shall not condone or allow the issuance of any false or misleading financial information or omit any information that is essential to making an informed decision.

We shall prepare and present financial information in accordance with generally accepted governmental accounting principles.

We shall abide by all applicable laws and regulations of the State of Florida and those of our individual local jurisdictions.

We shall not be involved with or by our actions condone any illegal activity.

We, as members of the Florida Government Finance Officers Association, shall conduct ourselves in a professional and ethical manner.

We shall conduct ourselves objectively and not seek or accept personal gain that would influence the conduct of our official duties.

We shall not use public resources for personal gain.

We shall not reveal or improperly use confidential information.

We shall accurately represent our professional qualifications, education, and affiliations.

We shall promote equal employment opportunities and oppose any discrimination, harassment or other unfair employment practices.

It is the responsibility of the individual member to adhere to this Code of Ethics and Standards of Conduct and to report any suspected ethics or conduct violations to the Executive Director of the Association and notice shall be provided to the elected Board of Directors. Enforcement shall be the responsibility of the Board of Directors.

The Board of Directors shall timely review each reported ethics or conduct violation and shall determine if sanctions may be taken by the Board of Directors which may include the suspension of membership and/or the permanent expulsion of the member from the association.

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION

CERTIFIED GOVERNMENT FINANCE OFFICER PROGRAM



PROGRAM INFORMATION – Revised August 2023

OFFICIAL APPLICATION INSTRUCTIONS

ABOUT THE CERTIFIED GOVERNMENT FINANCE OFFICER PROGRAM

The Certified Government Finance Officer (CGFO) Program is intended to encourage a level of knowledge and professionalism in the field of government finance. It is also intended to encourage development and maintenance of professional competence for practicing governmental finance officers. For purposes of the CGFO program, a finance officer is any individual occupying a professional level position that includes oversight and/or supervision of one or more financial functions in a government entity.

While the Florida Government Finance Officers Association, Inc. (FGFOA) certifies that individuals meeting the criteria in its professional certification program demonstrate certain competencies, the Florida Government Finance Officers Association expressly withholds an opinion as to the capability of any individual to successfully perform in a given position. Prospective employers and employees must make that decision. The Florida Government Finance Officers Association encourages prospective employers and employees to share information regarding the requirements of the position and the capabilities of the candidate in a forthright manner to promote sound employment and professional decisions.

CGFO CLASSIFICATIONS

Active CGFO – is defined as a CGFO who is an active, retiree, or associate member of the FGFOA, and is current with dues and other reporting requirements.

Suspended CGFO – is defined as a CGFO who is not current with their FGFOA membership dues or is out of compliance with their CPE reporting requirements, or has not successfully passed the Ethics exam, or completed Florida Commission on Ethics' online training course titled "Florida's Code of Ethics, Sunshine Law, and Public Records Acts", or any other Board approved equivalent training course within the six-month grace period. While on suspended status, the CGFO designation cannot be used.

Retired CGFO – is defined as a CGFO who is currently bona fide retired. Retired CGFOs must denote their designation as "CGFO/Retired".

MOST COMMONLY ASKED QUESTIONS ABOUT THE CGFO PROGRAM

How do I apply?

The candidate must complete an official online application form, which outlines their education, government work experience, and includes a minimum of two (2) letters of recommendation. Once approved by the committee, the candidate will be notified. After acceptance into the program, candidates will request the link to the open book Code of Ethics for Public Officers and Employees Examination, which must be completed within fifteen days (15) days. Once the candidate has successfully passed (achieved a minimum score of 75%) the Ethics Exam, the candidate may sign up for one or more of the CGFO examinations. If the candidate does not successfully pass the Ethics examination within the 15 days, they may request an additional 15 days. Candidates who do not successfully pass the Ethics Examination after 30 days, will need to reapply to the program and re-pay the \$50 application fee.

What are the minimum requirements for sitting for the exam?

Three years of governmental work experience in a financial capacity; a baccalaureate degree from an accredited institution in Accounting, Business Administration, Public Administration or a closely related field; and a minimum of two (2) letters of recommendation. In addition, all applicants must successfully complete an open book Ethics Exam. A minimum score of 75% is required for a passing score.

What is the Cost of the Program?

There is a non-refundable application fee of \$50.00 and a \$30.00 sitting fee for each exam.

What if I don't pass the exams on the first try?

You have up to five years to pass all five exams before you must reapply and re-pay the \$50.00 application fee. Each time you take an exam, you must pay the \$30.00 exam fee. This fee is to help defray the administrative costs associated

with examinations.

After becoming a qualified candidate, when do I sit for the exam?

When you have qualified to sit for the exam, including successfully passing the Ethics exam, and have paid for your exams in advance, you may sit for any available exam session. If no advance notice is provided, exam fees are forfeited.

How frequently is the exam given and when?

The exam is offered in conjunction with the School of Governmental Finance in the fall, at the Annual Conference in the summer and at announced sites in the spring.

What are the application deadlines?

Applications must be received forty-five (45) days prior to the scheduled exam. This is to ensure that the applications and registrations can be processed in time to allow for adequate preparation for the exam and allow sufficient time for the Ethics exam to be distributed and graded.

Do I need to take the exam review sessions? How many times are these sessions offered?

While it is recommended that candidates take the review sessions, they are not required. The candidate should study sufficiently on their own using the suggested review material to help them pass the exam. The review classes are not intended to be a substitute for proper preparation for the exam. The CGFO review sessions are provided in conjunction with the School of Governmental Finance in the fall and webinars are offered prior to the spring exam.

GENERAL INSTRUCTIONS

Eligibility for acceptance into the Certified Government Finance Officer (CGFO) Program, sitting for the examination, and awarding of the CGFO designation is determined by the information provided on the official application form. Please be as complete and specific as possible.

ELIGIBILITY REQUIREMENTS

To be eligible to participate in the program, an applicant must:

1. be an active member in good standing of the FGFOA
2. have a Bachelor of Science or a Bachelor of Arts Degree from an accredited college-level institution in Accounting, Finance, Business Administration, Public Administration or a closely related field and a minimum of three years, within the last five years, of governmental related experience; **or**

have a Bachelor of Science or a Bachelor of Arts Degree from an accredited college-level institution and a minimum of five years, within the last seven years, of governmental related experience and 20 hours within the last three years in local/state government related training sessions (i.e., FGFOA/GFOA etc.); or attend all the CGFO review courses prior to taking the exam.
Note: Work experience will not substitute for an appropriate degree.
3. submit a minimum of two letters of recommendations
4. successfully pass an open book Ethics exam
5. accept the FGFOA Code of Ethics

The candidate has five years to pass all five exams in five subject areas in order to receive the CGFO designation.

EDUCATION – CGFO candidates must hold a bachelor's (or higher level) degree from an accredited college-level institution. Work experience will not substitute for an appropriate degree. A copy of the candidate's

diploma, transcripts, or other written proof of completion of a degree program must accompany the candidate's application.

EXPERIENCE – The CGFO program is designed to distinguish professionals engaged in the field of government finance. Candidates for certification must complete either 36 or 60 months of governmental work experience with appropriate degree (see eligibility requirements number 2 above). Qualifying experience consists of employment in a governmental entity (city, county, school district, special district, state or federal) in a professional level non-clerical financial capacity. Employment in a financial capacity includes work involving treasury, debt administration, financial administration, accounting, auditing, budget, risk management, tax management, or purchasing. External auditors of governmental entities employed by non-governmental entities, i.e., CPA firms, IRS auditors of individual tax returns, internships, and trainees, clerical, or non-technical positions do not provide appropriate experience to fulfill this requirement.

REFERENCES – A minimum of two letters of recommendation are required. One reference must be from the candidate's employer (supervisor, manager or human resource official) verifying length of employment, summary of duties currently performed and a statement regarding applicant's eligibility into the CGFO Program. The second letter should be a character reference from a non-family member, preferably from a CGFO or person with another professional designation in the accounting industry. If the length of time with current employer is less than three (3) years, a letter from the applicant's previous employer verifying length of employment and a summary of duties performed is also required. References from employers current or past must document a minimum of three year's governmental work experience. Thus, to meet this criterion, more than two references may be required in some cases.

ETHICS - CGFO candidates must agree to abide by the Code of Ethics established by The FGFOA and successfully pass (achieve a minimum score of 75%) an open book Ethics exam.

SUBMITTING THE APPLICATION

Applications to the program are submitted online by logging onto the FGFOA website, selecting the CGFO Program page, then the "CLICK HERE" under the "To apply for the CGFO Program" section. To begin the application, enter your FGFOA member number, then click "Begin CGFO Application". After entering your information, upload your letters of recommendation, and any other supporting documentation, then click SUBMIT. After submission, you will get the link to submit your application fee.

NOTIFICATION OF ACCEPTANCE

Once the certification committee approves the application, candidates will request the link to take an open book Code of Ethics for Public Officers and Employees Examination, which they must successfully complete (achieve a minimum score of 75%) within fifteen (15) days. Candidates may request an additional 15 days to complete the Ethics examination. Candidates will be notified of their acceptance in the Program by the Florida Government Finance Officers Association office. Upon acceptance, the candidate will be sent information on testing dates and locations.

REVIEW SESSIONS

Review sessions may be offered before the examination. Please check the FGFOA website at <http://www.fgfoa.org/> or call the Florida Government Finance Officers Association office for more information.

TESTING

Candidates must successfully complete all five (5) exams in the following subject areas within a five (5) year period:

Accounting & Financial Reporting
Municipal Budgeting

Treasury Management
Debt Administration
Financial Administration

There is a list of suggested reading material for each of the five subject areas. The cost for each exam is \$30.00. You may sign up for as many exams at one time as you would like. Test results are provided to candidates on a pass or fail basis after tests have been graded and verified. A minimum score of 75% is required for a passing score.

CGFO of the Year:

In recognition of the hard work involved in becoming a CGFO, the FGFOA Board of Directors and Officers created the “CGFO of the Year Award”. The CGFO of the Year is given to the candidate that receives the highest cumulative score on all five parts between the November and spring exams. The recipient of the award is given a complimentary registration to the Annual Conference, and will receive a plaque recognizing this achievement during the Annual conference. The recipient will also be recognized in a newsletter article.

In the case of a tie, the candidate that passed all 5 parts in one sitting will receive the award.

QUESTIONS

If you have any questions or if you need any additional information, please contact our office at (850) 222-9684, or write to us at:

Florida Government Finance Officers Association, Inc.
Attention: Certification Program
Post Office Box 10270 Tallahassee,
FL 32302-2270

REVOCATION & DISCIPLINARY ACTIONS

The FGFOA Certification Committee, referred to as the “Board” in this section, shall handle all review matters. When the appeals process is used, the FGFOA Board of Directors will act as the appeals board.

6. Board Review Procedures

After notice and hearing, the Board may revoke or may suspend, for a period not to exceed five years any designation and certificate issued under these regulations; or may revoke, suspend or refuse to renew any CGFO designation and certificate under these guidelines; or may reprimand the holder of any such designation or certificate for any one of the following causes:

- i. The certificate holder has been convicted of a felony;
- ii. The certificate holder has been adjudicated mentally incompetent;
- iii. The certificate holder obtained his/her certificate by use of fraud or misstatement of a material fact;
- iv. The certificate holder identified himself/herself as a CGFO before such certification has been granted him/her;
- v. The certificate holder has violated provisions of the CGFO program;
- vi. The certificate holder has failed to meet renewal requirements as set forth in the Requirements for Continuing Professional Education Reporting under the CGFO Program including passing the Ethics Exam; or
- vii. The certificate holder has failed to successfully pass an open book Ethics Exam;
- viii. The certificate holder has failed to accept the FGFOA Code of Ethics.

7. Hearing and Review Procedures

The Board may, on its own motion or on the complaint of any person, initiate proceedings to determine the eligibility of any person for the application, examination and certification of the CGFO designation. If the Board determines that a hearing is necessary, the following procedures will guide the Board’s actions:

- a. A written notice stating the nature of the charge or charges against the individual and the time and place of the hearing before the Board on such charges shall be served to the individual not less than 30 days prior to the date of the hearing either personally or by mailing a copy of the notice by registered or certified mail to the last known address of the individual.
- b. At any hearing the individual may appeal in person, produce evidence and witness on his/her behalf, cross examine witnesses, and examine evidence produced against him/her.
- c. If, after having been served with the notice of hearing, the individual fails to appear at the hearing, the Board may proceed to hear evidence against him/her and may enter a temporary verdict as shall be justified by the evidence, and a copy of such verdict will be sent by registered or certified mail to the last known address of the individual. The Board may grant continuances upon written request and upon showing a good cause for failure to appear at such a hearing, set out in writing, signed by the individual and filed with the Board. The Board may reopen proceedings and permit the individual to submit evidence on his/her behalf, provided that the written request to reopen is filed with the Board within 30 days after the date of the copy of the verdict has been mailed to the individual.
- d. A recording of the hearing shall be kept, and if deemed necessary by the Board, a transcript shall be ordered.
- e. A decision of the Board shall be by majority vote of the Board.
- f. Any person in disagreement with any decision of the Board may file an appeal with the FGFOA Board of Directors. Such a motion must be filed within 15 days of the Board’s announcement. The Board of Directors will file a reply to a motion for rehearing within the 30 days after the announcement of the decision. The Board of Directors will hear the appeal within 60 days from the time it is filed.
- g. If the certificate holder has been found guilty by the Board of any of the grounds set forth and circumstances concerning this matter have changed, he/she may petition the Board for a rehearing of his/her case. The Board’s decision on this rehearing shall be subject to the appeals process described above.
- h. A verdict is final when the motion for rehearing is denied or when the time for filing a motion has passed.
- i. Upon application in writing and after a hearing in accordance with notice, the Board may issue a new certificate number to a CGFO whose certificate has been revoked; or the Board may reissue or modify the

suspension of any CGFO designation and certificate number that has been revoked or suspended.

8. Disciplinary Actions

When the Board finds any CGFO guilty of any of the grounds set forth, it may enter an order imposing one or more of the following penalties:

- a. Denial of an application for certificate;
- b. Revocation of certification;
- c. Suspension of certification, during which time continuing professional education must be earned on the same basis as if certification is in effect;
- d. Issuance of a reprimand; or
- e. Placement of the certificate holder on probation for a period of time and subject to such conditions as the Board may specify, including requiring the certificate holder to attend additional continuing education courses.

Florida Government Finance Officers Association

Code of Ethics and Standards of Conduct

The Florida Government Finance Officers Association is a professional organization dedicated to promote and improve the quality of financial accountability, management, and communications by and for all governmental units in the State of Florida by providing training and individual development for governmental financial professionals in technical finance related areas and other aspects of financial management.

To further these goals, we the members of the Florida Government Finance Officers Association are enjoined to adhere to legal, moral, and professional standards of conduct in the fulfillment of our professional responsibilities as set forth in this Code of Ethics in order to enhance the quality of our performance.

We shall conduct ourselves with integrity in all working and networking relationships with public officials, employees, peers and the citizens whom we serve.

We shall not condone or allow the issuance of any false or misleading financial information or omit any information that is essential to making an informed decision.

We shall prepare and present financial information in accordance with generally accepted governmental accounting principles.

We shall abide by all applicable laws and regulations of the State of Florida and those of our individual local jurisdictions.

We shall not be involved with or by our actions condone any illegal activity.

We, as members of the Florida Government Finance Officers Association, shall conduct ourselves in a professional and ethical manner.

We shall conduct ourselves objectively and not seek or accept personal gain that would influence the conduct of our official duties.

We shall not use public resources for personal gain.

We shall not reveal or improperly use confidential information.

We shall accurately represent our professional qualifications, education, and affiliations.

We shall promote equal employment opportunities and oppose any discrimination, harassment or other unfair employment practices.

It is the responsibility of the individual member to adhere to this Code of Ethics and Standards of Conduct and to report any suspected ethics or conduct violations to the Executive Director of the Association and notice shall be provided to the elected Board of Directors. Enforcement shall be the responsibility of the Board of Directors.

The Board of Directors shall timely review each reported ethics or conduct violation and shall determine if sanctions may be taken by the Board of Directors which may include the suspension of membership and/or the permanent expulsion of the member from the association.

Florida Government Finance Officers Association, Inc.

2023-2024 Certification Committee

Agenda Item



2023-2024

CHAIRPERSON

Mary-Lou Pickles

BOARD LIAISON

Missy Licourt

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Jeremy Baker
Dee Dee Beaver
Kelly Bennett
Rebecca Bowman
Teri Butler
Kathleen Campbell
Sondra Collamore
Ginny Cox
Sarah Graber
Ann Harris Wynter
Natalie Hinger
Carlisha Jenkins
Sarah Koser
Linda Logan-Short
Shernett Lee
Karin Lu
Stephanie Loven
Karen Malcolm
Robert Miller
Tanra-Lee Milson
Susan Nabors
Michael Perry
Olga Rabel
Lilya Sablukova
Alicia Sheffield
Scott Simpson
Kelly Strickland
Todd Taylor
Lawanda Washington
Allen Weeks
Denese Williams

Meeting Date: August 18, 2023

Title of Item: CGFO On-Demand Online Testing

Executive Summary, Explanation or Background:

Background: The Special Projects subcommittee participated in three demonstrations for on-line testing with virtual proctoring ASC-FasTest (ASC), Exam Soft and Proctor Free. All three options offer: 24/7 technical support, practice tests for test takers prior to taking actual tests, security features to authenticate test taker's identity, lock down of computer, flexibility with administering the exams including versions, ability of test takers to flag questions to come back to, and scoring and reporting including statistical analysis of questions that more than meets our needs. Exam Soft and Proctor Free use AI, with one camera for proctoring and have machine and human review of the video.

Consideration: ASC was the most robust platform and the better match for what we are seeking. ASC advantages over the other two platforms include: use of a live person to proctor exams (as opposed to AI), uses two video streams, one from the computer and another from a tablet or phone to watch the environment before and during the exam, can accommodate our rules for breaks, has lockdown of browser and doesn't allow for recording, has Linear on-the-fly testing feature, which generates unique exams for every test taker by selecting the 75 questions from our test banks, ability to provide immediate results to test taker with qualifier language of our choice regarding pending committee review of proctoring report. ASC pricing starts at \$5,750 per year and \$45 for each exam delivered at 3 hours or less.

Recommended Action: Board approval to move forward with ASC-FasTest to provide on-demand turn-key testing with virtual proctoring.

Mary-Lou Pickles

Name

July 28, 2023

Date

Secure, flexible proctoring for high-stakes exams

MonitorEDU specializes in live online proctoring for credentialing, pre-employment, and educational testing



- ✓ Human intelligence with no risk of biometric or AI bias
- ✓ US Based proctors with option for LatAm
- ✓ English, French, Spanish, and ASL
- ✓ Global presence with associations and awarding bodies in US, Canada and Europe
- ✓ Accommodations support

 **MonitorEDU**



Easy Entry

Candidates simply start a chat with a proctor and are provided links to launch the video. No download needed unless you also use lockdown browser



Always Secure

Two video streams, one from the computer and the other from tablet or phone, to watch the room.



Customized Rules

You specify the rules for delivery: allowed books/references, time limit, bathroom breaks, exam sections, etc.



Cost-Effective

Get up and running immediately, without any costly back-end integrations. Pay per-candidate at the end of each month.

FastTest makes it easier to develop, deliver, and analyze high-quality exams



ASC is committed to improving educational and career opportunities by helping our partners drive the validity, fairness, and security of their assessments – while providing solutions that also impact the bottom line.



Designed with AI and automation to make test development easier and faster



Powerful item banking with automated item review workflow



Deliver personalized assessments built with AI, to maximize security, engagement, and efficiency



Security options include lockdown browser, IP address limits and remote proctoring.



Top-end psychometrics, including item response theory and adaptive testing



Affordable pricing plans, from 50 examinees/year to 500,000

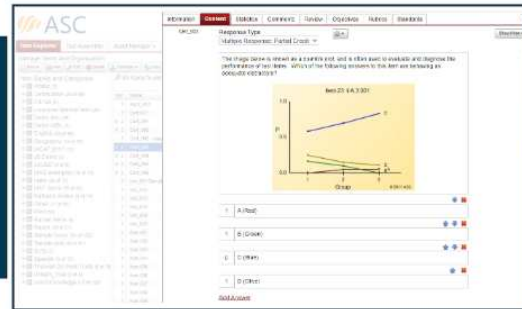
Test Development & Psychometric Services

Our expert psychometricians partner with you to develop high-quality assessments that are aligned to international standards and best practices.

- ✓ Job Analysis & Blueprints
- ✓ Item Development Workshops
- ✓ Standard Setting
- ✓ Statistical Reporting
- ✓ Linking & Equating
- ✓ Validation Studies

Item Banking That Works

Powerful item banking, with dozens of item types, user-defined content tagging, item metadata, statistics, audit tracking, role-based access, and more. Includes modules for automated item generation and item review.



The screenshot shows the ASC CAT Options interface. It includes sections for 'CAT Type' (set to 'Computerized CAT'), 'Item Selection Options' (with checkboxes for 'Random with bounds', 'Randomness Exposure', and 'Symptom-Related Exposure'), 'Termination Criteria' (with checkboxes for 'Fixed', 'Max. # of items', 'Standard Error of IRT', 'Item information < 0.01', 'Maximum no. of items', and 'Maximum no. of items'), and 'Item Selection Options' (with checkboxes for 'Randomness Exposure' and 'Symptom-Related Exposure').

Rapid Assessment Development

Quickly build psychometrically-sound, customized assessments with our easy to use, automated interface. Publish as linear, adaptive, LOFT, or multistage exams with a range of security options. Manage and schedule examinees efficiently.

Deliver securely, at scale

Deliver large-scale or small-scale, with a range of options and widgets for examinee UI. Manage security with lockdown browser, remote proctoring, time/date windows, and stop/start examinees from the backend dashboard. Paper based delivery is also supported.

The screenshot shows the ASC Exam Delivery interface. It displays a question: 'The United States is made up of 50 states. From which state have the most people moved to the United States? The number of people who have moved to the United States from each state is shown in the table below. Based on the table, which state has the most people moved to the United States?' The question is followed by four radio button options: 'A. New York', 'B. California', 'C. Texas', and 'D. Florida'. Below the options, there's a section for 'How many states make up the United States?' with a dropdown menu set to '50'.

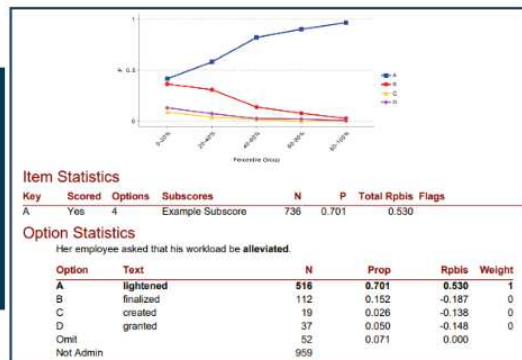
The screenshot shows the ASC Mark an Item interface. It includes a 'Mark' section with a 'Marker' (Nate Thompson), 'Examinee' (Anonymous), and 'State' (In Progress). There's a 'Marking' section with a 'Marking' dropdown set to 'Included example' and a 'Marking' slider set to 0. There's also a 'Marking' section with a 'Marking' dropdown set to 'Argument' and a 'Marking' slider set to 1. At the bottom, there's a 'Flag Answer' checkbox and buttons for 'Previous Item', 'Save and Mark Another', and 'Unassign Mark'.

Online Essay Marking

Grade your open-response items in an intuitive interface that lets you manage teams of markers with options for multi-marking, adjudication, and anonymity. Score with IRT.

Powerful Psychometrics

The power of a psychometrician in your hands: produce the same reports at a click of a button rather than contracting to expensive consultants. Options to implement advanced methods like item response theory, adaptive testing, and automated essay scoring.



Florida Government Finance Officers Association, Inc.

2023-2024 Certification Committee

Agenda Item



2023-2024

CHAIRPERSON

Mary-Lou Pickles

BOARD LIAISON

Missy Licourt

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Jeremy Baker
Dee Dee Beaver
Kelly Bennett
Rebecca Bowman
Teri Butler
Kathleen Campbell
Sondra Collamore
Ginny Cox
Sarah Graber
Ann Harris Wynter
Natalie Hinger
Carlisha Jenkins
Sarah Koser
Linda Logan-Short
Shernett Lee
Karin Lu
Stephanie Loven
Karen Malcolm
Robert Miller
Tanra-Lee Milson
Susan Nabors
Michael Perry
Olga Rabel
Lilya Sablukova
Alicia Sheffield
Scott Simpson
Kelly Strickland
Todd Taylor
Lawanda Washington
Allen Weeks
Denese Williams

Meeting Date: August 18, 2023

Title of Item: Certification Committee Report

Executive Summary, Explanation or Background:

The Certification Committee met on July 27, 2023, to discuss progress on subcommittee activities as follows:

1. Applications & Renewals: Eight new applications were received and approved. There are 280 renewals for the June 30, 2023 report date. There are Nine new CGFOs from the June exams.
2. Exam Questions: In process of reviewing flagged questions from the Report Analysis of the March and June 2023 exams and making recommendations to tweak questions, as appropriate.
3. Exam & Review Sessions: At least one instructor has been secured for each session. Asked for volunteers for co-instructors. Due to scheduling conflict for Board members instructing, the schedule has not been finalized.
4. Other: The last time the exam banks went through a thorough review and re-write was in 2019. Moving to on-demand and online testing and the Analysis Reports from recent exams, supports the need to add questions to our test banks and to refresh existing questions. Kim Adams, FGFOA Lifetime Achievement Award recipient and Boot Camp Instructor would be interested in contracting with the FGFOA for this task.

Recommended Action:

Items 1 – 3 for information only. No action required.

Item 4: Board approval to develop a scope of work and get quote from Kim Adams for developing new questions (researching for new and improved content) and rewriting questions that are outdated and/or unreliable.

Mary-Lou Pickles

Name

July 28, 2023

Date



Florida Government Finance Officers Association, Inc.

2023-2024 Conference Program Committee

Agenda Item

2023-2024

CHAIRPERSON

Sarah Simpson

BOARD LIAISON

Bill Spinelli

STAFF LIAISON

Jill Walker

COMMITTEE MEMBERS

George Barbar
Robert Broline
Kylie Chiavuzzi
Cormac Conahan
Christine Davis
Matt Freitas
Elmira Khatypova
Peta-Gay Lake
Jeffrey Larson
Kathleen Lee
Tiffany Lewis
Racquel Lopez
Marcia Mack
Dean Mead
Wayne Meyer
Alexandra Mitchell
Tiffany Neely
Annette Payne
Michele Pellino
Michael Quesada
Farah Rajae
Jim Rizzo
Jamie Roberson
Daniela Russell
Benjamin Salz
Wilbert Santos
Kate Smith
Cindy Speece
Brianna Stack
Caroline Sturgis
Ja'Vonta Swinton
Jonathan Tapp
Sophia Taylor
Allison Teslia
Darrel Thomas
Kristin Thompson
Angela Votaw
Patricia White

Meeting Date: August 18, 2023

Title of Item: Updated Conference Program
Committee Policies & Procedures
Manual

Executive Summary, Explanation or Background:

The Policies & Procedures Manual has been updated as red-lined and attached.

Recommended Action:

The Board review and advise of any modifications to the updated Conference Program Committee Policies & Procedures Manual as revised.



Name

07/19/2023
Date



Florida Government Finance Officers Association
(the “FGFOA”)
Annual Conference Program Committee
Policies and Procedures Manual

Revised 8/11/23~~Revised 3/7/19~~

I. Transition Plan

- A. The Outgoing Committee Chairperson (the “Chair”) and Board Liaison (the “Liaison”) need to meet with the Incoming Chair and Liaison in order to provide for a smooth transition from one year to the next.
- B. The Outgoing Chair should provide Incoming Chair with the template used for determining Annual Conference sessions (including speaker names and contact information from most recent Annual Conference).
- C. The Incoming Chair and Liaison should review the Committee Policies and Procedures Manual and update it as needed ~~prior to~~ after the Annual Conference and first Board Meeting in order to provide members with an updated manual ~~at the first meeting at the beginning of the Committee year.~~

II. Purpose, ~~Short and Long Range Goals,~~ and Action Plan

- A. Purpose: To plan and arrange for the educational program at the Annual Conference by identifying a broad range of relevant topics and booking knowledgeable speakers.
- B. Short Range Goals:
 - 1) To provide stimulating educational and training opportunities for government financial professionals.
 - 2) To provide opportunities for government financial professionals to participate in exchanges of information and ideas.
 - 3) To provide leadership opportunities for government financial professionals.
 - 4) To provide public speaking opportunities for government financial professionals through session presentations and roles as moderators.
 - 4)5) To engage the membership by providing feedback and ideas.

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- C. Long Range Goal: To improve the quality of financial and administrative management in government.
- D. Action Plan:
- 1) Appoint one Subcommittee Chairperson (the "Sub Chair") for each program track.
 - 2) Appoint one Sub Chair as Committee Vice Chairperson (the "Vice Chair"), as needed.
 - 3) Assign Committee Members to the Subcommittees.
 - 4) Request evaluations of speakers from the last Annual Conference and historical information on past speakers from the Florida League of Cities' (the "FLC") administrative contact.
 - 5) Have "Call for Session Topics" online submission portal "re-launched" after the Annual Conference and again throughout the year.
 - 4)i. Pull the data from the online submission portal and incorporate it accordingly.
 - 6) Recommend topics for all Annual Conference sessions for FGFOA Board of Directors' (the "Board") approval.
 - ~~5)~~
 - 7) Contact potential speakers for each session.
 - i. Pull the data from the online submission portal and incorporate it accordingly.
 - ~~6)~~
 - 7)8) Obtain the Board's approval for speakers.
 - 8)9) Provide contact information for each approved speaker to the FLC's administrative contact.

III. Membership Structure

- A. The Committee is generally composed of 20-30 members plus the Chair. This provides a sufficient number of members to accomplish the duties and responsibilities assigned to the Committee.
- B. The Chair is appointed by the FGFOA President and serves as overall coordinator (Chair MUST be an Active Member).

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- C. The Chair appoints one Sub Chair for each major area of responsibility (Sub chairs MUST be Active Members). Those areas include:
- 1) Accounting, Auditing, and Financial Reporting;
 - 2) Budget, Economics, and Financial Planning;
 - 3) Policy, Leadership, Strategic Planning, Personnel (Including ~~Florida Institute of Certified Public Accountants (the "FICPA") Ethics session and the Leadership Pre-Annual Conference~~);
 - 4) Banking, Investment, Risk, Treasury Management, and Debt Management (~~including the Investments Pre-Annual Conference~~); and
 - 5) ~~Technology~~. Technology
- D. The Chair appoints one Sub Chair as the Vice Chair, as needed, for the purpose of providing added support to the Chair.
- E. Each Sub Chair is responsible for coordination of activities associated with the tasks assigned to that Subcommittee.
- F. Each Committee member is assigned to one or more of the Subcommittees.

IV. Member Responsibilities

A. ~~Committee Chairperson~~

- 1) Coordinates all major aspects of the Committee meetings.

- a. Establishes times and places.

- i. ~~Meetings can be in person, or by~~ by phone conference calls, ~~as well as Go-To-Meeting~~ or online.

- The FLC can provide meeting space in Orlando.

- The FLC arranges conference calls and online meetings, if requested.

- ~~The FLC can provide meeting space in Orlando.~~

- ~~The FLC arranges conference calls and Go-To-Meeting, if requested.~~

- b. Conducts Committee meetings.

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- i. Prepares meeting agenda.
 - ii. Makes sure minutes of the meeting are taken.
 - c. Assists Sub Chairs' activities.
 - d. Motivates and involves all Committee members.
 - 2) Reports Committee activities.
 - a. Keeps Committee members and Liaison apprised of Committee activity and progress.
 - b. Prepares and presents reports about Committee progress for scheduled Board meetings. If unable to attend, coordinates with the Liaison and/or Vice Chair for Committee report presentation.
 - 3) Prepares a report for the Annual Conference business luncheon, summarizing all Committee activities for the year.
 - 4) Attends Annual Conference and assists in the smooth flow of sessions.
 - 5) Assists with the transition of responsibilities to the new Liaison and Chair.
 - 6) Sends an electronic version of the Annual Conference program schedule and session descriptions to Incoming Chair to utilize as a guide.
 - 7) Solicits additional Committee ~~M~~members, if necessary.
 - 8) Informs Committee ~~M~~members of key dates/deadlines.
 - 9) Coordinates with FLC administrative staff on administrative matters, as needed.
- B. Vice Chair
- 1) Assist Chair in coordinating Committee activities.
 - 2) Assists Chair in updating the speaker guidelines and moderator training presentation documents.
- C. Subcommittee Chair~~persons~~
- 1) Coordinate the Subcommittee meetings.
 - a. Establish meeting times and places.

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- i. Meetings can be in person, ~~or~~ by phone conference calls, or online.

- The FLC can provide meeting space in Orlando.

- ii. ~~•~~ The FLC arranges conference calls and ~~Go~~ ~~To Meeting online meetings~~, if requested.

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- b. Conduct Subcommittee meetings.
- c. Assist the Chair and other Sub Chairs.
- d. Motivate and involve all Subcommittee members.

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2) Report Subcommittee activities.

- a. Keep the Committee and Subcommittee members apprised of Subcommittee activity and progress.
- b. Participate in periodic meetings between the Committee Chair and Sub Chairs.
- c. Participate in periodic meetings of the Committee.

3) Attend Annual Conference and assist in the smooth flow of sessions.

D. _____ Members

~~D. _____~~ (Can be Active, Associate, Retired, or Student Members of the FGFOA)

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1) Develop sessions for the Annual Conference.

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- a. Select topics for each session. Sessions shall be balanced among the ~~five (5)~~ five (5) main tracks and the Pre-Annual Conference using a combination of 100-minute, 75-minute and 50-minute sessions. The main tracks include:
 - i. Accounting, Auditing, and Financial Reporting.
 - ii. Budget, Economics, and Financial Planning.
 - iii. Policy, Leadership, Strategic Planning, Personnel ~~(including FIGPA Ethics)~~.
 - iv. Banking, Investment, Risk, Treasury Management, and Debt Management.

~~v. Technology.~~

v. Technology

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vi. Investment and Leadership Pre-Annual Conference: four 100 - minute sessions each (totaling 800 minutes of Continuing Professional Education).

- b. Create titles and short topic descriptions for inclusion in Annual Conference brochure.
- c. Suggest speakers.
- d. Obtain speaker consent to present.
- e. Obtain speaker contact information.
- f. Obtain speaker engagement form from speaker (provide to Sub Chair and FLC by way of Annual Conference speaker's confirmation link).

2) Attend meetings as called, including but not limited to:

- a. The organizational meeting held at the Annual Conference.
- b. Subsequent Committee meetings called by the Committee Chair.
- c. Subcommittee meetings called by the Subcommittee Chair.

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V. Florida League of Cities' Responsibilities

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The FLC remains in contact with the Conference Program Chair and contacts the speakers as needed prior to the Annual Conference to request presentation materials and bios, if not included on the Annual Conference speaker's confirmation link.

VI. Terms

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Members are appointed for a one-year term and are encouraged to continue on the Committee for at least three years to provide the institutional knowledge and experience necessary for successful operation of the committee.

VII. Timeline

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A. The Committee will hold an organizational meeting at Annual Conference.

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B. The "Call for Session Topics" online submission portal will launch directly following the Annual Conference.

- Data will be gathered and sent to the Committee Chair a couple weeks following the initial launch

A. The "Call for Session Topics" will launch again in mid-August and then throughout the year as needed.

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B.C. The Committee will convene second meeting within one month of the Annual Conference.

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C.D. The Committee will develop a program schedule by session, title, and description by ~~mid-October~~ early September.

D.E. The Committee will complete session descriptions, day, and time for Board approval in October ~~November~~.

F. The Committee will provide the Board a list of speakers for each topic by the first meeting of the calendar year. The Committee will also verify the accuracy of topic title. Descriptions with speaker's planned presentation must be approved by the Board.

E.G. The Committee will provide the Board with the photographer's information and pricing for professional headshots by the first meeting of the calendar year.

H. The Committee will finalize the roster of recommended speakers and completed speaker engagement forms by February for inclusion into the Annual Conference Announcement.

F.I. The Committee will host a moderator training in March or April outlining protocol and responsibilities of the moderator.

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VIII. Budget Considerations

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A. Committee expenses must be approved by the Board.

A.1) The annual budget provides for expenses associated with committee meetings, such as meals and conference calls.

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~~B-2)~~ Expenses associated with national speakers for the Annual Conference from Governmental Accounting Standards Board (the "GASB"), FICPA, and the Government Finance Officers Association (the "GFOA"), must be approved by the Board in advance.

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~~C. Committee expenses must be approved by the Board.~~

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IX. Minutes, Reports, and Correspondence

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- A. Minutes – The Chair must keep minutes of each meeting and maintain copies for use by the next Chair and Committee.
- B. Reports – A Committee report is required for each Board ~~meeting. The~~meeting. The report is transmitted as an agenda item and should include the status of the program schedule by session, title, presenter, and description.
- C. Reports – An Annual Report is required from each Committee prior to the Annual Conference. ~~—~~This report should be a summary of the accomplishments of the ~~Annual~~Conference Program Committee for the year.
- D. Correspondence – ~~It should be maintained in an electronic format and shred with the incoming Chair.~~
~~Correspondence~~—Conference Program Committee agenda reports, quarterly and year-end reports will be due to the FLC periodically during the term. The deadlines will be provided by the FLC.
~~E-1) All correspondence should be maintained in an electronic format and shared with the incoming Chair.~~

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X. Special Tasks for This Committee

A. Feedback forms:

- a. Moderators will complete a feedback form, by paper after each speaker. This feedback is essential to the planning of the subsequent year's Annual Conference
- b. Attendees will complete a feedback form, either by paper or via the Annual Conference application (app) if available after each speaker or via the link sent in the FGFOA Conference Recap e-mail. This feedback

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is essential to the planning of the subsequent year's Annual Conference.

XI. General Considerations

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Any exceptions to these general considerations must be approved by the Board.

A. Only Active Members may serve as Committee and Subcommittee Chairs.

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B. Vendor firms may only be represented at one session of the Annual Conference regular program. Exceptions may occur for one of the following reasons:

1) A vendor firm may speak at a Pre-Annual Conference session as well as a regular session so long as the speaker from the firm that speaks at a regular session is different than the Pre-Annual Conference session speaker.

~~2) A vendor firm, if contracted to speak at the FICPA Ethics session, may also be represented at a session so long as the speaker from the firm that speaks at a regular session is different than the FICPA Ethics session speaker.~~

C. Session speakers ~~shall~~should be rotated ~~so that one speaker does not speak more than two consecutive Annual Conferences~~ in order to continually provide fresh speakers to the membership. This requirement shall apply to all speakers excluding quasi-governmental speakers from GASB, GFOA, FLC, FICPA, and FGFOA.

D. Presenters are volunteers and do not receive compensation or expenses for their services.

E. After the master schedule is approved by the Board and is submitted to the FLC, the Chair solicits volunteers to serve as Moderators. Moderators must be Active Members. The Chair shall reach out to the following, in order, to serve as Moderators.

1) FGFOA Board of Directors;

2) FGFOA Current Committee Chairs

3) FGFOA Chapter Presidents and Board Members

~~4)~~ 4) ~~FGFOA Past Presidents;~~

~~2)5)~~ 2)5) Annual Conference Program Sub Chairs and committee members; and

~~3)~~ 3) ~~FGFOA Past Presidents;~~

~~4)~~ 4) ~~FGFOA Committee Chairpersons;~~

~~5)6)~~ 5)6) ~~FGFOA Chapter Presidents and Board Members; and~~

~~6)7)~~ 6)7) Membership at large.

- F. The Committee shall develop sessions utilizing multiple speakers and panel discussions when appropriate.
- G. The Committee should not schedule the Board for speaking engagements or moderating assignments for the session right after the Tuesday Business Luncheon.

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Florida Government Finance Officers Association Conference Program Committee Policies and Procedures Manual

Revised 8/11/23

I. Transition Plan

- A. The Outgoing Committee Chairperson (the “Chair”) and Board Liaison (the “Liaison”) need to meet with the Incoming Chair and Liaison in order to provide for a smooth transition from one year to the next.
- B. The Outgoing Chair should provide Incoming Chair with the template used for determining Annual Conference sessions (including speaker names and contact information from most recent Annual Conference).
- C. The Incoming Chair and Liaison should review the Committee Policies and Procedures Manual and update it as needed after the Annual Conference and first Board Meeting in order to provide members with an updated manual at the beginning of the Committee year.

II. Purpose, Goals and Action Plan

- A. Purpose: To plan and arrange for the educational program at the Annual Conference by identifying a broad range of relevant topics and booking knowledgeable speakers.
- B. Short Range Goals:
 - 1) To provide stimulating educational and training opportunities for government financial professionals.
 - 2) To provide opportunities for government financial professionals to participate in exchanges of information and ideas.
 - 3) To provide leadership opportunities for government financial professionals.
 - 4) To provide public speaking opportunities for government financial professionals through session presentations and roles as moderators.
 - 5) To engage the membership by providing feedback and ideas.
- C. Long Range Goal: To improve the quality of financial and administrative management in government.

D. Action Plan:

- 1) Appoint one Subcommittee Chairperson (the “Sub Chair”) for each program track.
- 2) Appoint one Sub Chair as Committee Vice Chairperson (the “Vice Chair”), as needed.
- 3) Assign Committee Members to the Subcommittees.
- 4) Request evaluations of speakers from the last Annual Conference and historical information on past speakers from the Florida League of Cities’ (the “FLC”) administrative contact.
- 5) Have “Call for Session Topics” online submission portal “re-launched” after the Annual Conference and again throughout the year.
- i. Pull the data from the online submission portal and incorporate it accordingly.
- 6) Recommend topics for all Annual Conference sessions for FGFOA Board of Directors’ (the “Board”) approval.
- 7) Contact potential speakers for each session.
- i. Pull the data from the online submission portal and incorporate it accordingly.
- 8) Obtain the Board’s approval for speakers.
- 9) Provide contact information for each approved speaker to the FLC’s administrative contact.

III. **Membership Structure**

- A. The Committee is generally composed of 20-30 members plus the Chair. This provides a sufficient number of members to accomplish the duties and responsibilities assigned to the Committee.
- B. The Chair is appointed by the FGFOA President and serves as overall coordinator (Chair MUST be an Active Member).
- C. The Chair appoints one Sub Chair for each major area of responsibility (Sub chairs MUST be Active Members). Those areas include:
 - 1) Accounting, Auditing, and Financial Reporting;
 - 2) Budget, Economics, and Financial Planning;

- 3) Policy, Leadership, Strategic Planning, Personnel (Including the Leadership Pre-Annual Conference);
- 4) Banking, Investment, Risk, Treasury Management, and Debt Management (Including the Investments Pre-Annual Conference); and
- D. TechnologyThe Chair appoints one Sub Chair as the Vice Chair, as needed, for the purpose of providing added support to the Chair.
- E. Each Sub Chair is responsible for coordination of activities associated with the tasks assigned to that Subcommittee.
- F. Each Committee member is assigned to one or more of the Subcommittees.

IV. Member Responsibilities

A. Chair

- 1) Coordinates all major aspects of the Committee meetings.
 - a. Establishes times and places.
 - i. Meetings can be in person, by phone conference calls, or online.
 - The FLC can provide meeting space in Orlando.
 - The FLC arranges conference calls and online meetings, if requested.
 - b. Conducts Committee meetings.
 - i. Prepares meeting agenda.
 - ii. Makes sure minutes of the meeting are taken.
 - c. Assists Sub Chairs' activities.
 - d. Motivates and involves all Committee members.
- 2) Reports Committee activities.
 - a. Keeps Committee members and Liaison apprised of Committee activity and progress.
 - b. Prepares and presents reports about Committee progress for scheduled Board meetings. If unable to attend, coordinates

with the Liaison and/or Vice Chair for Committee report presentation.

- 3) Prepares a report for the Annual Conference business luncheon, summarizing all Committee activities for the year.
- 4) Attends Annual Conference and assists in the smooth flow of sessions.
- 5) Assists with the transition of responsibilities to the new Liaison and Chair.
- 6) Sends an electronic version of the Annual Conference program schedule and session descriptions to Incoming Chair to utilize as a guide.
- 7) Solicits additional Committee Members, if necessary.
- 8) Informs Committee Members of key dates/deadlines.
- 9) Coordinates with FLC administrative staff on administrative matters, as needed.

B. Vice Chair

- 1) Assist Chair in coordinating Committee activities.
- 2) Assists Chair in updating the speaker guidelines and moderator training presentation documents.

C. Subcommittee Chairs

- 1) Coordinate the Subcommittee meetings.
 - a. Establish meeting times and places.
 - i. Meetings can be in person, by phone conference calls, or online.
 - The FLC can provide meeting space in Orlando.
 - The FLC arranges conference calls and online meetings, if requested.
 - b. Conduct Subcommittee meetings.
 - c. Assist the Chair and other Sub Chairs.
 - d. Motivate and involve all Subcommittee members.

2) Report Subcommittee activities.

- a. Keep the Committee and Subcommittee members apprised of Subcommittee activity and progress.
- b. Participate in periodic meetings between the Committee Chair and Sub Chairs.
- c. Participate in periodic meetings of the Committee.

3) Attend Annual Conference and assist in the smooth flow of sessions.

D. Members

(Can be Active, Associate, Retired, or Student Members of the FGFOA)

1) Develop sessions for the Annual Conference.

- a. Select topics for each session. Sessions shall be balanced among the five (5) main tracks and the Pre-Annual Conference using a combination of 100-minute, 75-minute and 50-minute sessions. The main tracks include:
 - i. Accounting, Auditing, and Financial Reporting.
 - ii. Budget, Economics, and Financial Planning.
 - iii. Policy, Leadership, Strategic Planning, Personnel.
 - iv. Banking, Investment, Risk, Treasury Management, and Debt Management.
 - v. Technology
 - vi. Investment and Leadership Pre-Annual Conference: four 100 - minute sessions each (totaling 800 minutes of Continuing Professional Education).
- b. Create titles and short topic descriptions for inclusion in Annual Conference brochure.
- c. Suggest speakers.
- d. Obtain speaker consent to present.
- e. Obtain speaker contact information.
- f. Obtain speaker engagement form from speaker (provide to Sub Chair and FLC by way of Annual Conference speaker's confirmation link).

2) Attend meetings as called, including but not limited to:

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V. Florida League of Cities' Responsibilities

The FLC remains in contact with the Conference Program Chair and contacts the speakers as needed prior to the Annual Conference to request presentation materials and bios, if not included on the Annual Conference speaker's confirmation link.

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Members are appointed for a one-year term and are encouraged to continue on the Committee for at least three years to provide the institutional knowledge and experience necessary for successful operation of the committee.

VII. Timeline

- A. The Committee will hold an organizational meeting at Annual Conference.
- B. The "Call for Session Topics" online submission portal will launch directly following the Annual Conference.
 - Data will be gathered and sent to the Committee Chair a couple weeks following the initial launch
 - The "Call for Session Topics" will launch again in mid-August and then throughout the year as needed.
- C. The Committee will convene second meeting within one month of the Annual Conference.
- D. The Committee will develop a program schedule by session, title, and description by early September.
- E. The Committee will complete session descriptions, day, and time for Board approval in October.

- F. The Committee will provide the Board a list of speakers for each topic by the first meeting of the calendar year. The Committee will also verify the accuracy of topic title. Descriptions with speaker's planned presentation must be approved by the Board.
- G. The Committee will provide the Board with the photographer's information and pricing for professional headshots by the first meeting of the calendar year.
- H. The Committee will finalize the roster of recommended speakers and completed speaker engagement forms by February for inclusion into the Annual Conference Announcement.
- I. The Committee will host a moderator training in March or April outlining protocol and responsibilities of the moderator.

VIII. Budget

- A. Committee expenses must be approved by the Board.
 - 1) The annual budget provides for expenses associated with committee meetings, such as meals and conference calls.
 - 2) Expenses associated with national speakers for the Annual Conference from Governmental Accounting Standards Board (the "GASB"), FICPA, and the Government Finance Officers Association (the "GFOA"), must be approved by the Board in advance.

IX. Minutes, Reports and Correspondence

- A. Minutes – The Chair must keep minutes of each meeting and maintain copies for use by the next Chair and Committee.
- B. Reports – A Committee report is required for each Board meeting. The report is transmitted as an agenda item and should include the status of the program schedule by session, title, presenter, and description.
- C. Reports – An Annual Report is required from each Committee prior to the Annual Conference. This report should be a summary of the accomplishments of the Conference Program Committee for the year.

- D. Correspondence –
Conference Program Committee agenda reports, quarterly and year-end reports will be due to the FLC periodically during the term. The deadlines will be provided by the FLC.
 - 1) All correspondence should be maintained in an electronic format and shared with the incoming Chair.

X. Special Tasks

- A. Feedback forms:
 - a. Moderators will complete a feedback form, by paper after each speaker. This feedback is essential to the planning of the subsequent year's Annual Conference
 - b. Attendees will complete a feedback form, via the Annual Conference application (app) if available after each speaker or via the link sent in the FGFOA Conference Recap e-mail. This feedback is essential to the planning of the subsequent year's Annual Conference.

XI. General Considerations

Any exceptions to these general considerations must be approved by the Board.

- A. Only Active Members may serve as Committee and Subcommittee Chairs.
- B. Vendor firms may only be represented at one session of the Annual Conference regular program. Exceptions may occur for one of the following reasons:
 - 1) A vendor firm may speak at a Pre-Annual Conference session as well as a regular session so long as the speaker from the firm that speaks at a regular session is different than the Pre-Annual Conference session speaker.
- C. Session speakers should be rotated in order to continually provide fresh speakers to the membership. This requirement shall apply to all speakers excluding quasi-governmental speakers from GASB, GFOA, FLC, FICPA, and FGFOA.
- D. Presenters are volunteers and do not receive compensation or expenses for their services.
- E. After the master schedule is approved by the Board and is submitted to the FLC, the Chair solicits volunteers to serve as Moderators. Moderators

must be Active Members. The Chair shall reach out to the following, in order, to serve as Moderators.

- 1) FGFOA Board of Directors;
- 2) FGFOA Current Committee Chairs
- 3) FGFOA Chapter Presidents and Board Members
- 4) FGFOA Past Presidents;
- 5) Annual Conference Program Sub Chairs and committee members; and
- 6)
- 7) Membership at large.

- F. The Committee shall develop sessions utilizing multiple speakers and panel discussions when appropriate.
- G. The Committee should not schedule the Board for speaking engagements or moderating assignments for the session right after the Tuesday Business Luncheon.



Florida Government Finance Officers Association, Inc.

2023-2024 Conference Program Committee

Agenda Item

2023-2024

CHAIRPERSON

Sarah Simpson

BOARD LIAISON

Bill Spinelli

STAFF LIAISON

Jill Walker

COMMITTEE MEMBERS

George Barbar
Robert Broline
Kylie Chiavuzzi
Cormac Conahan
Christine Davis
Matt Freitas
Elmira Khatypova
Peta-Gay Lake
Jeffrey Larson
Kathleen Lee
Tiffany Lewis
Racquel Lopez
Marcia Mack
Dean Mead
Wayne Meyer
Alexandra Mitchell
Tiffany Neely
Annette Payne
Michele Pellino
Michael Quesada
Farah Rajae
Jim Rizzo
Jamie Roberson
Daniela Russell
Benjamin Salz
Wilbert Santos
Kate Smith
Cindy Speece
Brianna Stack
Caroline Sturgis
Ja'Vonta Swinton
Jonathan Tapp
Sophia Taylor
Allison Teslia
Darrel Thomas
Kristin Thompson
Angela Votaw
Patricia White

Meeting Date: August 18, 2023

Title of Item: 2023-2024 Conference Program
Committee Sub Chairs

Executive Summary, Explanation or Background:

The Conference Program Committee has five (5) tracks. Each of the below individuals have volunteered to be a Sub Chair or Co-Sub Chair for each track as outlined below:

Accounting, Auditing, and Financial Reporting
Patricia White

Budget, Economics, and Financial Planning
Peta-Gay Lake

Policy, Leadership, Strategic Planning, and Personnel
Benjamin Salz

Banking, Investment, Risk, Treasury Management, and Debt Management
Annette Payne and Tiffany Lewis to be Co-Sub-Chairs

Technology
Kristin Thompson

Recommended Action:

The Board approve the Sub-Chairs as mentioned above for the 2023-2024 Conference Program Committee.

Name

07/19/2023

Date



Florida Government Finance Officers Association, Inc.

2023-2024 Educational Programs Committee

Agenda Item

2023-2024

CHAIRPERSON

Stephen Timberlake

BOARD LIAISON

Lorrie Brinson

STAFF LIAISON

Karen Pastula

COMMITTEE MEMBERS

Robert Broline

Ben Clark

Shannon Estremera

Judy Fleurimond

Zachary Falconer

Baldemar Fonseca

Taneisha Gaines

Erika Hlywiak

Philip Kelsey

Elmira Khatypova

Peta-Gay Lake

Jeffrey Larson

Dean Mead

Marcela Millett

Alexandra Mitchell

Parth Patel

Katie Roundtree

Wilbert Santos

Sarah Simpson

Andrew Thompson

Denese Williams

Meeting Date: August 18, 2023

Title of Item: Potential Webinar Topics

Executive Summary, Explanation or Background:

During the last committee meeting members provided a short synopsis of potential webinar topics for the upcoming year. There are a total of 16 topics presented by 14 different committee members.

Attached to this item is the list of preliminary topics.

The committee is asking the Board to review, add, delete, or revise the proposed topics.

Recommended Action:

For review and approval after any modifications

Stephen Timberlake

Name

8/4/2023

Date

	#	Topic	Synopsis	Committee Member	Speaker Proposed	Notes	Time Frame
New Proposed Topics	1	Understanding the Role of Special Districts	A review of more common independent and dependent special districts, how they are created, their purpose, their governance, financial structures, and their ability to provide services and improvements (Business Improvement Districts, Community Development Districts, Fire Control, etc.).	Andrew Thompson	Figured we could look to Government Services Group as the expert presenter and have a case study presenter or two.		
	2	Non Ad-Valorem Special Assessments	A soup to nuts overview of these assessment programs, covering both more standard assessments (fire, drainage, etc.) to those that are less common, such as nuisance abatement or "safe neighborhood". Would cover the legal requirements, methodologies, etc.	Andrew Thompson	Would suggest getting an attorney from Nabors Giblin & Nickerson for the primary overview and then case studies.		
	3	Psychological Safety in the Workplace	Research has shown that providing a psychologically safe workplace environment where people feel safe to speak-up, ask questions, and share concerns or ideas without the fear of ridicule, blame, upsetting the boss or even being completely ignored has a positive impact on success, innovation and learning across all industries, and at all levels. But what exactly do we mean by Psychological Safety, and how do we begin to create a psychologically safe environment for all employees? Marcela Millett, the Sr. Analyst of Strategic Planning and Performance Management will describe the 4 components of Psychological Safety and strategies for incorporating it within your workplace.	Marcela Millett	Marcela Millett		
	4	The Mentor's Toolkit	Introductory course to define a peer and traditional mentor and what skills should be developed in order to be a good one. Goal is to encourage more participation in our Mentorship Program.	Judy Fleurimond	Courtney Hayward		
	5	Cryptocurrency payments implementation	Learning about cryptocurrency options and accepting it as a payment option.	Shannon Estremera	TBD		
	6	ESG Update	ESG Update in regards to investments, procurement, contracting, financing, grants, etc.	Jeffrey Larson	Jeffrey Larson		
	7	Truth in Millage	Truth in Millage: What is it? Why is it important?	Lorie & Stephen	TBD		
	8	Revenue Audits	Discussion of how to perform effective TDT & PST audits	Phil Kelsey	tbd		
	9	Block chain technology	Discussion of City Coins such as MIA in contrast to CDBC, potential application of block chain to local governments including NFTs	Phil Kelsey	fsuarez@miamigov.com Miami Mayor @whobuddy.btc on CC Discord		
	10	RPA & AI update	application of UiPath AI to mine processes, application of RPA, tutorial on creating low-code VB with GUI.	Phil Kelsey	tbd		
	11	Mitigating Banking Risk	Investigating effective methods of Bank Safety and Soundness Monitoring to alleviate Banking Risks, while emphasizing to Treasurers and Finance Officers the significance of continuous evaluation of bank ratings.	Stephen	Doug Berge @ Veribanc		
	12	AI & ChatGPT	Embark on an exciting journey to explore the captivating frontiers of intelligent technologies like RPA, AI, Machine Learning, and Chat GPT. Witness the magic of process modernization, unveiling operational efficiency like never before. Brace yourself for a delightful tour of real-world examples, perks, ethical considerations, key features, seamless integration, and emerging trends that will inspire you to revolutionize your organization with a smile.	Stephen	Gail Gray		
	13	Risk Management in Local Government Investments	This session will delve into the principles of risk management as it applies to local government investment of surplus funds. Attendees will learn about balancing risks and returns, diversification strategies, and the use of financial instruments to mitigate investment risks.	Zach Falconer	bhextell@pmanetwork.com		
	14	Live Local Act	TBD	Lorrie	Robert Dearduf		
	15	Accessibility in Training and Development at work	Discuss the 4 types of disabilities: visual, auditory, physical, and cognitive or intellectual. How it impacts employee's learning experience and growth at work. Share tools available to improve accessibility in the workplace	Erika Hlywiak	Possibly Dr. Kelly Falcone		
	16	An Inside Look at the GASB	To some, the GASB is a faceless entity in a faraway land that makes government accountants' lives miserable and never listens to what they say. In reality, the GASB not only thoroughly considers every comment it receives, it wants to hear more from people in the field. Get a behind-the-scenes look—from someone who was there for Statements 33 to 101—at how the GASB sets standards, including how it seeks input from government finance officers and other stakeholders and how it analyzes that feedback and incorporates it into GAAP.	Dean Michael Mead	Dean Michael Mead		



Florida Government Finance Officers Association, Inc.

2023-2024 Event Host Committee

Agenda Item

2023-2024

CHAIRPERSON

Anna Otiniano

BOARD LIAISON

Nicole Jovanovski

STAFF LIAISON

Jill Walker

COMMITTEE MEMBERS

Anne Crawford

Sandra Feliciano

Mara Frederiksen

Cecilia Guerrero

Jeanette Haynes

Carlisha Jenkins

Shandra Jenkins

Kereen Jones

Peter Lear

Dallas Lee

Lisa Lynch

Natasha Mazzie

Gracie Morton

Luke Ogle

Everlyne Okoduwa

Angie Oxley

Michele Pellino

Michael Quesada

Nancy Romanello

Katie Roundtree

Benjamin Salz

Mary Jane Sykes

Allison Tesla

Darrel Thomas

Natalee Wallace

Meeting Date: August 18, 2023

Title of Item: Promotional Strategies for the School of Governmental Finance Events

Executive Summary, Explanation or Background:

The Event Host Committee hosts essential events that contribute significantly to the growth and development of our FGFOA membership community. As we strive to maximize the impact of these events, we propose two initiatives that require the Board's consideration and approval.

Promotional Posters:

One of the overriding goals for the committee this year is promotion. The committee is requesting the utilization of the attached posters to effectively promote the School of Governmental Finance events.

These posters will be strategically displayed in key locations and throughout the event area to raise awareness and increase attendance.

Sponsorship for Prizes and Raffles:

To enhance participant in the events, the committee is seeking approval from the Board of Directors to approach potential sponsors within and beyond our network to contribute prizes and donations for each of the hospitality events.

These contributions will be recognized and acknowledged at the events, showcasing our appreciation for their support.

Recommended Action:

The Board approve to utilize promotional posters for School of Governmental Finance events.

The Board approve to solicit sponsors for donations of prizes and raffle items to enhance participant engagement.

Anna Otiniano

Name

9/23/2022

Date Submitted

SCHOOL OF GOVERNMENTAL FINANCE

Hospitality Suite Information

Free
Food & Drinks



Games
& Prizes

OCTOBER 16-20

Open each evening for a casual place to relax and catch up with friends. The Suite will be open Monday from 7:00 p.m.-11:00 p.m. Tuesday through Thursday from 7:00 p.m.-10:00 p.m. Adults only, minimum age: 21.

THE LUMINARY HOTEL

2200 Edwards Drive * Fort Myers, FL 33901

SPONSORED BY THE



THE GFOA PRESENTS

THE BIG GAME PARTY

MONDAY OCTOBER 16

7:00 - 11:00 PM

FREE EVENT | FOOD & BEVERAGES |
HOSPITALITY SUITE EVENT

FAMILY FEUD

Come Join Us for
Game Night!

Tuesday,
October 17

7:00
pm

Food



Hospitality Suite
Event

Beverages



Guaranteed to
Have Fun!



**SURVEY
SAYS**

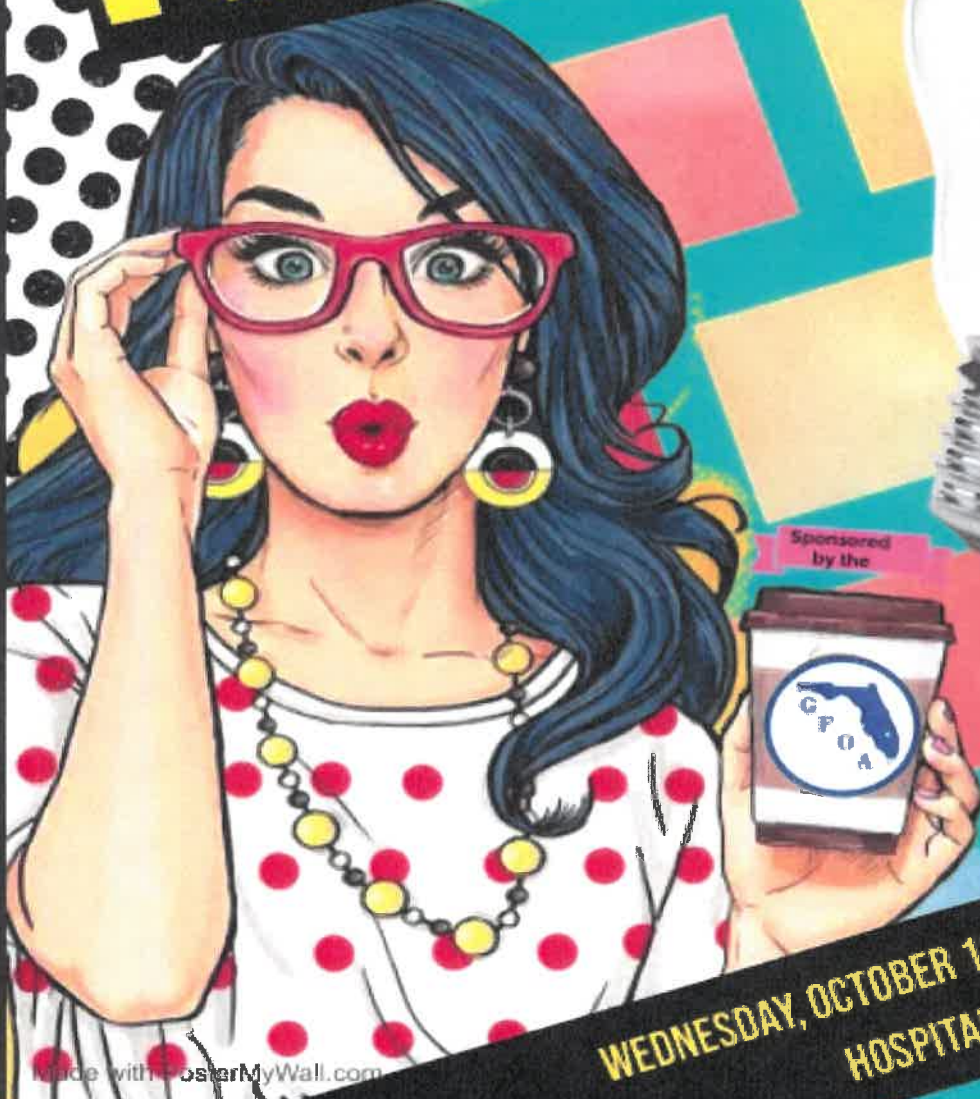
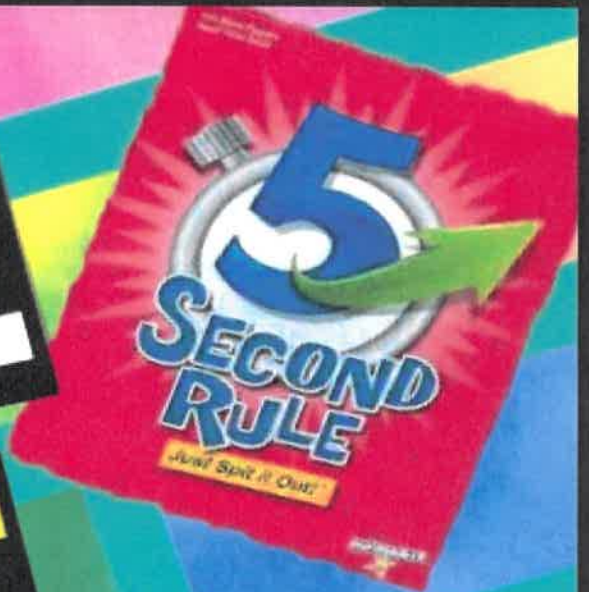
Free Entry



Sponsored by the



GAME NIGHT



Sponsored
by the

WEDNESDAY, OCTOBER 18 / STARTS AT 7:00 PM
HOSPITALITY SUITE EVENT



Join us for
**70's 80's
90's &
Today**



CELEBRATING the DECADES

Sponsored by the



◆ — • — ◆ — • — ◆ —
*Thursday, October 19
Starting at 7:00 pm
Hospitality Suite Event*



Florida Government Finance Officers Association, Inc.

2023-2024 Professional Development Committee

Agenda Item



2023-2024

CHAIRPERSON
Kadem Ramirez

BOARD LIAISON
Becky Schnirman

STAFF LIAISON
Karen Pastula

COMMITTEE MEMBERS

Kelly Bennett
William Bowers
Rebecca Bowman
Eddy Castaneda
Kylie Chiavuzzi
Christopher Day
Zachary Falconer
Judy Fleurimond
Mara Frederiksen
Michael Gauci
Jeanette Haynes
Linda Logan-Short
Liliya Sablukova
Jordan Steffens
Mary Jane Sykes
Darrel Thomas
Sue Weidner
Liang Wu

Meeting Date: 8/18/2023

Title of Item: First Committee Meeting

Executive Summary, Explanation or Background:

The committee met virtually on Friday, August 4th. We decided on three sub-committees for the year:

- Mentor- Mentee Program
- Leadership Alumni Network
- University Outreach

Note: Mentor Training 8/29/23 by Nicole Gasparri

Recommended Action:

- Prepare a uniformed presentation for University Outreach
- Set up meetings with at least 3 Florida Universities
- Draft an Individual Development Plan for the Mentor/Mentee program.
- Update committee Policy and Procedure by next board meeting

For review and approval (or just review, for information, etc.)

Name: Kadem Ramirez 8/14/2023
Name Date

Florida Government Finance Officers Association, Inc.

2023 School of Governmental Finance Committee

Agenda Item



2023

CHAIRPERSON

Elizabeth Anne Walter, MBA, CGFO,
CPFIM
Budget & Grants Manager
South Florida Regional Transportation
Authority
801 NW 33rd St
Pompano Beach, FL 33064-2013
(954) 788-7882
waltere@sftrta.fl.gov

BOARD LIAISON

Sharon Almeida

STAFF LIAISON

Karen Pastula

SUB-COMMITTEE MEMBERS

Jennifer Desrosiers

Tanya Quickel

Christine Tenney

Katherine Woodruff

COMMITTEE MEMBERS

George Barbar

Rodrigo Bettini

Vicky Cooper

Nicole Gasparri

John Grady

Sharon Harding

Ann Kenney

Jeffrey T. Larson

Raymond Long

Bert Martinez

Rene O'Day

Richard Pengelly

Tracy Ramsey

Allison Tesla

Brent Wertz

Meeting Date: August 18, 2023

Title of Item: SOGF Committee Update

Executive Summary, Explanation or Background:

The 2023 sub-committee chairs have done a wonderful job coming up with session topics and recruiting speakers for the 2023 SOGF. The schedule is complete with the exception of one session. An updated schedule has been included.

Jennifer Desrosiers, the sub-committee chair for the Financial Management and Leadership (FML) track, left her position with the City of North Port. While she is weighing her options, I would like for her to remain as the sub-chair for the FML track to see the 2023 SOGF through.

Recommended Action:

Information only. No action required

Elizabeth Walter

Name

August 18, 2023

Date



Florida Government Finance Officers Association, Inc.

2023-2024 Technical and Legislative Resources Committee

Agenda Item

2023-2024

CHAIRPERSON

Derek Noonan

SUB-CHAIRPERSON

Jean-Michel Neault

BOARD LIAISON

Melissa Burns

STAFF LIAISON

Jill Walker

COMMITTEE MEMBERS

Jim Abernathy

Linda Benoit

Ryan Bernal

Barbara Boyd

James Braddock

Eddy Castaneda

Yvonne Clayborne

Robyn Dearth

Allison Feurtado

Baldemar Fonseca

James Halleran

Natalie Hinger

Lory Irwin

Karen Malcolm

Dean Mead

Parth Patel

Liliya Sablukova

Ted Sauerbeck

Andrew Thompson

Anthony Walsh

Sue Weidner

Meeting Date:

August 18, 2023

Title of Item:

Technical Resources and Legislative Committee
2023 Legislative Session Alert and *Basic Government Resource Manual (GRM)*

Executive Summary, Explanation or Background:

- GASB has been quiet of late; consequently, the Committee has been concentrating on Legislative issues.
- A sub-group of Committee members are working on updating the GRM, which will include LOF 2023-28 (HB 3) provisions. The subgroup and Committee Chair will meet to discuss proposed changes on August 15 with the goal of engaging the entire Committee in discussion at a subsequent meeting, likely in late-August.
- A sub-group of Committee members are preparing an analysis of 2023 Legislative Session bills that passed and that did not pass (but may return in a subsequent session) which could significantly impact local government financial reporting or compliance responsibilities. This project is fairly laborious, and no meeting has been scheduled yet.
- This project is fairly laborious, and no meeting has been scheduled yet. We anticipate meeting in September with the goal of issuing communications prior to October 1.
- We anticipate that this will be a recurring project going forward with the goal of issuing future Legislative session communications during the summer rather than the fall.
- Subsequent to completion of this project, we will solicit the Board's direction as to whether to update the GRM for significant passed legislation (in addition to LOF 2023-28/HB 3) this year or next year.
- Membership alerts: We have issued various alerts on topics of interest to membership, for example, a summary of the Live Local Act and GASB LIBOR update.

Recommended Action:

For review and approval

Name

8/2/23

Date

2023 SCHOOL OF GOVERNMENTAL FINANCE - SCHEDULE Luminary Hotel, October 16-20, 2023, Ft. Myers

DAY	START	END	Track	Session Level	Session Title	Session Description	Speaker	CPE
Monday	8:00 AM	9:40 AM	Budget	Basic / Intermediate	The Importance of Monitoring and Visualizing the Budget	– Some municipal organizations might find it difficult to have a structured monitoring process in place throughout the fiscal year. Creating dashboards and charts that help visualize budget vs. actuals in both revenue and expenditures might be a game changing tool, not only to predict over/under variances, implement best practices but also to visualize the trends and adjust budgets as needed.	Mark Welch	TB
Monday	8:00 AM	9:40 AM	Accounting & Financial Reporting	Basic / Intermediate	Single Audit Update and Grant Compliance	Join this discussion that will include the latest updates in the recently released Compliance Supplement. Additionally, we will cover aspects of complying with grant requirements and how to maintain compliance with the grant requirements.	Tiffany Mangold- Director in the Lakewood Ranch and Ken Lee - Audit Supervisor, Purvis Gray. also invited is *Mark Brewer, President of Angie Brewer	AA
Monday	10:00 AM	11:40 AM	Treasury & Debt	Basic / Intermediate	Best Practices in Debt Management	Rates are rising, and I have projects to finance. What are the current bank and bond financing options, and trade-offs?	Jeffrey T Larson, President Larson Consulting Services	TB
Monday	10:00 AM	11:40 AM	Budget	Basic / Intermediate	Preparing Your Budget for the Next Recession (Budgeting Through Crisis)	- With fears of the next recession on the horizon, what should governments be doing now to start preparing to help deal with potential for fiscal distress. By offering several strategies to reduce budget expenses, create flexibility, and assess risk associated with different options with the goal of long-term sustainability, we can all take lessons learned from the past decade and apply them proactively to address challenges of the next recession.	Peter Brill	TB
Monday	1:00 PM	2:40 PM	Financial Management & Leadership	Basic / Intermediate	Managing Employee Motivation and Engagement- Turning Insight Into Action	Have you ever wondered what makes some employees come to work and consistently do an amazing job, even in the face of challenging circumstances? Or why an employee who used to exceed expectations, suddenly seems to be struggling to stay connected? Do you know what makes you come to work and drive you to do a great job? Employee engagement is directly linked to an organization's overall productivity, work quality, as well as their ability to retain top talent. Yet, according to a recent Gallup poll, only 15% of global workers would consider themselves to be engaged in the workplace. This course explores employee engagement theory as a spectrum, while focusing on powerful steps we can all take to keep employee and our own engagement levels high.	Victoria Abes	BEH
Monday	1:00 PM	2:40 PM	Accounting & Financial Reporting	Basic / Intermediate	Governmental Accounting Overview	This session will focus on the fundamental components of governmental accounting including the similarities and differences between governmental and commercial accounting, as well as financial elements unique to governmental accounting. IN addition, this session will provide an overview of the three broad categories of governmental funds including the measurement focus and basis of accounting for each fund type.	Beth Horacek, MBA, CPA, CPFO	AA
Monday	3:00 PM	4:40 PM	Financial Management & Leadership	Basic / Intermediate	Resiliency, Grit, and leadership - From Surviving to Thriving	In today's fast paced, and every changing environment it can feel like you are multi-tasking, juggling and even barely surviving; What if it wasn't just about weathering the storm, but to truly thriving. Take an introspective look at your own leadership, and the impact you have on others. And reconnect to priorities, goals, and success.	Nicole Gasparri	BEH
Monday	3:00 PM	4:40 PM	Accounting & Financial Reporting	Basic / Intermediate	Best Practices and Common Audit Findings	This session will offer a variety of best practices from local governments small, medium and large that can help mitigate common audit findings. These practical solutions will address financial reporting, record keeping, internal controls, and compliance best practices.	Lorrie Brinson, MBA CGFO	AA

2023 SCHOOL OF GOVERNMENTAL FINANCE - SCHEDULE Luminary Hotel, October 16-20, 2023, Ft. Myers

DAY	START	END	Track	Session Level	Session Title	Session Description	Speaker	CPE
Tuesday	8:00 AM	9:40 AM	Budget	Basic / Intermediate	Performance Budgeting	A major responsibility of governmental officials is to develop a budget and manage services, programs, and resources as efficiently as possible and to communicate the results of these efforts to the taxpaying public. Performance measures are used for assessing how efficiently and effectively functions, programs and activities are provided and for determining whether program goals are being met. Learn how performance measures can benefit governments, be linked to budgets and the reasons we measure performance and best practices related to performance budgeting.	Beth Horacek, MBA, CPA, CPFO	TB
Tuesday	8:00 AM	9:40 AM	Financial Management & Leadership	Basic / Intermediate	Stepping into the 21st Century: Automation & Change Management	Considering streamlining business processes through the use of technology and concerned about what this change may mean for your employees? Join us to discover the benefits of automation and the key elements in successfully delivering this change.	Tracy Ramsey & Tracey MacNeney	TB
Tuesday	10:00 AM	11:40 AM	Accounting & Financial Reporting	Basic / Intermediate	ACFR Financial Statements & Their Elements	Join us for this session to take a deeper look at the various required financial statements and their respective elements as presented in the Annual Comprehensive Financial Report ("ACFR"). We will cover the statements at both the government wide and fund level, as well as examining how the note disclosures are an integral part of these statements. We will also explore ACFR statements and elements by fund type, including governmental, proprietary, and fiduciary funds.	Michael Straney, CPA Sr Associate & Justin Conley, CPA Sr Associate	AA
Tuesday	10:00 AM	11:40 AM	Financial Management & Leadership	Basic / Intermediate	12 Steps to Reduce the Potential for Fraud	Unfortunately, fraud is a universal language that touches all segments of the business and government worlds. HUD is no exception and often intersects with grant fraud and public corruption. This presentation will cite numerous real world examples of fraud, provide insight into fighting fraud on a limited budget, and focus on practices that are less about money and more about attitude.	Special Agent Jamila Davis	AA
Tuesday	1:00 PM	2:40 PM	Treasury & Debt	Basic / Intermediate	Elements of an Investment Program	This session offers attendees a comprehensive agenda of the concepts and techniques needed to effectively manage their investment portfolios. The various elements of an investment program, whether the portfolio is managed internally or externally. The session will include: cash flow forecasting, hiring and managing external professionals, types of investments commonly used in the public sector, investment strategies for liquidity and core investment funds, managing risks, benchmarking, and reporting.	Brent Wertz Benjamin Streed	TB
Tuesday	1:00 PM	2:40 PM	Budget	Basic / Intermediate	You Don't Know Everything: Collective Decision Making During the Preparation of the Next Fiscal Year's Budget	How to involve stakeholders in gathering useful information and providing them the opportunity to be part of the decision-making process. It is also an opportunity for budget officials to learn about the operations of the organization in more detail, connect with the residents and also work together.	A. Jerome Fletcher	TB
Tuesday	3:00 PM	4:40 PM	Accounting & Financial Reporting	Basic / Intermediate	Learn All About Compensated Absences Beginning to End Per GASB 101	Working on this and confirming speaker....		AA

2023 SCHOOL OF GOVERNMENTAL FINANCE - SCHEDULE Luminary Hotel, October 16-20, 2023, Ft. Myers

DAY	START	END	Track	Session Level	Session Title	Session Description	Speaker	CPE
Tuesday	3:00 PM	4:40 PM	Financial Management & Leadership	Basic / Intermediate	Be Prepared when the opportunity to promote arises!	If you are looking to advance in your organization you have to be on a path of continued growth, and you have to be prepared, prepared for the interview that is. In this interactive session you will have the opportunity to fine-tune your interview skills; learn how to share your knowledge, skills, and ability. You will walk away having identified your real, timely and relevant examples so when the time comes to interview, you will be ready.	Nicole Gasparri Tracy Ellison	BEH
Wednesday	8:00 AM	9:40 AM	Treasury & Debt	Basic / Intermediate	Exploring Costs of a Muni Bond Underwriting; Managing the Distribution and Economics of the Issue	Review Roles of the Underwriting (UW) Team and how each member gets paid; Composition and Roles of US Syndicate Members; Cost Drivers; COI, UW Discount Components and How to do the Math; Liability Assignment; Priority of Orsers; Designation Policies; and the Bond Investor Population.	Steve Eaddy, Lourdes Abadin, Devin Phillips & Jaclyn-Nicole C. Mesa	TB
Wednesday	8:00 AM	9:40 AM	Financial Management & Leadership	Basic / Intermediate	But are you really prepared???	If you've lived and worked in Florida, you most likely have experienced one of the many hurricanes that have impacted our state. We prep our homes, our families, put systems in place for our infrastructure in anticipation of the next event. But are we ever really prepared? Join this session to learn about the FEMA process, to hear real life stories of what other agencies have done during previous disasters and learn a little bit about some of the impacts and challenges Lee County has faced and the progress made.	Mrs. Kalindi Fitch, Senior Manager, Recovery at Hagerty Consulting, Mr. Rick Hill, Manager, Recovery at Hagerty Consulting,	TB
Wednesday	10:00 AM	11:40 AM	Accounting & Financial Reporting	Basic / Intermediate	Internal Controls Overview	Internal Controls Overview covers COSO's 2013 Internal Control - Integrated Framework and illustrates how and why management should build and maintain an effective system of internal control. We will review in depth the 5 components of internal control and will discuss application of controls in a financial statement audit.	Timothy Gruters, CPA Partner Carr, Riggs, & Ingram, LLC	AA
Wednesday	10:00 AM	11:40 AM	Budget	Basic / Intermediate	Telling the Story Behind the Numbers	How do you explain the numbers in the budget to those that do not work with numbers? This session will discuss why it is important to put words with the numbers, how to create a story behind the numbers and helpful tips to make this an effective tool.	Maureen Powell	TB
Wednesday	1:00 PM	2:40 PM	Financial Management & Leadership	intermediate / Advanced	Long-Term Financial Planning & Other Complementary Planning Processes	This session will focus on the importance and development of a Long-Term Financial Plan. The session will further touch on other complementary planning processes, like Strategic Planning, Capital Planning, Budgeting, and the development of Financial Policies, all communicated together can be a valuable blueprint for the Organization.	Heidi Hallas, MPA Eve Sweeting, MBA	TB
Wednesday	1:00 PM	2:40 PM	Accounting & Financial Reporting	intermediate / Advanced	Auditing Updates, Yellow Book Changes, and Common Audit Deficiencies	Auditing updates, yellow book changes and common audit deficiencies, and things to consider when implementing GASB 96 to avoid audit findings.	Daniel Anderson, CPA Partner	AA

2023 SCHOOL OF GOVERNMENTAL FINANCE - SCHEDULE Luminary Hotel, October 16-20, 2023, Ft. Myers

DAY	START	END	Track	Session Level	Session Title	Session Description	Speaker	CPE
Wednesday	3:00 PM	4:40 PM	Treasury & Debt	intermediate / Advanced	New Payment Options - Evolution of Payments and the Impact on your Organization	Evolution of Payments and the Impact on your Organization - This session will cover treasury trends to help optimize and protect payables. Card and virtual card payments, check outsourcing and account validation services will be covered as well as an overview of the current fraud landscape.	Joseph H. Scharf Charles Million Treasury Sales Executives, Government Banking	TB
Wednesday	3:00 PM	4:40 PM	Financial Management & Leadership	intermediate / Advanced	Best Management Practices: Strong Adopted Financial Management Policies	Adopted financial management policies support a government's mission and help ensure long-term stability and operational reliability. They guide future financial and rate decisions, and facilitate communication with residents or customers. This session provides guidance to government managers who are developing financial management policies for their organization or looking to improve or update their existing policies.	Bryan Mantz	AA
Thursday	8:00 AM	9:40 AM	Accounting & Financial Reporting	Intermediate/Advanced	Data Breach Concerns - The Intersection Between Cyber and Financial Fraud	The gate way to financial fraud is thorough email phishing, account credential compromise, and Business Email Compromise (BEC). This session will analyze case studies of several financial fraud situations with a root cause in some form of computer hacking and cyber fraud.	Randy Romes, CISSP, CRISC, CISA, MCP, PCI- QSA Principal	TB
Thursday	8:00 AM	9:40 AM	Treasury & Debt	intermediate / Advanced	The Mechanics of a Public Bond Offering	An overview of the bond financing process and the players involved, including a deep dive into the process of bringing a bond financing to market and a look at the investors who participate in this market. How is a bond priced and how can the pricing affect you, as an issuer, long-term?	RBC Capital Matthew Sansbury Alex Bugallo	TB
Thursday	10:00 AM	11:40 AM	Accounting & Financial Reporting	Intermediate/Advanced	GASB Update	GASB Update – New and Forthcoming Standards and Concept Statements	Dr Jackie Reck	AA
Thursday	10:00 AM	11:40 AM	Budget	Intermediate / Advanced	Succession Planning and Budgeting	– Job market has especially changed after remote working was introduced to the workforce during the pandemic. Are public organizations prepared to deal with the most recent workforce trends, such as: "Great resignation," demands for benefits rise/costs, and more employee freedom? And most importantly, how do they retain knowledge and maintain their standard operating procedures in the midst of this?	Frank DiPaolo	TB
Thursday	1:00 PM	2:40 PM	Treasury & Debt	Intermediate / Advanced	Economic Update	The COVID-19 Pandemic caused a global economic shutdown for months which impacted everything from the 22 million U.S. jobs lost during April and May of 2020, to supply chain disruptions that lasted for more than two years in some industries, in office versus remote work challenges, population migration and changes in spending habits. During this session we will review economic and interest rate trends and the impact of these trends on the growth following the reopening of the U.S. economy.	John Grady III, CTP, Managing Director, Public Trust Advisors Rene' O'Day Vice President, Public Trust Advisors, LLC	TB
Thursday	1:00 PM	2:40 PM	Accounting & Financial Reporting	Intermediate / Advanced	AI in Local Government Finance	Join us for a discussion on how AI is enabling local governments to become smarter and more responsive to the needs of their citizens. We will explore the game-changing potential of AI for local government finance departments, from automating routine tasks and reducing errors to predicting future trends and informing decision-making. We will examine the impact of AI on the broader organization, including service delivery, citizen engagement, and the future of work.	Kelly Betz, CPA, CGFO - Senior Budget Analyst, City of Sarasota	TB

2023 SCHOOL OF GOVERNMENTAL FINANCE - SCHEDULE Luminary Hotel, October 16-20, 2023, Ft. Myers

DAY	START	END	Track	Session Level	Session Title	Session Description	Speaker	CPE
Thursday	3:00 PM	4:40 PM	Budget	Intermediate / Advanced	Alternative Revenue Sources: Special Assessments and Impact fees	Alternative Revenue Sources: Exploring new fees to fill the budgetary gap and provide a reliable and sustainable long-term funding source. Diversifying revenues places less reliance on the property tax revenue stream, especially during times of turbulent real estate markets.	Peter Napoli	TB
Thursday	3:00 PM	4:40 PM	Treasury & Debt	Intermediate / Advanced	Investing your Portfolio in a Rising Rate Environment	Ever wonder how Government Sponsored Enterprises (GSEs) decide what maturity, call structure, and step coupons they issue? This behind the curtain discussion with a trading desk will provide insight on issuance as well as analysis to see if callable bonds are a fit for your portfolio.	George Barbar	TB
Friday	8:00 AM	9:40 AM	Financial Management & Leadership	Intermediate/Advanced	Understanding Servant Leadership	This session is designed as an introduction to Servant Leadership as originally articulated by Robert Greenleaf in his breakthrough essay "The Servant as Leader". The principles identified as characterizing servant leadership will be presented and how they can be applied in the participants' own situations and in the context of today's challenging local government environment.	Doug Thomas	BEH
Friday	8:00 AM	9:40 AM	Accounting & Financial Reporting	Intermediate/Advanced	STATE FUNDING – FL Recovery Obligation Calculation (F-ROC)	If you work with state funding this workshop is for you! Hear directly from the Director of the Florida Division of Emergency Management, Kevin Guthrie about the Florida Recovery Obligation Calculation as well as other important funding issues.	Florida Division of Emergency Management	AA
Friday	10:00 AM	11:40 AM	Treasury & Debt	Intermediate/Advanced	Beyond the Basics: Looking to the Past to Help Invest for the Long-Term	The DeLorean fires up and takes you to a time in history influenced by war, inflation, supply chain bottlenecks, rising rates, and recession concerns. Will wages keep up with inflation, can new homebuyers ever be able to afford a home, will decimated retirement portfolios last through the golden years? Are you in the 1980s or did you never leave the 2020s? Join us for a lively history lesson that offers wisdom for today. Applying that wisdom, we will discuss the potential risks and benefits of longer-term investment strategies using equity and multi-asset investments in the context of time horizon and liquidity needs. We'll cover best practices for managing multi-asset portfolios, relevant Florida statutes, and the main drivers of investment returns. We will also discuss the fundamentals of major asset classes, along with best practices in overseeing a multi-asset class portfolio when a portion of funds may not be expected to be spent down over a period of five years or longer.	Richard Pengelly, CFA, CIMA, CTP Managing Director Kahlid Yasin Director PFM Asset Management LLC	TB
Thursday	10:00 AM	11:40 AM	Budget	Intermediate/Advanced	Budgeting for Project Managers	Budget overruns are a litmus test for project success or failure. No government has an unlimited budget, so the first thing project managers look to in determining whether their project was a great success or a colossal failure is the bottom line. This fact fuels the pressure project leaders and their team face with each passing day. As such, effective budget management is a primary area of focus for project managers who value their careers.	Bradley Arnold	TB

Florida Government Finance Officers Association, Inc.
2023-2024 Local Chapter President
Sub-Committee Agenda Item



2023-2024

CHAIRPERSON

Jamie Roberson

STAFF LIAISON

Karen Pastula

MEMBERS

Meeting Date: August 18, 2023

Title of Item: Southwest Florida & Florida First Coast
Chapters

Executive Summary, Explanation or Background:

Verbal Presentation.

Recommended Action:

For review

Jamie Roberson
Name

August 9, 2023
Date

Florida Government Finance Officers Association, Inc.
2023-2024 Local Chapter President
Sub-Committee Agenda Item



2023-2024

CHAIRPERSON
Jamie Roberson

STAFF LIAISON
Karen Pastula

MEMBERS

Meeting Date: August 18, 2023

Title of Item: Florida First Coast Chapter Meeting

Executive Summary, Explanation or Background:

Board approval to host a Florida First Coast Chapter meeting on Friday, November 3, 2023, in the Jacksonville area with a budget estimated at \$5,000. This will include a 30-minute networking session, lunch, and Nicole presenting on a Leadership. This is an effort to get spark involvement in the area to get the Chapter Active.

Recommended Action:

For review and approval

Jamie Roberson
Name

August 9, 2023
Date

[illegible]

NEXT MEETING:

[illegible]