

**FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**August 18, 2023**

The meeting of the FGFOA Board of Directors took place at the Courtyard Marriott Downtown Hotel in Orlando, on Friday, August 18, 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, Bill Spinelli, Chief Financial Officer, Hillsborough County Sheriff's Office  
Director, Kelly Strickland, Director of Financial Administration, City of Sarasota

**COMMITTEE CHAIRS**

Mary-Lou Pickles, Certification  
Sarah Simpson, Conference Program  
Stephen Timberlake, Educational Programs  
Anna Otiniano, Event Host  
Elizabeth Walter, 2023 SOGF  
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 August 18, 2023, meeting of the FGFOA Board of Directors to order at 9:06 am.

**PRESIDENT REPORT**

**Minutes**

President DiPaolo presented the minutes from the June 28, 2023, FGFOA Board meeting for review.  
**Mr. Colvin moved, seconded by Ms. Burns, to accept the minutes from the June 28, 2023, FGFOA Board meeting as submitted. Motion passed unanimously.**

## **EXECUTIVE DIRECTOR REPORT**

### **FGFOA Administrative Services Agreement**

Mr. Shamoun presented the updated FGFOA Administrative Services Agreement. A redline and clean version were both submitted.

**Ms. Licourt moved, seconded by Ms. Burns, to approve the FGFOA Administrative Services Agreement as presented. Motion passed unanimously.**

### **Meeting Management Agreement**

Mr. Shamoun next presented the updated Meeting Management Agreement. A redline version was submitted.

**Ms. Licourt moved, seconded by Ms. Gasparri, to approve the Meeting Management Agreement as presented. Motion passed unanimously.**

### **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**

### **Certification Committee**

Ms. Pickles presented the first Certification Committee item which was the Certification Committee Manual. Some of the changes included edits to the manual including the 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.

**Ms. Gasparri moved, seconded by Mrs. Strickland, to approve the Certification Committee Manual as submitted. Motion passed unanimously.**

Next, Ms. Pickles presented the CGFO Policies and Procedures document for review and approval. A redline and clean version were both submitted. There was discussion regarding removing CPE for serving as a committee member verses as a committee chair. Many versions of edits were recommended, and Ms. Pickles took specific notes to make the final edit.

**Ms. Almeida moved, seconded by Ms. Gasparri, to approve the CGFO Policies and Procedures document with edits. Motion passed unanimously.**

Next, Ms. Pickles covered the CGFO program requirements which brings them to a more current format. The updates covered moving from a paper CGFO submittal to an online option, examinations also going from paper to online, and updating the time requirement for applying prior to taking exams to 45 days as opposed to specific dates. A redline and clean version were submitted.

**Mr. Colvin moved, seconded by Ms. Burns, to approve the updated CGFO program requirement document as submitted. Motion passed unanimously.**

Next, Ms. Pickles presented CGFO on-demand online testing options that the Special Projects subcommittee found and tested. Each option for online testing provided different levels of virtual proctoring, technical support, practice tests, security features and authentication for the test takers and

many more options. The committee brought forth a recommendation for ASC-FasTest which presented a very robust platform and which the committee felt was a better match for what they are seeking. Their price starts at \$5,750 per year with an exam fee of \$45. The committee recommends using ASC-FasTest to provide on-demand turn-key testing with virtual proctoring. The Board had some questions about costs, final wording to the test taker of exam results, and options but authorized FGFOA staff and the committee to negotiate these fees and to sign the final contract. Administration of exams in this new platform will begin as soon as possible.

**Ms. Licourt moved, seconded by Mrs. Strickland, to authorize FGFOA staff and the committee to finalize the contract with ASC-FasTest including negotiating for group testing fees. Motion passed unanimously.**

Lastly, Ms. Pickles gave the Certification Committee report indicating there were 8 new applications reviewed and approved since the last meeting. There are 9 new CGFO's awarded from the June testing. The committee is reviewing flagged questions from the March and June, 2023 exams and making recommendations to fix these questions as appropriate. They are working to secure instructors for the upcoming exam and review sessions. It is recommended that the exam banks go through a thorough review and re-write. Moving to an on-demand platform will necessitate a larger database of questions and answers. It is recommended that we get a quote from Kimball Adams to research current and update new content. Mr. Shamoun noted that there are funds available in the budget to allow UGA to do a review adding 75 questions to each exam. Once this is done then Mr. Adams could review it all at one time. No action was required for this committee report.

### **Conference Program Committee**

Ms. Simpson submitted an updated Conference Program Committee Policies & Procedures Manual. She submitted a redline and clean version for review.

**Ms. Licourt moved, seconded by Ms. Burns, to approve the Conference Program Committee Policies & Procedures Manual as submitted. Motion passed unanimously.**

Next, Ms. Simpson presented her recommended subcommittee chairs for the Conference Program Committee. She chose: 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. No motion was needed.

### **Educational Programs Committee**

Mr. Timberlake submitted the Educational Programs Committee report showing many new topics that were submitted by committee members for inclusion in the upcoming webinar schedule. The Board gave the committee latitude to make the schedule and implement their choices. No action was required for this committee report.

### **Event Host Committee**

Mrs. Otiniano presented the Event Host Committee reporting starting with the SOGF promotional flyers for the Hospitality Suite. These will be placed around the live event and used in e-bulletins to promote engagement. It is also recommended that the FGFOA board consider allowing sponsorships for donations of prizes for raffle items to enhance participation and engagement at the Hospitality

Suite. There is a welcome bag that the committee has chosen that may exceed the current budget. Mr. Shamoun noted that there are funds available for the Host Committee in the current budget.

**Mr. Colvin moved, seconded by Mrs. Strickland, to approve a budget not to exceed \$2,900 for the Event Host Committee to use at the 2023 SOGF to cover such costs as prizes, gift cards, a DJ and gift bag for attendees. Motion passed unanimously.**

#### **Professional Development Committee**

Mrs. Schnirman presented the Professional Development Committee report noting the committee met virtually where they decided on 3 sub-committee for this upcoming year: Mentor-Mentee Program, Leadership/Alumni Program and the University Outreach. The committee would like to prepare a uniform presentation for university outreach so as to set-up meetings with at least 3 Florida Universities in this upcoming year and to draft an Individual Development Plan for the mentor/mentee program. The Board voiced their approval of these ideas, no action was required for this committee report.

#### **School of Governmental Finance Committee**

Mrs. Walter submitted the SOGF Committee update thanking the subcommittee for all of their work on the upcoming 2023 SOGF. An updated schedule was included for review. No action was required for this committee report.

#### **Technical and Legislative Committee**

Mr. Noonan presented the Technical and Legislative Committee report noting their recent achievements such as sending out e-bulletins with pertinent updates, a subcommittee is currently reviewing the GRM, and the committee is preparing analysis of the 2023 Legislative Session bills. No action was required for this committee report.

#### **Local Chapter President Sub-Committee**

##### **Southwest Florida and First Coast Chapters**

Mrs. Roberson presented the Local Chapter President Sub-Committee report noting she is working with FGFOA staff to create a November 3, 2023, meeting in the Jacksonville area to breathe new life and offer support in that local chapter area. She is seeking approval of an approximate budget of \$5,000 to cover the cost of room rental and food. It will include a 30-minute networking session, lunch and Nicole Gasparri will give a presentation on Leadership. It is recommended that a charge be associated with this event to encourage participation. A free event can have a high rate of non-attendance.

**Mr. Colvin moved, seconded by Ms. Burns, to approve a budget of \$5,000 for this event and a fee of \$15 per person to attend. Motion passed unanimously.**

#### **PRESIDENT REPORT**

##### **Innovation Awards Program**

President DiPaolo discussed the Tuesday luncheon at the conference and a need for a more comprehensive awards program. This will be discussed in more detail at the October 2023 meeting.

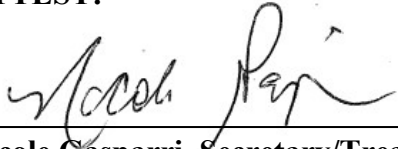
**Sponsorship**

President DiPaolo talked about implementing a vendor sponsorship program for the 2023 annual conference. Staff was instructed to bring back options for the Board to discuss at the October 2023 meeting.

**NEXT MEETING**

The date for the next Board meeting will be on Wednesday, October 18, 2023, in conjunction with the School of Governmental Finance at the Luminary Hotel in Fort Myers.

**ATTEST:**



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**Nicole Gasparri, Secretary/Treasurer**