

FLORIDA GOVERNMENT FINANCE OFFICERS ASSOCIATION, INC.
BOARD OF DIRECTORS MEETING MINUTES
August 9, 2019

The meeting of the FGFOA Board of Directors took place on August 9, 2019 at the Florida League of Cities Offices in Orlando, FL.

IN ATTENDANCE:

OFFICERS AND BOARD MEMBERS

President – Ken Burke, Clerk of the Court, Clerk of the Circuit Court and Comptroller Pinellas County – CCC

President-Elect – Jamie Roberson, Finance Director, Apopka

Secretary – Treasurer, Shannon Ramsey-Chessman, Chief Operating Officer, Clerk & Comptroller – Palm Beach County

Director, Melissa Burns, Director of Finance, City of Atlantic Beach

Director, Rip Colvin, Executive Director, Justice Administrative Commission

Director, Frank DiPaolo, Finance Director, City of Lighthouse Point

Director, Nicole Gasparri, Organizational Program Manager, Boca Raton

Director, Mike Gomez, Audit Manager, Florida Auditor General - Tallahassee

Director, John McKinney, Finance Director, City of New Smyrna Beach

Director, William Spinelli, Controller, Orlando

COMMITTEE CHAIRS

Lorrie Simmons, Certification

Nicole Jovanovski, Conference Program

Rebecca Schnirman, Education & Webinar

Stephen Timberlake, Legislative

Olga Rabel, Member & Leadership Development

Sharon Almeida, SOGF

Linda Benoit, Technical Resources

AD HOC COMMITTEE CHAIRS

Bryan Cahen, Enhancing the Role

Rip Colvin, Elections

Linda Davidson, Ethics (attended by phone)

Sarah Koser, Retiree Network Talent Pool (attended by phone)

CHAPTER PRESIDENTS

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 Burke called the August 9, 2019 meeting of the FGFOA Board of Directors to order at 9:00 a.m.

Retiree Talent Network

Mrs. Koser presented the committee report via phone, indicating the committee decided it was best to

also include FGFOA members in transition as well as currently retired members in the Retiree Talent Network. They created a disclaimer for the website noting staff will not vet the applications but will maintain the website as a resource to its members. The application will clarify whether the applicant is in transition or retired and will ask for credentials and a resume. It will now be called the Temporary Finance Professional Network to reach a broader market of applicants. The work of this committee is done, and this project will now go to the Member and Leadership Development Committee for implementation. It is suggested that an ebulletin targeting retiring members with a letter from the President, followed up by an application in the mail, may be the best way to target potential applicants. Staff will maintain the data, create the web page and modify the application to add several specific job titles and make the form fillable.

Ms. Gasparri moved, seconded by Mr. DiPaolo, to approve the creation of this website page, application form and disclaimer with edits noted, now assigned to the member and leadership development committee, now being called the Temporary Finance Professional Network. Motion passed unanimously.

Minutes

The June 11, 2019 and June 12, 2019 minutes were reviewed.

Mrs. Roberson moved, seconded by Mr. Colvin, to approve the minutes with edits. Motion passed unanimously.

Association of Governmental Accountants

Some members of the FGFOA Board are also members of the Association of Governmental Accountants which has approximately 14,000 members nationally, with a local Florida Chapter in Tallahassee. The Board sees value in marketing to these members with a targeted School of Governmental Finance flyer focusing on topics that affect state employees and listing sessions that are applicable. Mr. Colvin and Mrs. Almeida will develop this flyer and give it to staff to finalize. Ms. Simmons noted NABA members also need CPE credits and could serve as another area to focus promoting FGFOA events. Mr. Burke recommended offering NABA and AGA members a “first time attendee” rate, which is the FGFOA member rate, to entice them to join FGFOA. Moving forward, the Board and committee chairs agree to promote affiliate organizations.

Ethics Ad-Hoc Committee

Ethics Ad-Hoc Committee Chair Linda Davidson presented the Committee report via phone, with proposed new language to add to the end of the current FGFOA Code of Ethics. After much discussion, the board recommends adding language relating to a personal interaction known going forward as the “standard of conduct”. Staff will send the final version to the membership as an e-bulletin. The Board does not want to implement policy for the removal of an attendee from an event. Executive Director Paul Shamoun is authorized to take the necessary steps to remove someone after an incident, on site. However, they are asking for clarification for “networking” or “social events”, regarding personal conduct, to reflect that these are an outflow of a working relationship. Ms. Davidson will create a new addition to be reviewed at the next meeting indicating the incident will be reported to the Executive Director which will then notify the Board. The final document will be sent in an ebulletin to the full membership.

Mrs. Ramsey-Chessman moved, seconded by Mr. Colvin, to approve the new language submitted by the Ethics Ad-Hoc Committee with additional clarification including personal standard of conduct verbiage. Motion passed unanimously.

Recognition Letters

Mr. Burke recommends the recognition letters for serving as an FGFOA committee chair be sent in

September. This will allow some of the end of year duties to lighten up and schedules to slow down. Mr. Burke will be in contact with the Board and Committee Chairs to confirm their contact information and to whom the letter of recognition should be sent.

Chapter President Call

Mrs. Roberson presented the review of the June 3, 2019 Chapter President call which had good attendance. The July 24th call had 10 chapters represented on the call. A focus was placed on a request for assistance in getting a Wild Apricot discount for local chapters to manage their websites and member database. This is being researched by FGFOA staff. A SharePoint site has been set-up to allow Chapter Presidents to share information and documents. Mrs. Roberson recommends sending information to the Chapter Presidents asking them to share SOGF promotional materials with their members. Chapter reports are due by August 15.

Membership Update

Mr. Shamoun presented the membership and Listserve report updates for review. Mr. Colvin would like to see a comparison to previous years reports. However, the membership database system does not automatically create a report to compare numbers to a previous year. Staff will work on creating a system to update reporting on a quarterly basis going forward.

2019 Annual Conference Membership Survey Results

Mr. Shamoun presented the survey results from the Attendify app for the FGFOA 2019 Annual Conference. Mrs. Roberson wants to know the percentage of participation, if available. Staff will research enhancements to the app to increase participation and will compare the cost and benefits of the Mosaic app to Attendify and will have more information at the October board meeting.

Expense Processing

FGFOA is moving to a cloud-based system for bill payments. Quarterly reconciliation is very onerous to review, a monthly review would be easier to maintain. We are moving to a real time approval process with emails for review and approval. Consensus of the board is for FGFOA staff to create a warrant list process for the Secretary/Treasurer to review at each Board meeting. Staff will work with Mrs. Ramsey-Chessman to develop this process and report at the October Board meeting.

Election Ad-Hoc Committee

Mr. Colvin presented the Election Ad-Hoc committee report indicating the committee has reviewed the previous Election documents and are developing a draft for review. The report recommends adding an eligibility requirement, new procedures to fill a vacancy and a change in Board composition. They will edit Articles 4, 5 and 6, in which will change the composition and duties of the Nominating Committee. The recommendations are still being developed by the committee. They will propose further updates at the October Board meeting. This may affect the Policies and Procedures which will be updated as needed. If approved today, and the draft language fits the desire of the Board, it goes to the membership for comments, then it will be put to a vote. This is about a 90-day process. Mr. Burke recommends we take action as soon as possible so the vote on this item can be separate from the next election. The committee will write a ballot summary for the membership to review. After much discussion, the Board agreed to implement a timeline for member voting in December of 2019 to go into effect for elections in 2020.

Mr. Colvin moved, seconded by Mr. McKinney, to bundle and move to a vote by membership. Motion passed unanimously.

Enhancing the Role of the Finance Professional

Mr. Cahen is working with the committee to finalize a tag line and image which is being developed for marketing purposes: "Finance Officers Depend On Us". The committee and FGFOA staff are working on the Finance Professionals Week and will endeavor to complete the "toolkit" for the October board meeting. This will tie into letters of recommendation and media releases. Mr. Burke recommended we make life size posters for board members to promote their involvement.

2019 School of Governmental Finance Session Topics and Descriptions

Mrs. Almeida presented the topics and descriptions, which are now complete, for the 2019 School of Governmental Finance. Some speakers may still change.

Ms. Gasparri moved, seconded by Mr. McKinney, to approve the sessions and topics as presented. Motion passed unanimously.

Subsidized Costs for School of Governmental Finance in Destin, FL

Mrs. Almeida presented recommendations proposed by the committee to offer subsidies for people in counties affected by Hurricane Michael, to attend the 2019 SOGF. The recommendation is to provide five ½ week scholarships to include registration and hotel accommodation for 2 nights, and five full week registration fees – only scholarships (no hotel accommodation included). A wait list and randomly chosen winners (similar to the lottery for Bootcamp) is recommended.

Mrs. Shannon Ramsey-Chessman moved, seconded by Mr. McKinney, to approve the subsidy as presented by the committee. Motion passed unanimously.

SOGF Hospitality Suite

Mrs. Almeida presented a tentative schedule of events for the Hospitality suite at SOGF. Since the restaurant crawl is cost prohibitive, Mr. Burke recommends the committee put together a list of local restaurants for our members. This information can be put on the app.

Education and Webinar Committee

Mrs. Schnirman presented the topics and schedule for upcoming webinars. It was recommended the Legislative Update session for July be moved back to earlier in the year but will leave it up to the discretion of the committee.

Mrs. Roberson moved, seconded by Mr. McKinney, to approve the webinar topics and schedule. Motion passed unanimously.

Next Meeting

The next meeting of the Board of Directors will be Wednesday, October 23, 2019. It's being held in conjunction with the School of Governmental Finance at the Hilton Sandestin.

ATTEST:



Shannon Ramsey-Chessman, Secretary/Treasurer