



**Minutes for the
Florida Engineers Management Corporation
Board of Directors Meeting
Wednesday, June 8, 2016
Beginning at 8:30 a.m. or soon thereafter
Crowne Plaza Orlando Universal
Orlando, Florida**

A. Call to Order and Pledge of Allegiance to the Flag

Ms. LaRocque called the meeting to order. Ms. Raybon called roll.

B. Roll Call, Determination of Quorum, and Address Absences

Board Members Present:

Shannon LaRocque, P.E., Chair
Donald Goddeau, P.E., Vice Chair
Jeff Arey, P.E. (participated by phone)
Kimberlee DeBosier, P.E.
Steve Kowkabany, P.E.
Barney Bishop, Public Member
John Stewart, Public Member

Staff Present:

Zana Raybon, FEMC President, FBPE Executive Director
John Rimes, FEMC Vice President
Michele Morris, FEMC Treasurer/Secretary, FBPE Controller (participated by phone)
Rebecca Sammons, FBPE Assistant Executive Director

C. Introduction of guests or visitors.

William Bracken, P.E., S.I., FBPE Chair
Charlie Geer, FES
Patrick Cunningham, DBPR Deputy General Counsel, FEMC Contract Monitor
Larry Harris, Assistant Attorney General
Elizabeth Ferguson, FBPE Public Member
Kevin Fleming, FBPE Board Member

Alfonso Fernandez-Fraga, PE

D. Approval of the Agenda.

Upon motion by Ms. DeBosier, seconded by Mr. Kowkabany, the agenda was approved. Motion passed.

E. Approval of the Consent Agenda.

(Items denoted with an asterisk are included in the Consent Agenda)

Upon motion by Ms. DeBosier, seconded by Mr. Kowkabany, the consent agenda was approved with item #4 being pulled from the consent agenda. Motion passed.

#1. Minutes of the FEMC Board Meeting held on April 13, 2016*

Approved under consent agenda.

#2. Minutes of the FEMC Board Operations Conference Call held on March 28, 2016*
(provided for informational purposes)

Approved under consent agenda.

#3. Minutes of the FEMC/FBPE Board Member Training held on May 9, 2016*

Approved under consent agenda.

#4. Minutes of the FEMC Board Conference Call held on May 18, 2016*

Moved to the regular agenda for discussion under Old Business.

F. Chair's Report

G. President's Report

#1. Report on April Exam Sites

Ms. Raybon discussed the April 2016 NCEES PE Exam Sites and the issues that happened at the Orlando/Kissimmee site.

Ms. LaRocque asked that the site location be added to the Observer Checklist.

#2. Turnover Schedule & Independent Contractor Listing

Provided for informational purposes.

#3. HB 5003 – Restriction on Travel

Provided for informational purposes.

#4. Proposed 2017 FBPE/FEMC Meeting Calendar

Ms. Raybon stated that the proposed 2017 FEMC/FBPE meeting calendar was provided for input by board members on possible conflicts with proposed meeting dates. Ms. Raybon stated that we are looking at staying at the same hotel for 2017.

#5. FEMC Observers for FBPE Meetings in 2016

Ms. Raybon stated that we need observers for the August and October FBPE Board meetings. Ms. DeBosier stated that she would observe the October FBPE Board Meeting.

#6. 2016 FBPE/FEMC Meeting Calendar

Provided for informational purposes.

H. Vice President's Report

#1. Non-Compliance Report

Provided for informational purposes.

#2. Open Case Report

Provided for informational purposes.

#3. Profile of legal cases by year

a) Cases open for 1 year plus

Provided for informational purposes.

b) Total open cases by year

Provided for informational purposes.

I. Secretary/Treasurer's Report

#1. Variable Income Statement as of April 30, 2016 (May Financials will be provided by June 7th)

Ms. Morris reported on the Variable Income Statement.

#2. Comparative Income Statement as of April 30, 2016 (May Financials will be provided by June 7th)

Ms. Morris reported on the Comparative Income Statement.

J. Report of Nominations Committee

#1. Minutes from Nominations Committee Conference Call

Ms. LaRocque presented the minutes of the Nominations Committee. Ms. LaRocque stated that the Nominations Committee recommended Mr. Goddeau as Chair and Mr. Kowkabany as Vice Chair for 2016-2017.

K. Election of Officers for 2016-2017

#1. Election of Chair and Vice Chair

Upon motion by Ms. DeBosier, seconded by Mr. Stewart, the recommendations of the Nominations Committee for Mr. Goddeau as Chair for 2016-2017 and Mr. Kowkabany as Vice Chair for 2016-2017 were accepted. The motion passed.

#2. Vote on annual appointment of FEMC Officers for 2016-2017

Zana Raybon, President
John Rimes, Esquire, Vice President
Michele Morris, Controller/Secretary/Treasurer

Upon motion by Mr. Stewart, seconded by Ms. DeBosier, the appointment of FEMC Officers for 2016-2017 were approved as presented. The motion passed.

L. Unfinished Business

Mr. Goddeau asked that the Board Operations Responsibilities be placed on the agenda for the next board meeting.

M. Old Business

#1. Final Update on Amended/Restated Contract between DBPR and FEMC

Ms. LaRocque stated that the contract was signed prior the start of the meeting and was delivered to Mr. Cunningham.

#2. Minutes of the FEMC Board Conference Call held on May 18, 2016

Mr. Goddeau asked that the minutes be amended to add language under item F#2 that Ms. Raybon received an email from the contract monitor stating that transfers between subcategories within a line item are acceptable. Mr. Goddeau stated that this email was the basis was for approving the contract.

Upon motion from Mr. Stewart, seconded from Mr. Kowkabany, the May 18 FEMC Board Conference Call minutes were amended as requested. The motion passed.

N. New Business

O. Update from DBPR/FEMC Contract Monitor

P. Community Involvement

Q. Announcements

R. Adjourn

Upon motion by Ms. DeBosier, seconded by Mr. Stewart, the meeting was adjourned. The motion passed.