



**Minutes**  
**FEMC Board Operations Committee Conference Call**  
**Friday, July 8, 2016**  
**Beginning at 10am or soon thereafter**  
**Tallahassee, Florida**

A. Call to Order, Roll Call

Mr. Goddeau called the meeting to order. Ms. Raybon called roll.

**Committee Members Present:**

Donald Goddeau, P.E., Chair  
Steve Kowkabany, P.E, Vice Chair  
William Bracken, P.E., S.I., FBPE Chair

**Staff Present:**

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

**Guests:**

Patrick Cunningham, DBPR Contract Monitor

B. Approval of Agenda

C. Approval of Consent Agenda

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

Mr. Goddeau asked the previous meeting minutes be attached to the packet for informational purposes so the committee can see what happened at the last meeting and any outstanding items.

D. Chair's Report

E. President's Report

### #1. Discussion/Update on Job Descriptions

Ms. Raybon discussed the proposed job descriptions. Mr. Kowkabany mentioned omitting specific software (i.e.: VERSA or Laserfiche) in case we change vendors or DBPR changes the name of their licensing system. Mr. Bracken mentioned that each job description needs a statement about “other duties as assigned.” Discussion followed on this.

Mr. Goddeau discussed the job description for the FEMC Vice President/FBPE Prosecuting Attorney and suggested that the duties for the FEMC Vice President be more detailed. Mr. Goddeau also discussed the position of FEMC Secretary/Treasurer and that a review of the FEMC By-Laws seems to show that duties are split between the FBPE Assistant Executive Director (currently R. Sammons) and the FBPE Controller (currently M. Morris). Discussion followed on this. Ms. Raybon stated that the duties of the secretary have been performed by Ms. Sammons since she started with FEMC and she would recommend that they stay as is. Ms. Raybon mentioned we can add the title of FEMC Secretary to Ms. Sammons’ job description.

Ms. Raybon stated that staff will have the revised job descriptions for the September Board Ops Conference Call.

### #2. Discussion/Update on Board Responsibilities - (At the April 2016 FEMC Board Meeting, Mr. Bracken and Mr. Kowkabany were going to take a look at the proposed board responsibilities and bring back a recommendation to the full board.)

Mr. Bracken asked staff to forward the latest draft to Mr. Kowkabany and himself.

### #3. Discussion/Update on Board Operations Committee Responsibilities –

Ms. Sammons stated that the draft of the Board Ops Committee responsibilities was brought before the full board at the April 2016 Board Meeting and the only change was to add the statement “any committee member could call for a meeting.” Also, Mr. Goddeau stated that the responsibilities should be finalized

after the Board Member Responsibilities were finalized. Mr. Goddeau asked staff to forward the draft with the corrections to the committee members for their review. Mr. Goddeau asked that this item be placed on the next Board Ops agenda in September.

- #4. Discussion/Update on Procurement Policy – (This item has been put on hold until the amended/restated contract could be finalized and signed which was done at the June 2016 FEMC Board Meeting.)

Ms. Raybon stated that the revisions to the procurement policy have been on hold until the new amended/restated contract was signed. Mr. Goddeau stated that he would work on the procurement policy and have a draft back to the committee at their September conference call.

- #5. Request approval of purchase of new small business server (proposal from IT vendor will be provided before the call)

Ms. Raybon stated that the current server will be going out of warranty in September and this server will replace two servers that we are currently using.

Discussion followed.

Upon motion by Mr. Kowkabany, seconded by Mr. Bracken, the request for approval to purchase a new server was approved. The motion passed.

- F. Vice President's Report
- G. Secretary/Treasurer's Report
- H. Discussion of agenda for next meeting
- I. Unfinished Business
- J. New Business

Mr. Goddeau asked if the September 9<sup>th</sup> conference call could be moved forward due to him being out of town on the 9<sup>th</sup>. Ms. Raybon stated that staff would send out a Doodle request with the some proposed dates and times.

- K. Adjourn.