



Minutes

FEMC Board Operations Committee Conference Call

Friday, March 10, 2017

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

Kevin Fleming, P.E., FBPE Vice Chair

Staff Present:

Zana Raybon, FEMC President/FBPE Executive Director

John Rimes, FEMC Vice President

Michele Morris, FEMC Treasurer/FBPE Controller

Rebecca Sammons, FEMC Secretary/FBPE Assistant Executive Director

Guests:

Josh Kendrick, DBPR General Counsel

Committee Members Absent:

Anthony Fiorillo, P.E., S.I., FBPE Chair

B. Approval of Agenda

Upon motion by Mr. Kowkabany, seconded by Mr. Fleming, to approve the agenda, the motion passed.

C. Approval of Consent Agenda – There was no Consent Agenda.

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

D. Chair's Report

Mr. Goddeau stated that he and Mr. Fiorillo met with Ms. Raybon earlier in the week conduct her annual review and to talk about various items.

E. President's Report

#1. Status Update on DBPR Contract

Ms. Raybon reported that we should have a draft of a new contract or extension to the contract in time for discussion at the May FEMC Board Ops Committee meeting so that the final draft can be submitted at the June meeting for the FEMC Board's review and approval.

#2. Update on Staff Performance Reviews

Ms. Raybon stated that staff performance reviews will be done in March.

#3. Renewal Update

Ms. Raybon discussed the renewal summary provided in the meeting materials. Ms. Raybon reported that a renewal meeting was held earlier in the week with staff; our contract monitor and Mr. Goddeau attended as well. As one outcome of the meeting, staff will into the possibility of providing renewal certificates digitally.

#4. Update on FEMC Board Policy Manual

Ms. Raybon stated that staff would like to keep the policy manual on BoardEffect and not have to print out all the various policies. The committee agreed.

#5. Review of Current Rule 61G15-18.0071 regarding attendance at Board Meetings

Ms. Raybon stated that FEMC does not have a policy on attendance but has used the policy in the Rule for FBPE. Discussion followed. Mr. Goddeau asked staff to put this item on the April FEMC Agenda for review.

#6. FBPE/FEMC Organizational Chart Update/Review

Ms. Raybon reviewed the organizational charts.

#7. Employee Turnover Report

Ms. Raybon stated that we have had one employee resign as of March 7th and two current employees were offered different positions within company.

F. Vice President's Report

#1. Open Case Report

Provided for informational purposes.

#2. 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.

G. Treasurer's Report

#1. Variable Income Statement as of January 31, 2017

Ms. Morris reported on the Variable Income statement. Mr. Goddeau would like a line under salaries for any COLA and/or performance increases.

#2. Comparative Income Statement as of January 31, 2017

Provided for informational purposes.

#3. Proposed 2017-2018 FEMC Budget

Ms. Morris reported on the proposed budget for fiscal year 2017-2018. Discussion followed.

#4. Proposed Budget Transfers

Ms. Morris reviewed the proposed budget transfers.

H. Discussion of agenda for next meeting

Mr. Goddeau discussed the agenda for the board operations committee and depth to which items are covered and will then be covered again in the full FEMC meeting. Mr. Goddeau stated that he feels these meetings were originally meant to be an informal discussion of business operations, provide a status on management and staff, and to discuss opportunities for improvement by all parties. In depth review and discussion of standard reports are normally carried out at the full FEMC Board meetings. Discussion followed. It was decided that Board Ops Committee meetings would be more for operational items. Reports will be provided and discussed only on an exception basis.

Mr. Goddeau would like staff to query the committee members before each meeting to see if they have any items for the agenda.

Ms. Raybon asked that the May 5th meeting be moved to May 4th because she and Ms. Sammons will not be available. Mr. Goddeau and Mr. Fleming agreed and asked that staff poll the other committee members for their availability.

I. Unfinished Business

J. New Business

Mr. Goddeau stated that he will not be able to attend the April FEMC Board meeting in person and asked that Mr. Kowkabany be contacted and asked to chair the meeting, if he was going to be there in person.

K. Adjourn.

Meeting adjourned.