



**Minutes for the
Florida Engineers Management Corporation
Board of Directors Meeting
Wednesday, April 12, 2017
Beginning at 10 a.m. or soon thereafter
Crowne Plaza Orlando Universal
Orlando, Florida**

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

Vice Chairman Kowkabany called the meeting to order. Ms. Raybon called roll.

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

Board Members Present:

Donald Goddeau, P.E., Chair (participated by phone)

Steve Kowkabany, P.E., Vice Chair

Jeff Arey, P.E.

Kimberlee DeBosier, P.E.

Shannon LaRocque, P.E (participated by phone)

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 FBPE Controller (participated by phone)

Rebecca Sammons, FEMC Secretary, FBPE Assistant Executive Director

C. Introduction of guests or visitors.

Kevin Fleming, P.E., FBPE Vice Chair

William Bracken, P.E., S.I., FBPE Board Member

D. Approval of the Agenda.

Upon motion by Mr. Arey, seconded by Mr. Stewart, to approve the agenda, the motion passed.

E. Approval of the Consent Agenda.
(Items denoted with an asterisk are included in the Consent Agenda)

#1. Minutes of the FEMC Board Meeting held on December 7, 2016*

Approved under the consent agenda.

#2. Minutes of the FEMC Board Conference Call held on January 19, 2017*

Approved under the consent agenda.

#3. Minutes of the FEMC Board Operations Conference Call held on March 10, 2017*
(provided for informational purposes)

This item was removed from the consent agenda.

Remove #3 from consent agenda

Upon motion by Ms. DeBosier, seconded by Mr. Stewart, to approve the consent agenda, the motion passed.

F. Chair's Report

G. President's Report

#1. Update on Renewal

Ms. Raybon reported on renewal.

Ms. Raybon discussed the possibility of FEMC having its own licensing and enforcement system. Discussion followed. The Board encouraged Ms. Raybon to talk to DBPR about getting our own licensing system.

Upon motion by Mr. Bishop, seconded by Ms. DeBosier, to conduct a survey of the engineers on the renewal process (along with time spent on renewal), and if they would like a more user friendly system developed by FEMC, the motion passed. Mr. Bishop and Mr. Kowkabany will review the survey questions prior to sending out the survey.

Ms. Raybon discussed changing the renewal fees to incremental amounts. Discussion followed.

Mr. Goddeau is working on contract language for the budget amendments.

Ms. Raybon discussed the contract and revising the contract so it will allow FEMC to have its own licensing and enforcement system. Mr. Kowkabany and Mr. Stewart will work with Ms. Raybon on proposed language.

#2. Request for Approval of New Security System/Vendor

Ms. Raybon discussed the issues we currently have with our current vendor for security. Ms. Sammons reported on the proposal for the new security system. She stated that staff contacted three vendors and only two vendors submitted proposals and, of the two proposals, one was submitted after the deadline. Ms. Sammons stated that each vendor was asked for three references and the references were contacted. The references for one vendor indicated they provided more of a closed circuit monitoring and not what we need. Ms. Sammons stated that the proposal that is before the Board is more than what we currently have and covers more areas in the office.

Ms. Raybon stated that there are some concerns that because of the amount of the proposal, the procurement policy was not followed. Ms. Raybon stated that based on the policy, staff believes this falls under the "emergency procurement" section of the policy.

Mr. Rimes stated that the current procurement policy that FEMC has does not follow the procurement policy of Chapter 287 and that category two is \$35,000. Our policy is \$10,000 and if our policy followed the DMS policy then what staff did in relation to the security proposal would be appropriate under the policy. Discussion followed.

Mr. Goddeau asked staff to compare the state procurement policy with the FEMC procurement policy and bring back to Board at the June 2017 FEMC Board meeting for review and approval.

Upon motion by Mr. Bishop, seconded by Ms. DeBosier, to have staff review the procurement policy with the state procurement, include a 20% deviation in the policy and have anything outside that deviation come back to the board for approval, the motion passed.

Upon motion by Mr. Bishop, seconded by Mr. Stewart, to approve the contract of Vector Security as an emergency life safety procurement for the total \$12,394 and \$176.85 per month monitoring, the motion passed.

#3. Update on FEMC Board Policy Manual

Provided for informational purposes

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

Ms. Raybon discussed the rule and the fact the FEMC does not have a policy on absences. Discussion followed.

Mr. Arey mentioned that we might want to change it to three meetings in a row and not have the 50% rule. Ms. Raybon stated that we will make this change and bring it back at to the June 2017 FEMC Board meeting.

#5. FBPE/FEMC Organizational Chart Update/Review

Provided for informational purposes

#6. Employee Turnover Schedule & Independent Contractor Listing

Provided for informational purposes

#7. FEMC Observers for FBPE Meetings for 2017

Provided for informational purposes

#8. 2nd Quarter Report for 2016-2017

Provided for informational purposes

#9. 2017 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 over one (1) year

Provided for informational purposes

b) Total open cases by year

Provided for informational purposes

I. Treasurer's Report

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

Ms. Morris reported on the March 31st Variable Income Statement.

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

Ms. Morris reported on the March 31st Comparative Income Statement.

#3. Proposed Budget for 2017-2018

Ms. Morris reported on the proposed budget for 2017-2018.

Discussion followed.

Upon motion by Mr. Bishop, seconded by Mr. Arey, to approve the 2017-2018 proposed budget as presented, the motion passed.

#4. Proposed Budget Transfers

Ms. Morris reported on the proposed budget transfers. Ms. Morris stated the amounts of the budget transfers may be somewhat different than what is shown because these figures are preliminary but they will be close.

Upon motion by Mr. Arey, seconded by Mr. Stewart, to approve the projected proposed budget transfers as submitted, the motion passed.

J. Unfinished Business

#1. Address the absence of Ms. DeBosier on the January 19, 2017 FEMC Board Conference Call

Ms. DeBosier stated that she was stuck in a client meeting and tried to call in when she got out but the call was over and she did contact the Board office that day.

Upon motion by Mr. Arey, seconded by Mr. Stewart, to excuse the absence to Ms. DeBosier on the January 19, 2017 FEMC Board Conference Call, the motion passed.

K. Old Business

L. New Business

#1. President/Executive Director Annual Review and Salary Recommendation

Mr. Goddeau stated that he and Mr. Fiorillo met with Ms. Raybon on March 7 and did her performance review. They reviewed her on successful renewal, staff efficiency and expenses being below budget, the staff support to FBPE board being excellent, good relations with DBPR, staff performance reviews for staff and the plan to develop one for the ED. He stated this was a good review and they would develop a set of measurable goals and objectives for next year and have a more formal performance review and based this this they would like to recommend a 5.67% percent increase effective July 1, 2017.

Motion was by Mr. Goddeau, seconded by Mr. Arey, to approve a 5.67 pay increase for the FEMC President effective 7/1/17. Discussion followed. Mr. Bishop amended the motion for a 6% increase and the motion passed.

Ms. Raybon reported that performance reviews for all staff were completed by March 31st.

M. Update from DBPR/FEMC Contract Monitor

Ms. Sammons mentioned that the Nominations Committee will need to meet in May or the first part of June to nominate the chair or vice chair for 2017-2018. Mr. Goddeau stated that the Nominations Committee is the current chair and vice chair of the board. Ms. Sammons stated that she will get in contact with the each of them about dates for the conference call.

Ms. Raybon stated that we do not need board member training so the June FEMC Board meeting will start at 10am.

N. Community Involvement

O. Announcements

P. Adjourn

**Next Regular Board Meeting: June 21, 2017 at 8:30am
Crowne Plaza Orlando Universal
Orlando, FL**

