



**Minutes for the  
Florida Engineers Management Corporation  
Board of Directors Meeting  
Wednesday, April 4, 2018  
Beginning at 10 a.m. or soon thereafter  
Hyatt Orlando Airport  
Orlando, Florida**

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

Chairman Goddeau 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  
Steve Kowkabany, P.E., Vice Chair  
Jeff Arey, P.E.  
Kimberlee DeBosier, P.E.  
Shannon LaRocque, 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, FBPE Controller (participated by phone)  
Rebecca Sammons, FEMC Secretary, FBPE Assistant Executive Director

C. Introduction of guests or visitors.

Kenneth Todd, P.E., FBPE Chair  
Kevin Fleming, P.E., FBPE Vice-Chair  
Rick Morrison, FEMC Contract Monitor (participated by phone)  
Lawrence Harris, Assistant Attorney General, Counsel to the Board

D. Approval of the Agenda.

Mr. Goddeau added a second item under the Chair's Report, which will be discussion on previously proposed legislation.

Upon motion by Mr. Kowkabany, seconded by Mr. Stewart, to approve the agenda as amended, the motion passed.

E. Approval of the Consent Agenda.

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

#1. Minutes of the FEMC Board Meeting held on December 6, 2017

Approved under consent agenda.

#2. Minutes of the FEMC Board Operations Conference Call held on March 9, 2018  
(provided for informational purposes)

Approved under consent agenda.

#3. 2<sup>nd</sup> Quarter Report for 2017-2018

Approved under consent agenda.

#4. Turnover Schedule & Independent Contractor Listing

Approved under consent agenda.

#5. FEMC Observers for FBPE Meetings for 2018 (provided for informational purposes)

Approved under consent agenda.

#6. Non-Compliance Report

Approved under consent agenda.

#7. 300 Day Report

Approved under consent agenda.

#8. Open Case Report

Approved under consent agenda.

#9. Profile of legal cases by year

a) Cases open for 1 year plus

b) Total open cases by year

Approved under consent agenda.

F. Chair's Report

#1. Appoint Nominations Committee – (chair and vice chair per by-laws)

Mr. Goddeau stated that the committee would consist of the chair and vice chair but asked if any other board member would like to participate in the committee. Mr. Bishop volunteered to be on committee.

#2. Proposed legislation

Mr. Goddeau discussed the previous proposed legislation and how it came about. Mr. Goddeau suggested preparing a plan pursuant to the proposed legislation regarding the transfer of FEMC to DBPR. Mr. Goddeau also mentioned talking points that Ms. Raybon prepared for FES when the legislation was proposed. Discussion followed on whether the plan was a good idea or not and how the proposed legislation was introduced.

Mr. Stewart proposed a committee with board members and staff be formed to study the importance and impact of FEMC. A motion was made by Mr. Stewart and seconded by Mr. Bishop to study the importance and impact of FEMC.

Discussion followed on whether or not FEMC board members could lobby. Mr. Rimes stated that FEMC board members cannot lobby per the contract with DBPR.

Mr. Bishop mentioned that it may be a good idea to have a newsletter article about FEMC once a year. Mr. Goddeau stated that Mr. Rimes wrote an article several years ago about FEMC and it could be used again.

Mr. Arey mentioned the problem with deregulation happening around the country.

Mr. Goddeau mentioned that the committee could be a joint committee with a member from the FBPE board and a member from the FEMC board. Mr. Todd agreed that it should include members from both board and he mentioned the issue of anti-trust and deregulation. Ms. Raybon mentioned that the committee make sure that everyone

understands FEMC is a corporation and the proposed legislation would have done away with the corporation.

Mr. Harris addressed the board on the recent FTC issue in North Carolina and how this impacts regulation and FBPE. Mr. Bishop mentioned that FES may want to talk to the James Madison Institute about this issue.

Mr. Stewart amended the motion to make the committee a joint committee with two members from the FEMC board and two members from the FBPE board. The two members from FEMC will be Mr. Stewart and Mr. Bishop. Mr. Bishop accepted the amendment as the second and the motion passed.

Mr. Goddeau stated that under Florida Statute Chapter 455, the department is required to report to the governor the value of each board annually and suggested that the committee work with the department on this report. Mr. Rimes stated this report is for boards under the department's review and FEMC is not under their review. Discussion followed on this. The committee could touch base with the department about this report and determine if this is something that should be pursued.

## G. President's Report

### #1. Discussion on Sunshine Law and Open Meetings

Ms. Raybon discussed why this is in meeting packet. Ms. Raybon stated that at the June board training, Ms. Barbara Peterson will be giving a presentation on sunshine law and open meetings.

Ms. Raybon stated that a question has been raised regarding whether a FEMC board member can talk to a FBPE board member outside of a publicly noticed meeting. Mr. Rimes stated he talked with Ms. Pat Gleason about this issue and, while there may not appear to be an issue, Ms. Gleason did mention that there have been several instances where attorneys have advised against this because no court has really looked at it. Therefore, there could be a potential issue for problems if it turns out this is not something you can do legally. So her advice was not to do it. Discussion followed on this.

### #2. Discussion on the possibility of emailing licenses during renewal

Ms. Raybon proposed emailing licenses during renewal. Discussion followed on this and the board was accepting of the option. Ms. Raybon stated that this topic will be discussed at the FBPE board meeting later today.

### #3. Discussion on renewal incentive/sliding scale for renewing

Ms. Raybon discussed the possibility of offering an incentive for renewing early. Mr. Stewart stated that he thought the reduction would be along the lines of either 5%, 10% or 15% and not 25%. Discussion followed. Ms. Raybon stated that she will present this change in the reduction amount to the FBPE board later today when they take up the rule amendment.

#4. Sponsorship of Student Summit at FES Conference (\$2,500) – FEMC Board Operations Committee approved request on 3/9/18

Ms. Raybon stated that the Board Operations Committee approved the sponsorship of the Student Summit at the FES Conference again this year.

#5. Revisions to FEMC By-Laws

Ms. Raybon stated that the revision is needed because the by-laws do not conform to the statute.

Upon motion by Mr. Stewart, seconded by Mr. Arey, to approve the revisions to by-laws as presented, the motion passed.

Discussion followed on board member replacements and how the application process is handled. Staff was asked to send the application for the FEMC board appointments and a statement about board duties to all the board members.

#6. 2018 FBPE/FEMC Meeting Calendar

Provided for informational purposes.

H. Vice President's Report

I. Treasurer's Report

#1. Variable Income Statement as of February 28, 2018

Ms. Morris presented the Variable Income Statement.

#2. Comparative Income Statement as of February 28, 2018

Ms. Morris presented the Variable Income Statement.

#3. Proposed Budget for 2018-2019

Ms. Morris presented the proposed budget.

Mr. Rimes discussed the budget and restrictions for the coming years.

Upon motion by Mr. Bishop, seconded by Mr. Kowkabany, to approve the 2018-2019 FEMC Budget as presented, the motion passed.

J. Unfinished Business

K. Old Business

#1. Discussion on replacing outgoing board members

This item was discussed under the President's report.

#2. Performance Measures for President/Executive Director

Mr. Goddeau discussed the performance measures for the President. Discussion followed.

The board asked that the following items be added to the performance measures:

- Add fiscal management
- Review goals and objectives for next year
- Add current deputy secretary under goal #1

L. New Business

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

Mr. Goddeau stated that he and Mr. Todd did the evaluation of Ms. Raybon in March and feel that she is doing excellent job. Mr. Goddeau discussed her salary and she is right in the midpoint of her salary range. He stated that he would like to give her an increase of the COLA and a 1% raise. Mr. Bishop mentioned making the increase larger because Ms. Raybon is doing a good job and we should reward that and we want to keep her. Discussion followed on this and whether there is money in the upcoming budget for a larger increase. Ms. Raybon declined a larger increase because it would impact the amount that could be awarded to the staff that work renewal in the upcoming budget year.

Upon motion by Mr. Bishop, seconded by Mr. Kowkabany, to provide a cost of living increase plus 1% for the President/Executive Director, the motion passed. Mr. Kowkabany asked that it be noted for future budgets that Ms. Raybon did not want a larger increase because it would impact the monies for renewal incentives for staff.

M. Update from DBPR/FEMC Contract Monitor

#1. Update on Budget amendment change to contract

Mr. Morrison stated that the language is moving thru the process at DBPR.

N. Community Involvement

O. Announcements

P. Adjourn

**Next Regular Board Meeting: June 20, 2018 at 8:30am  
Hyatt Orlando Airport  
Orlando, FL**

**Board Member Training: June 20, 2018 at 10am  
Hyatt Orlando Airport  
Orlando, FL**