



**Minutes for the
Florida Engineers Management Corporation
Board of Directors Meeting
Wednesday, November 14, 2018
Beginning at 2 p.m. or soon thereafter
FBPE Board Office
Tallahassee, Florida**

A. Call to Order

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

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

Board Members Present:

Steve Kowkabany, P.E., Chair
Barney Bishop, Public Member, Vice Chair
Safiya Brea, P.E.
Donald Goddeau, P.E.
Satya Lory, P.E.
Art Nordlinger, P.E.
John Stewart, Public Member

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

C. Introduction of guests or visitors.

Kenneth Todd, P.E., FBPE Chair
Kevin Fleming, P.E., FBPE Vice Chair

D. Approval of the Agenda.

Upon motion by Mr. Bishop, seconded by Mr. Nordlinger, to approve the agenda, the motion passed.

E. Approval of the Consent Agenda.

Upon motion by Mr. Bishop, seconded by Mr. Nordlinger, to approve the consent agenda, the motion passed.

#1. Minutes of the FEMC Board Meeting held on June 20, 2018

Approve under consent agenda.

#2. Minutes of the FEMC Board Meeting Conference Call held on August 28, 2018

Approve under consent agenda.

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

Approve under consent agenda.

#4. 2017-2018 FEMC Annual Report (provided for informational purposes)

Approve under consent agenda.

#5. Non-Compliance Report

Approve under consent agenda.

#6. 300 Day Report

Approve under consent agenda.

#7. Open Case Report

Approve under consent agenda.

#8. Profile of legal cases by year

Approve under consent agenda.

a) Cases open for 1 year plus

b) Total open cases by year

F. Chair's Report

Mr. Kowkabany asked Ms. Raybon about the NCEES Exam sites and did staff have any luck with getting NCEES to change the site location for Orlando. Ms. Raybon stated the report from Orlando site for the October exam was there were no incidents this time. Discussion followed.

Mr. Kowkabany suggested that staff look into using Google calendar or iCalendar that allows for live updates so all the board members will know when the calendar has changed. Ms. Raybon stated that staff will look into this.

G. President's Report

#1. Update on Renewal

Ms. Raybon gave a brief update on renewal and the status since opening on November 5. Ms. Raybon reported that 1,825 engineers and 213 companies have renewed as of 10am on November 16th. Discussion followed on the renewal process.

#2. 2019 FBPE/FEMC Meeting Calendar

Provided for information purposes.

#3. 2018 FBPE/FEMC Meeting Calendar

Provided for information purposes.

#4. Turnover Schedule & Independent Contractor Listing

Provided for information purposes.

H. Vice President's Report

Mr. Rimes reported on the CE cases from the last renewal and how the cases were handled. Discussion followed.

I. Treasurer's Report

#1. Variable Income Statement as of September 30, 2018(preliminary)

Ms. Morris reported on the Variable Income Statement.

#2. Comparative Income Statement as of September 30, 2018(preliminary)

Ms. Morris reported the Comparative Income Statement.

Mr. Kowkabany asked Ms. Morris to discuss future budgets and how FEMC will need to stay on top of things.

Ms. Morris stated that FEMC's yearly budget may not be enough to fund the foreseeable increase in health insurance, consultants' fees and another renewal in two years.

Mr. Rimes mentioned that FEMC may want to look into asking the legislature for an increase in funding. Discussion followed.

J. Unfinished Business

K. Old Business

- #1. Follow up from June 2018 FEMC Board Meeting and August 2018 FEMC Conference Call to set the December FEMC Board Meeting as the annual meeting of the corporation in order to elect chair, vice chair and officers of the corporation.

Ms. Raybon stated that this change was voted on and approved during the August 2018 FEMC Conference Call and was on the agenda for informational purposes. The board decided that nominations will be taken from the floor at the December board meeting.

- #2. Update on budget amendment language for the contract

Ms. Raybon stated that this item is now complete. Mr. Goddeau mentioned that we may need to look at the procurement policy now and make changes based on the new budget amendment language.

L. New Business

Mr. Goddeau asked about the Joint FBPE-FEMC committee and what is the status of the committee. Ms. Raybon stated that the committee has not met recently and the documents that the committee produced are still available. Ms. Raybon stated that it might be a good idea for the committee to meet again. Mr. Kowkabany asked Ms. Raybon to schedule another meeting of the committee.

M. Update from DBPR/FEMC Contract Monitor

N. Community Involvement

Ms. Raybon reported on several outreach opportunities recently to UF, FAMU/FSU, UWF and UNF.

O. Announcements

Ms. Raybon reported that she had attended the memorial service on Nov. 10, 2018 for Henn Rebane, PE, past chair of the FBPE board. Also in attendance were former FEMC chairs, Roger Jeffrey, PE and Kim DeBosier, PE, former FBPE chairs, Mel Anderson, PE and John Burke, PE, and current FBPE vice-chair, Kevin Fleming, PE. She reported that it was a very nice service honoring a remarkable man and it was so good to see so many there from FEMC and FBPE.

P. Adjourn

Meeting adjourned.

DRAFT