



**Minutes for the
Florida Engineers Management Corporation
Board of Directors Meeting
Wednesday, December 5, 2018
Beginning at 1 p.m. or soon thereafter
FBPE Offices
Tallahassee, Florida**

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

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
Safiya Brea, P.E.
Donald Goddeau, P.E., (participated by phone)
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

Board Members Absent:

Barney Bishop, Public Member, Vice Chair

Upon motion by Mr. Stewart, seconded by Ms. Lory, to excuse the absence of Mr. Bishop, the motion passed.

C. Introduction of guests or visitors.

Kenneth Todd, P.E., FBPE Chair
Richard Morrison, Contract Monitor, DBPR
Lawrence Harris, Assistant Attorney General, Counsel to FBPE

D. Approval of the Agenda.

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

E. Approval of the Consent Agenda

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

#1. Minutes of the FEMC Board Meeting held on November 14, 2018

Approved under consent agenda.

#2. 1st Quarter Report for 2018-2019

Approved under consent agenda.

#3. Turnover Schedule & Independent Contractor Listing

Approved under consent agenda.

#4. Non-Compliance Report

Approved under consent agenda.

#5. Open Case Report

Approved under consent agenda.

#6. Profile of legal cases by year

Approved under consent agenda.

a) Cases open for 1 year plus

b) Total open cases by year

#7. 300 day report

Approved under consent agenda.

F. Chair's Report/Comments

Mr. Kowkabany welcomed the new board members and thanked Mr. Goddeau for his service as chairman.

Mr. Kowkabany mentioned that he has been working with Mr. Todd about the review of the President and the possibility of developing a performance metrics for the organization.

G. President's Report

#1. Update on Renewal

Ms. Raybon reported on the progress of renewal and the incentive for renewing for early. She also discussed the printing of licenses and the fact that addresses are on the licenses and the two complaints that had been received about this. Ms. Raybon stated that we are still working on getting the SI number printed on the license.

#2. Report on October Exam Sites

Provided for informational purposes.

#3. FEMC Observers for FBPE Meetings in 2019

Ms. Raybon stated that we need volunteers to observe the FBPE meetings in 2019. The board members volunteered for the following months:

Feb.: Mr. Nordlinger

April: Mr. Goddeau

June: Mr. Kowkabany

August: Ms. Lory

October: Ms. Brea

December: Mr. Stewart

Staff was asked to develop a form to be completed by board members who attend the FBPE board meeting.

#4. 2019 FBPE/FEMC Meeting Calendar

- Discuss the possibility of moving the date of December 2019 meeting since it is the week after Thanksgiving

Ms. Raybon discussed moving the December meeting to December 11.

Staff was asked to send out calendar invites for all FEMC meetings.

H. Vice President's Report

I. Treasurer's Report

#1. Variable Income Statement as of October 31, 2018

Ms. Morris presented the Variable Income Statement.

#2. Comparative Income Statement as of October 31, 2018

Ms. Morris presented the Variable Income Statement.

#3. Profit and Loss Forecast Statement

Ms. Morris presented the report and discussion followed.

Mr. Goddeau mentioned doing an article on the use of ULA by FEMC/FBPE. Discussion followed.

Mr. Kowkabany established a committee to investigate an increase in funding for FEMC. The committee will consist of John Stewart, Don Goddeau, and Barney Bishop. Mr. Bishop will be chair. Staff liaison will be Ms. Morris.

J. Election of Officers for 2019

#1. Election of Chair and Vice Chair

Mr. Kowkabany mentioned that the board voted in August to move the annual meeting from June to December in order to align the election of FEMC officers with the election of FBPE officers.

Upon motion by Ms. Brea, seconded by Ms. Lory, to nominate Mr. Kowkabany as chair and Mr. Bishop as vice chair for 2019, the motion passed.

#2. Vote on annual appointment of FEMC Officers for 2019

Zana Raybon, President
John Rimes, Esquire, Vice President
Rebecca Sammons, Secretary
Michele Morris, Controller/Treasurer

Upon motion by Mr. Stewart, seconded by Ms. Brea, to accept the appointment of FEMC Officers for 2019 as presented, the motion passed.

K. Unfinished Business

L. Old Business

#1. Proposed changes to the Procurement Policy

Ms. Raybon discussed the new budget amendment language and the proposed changes to the procurement policy. Discussion followed.

Mr. Goddeau will look at the policy and budget amendment language and bring a new proposed change to the policy at the April FEMC board meeting.

M. New Business

#1. Email from FEMC Board Member Art Nordlinger, PE – Re: involvement with FBPE Board

Mr. Nordlinger talked about the email. Discussion followed.

Mr. Harris stated that there is no conflict of interest.

N. Update from DBPR/FEMC Contract Monitor

Mr. Morrison stated that he has no update.

O. Community Involvement

P. Announcements

Q. Adjourn

**Next Regular Board Meeting: April 10, 2019 @ 10am
The Shores Resort and Plaza
Daytona Beach, FL**