



**Minutes for the
Florida Engineers Management Corporation
Board of Directors Meeting
Wednesday, April 10, 2019
Beginning at 10 a.m. or soon thereafter
The Shores Resort and Plaza
Daytona Beach Shores, 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. (participated by phone)
Art Nordlinger, P.E.
John Stewart, Public Member (participated by phone)

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

Board Members Absent:

Barney Bishop, Public Member, Vice Chair
Donald Goddeau, P.E.,
Satya Lory, P.E.

Upon motion by Mr. Nordlinger, seconded by Mr. Stewart, to excuse the absences of Mr. Bishop, Mr. Goddeau and Ms. Lory, the motion passed.

C. Introduction of guests or visitors.

Kenneth Todd, P.E., FBPE Chair

Babu Varghese, P.E., FBPE Vice Chair
Dylan Albergo, P.E., FBPE Board Member

D. Approval of the Agenda.

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

E. Approval of the Consent Agenda.

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

#1. Minutes of the FEMC Board Meeting held on December 5, 2018

Approved under consent agenda.

#2. Minutes of the FEMC Finance Committee Conference Call held on January 29, 2019

Approved under consent agenda.

#3. 2nd Quarter Report for 2018-2019

Approved under consent agenda.

#4. Minutes of the FEMC Finance Committee Conference Call held on February 26, 2019

Approved under consent agenda.

#5. Minutes of the FEMC Board Operations Committee Conference Call held on March 8, 2019

Approved under consent agenda.

#6. Turnover Schedule & Independent Contractor Listing

Approved under consent agenda.

#7. FEMC Observers for FBPE Meetings for 2019 (provided for informational purposes)

Approved under consent agenda.

#8. Non-Compliance Report

Approved under consent agenda.

#9. 300 Day Report

Approved under consent agenda.

#10. Open Case Report

Approved under consent agenda.

#11. Profile of legal cases by year

a) Cases open for 1 year plus

Approved under consent agenda.

b) Total open cases by year

Approved under consent agenda.

F. Chair's Report

Mr. Kowkabany reported on the format for the performance review of the FEMC President/FBPE Executive Director to be used going forward and that he would talk about this in greater detail later in the meeting.

Mr. Kowkabany mentioned that he sat in a presentation that Ms. Raybon gave at UNF recently and highly recommended that other board members attend FBPE presentations when they are given in their area. Staff was asked to send a schedule of future presentations to the board members so they could see about attending a presentation.

G. President's Report

#1. Final Renewal Update

Ms. Raybon gave a final renewal update and stated that the renewal incentive worked as seen by the numbers in the meeting packet. Ms. Raybon mentioned that the last week of renewal was still fairly busy but not like it has been in the past. Discussion followed.

#2. Sponsorship of Student Summit (FEE Track) at FES Conference (\$2,500) – FEMC Board Operations Committee approved request on 3/8/19

Ms. Raybon stated that the Board Operations Committee had approved the sponsorship of the Student Summit at the FES Annual Conference again this year and that the cost would be \$2,500.

#3. 2019 FBPE/FEMC Meeting Calendar (provided for informational purposes)

Ms. Raybon and Mr. Rimes gave an update on the legislative bills that would impact FEMC/FBPE this session. Discussion followed on this and also the open seats on the FBPE board.

H. Vice President's Report

I. Treasurer's Report

#1. Variable Income Statement as of March 31, 2019-Preliminary

Ms. Morris presented the Variable Income statement.

#2. Comparative Income Statement as of March 31, 2019-Preliminary

Ms. Morris presented the Comparative Income statement.

#3. Proposed Budget for 2019-2020

Ms. Morris stated that the Board Operations Committee approved the budget on March 9th but there was an error in the salary line and an adjustment has been made because of the increase in salary for an employee. These additional funds were taken from the prosecution line. Discussion followed.

Upon motion by Mr. Nordlinger, seconded by Mr. Stewart, to approve the budget as amended, the motion passed.

#4. Implementation of Flexible Spending Account (including new bank account at Regions) will require a board resolution authorizing FEMC to open a zero-interest bank account for this account.

Ms. Morris explained the reason for the Flexible Spending Account and the need for the resolution. Ms. Sammons stated that she had a resolution ready for Mr. Kowkabany to sign after the meeting. Discussion followed.

Upon motion by Ms. Brea, seconded by Mr. Stewart, to approve the implementation of the Flexible Spending Account and open the required bank account at Regions, the motion passed.

J. Unfinished Business

#1. Proposed Changes to Procurement Policy based on new Budget Amendment Language

Ms. Raybon stated that the proposed changes are based on the new budget amendment language that was recently approved.

Upon motion by Mr. Stewart, seconded by Mr. Nordlinger, to approve the proposed changes to the procurement policy as presented in the meeting materials, the motion passed.

K. Old Business

#1. Finance Committee Report

Mr. Stewart discussed the committee and the various meetings that have been held over the past several months. Mr. Stewart mentioned that the talking points should be revised to state that FEMC is holding true to our budget.

Discussion followed on the committee's timeline.

Mr. Stewart stated that the committee thinks FEMC should request an additional \$100,000 in funding during the next legislative session and add the talking points to the requests so it shows how FEMC has saved money over the years. Discussion followed.

Upon motion by Mr. Nordlinger, seconded by Ms. Brea, to request additional funding of \$100,000 during the legislative session, the motion passed.

Mr. Stewart also stated that the committee thought that the Finance Committee should be made a standing committee.

L. New Business

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

Mr. Kowkabany reported on the annual performance review of Ms. Raybon that he and FBPE Chair Todd did in March. Mr. Kowkabany stated that FEMC and FBPE are very happy with Ms. Raybon and her leadership and with the entire staff of FEMC/FBPE.

Mr. Kowkabany stated that he would like to propose a 5% increase in salary for Ms. Raybon effective at the conclusion of this meeting.

Upon motion by Ms. Brea, seconded by Mr. Stewart, to approve a 5% salary increase for the FEMC President/FBPE Executive director, the motion passed. This is in addition to the COLA that will be effective on July 1, 2019.

M. Update from DBPR/FEMC Contract Monitor

N. Community Involvement

O. Announcements

P. Adjourn

Next Board Meeting: June 19, 2019 at 10am

The Plaza Resort & Spa---Please note different location

600 N. Atlantic Ave.

Daytona Beach Shores, FL