

**Minutes for the
Florida Engineers Management Corporation
Board of Directors Meeting
Wednesday, December 11, 2019
Beginning at 1 p.m. or soon thereafter
Holiday Inn & Suites
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.
Satya Lory, P.E.
Art Nordlinger, P.E.

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
John Stewart, Public Member

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

C. Introduction of guests or visitors.

Kenneth Todd, P.E., FBPE Chair
Richard Morrison, DBPR, Contract Monitor

D. Approval of the Agenda.

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

E. Approval of the Consent Agenda

Mr. Goddeau would like to pull item #2 – 1st Quarter Report for 2019-2020 from the consent agenda.

Upon motion by Mr. Goddeau, seconded by Ms. Lory, to approve the consent agenda as amended, the motion passed.

#1. Minutes of the FEMC Board Meeting held on October 2, 2019

Approved under consent agenda.

#2. 1st Quarter Report for 2019-2020

Mr. Goddeau discussed the 5-year projection that is required to be in the 1st quarter report and stated that there is an updated projection in the folders and the reasons for getting the updated projections. Mr. Goddeau stated that in the 5-year projection report there is a proposed fee holiday and that the DBPR does not show the funds that FEMC returns at the end of the fiscal year. Discussion followed. Staff was asked to schedule a Finance Committee meeting to discuss funding for FEMC and to also schedule a meeting with the DBPR and Governor.

Ms. Morris asked Mr. Morrison what FEMC needs to do to ensure that the reports we are getting from DBPR are the correct and who should she contact about this. Mr. Morrison stated that she should contact Mr. Larry Hurley. Discussion followed.

Upon motion by Mr. Goddeau, seconded Ms. Brea, to provide input to DBPR with updated projections on the 5-year plan so the trust fund account balance does not fall below 5 million at the end of two years (biennium), the motion passed. (FEMC Staff will do the projections now and at the end of renewal.)

#3. 2018-2019 FEMC Annual Report

Approved under consent agenda.

#4. Turnover Schedule & Independent Contractor Listing

Approved under consent agenda.

#5. Non-Compliance Report

Approved under consent agenda.

#6. Open Case Report

Approved under consent agenda.

#7. Profile of legal cases by year

Approved under consent agenda.

- a) Cases open for 1 year plus
- b) Total open cases by year

#8. 300 day report

Approved under consent agenda.

F. Chair's Report/Comments

#1. 2020 and Beyond for FEMC

Mr. Kowkabany discussed the board's future and any challenges for the board in this decade.

G. President's Report

#1. Update on Implementation of HB827

Ms. Raybon provided an update on the implementation of the bill and how new rules are impacting the work processes.

#2. Report on October Exam Sites

Ms. Raybon discussed the exam site reports. Discussion followed. Ms. Raybon stated that she will talk with NCEES about the issues with the exam sites.

#3. 2020 FBPE/FEMC Meeting Calendar

Ms. Raybon discussed the proposed planning session. Mr. Goddeau discussed the planning session and the process for the session. Further discussion followed.

Ms. Sammons stated that she will send calendar invites to board members again this year.

#4. FEMC Observers for FBPE Meetings in 2020

Provided for informational purposes.

Ms. Raybon also discussed HB707. Discussion followed.

Ms. Raybon provided an update on the FBPE Board appointments and the implementation of Renew Central.

H. Vice President's Report

I. Treasurer's Report

#1. Variable Income Statement as of November 30, 2019

Ms. Morris reported on the Variable Income Statement as of November 30th.

#2. Comparative Income Statement as of November 30, 2019

Ms. Morris reported on the Comparative Income Statement as of November 30th.

Mr. Goddeau asked about the budget and the budget amendment process. Discussion process. Mr. Goddeau talked about whether the board has to approve budget amendments if over certain amounts as stated in the contract. Discussion followed.

Mr. Goddeau asked staff to look at the procurement policy to see what the board has to approve or the Executive Director can approve. Ms. Raybon read a portion of the policy that dealt with budget amendments. Staff was asked to bring proposed language for the next contract and the procurement policy. Discussion followed.

J. Election of Officers for 2020

#1. Election of Chair and Vice Chair

Mr. Kowkabany talked about the elections and that due to Mr. Bishop's business commitments, he would not be able to continue to serve as vice chair (and also that his term expires in April 2020). Mr. Nordlinger expressed that he is willing to serve as vice chair and that he would be able to serve as chair in the future, if the board wishes.

Upon motion by Mr. Goddeau, seconded by Ms. Lory, to accept the recommendations of Mr. Kowkabany as Chair for 2020 and of Mr. Nordlinger as Vice Chair for 2020, the motion passed.

#2. Vote on annual appointment of FEMC Officers for 2020

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

Upon motion by Ms. Lory, seconded by Mr. Nordlinger, to accept the appointment of FEMC Officers for 2020 as presented, the motion passed.

K. Unfinished Business

L. Old Business

M. New Business

N. Update from DBPR/FEMC Contract Monitor

O. Community Involvement

P. Announcements

Q. Adjourn

