



**Agenda for the
Florida Engineers Management Corporation
Board of Directors Meeting via Conference Call
Wednesday, April 8, 2020
Beginning at 10 a.m. or soon thereafter
Tallahassee, FL**

A. Call to Order, Roll Call, Determination of Quorum, and Address Absences

Mr. Kowkabany called meeting to order. Ms. Sammons called roll.

Board Members Present:

Steve Kowkabany, P.E., Chair
Art Nordlinger, P.E., Vice Chair
Safiya Brea, P.E.
Donald Goddeau, P.E.
Satya Lory, 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

B. Introduction of guests or visitors.

Babu Varghese, P.E., S.I., FBPE Chair
Kevin Fleming, P.E., FBPE Vice Chair

C. Approval of the Agenda.

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

D. Approval of the Consent Agenda.

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

#1. Minutes of the FEMC Board Meeting held on December 11, 2019

Approved under consent agenda.

#2. 2nd Quarter Report for 2019-2020

Approved under consent agenda.

#3. Turnover Schedule & Independent Contractor Listing

Approved under consent agenda.

#4. FEMC Observers for FBPE Meetings for 2020 (provided for informational purposes)

Approved under consent agenda.

#5. Non-Compliance Report

Approved under consent agenda.

#6. 300 Day Report

Approved under consent agenda.

#7. Open Case Report

Approved under consent agenda.

#8. Profile of legal cases by year

a) Cases open for 1 year plus

b) Total open cases by year

Approved under consent agenda.

E. Chair's Report

Mr. Kowkabany discussed COVID-19 issues and the impact the pandemic is having on business and individuals.

F. President's Report

#1. Sponsorship of Student Summit (FEE Track) at FES Conference (\$2,500)

Ms. Raybon stated that FEMC/FBPE is planning on attending the FES Annual Conference again this year and would like approval to sponsor the FEE Summit as has been done in past years. Ms. Raybon stated that the cost would be \$2,500. Ms. Raybon also stated the FEMC/FBPE would be an exhibitor again and that FES has provided the booth at no charge.

Upon motion by Ms. Brea, seconded by Ms. Lory, to approve the sponsorship of the Student Summit at the 2020 FES Conference, the motion passed.

#2. Legislative Update

Ms. Raybon discussed the legislative bill that passed during the 2020 session and how the changes impact Chapter 471, Fla. Stat.

#3. FEMC's COVID-19 & Communicable Disease Policies

Ms. Raybon reported on the two FEMC policies and how FEMC is handling the pandemic.

#4. Proposed 2021 FBPE/FEMC Meeting Calendar

Ms. Raybon provided the proposed calendar for 2021 and stated that if there are any conflicts with the proposed board meeting dates to please let Ms. Sammons know immediately.

#5. 2020 FBPE/FEMC Meeting Calendar

Provided for informational purposes

G. Vice President's Report

H. Treasurer's Report

#1. Variable Income Statement as of February 29, 2020 (provided March 2020 reports via email prior to meeting)

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

#2. Comparative Income Statement as of February 29, 2020 (provided March 2020 reports via email prior to meeting)

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

#3. Proposed Budget for 2020-2021

Ms. Morris presented the proposed budget for 2020-2021. Discussion followed.

Upon motion by Mr. Goddeau, seconded by Ms. Brea, to approve the budget as presented, the motion passed.

Staff was asked to setup a conference call for the Finance Committee as soon as possible to discuss the budget and funding for future years.

#4. Budget Amendment submitted to DBPR

Ms. Morris presented the Budget Amendment as submitted and approved by DBPR. Ms. Morris stated that another budget amendment will be done in the near future due to the purchase of laptops for staff to work remotely during the COVID-19 crisis. Discussion followed.

I. Unfinished Business

J. Old Business

Mr. Goddeau asked about the status of appointments to the FBPE board. Ms. Raybon stated that there have been no appointments but she has been in contact with the governor's office about the list of applicants for board vacancies.

K. New Business

Ms. Raybon informed the board that during the continuing education audit process, a licensee who was being audited requested the report that was used for the audit. FEMC had previously run the audit report in Versa following instructions from DBPR. Typically, FEMC uses only the name, license number and mailing address to create notice letters for the audit. Unaware that the report contained social security numbers, FEMC provided the report to the licensee without redacting the social security numbers that were on the report. The licensee contacted FEMC about this issue. Ms. Raybon stated that she has emailed the licensee asking the licensee to destroy the report, which the licensee has confirmed in writing has been done. She also stated we immediately notified the DBPR Contract Manager and also reported a claim to FEMC's insurance carrier and are following all directives from the insurance carrier, which may include notifying all the affected individuals of the breach and reporting the breach to all major credit bureaus. Ms. Raybon stated that in order to avoid any unintended disclosures in the future, FEMC will carefully review all reports for confidential information and redact the information before providing documents pursuant to a public records request. Discussion followed.

L. Update from DBPR/FEMC Contract Monitor

M. Community Involvement

N. Announcements

O. Adjourn

**Next Board Meeting: June 9, 2020 at 10am
The Shores Resort and Spa
Daytona Beach Shores, FL**