

**Agenda for Board Member Training
Florida Engineers Management Corporation
&
Florida Board of Professional Engineers
Tuesday, April 8, 2025, beginning at 1pm
via video conference**

- A. Call to Order
- B. Board Structure & Miscellaneous – Zana Raybon, FEMC President/FBPE Executive Director
 - #1. FEMC Board Organization and Structure – Section 471.038, F.S.
 - #2. FBPE Board Organization and Structure – Section 471.007, F.S.
 - #3. FEMC-FBPE Staff Organization Structure and Duties
 - #4. FEMC-DBPR Contract
 - #5. FEMC By-Laws
 - #6. FEMC Articles of Incorporation
 - #7. NCEES & NCEES Exam Administration Contract
 - #8. FEMC HR Policy
- C. Responsibilities as Board Members - Larry Harris, Sr. Assistant Attorney General, FBPE Board Counsel, Attorney General's Office
 - #1. Government in the Sunshine – Chapters 119 and 286, F.S., Florida Constitution
 - #2. Rulemaking – Chapter 120, F.S.
 - #3. Responsibilities as Board Members
 - #4. Chapter 471

- #5. FAC 61G15
- D. Finance - Rebecca Sammons, Assistant Executive Director
 - #1. Travel Reimbursement
 - #2. Corporate Filing Status
 - #3. Budget
- E. Legal Investigation and Prosecution– John Rimes, Esquire, Prosecuting Attorney
 - #1. Pre-Probable Cause – Sections 455.225, 455.224, 455.227, 455.2277, 455.228, Chapter 471, F.S., and Rule 120.60, F.A.C.
 - #2. Post Probable Cause – Chapter 120, F.S.
 - #3. Final Order Compliance – Section 471.033(1) (k), F.S.
- F. Applications & Licensure – Rebecca Sammons, Assistant Executive Director
 - #1. Overview of Applications and Application Process
 - #2. BoardEffect Guides
 - #3. Records Management
- G. Adjourn.