



**Agenda for Board Member Training  
Florida Board of Professional Engineers  
Thursday, February 12, 2026  
Jacksonville, FL**

- 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
  - #3. Records Management
  
- G. Adjourn.