



**Minutes for the  
Florida Engineers Management Corporation  
Board of Directors Meeting  
Thursday, December 3, 2015  
Beginning at 9 a.m. or soon thereafter  
The Florida Board of Professional Engineers Office  
Tallahassee, Florida**

A. Call to Order and Pledge of Allegiance to the Flag

Ms. LaRocque called the meeting to order. Ms. Raybon called roll.

B. Roll Call, Determination of Quorum, and Address Absences

**Board Members Present:**

Shannon LaRocque, P.E, Chair  
Donald Goddeau, P.E., Vice Chair  
Jeff Arey, P.E.  
Kimberlee DeBosier, P.E.  
Steve Kowkabany, P.E.

**Board Members Absent:**

John Stewart, Public Member

**Staff Present:**

Zana Raybon, FEMC President, FBPE Executive Director  
John Rimes, FEMC Vice President  
Michele Morris, FEMC Treasurer/Secretary, FBPE Controller  
Rebecca Sammons, FBPE Assistant Executive Director

Upon motion by Mr. Arey, seconded by Ms. DeBosier, the absence of Mr. Stewart was excused. The motion passed.

C. Introduction of guests or visitors.

William Bracken, P.E., S.I. FBPE Chair  
Charlie Geer, FES

Larry Hurley, DBPR  
Patrick Cunningham, DBPR Deputy General Counsel, FEMC Contract Monitor  
Holly Dincman, Attorney

D. Approval of the Agenda.

Upon motion by Ms. DeBosier, seconded by Mr. Kowkabany, the agenda was approved.  
Motion passed.

E. Approval of the Consent Agenda.  
(Items denoted with an asterisk are included in the Consent Agenda)

Upon motion by Ms. DeBosier, seconded by Mr. Goddeau, the consent agenda was approved. Motion passed.

#1. Minutes of the FEMC Board Meeting held on October 7, 2015\*

Approved under consent agenda.

F. Chair's Report

G. President's Report

#1. 1<sup>st</sup> Quarter Report for 2015-2016 (provided for informational purposes)

Ms. Raybon presented the quarterly report.

#2. 2016 FBPE/FEMC Meeting Calendar

Ms. Raybon discussed the 2016 FEMC/FBPE meeting calendar and stated that all board meetings will be held in Orlando, except for the December meeting.

#3. Update on Outreach Program

Provided for informational purposes.

#4. Report on October Exam Sites

Provided for informational purposes.

#5. Employee Turnover & Independent Contractor Listing

Provided for informational purposes.

## #6. Discussion on Engineers Trust Fund

Mr. Goddeau discussed the Trust Fund and the board's responsibility regarding the fund.

Ms. Raybon stated that the question may be that we are getting a projection of the trust fund and not an actual accounting of the trust fund.

Mr. Hurley addressed the issue regarding the balance in the trust fund.

Discussion followed on the reporting for the trust fund balance.

## H. Vice President's Report

### #1. Non-Compliance Report

Provided for informational purposes.

### #2. Open Case Report

Provided for informational purposes.

### #3. Profile of legal cases by year

#### a) Cases open for 1 year plus

Provided for informational purposes.

#### b) Total open cases by year

Provided for informational purposes.

## I. Secretary/Treasurer's Report

### #1. Variable Income Statement as of October 31, 2015

Ms. Morris reported on the variable income statement.

Discussion followed.

### #2. Comparative Income Statement as of October 31, 2015

Ms. Morris reported on the comparative income statement.

J. Unfinished Business

K. Old Business

#1. Staff Salary Compensation Policy

Ms. Morris presented the staff salary compensation policy plan.

Discussion followed on the plan and that the description of COLA increases are based on budget availability and are not guaranteed. Also, any increase would be based an evaluation.

The policy would be brought back to the April 2016 FEMC Board meeting with the following changes and additions: add FBPE to the organization chart; add salaries to the compensation plan for the board members; look at the job titles in the compensation plan to see what best fits the job description and the possibility of reclassification if needed; add approved by FEMC Board and the date to the cover sheet; distribute the HR Manual to the board for the information; and send FEMC Chair the job description for the President/CEO.

#2. Board Operations Committee Responsibilities

Ms. LaRocque stated that the board asked staff to provide a written description of the Board Operations Committee responsibilities.

Discussion followed.

Mr. Arey stated that he will work on this item along with Mr. Bracken and possibly provide it at the April 2016 FEMC board meeting.

#3. Proposed Board Role & Responsibilities

Pursuant to an earlier request of the board, Ms. Raybon discussed the proposed board role and responsibilities and how it was developed.

Discussion followed.

Ms. LaRocque asked outside legal counsel to draft the proposed role and responsibilities and provide the draft at the April 2016 FEMC board meeting.

#4. Discussion on Proposed Contract between FEMC Board and FEMC President/FBPE Executive Director

Ms. LaRocque discussed the proposed contract between the FEMC Board and the FEMC President/FBPE Executive Director and how it was developed.

Discussion followed on the merits of having a contract versus having a job description.

Ms. LaRocque stated that the contract should be ready for discussion at the January FEMC board conference call.

#### #5. Year-End Financial Report

This was provided for informational purposes. (This item had been provided in a previous email to the board members.)

#### #6. Revision to FEMC's By-Laws

Ms. LaRocque asked Mr. Goddeau if he had requested for this item to be on the agenda. Mr. Goddeau stated that he looked at them and they looked fine to him. Ms. Dincman stated that she will review the by-laws while preparing the contract for the President and if she sees anything that doesn't work she will let us know.

#### #7. Discussion on Proposed FEMC Procurement Policy

Mr. Goddeau stated that until the new contract is completed this item should be tabled.

#### #8. Update on DBPR/FEMC Contract Amendments

Ms. LaRocque discussed the history of contract talks between DBPR and FEMC.

Mr. Cunningham discussed the proposed amended and restated contract between DBPR and FEMC.

Discussion followed on the proposed contract.

#### L. Update from DBPR/FEMC Contract Monitor

No update.

#### M. New Business

#### N. Community Involvement

#### O. Announcements

#### P. Adjourn

Upon motion by Mr. Arey, seconded by Ms. DeBosier, the meeting was adjourned. The motion passed.