



**Minutes for the
Florida Engineers Management Corporation
Board of Directors Meeting Conference Call
Wednesday, June 19, 2019
Beginning at 10 a.m. or soon thereafter**

A. Call to Order

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
Barney Bishop, Public Member, Vice Chair
Safiya Brea, P.E.
Donald Goddeau, P.E.
Satya Lory, P.E.
Art Nordlinger, 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

C. Introduction of guests or visitors.

Guests:

Kenneth Todd, P.E., FBPE Chair
Babu Varghese, P.E., FBPE Vice Chair

D. Approval of the Agenda.

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

E. Approval of the Consent Agenda.

Ms. Brea noted that on page 16, it should be 2018 and not 2087.

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

#1. Minutes of the FEMC Board Meeting held on April 10, 2019

Approved under the consent agenda.

#2. FEMC Observers for FBPE Meetings for 2019

Approved under the consent agenda.

#3. 3rd Qtr 18-19 FEMC Report

Approved under the consent agenda.

#4. Turnover Schedule & Independent Contractor Listing

Approved under the consent agenda.

#5. Non-Compliance Report

Approved under the consent agenda.

#6. 300 Day Report

Approved under the consent agenda.

#7. Open Case Report

Approved under the consent agenda.

#8. Profile of legal cases by year

Approved under the consent agenda.

a) Cases open for 1 year plus

b) Total open cases by year

F. Chair's Report

G. President's Report

#1. Legislative Update

Ms. Raybon stated that HB827 was signed by the governor on June 7th. Ms. Raybon stated the FBPE board will be having a conference call on July 1st to begin the initial rule making process to implement the bill. Discussion followed on the bill and how it would impact staff and the budget.

#2. Request for approval to update entrance security camera's at office – Cost of \$8,920.00

Ms. Raybon stated that it was recently discovered that the current security cameras were not recording as they should be and are not supported by the current security vendor because the cameras are from the previous vendor.

Upon motion by Mr. Bishop, seconded by Mr. Goddeau, to approve the request to update the security cameras, the motion passed.

#3. Report on April Exam Sites

Ms. Raybon talked about the Exam Agreement and the Exam Security and Administrative Procedures manual that addresses selecting the exam site, as well as the issues that we have had in the past with exam sites. Ms. Raybon stated that there has been discussion on writing a letter to NCEES about this issue but maybe we should look into doing a new contract with NCEES since the current contract was done in 2009 with the previous director. Discussion followed.

Upon motion by Mr. Bishop, seconded by Ms. Brea, to update the contract with NCEES to include language about exam site location, lighting; seating, and absence of distracting noises, the motion passed. A copy of the final contract should be provided to the chair and vice chair of FEMC.

#4. Proposed 2020 FBPE/FEMC Meeting Calendar

- Changes to June meeting dates
- Changes to October meeting dates

Provided for informational purposes.

#5. 2019 FBPE/FEMC Meeting Calendar

Provided for informational purposes.

H. Vice President's Report

I. Treasurer's Report

#1. Variable Income Statement as of May 31, 2019

Ms. Morris presented the Variable Income statement.

#2. Comparative Income Statement as of May 31, 2019

Ms. Morris presented the Comparative Income statement.

#3. Budget Transfers as submitted and approved by DBPR

Ms. Morris presented the Budget Transfer/Amendment as submitted and approved by DBPR. Discussion followed on the budget amendment and the procurement policy and whether the budget amendment was done in compliance with the procurement policy. Staff was asked to review the procurement policy to see when the board or board operations committee approves a purchase that requires a change to the budget whether it need to go back to board for approval when the budget amendment is done.

J. Unfinished Business

K. Old Business

Ms. Raybon stated that the Board Operations Committee would like to look into having a Strategic Planning Session that would be either a full day or 1 ½ days and wanted to know how the rest of the board felt about it. The rest of the board members agreed. Staff will start planning process for it.

Mr. Goddeau asked if the Finance Committee was going to be a standing committee and Mr. Stewart stated yes it would be an ongoing committee.

Ms. Raybon reported on the status of Board member appointments by the Governor's office and the tentative status of certain Board members. Ms. Raybon also reported that Mr. Sobh had resigned from the PE board.

L. New Business

M. Update from DBPR/FEMC Contract Monitor

N. Community Involvement

O. Announcements

P. Adjourn