



## Minutes

**FEMC Board Operations Committee Meeting  
Friday, May 21, 2021 at 9am or soon thereafter  
Tallahassee, Florida  
Via video conference**

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

Mr. Nordlinger called the meeting to order. Ms. Sammons called roll.

**Committee members present:**

Art Nordlinger, P.E., Chair

Satya Lory, P.E., Vice Chair

Kevin Fleming, P.E., FBPE Chair

**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

B. Approval of Agenda

Upon motion by Ms. Lory, seconded by Mr. Fleming, to approve the agenda, the motion passed.

C. Chair's Report

Mr. Nordlinger stated that Mr. Bishop had been reappointed to the board for another term.

Mr. Nordlinger discussed his and Ms. Raybon's meeting with the new DBPR Secretary, Ms. Julie Brown.

D. President's Report

**#1. Office Move Update**

Ms. Raybon stated that a lease had been signed for new office space for six years. It would save FEMC a good deal of money and the space would be for FEMC solely. Discussion followed.

#2. DBPR-FEMC Contract Update

Ms. Raybon stated that we received the contract last week and it has been provided to the committee for their review. The committee needs to approve it and recommend approval to the full board. Discussion followed.

#3. Proposed Leave Policy Change

Ms. Raybon stated that the proposed change would allow staff to keep all leave earned but upon departure from the organization there would be a limit that would be paid out, which is a concern for the auditors as it appears on the financials as accrued leave liability. Discussion followed. The committee stated that this is an internal policy and that they did not need to approve any changes to the personnel policy.

#4. 3<sup>rd</sup> Quarter 20-21 FEMC Report

Provided for informational purposes.

#5. Employee Turnover Report/Independent Contractor Listing

Provided for informational purposes.

E. Vice President's Report

#1. Open Case Report

Provided for informational purposes.

#2. Non-Compliance Report

Provided for informational purposes.

#3. 300 Day report

Provided for informational purposes.

#4. Profile of legal cases by year

- a) Cases open for 1 year plus
- b) Total open cases by year

Provided for informational purposes.

F. Treasurer's Report

#1. Variable Income Statement as of April 30, 2021

Ms. Morris presented the Variable Income Statement.

#2. Comparative Income Statement as of April 30, 2021

Ms. Morris presented the Comparative Income Statement.

#3. 2020-2021 FEMC Budget Amendments Submitted/Approved by DBPR

Ms. Morris discussed the budget amendments that were submitted to the department.  
Discussion followed.

G. Discussion of agenda for next meeting

H. Unfinished Business

I. New Business

J. Adjourn.