



**Minutes for the
Florida Engineers Management Corporation
Board of Directors Meeting
Tuesday, October 10, 2023
Beginning at 9 a.m. or soon thereafter
Via video conference**

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

Ms. Lory called the meeting to order. Ms. Sammons called roll.

Board Members Present:

Satya Lory, P.E., Chair
Safiya Brea, P.E., Vice Chair
Steve Kowkabany, P.E.
Art Nordlinger, P.E.
Mark Tumeo, PhD., P.E.

Board Members Absent:

Barney Bishop, 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

B. Introduction of guests or visitors.

Dylan Albergo, P.E., FBPE Chair
PJ Shah, P.E., FBPE Vice Chair

C. Approval of the Agenda.

Upon motion by Ms. Brea, seconded by Dr. Tumeo, to approve the agenda, the motion passed.

D. Approval of the Consent Agenda.

Upon motion by Dr. Tumeo, seconded by Ms. Brea, to approve the consent agenda, the motion passed.

#1. Minutes of the FEMC Board Operations Committee Meeting held on May 5, 2023

Approved under consent agenda.

#2. Minutes of the FEMC Board Meeting held on June 14, 2023

Approved under consent agenda.

#3. Minutes of the FEMC Board Operations Committee Meeting held on August 11, 2023

Approved under consent agenda.

#4. Minutes of the FEMC Board Meeting held on August 29, 2023

Approved under consent agenda.

#5. 22-23 4th Qtr FEMC Report

Approved under consent agenda.

#6. 22-23 FEMC Annual Report

Approved under consent agenda.

#7. Turnover Schedule & Independent Contractor Listing

Approved under consent agenda.

#8. Non-Compliance Report

Approved under consent agenda.

#9. 300 Day Report

Approved under consent agenda.

#10. Open Case Report

Approved under consent agenda.

#11. Profile of legal cases by year

Approved under consent agenda.

a) Cases open for 1 year plus

b) Total open cases by year

E. Chair's Report

#1. Appoint Nominations Committee (per By-Laws – Chair and Vice Chair required to be on the committee)

Ms. Lory stated that the committee would consist of the chair and vice chair per FEMC by-laws and asked if anyone else wanted to be on the committee. Mr. Nordlinger stated that he would serve on the committee.

F. President's Report

#1. Update on Mandatory CE Reporting

Ms. Raybon reported on the status of mandatory CE reporting with DBPR. Discussion followed. Staff was instructed to inform DBPR that the board would like this in place by December 1st.

#2. 2023 FBPE/FEMC Meeting Calendar (provided for informational purposes)

Provided for informational purposes.

#3. 2024 FBPE/FEMC Meeting Calendar

Provided for informational purposes.

#4. FEMC Observers for FBPE Meetings in 2023 (provided for informational purposes)

Provided for informational purposes.

#5. FEMC Observers for FBPE Meetings in 2024

Ms. Raybon stated that we need volunteers to observe the FBPE meetings in 2024. The board members volunteered for the following months:

February: Ms. Lory

April:

June: Ms. Brea

August:

October:

December:

G. Vice President's Report

H. Treasurer's Report

#1. Variable Income Statement as of August 31, 2023, (Preliminary statement as of September 30, 2023, will be sent out prior to the meeting)

Ms. Morris presented the Variable Income Statement.

#2. Comparative Income Statement as of August 31, 2023, (Preliminary statement as of September 30, 2023, will be sent out prior to the meeting)

Ms. Morris presented the Comparative Income Statement.

I. Unfinished Business

J. Old Business

#1. Proposals for IT Audit

Ms. Raybon and Ms. Morris presented the IT Audit proposals. Discussion followed.

Upon motion by Mr. Kowkabany, seconded by Ms. Brea, to engage Law, Redd and Crona for an IT Audit as proposed for the 23/24 fiscal year and talk with them about our legal consultants' laptops, the motion passed.

K. New Business

L. Update from DBPR/FEMC Contract Monitor

M. Community Involvement

N. Announcements

O. Adjourn

Next Regular Board Meeting: December 6th at 1pm in Tallahassee
Holiday Inn Tallahassee East Capitol - Universities
2003 Apalachee Parkway
Tallahassee, FL 32301