

**Florida City and County Management Association  
Board of Directors  
August 10, 2011  
World Center Marriott, Orlando**

President Lewis called the meeting to order at 1:10 p.m. with the following members present:

President Jonathan Lewis, City Manager, North Port  
President-Elect Joyce Shanahan, City Manager, Ormond Beach  
Secretary/Treasurer Russ Blackburn, City Manager, Gainesville  
Past President Carl Harness, Assistant County Administrator, Pinellas County  
District 1 Director Jeffrey Brown, Assistant City Manager, Panama City  
District 2 Director James Hanson, City Manager, Atlantic Beach  
District 3 Director Desiree Matthews, Assistant City Manager, Kissimmee  
District 4 Director George Brown, Deputy City Manager, Boca Raton  
District 5 Director Sarah Hannah-Spurlock, Assistant City Manager, Sunrise  
District 6 Director A. William Moss, City Manager, Naples  
District 7 Director Jill Silverboard, Assistant City Manager, Clearwater  
District 8 Director Doug Thomas, City Manager, Lakeland  
At-Large Director Horace McHugh, Assistant City Manager, Oakland Park  
At-Large Director Michael Pleus, City Manager, DeLand

**Note: At-Large Director Vincent Long resigned prior to this meeting creating a vacancy.**

Introductions were given for the following guests:

Dick Simmons, Range Rider  
Bobby Green, City Manager, Auburndale  
Shannon Lewis, Assistant City Manager, Port Orange  
Bob Lee, CFLGE Executive Director  
Jeff Hendry, Executive Director, IOG  
Beth Rawlins, Corporate Liaison

Others present:

Lynn Tipton, FCCMA Executive Director  
Carol Russell, FCCMA Administrative Assistant  
Lynn Lovallo, FCCMA Executive Assistant

The first item of business was to address the vacancy on the Board. Three candidates submitted self-nominations for the vacant seat on time—Bobby Green, Faye Outlaw and Jim Chisholm. It was noted that with Mr. Long's resignation, the Board had only one county representative. President Lewis reviewed each candidate's resume. It should be noted that Mr. Long's service on the Board was an appointment by the Board to fill a vacancy, and his term expires in 2012.

**Moved by Mr. George Brown, seconded by Ms. Shanahan to appoint Bobby Green to fill the vacant at-large board seat until the end of the term (annual conference 2012). The motion passed without opposition.**

President Lewis then administered the oath of office to Mr. Green and Mr. McHugh, who had not previously been sworn in.

**A motion was made by Mr. George Brown and seconded by Mr. Blackburn to approve the consent agenda as presented—Minutes from May 31, 2011, Minutes from June 3, 2011, Third Quarter Financial Statements, Agreement with Beth Rawlins, Inc., New Members Report. The motion passed unanimously.**

The next item was the Executive Director's report. Ms. Tipton reviewed her report, which was included in the agenda packet.

**A motion was made by Mr. Blackburn and seconded by Ms. Hannah-Spurlock to appoint Kurt Bressner as a Range Rider for the Southeast district. No one was opposed, and the motion passed.**

Dr. Lee's Center for Florida Local Government Excellence report was next. It was included in the agenda packet, but he updated the Board on the CFLGE Steering Committee meeting that met earlier in the day. He talked about the fundraising effort and the goal of 100% participation of the Board as contributors at some level. A donation line will be included in the upcoming dues notices.

**A motion to approve payment to CFLGE for the 4<sup>th</sup> quarter was made by Mr. Moss and seconded by Mr. Hanson. All were in favor; the motion passed.**

President Lewis gave some background on the Technology Task Force chaired by Shannon Lewis. FCCMA technology (web services, etc.) has not been out to bid in ten years. Ms. Lewis elaborated on the written report that was submitted and said that FCCMA staff would have to do some of the updates. President Lewis asked the question, "Do we need to go out to bid?" There was a discussion regarding extending the agreement with the Alliance for Innovation, the Knowledge Network and scope of services. It was stressed that scope of services must be clearly defined. Attention must be paid to younger members who may use technology routinely, staff training must be available for required updates and an on-line directory were the things most talked about. It was decided that it was prudent for FCCMA to go out to bid after ten years, with no reflection on the current provider.

**A motion to go out to bid with a clear scope of services was made by Mr. Pleus and seconded by Mr. Harness. The motion passed without opposition.**

Ms. Lewis agreed to continue with the Task Force to develop the scope of services. Mr. Pleus' committee (Internal Communications) will take the first look at what is developed. The Board will approve the final document before it goes out for bids.

**Mr. Jeff Brown made a motion to extend the contract with the Alliance for Innovation through Tracy Miller on a month-to-month basis. The motion was seconded by Mr. Hanson and passed unanimously.**

Ms. Rawlins provided an update on the Florida Business Watch. There are now 800 business members. It is now open to government affiliates—400 government professionals and elected officials have signed up. FBW is entering into partnerships, and has entered into one with the Florida League of Mayors.

Beth stressed the importance of FCCMA and FBW complementing each other. It was suggested she have a session at conference. FBW has agreed to be a sponsor at the Winter Institute.

The Fiscal Year 2011-2012 budget was reviewed by Secretary/Treasurer Blackburn. When the agenda packets were prepared, the administrative fee to the Florida League of Cities was not known. The Board had agreed to increase the staff time for the administrative assistant to allow her to work full time. The FLC suggested an increase in the fee to \$60,500. The Board was asked to consider this amendment when voting on the budget.

**A motion was made by Mr. Hanson, seconded by Mr. Pleus to approve the FY2012 Budget as amended for the increase in administrative fees to the Florida League of Cities. The motion passed without opposition.**

**A motion was made by Mr. Jeff Brown, seconded by Mr. George Brown to approve the new agreement with the Florida League of Cities, which showed a change to staffing. There was no discussion, and the motion passed without opposition.**

#### Committee Reports:

Fiscal and Administrative Responsibility (FAR): Mr. Hanson reviewed his committee report. The Committee recommends keeping the \$600 dues cap in place and reviewing it again in two years.

**Moved by Mr. Thomas, seconded by Mr. Blackburn to keep the \$600 dues cap and review again in two years. No one was opposed; the motion passed.**

A sub-committee was formed to review the agreement with the Florida League of Cities and the League's performance of its obligations as outlined in the agreement. Staff members are not FCCMA employees, and the sub-committee felt it was not proper to evaluate staff—only the performance by the League as it relates to the agreement. There was some discussion on this, and a suggestion was made that the agreement and performance be reviewed annually. Consensus was that FLC would still be responsible for staff, but could possibly consider input from the FCCMA Board. An evaluation of services is to be provided to FLC on a regular basis, based on the agreement. The Executive Director will be responsible to look at service levels and proposed service levels for compliance; if service levels are not being met, FCCMA will have a conversation with the FCCMA Executive Director.

The sub-committee working on the suggestion for MIT insurance, recommends no insurance policy be initiated at this time and to revert back to the former MIT policy that was in effect before the change that was made last year.

**Moved by Mr. Harness, seconded by Mr. Pleus to adopt the Committee's recommendation, revert back to the former MIT policy and have no insurance plan.**

Discussion followed, and most on the Board felt the new policy had not been in place long enough to make an informed decision. The suggestion was made to give it one more year.

**The motion failed 12-3 as follows: Yeas: Mr. Harness, Mr. Pleus and Mr. Hanson. Nays: President Lewis, President-Elect Shanahan, Secretary/Treasurer Blackburn, Mr. Jeff Brown,**

**Ms. Desiree Matthews, Mr. George Brown, Ms. Sarah Hannah-Spurlock, Mr. A. William Moss, Ms. Jill Silverboard, Mr. Douglas Thomas, Mr. Horace McHugh and Mr. Bobby Green.**

There were no comments from the Awards Committee at this time beyond what was presented in the work plan.

Conference Planning: Ms. Shanahan reported that keynoters are being contacted. The Legislative Committee has been asked to plan the Legislative session with Beth Rawlins. The Committee is trying to tie in the conference theme with the Public Service Task Force, as well.

John Nalbandian has agreed to be the facilitator for the Winter Institute. Beth Rawlins has indicated that Florida Business Watch may be interested in sponsoring at the Winter Institute.

Intergovernmental Committee: Ms. Silverboard had submitted her written report on the Local Government Summit and work plan for the program year. On September 14, Summit participants are coming back together to take the plan to the next step.

**Moved by Mr. George Brown and seconded by Mr. Hanson to approve payment for Summit expenses for the FCCMA representatives and the planning group (\$287.50). The motion passed unanimously.**

Legislative Committee: Mr. Thomas said he has increased the number of members on this committee. He then reviewed his report, which was included in the agenda packet.

Public Information (Internal): Mr. Pleus briefly reviewed the Committee's work plan and report, which was included in the agenda packet.

Membership Committee: The work plan was included in the agenda packet. Ms. Matthews said the Committee's priority is recruitment and retention of members. She asked the Board members to look at the list of prospective members provided to see if they can contact any of them. She would like to recognize any new members at the Friday awards lunch at conference.

Professional Development/Training: Horace McHugh had his report included in the agenda packet, but he elaborated on it and gave an update on the Symposiums. The theme will be "Change Management." The cost to attend will be \$50. The Professional Development/Training Committee has been divided into three sub-committees in order to complete the work plan, as indicated in the written report.

Strategic Planning: George Brown submitted the work plan and timeline for this committee. The draft plan will be presented to the Board at the November meeting and approved by the membership at the annual business meeting in June.

Board Policies for Revision:

Policy # 1, Conference Rotation. A suggestion was made to try to move the Winter Institute around the state more if the conference cannot be rotated.

**Moved by Mr. McHugh, seconded by Mr. Green to adopt Policy No. 1, Conference Rotation, as amended. There was no opposition, and the motion passed.**

Policy # 18, Vacancies in Cities and Counties with the Council-Manager/Commission-Manager Plan.

**Moved by Mr. George Brown, seconded by Mr. McHugh to adopt Policy No. 18 as amended.  
The motion passed without opposition.**

Policy # 23, Due Payment.

**A motion was made by Mr. Hanson, seconded by Mr. George Brown and passed unopposed.**

Policy #28, Establishment of the Professional Development/Training Committee. A suggestion was made to define the four life cycles of a manager.

**Moved by Mr. Moss and seconded by Mr. Blackburn to adopt Policy No. 28 as amended and with the additional descriptions for life cycles. The motion passed without opposition.**

Director Reports—MITs, Member Outreach, District News:

District 1: No report.

District 2: Mr. Hanson reported the MITs from his district decreased to one; Caryn Miller moved out of state.

District 3: Ms. Matthews has contacted MITs. She's working on dates for district training.

District 4: Mr. George Brown submitted a written report included in the agenda packet and did not elaborate on it.

District 5: Ms. Hannah-Spurlock submitted a written report and added that she's trying to work with both areas in her district and promoting membership.

District 6: Mr. Moss submitted a written report and had nothing to add.

District 7: Ms. Silverboard submitted a written report, and she also reported that she has her training dates for her district set up.

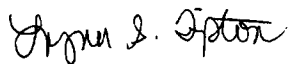
District 8: Mr. Thomas has reached out to MITs. He also met with the Polk County managers.

At-Large: Mr. Pleus contacted Ms. Wingo and has written emails on her behalf.

At-Large: Mr. McHugh submitted a written report on the MITs he contacted.

Upon a motion and a second, the meeting adjourned.

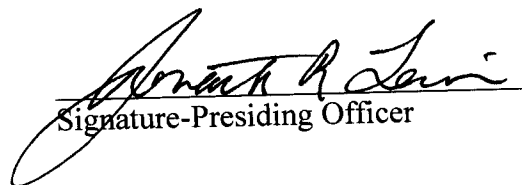
Respectfully submitted:



Lynn Tipton  
Executive Director

I hereby certify that these Minutes  
were approved at an official meeting

held on: \_\_\_\_\_

  
Signature-Presiding Officer