

California Association of Code Enforcement Officers

Board of Directors' Meeting

City of Ontario, Code Enforcement Department

208 West Emporia Street, 1st Floor Conference Room

Ontario, California 91762

Minutes – June 16, 2017



The California Association of Code Enforcement Officers (CACEO) held a meeting of its Board of Directors on June 16, 2017 at the City of Ontario Code Enforcement Department, Ontario, California. Those who could not attend were requested to participate via GoToMeeting.

Members Present

Larry Breceda
Matthew Silver
Abraham Duran
Pete Roque
Larry Brooks
Tim Burns
Brad Clark
Robert Gluck
Sandra Johnson
Christopher Kemper
Angela Magana
Kevin Murphy
Pete Piccardo
Leonard Powell
Darrell Revier

Tracy Robertshaw
Mary Salman
Cecilia Sevilla
Carl Simpson
Kerry Simpson
Tim Sun
Johnny Terfehr
Tracey Towner
Ken True
Jaimie Zeller

MaryAnne Bobrow, Executive Director
John Lovell, Lobbyist (for legislative report only)
Michelle Cervantes, Guest

Members Absent

Jorge Muratalla
Amanda Thom

Hector Ramos

Welcome and Introductions

Having established a quorum, President Larry Breceda convened the meeting at 11:04 AM. President Breceda asked if there were any changes to the agenda. The staff report to increase instructor fees for self-defense classes was removed from the agenda at the request of Officer Safety.

Public Comments

None

Invited Guests from Irvine Valley College

No one from IVC attended this meeting.

Consent Agenda

Motion made, seconded, and carried to approve the Consent Agenda and the addition of volunteers Carrie Rios (Communications and Seminar Committees) and Renee Souza (Marketing Committee). (Terfehr/Duran). Unanimous.

Approval of Minutes

April 26, 2017

Motion made, seconded, and carried to approve the Minutes of April 26, 2017 as corrected. (Clark/Zeller). One abstention. Motion passes.

President's Report

President Breceda reported on the progress made on the backlogged accounts. It was noted that it is suspected that the former management company did not notify CCEOs expiring at the end of 2016 of that date.

Motion made, seconded, and carried to allow those expiring 12/31/16 an additional six-month window to renew their certification. (Terfehr/Towner). Unanimous.

Secretary-Treasurer Report

Staff reported that the work to finalize and straighten out 2016 anomalies in finance were almost complete and that the board was not being asked to accept the statements through May 2017 but instead were proved to them as a progress report.

New financial statements through August 31, 2017 would be provided at the face-to-face meeting during Seminar.

It was noted that revenue from events had significantly increased from last year to this which prompted a discussion on other revenue/non-revenue generating events.

The board was reminded that there will be mandatory board orientation at the January 2018 meeting.

Executive Director Bobrow noted that with the new Admin Regulations, CACEO had the ability to offer other certifications. Tracey Towner noted the board should have an open mind and expand its capabilities.

A task force was created to identify training potential and expand the possibility of other certifications, consisting of Tracey Towner, Jamie Zeller, Brad Clark, Sandra Johnson, Michelle Cervantes, Abraham Duran, and Cecilia Sevilla. Tracey Towner will chair the task force.

1st Vice President's Report

Director Sevilla provided the report. She noted that more time was needed to discuss the Irvine Valley College Memorandum of Understanding. The possibility of an AA degree in code enforcement was discussed, as was a Board discussion on future direction.

Motion made, seconded, and carried to negotiate jurisdictional areas for Irvine Valley College and to discuss and explore the option for Irvine Valley College to become a model for other colleges. (Terfehr/Duran). Unanimous.

She reported that there were 16 additional educational events to be held for the remainder of 2017. There was interest in adding the regional roundtables and networking events to the CACEO calendar.

The Board took a brief recess for lunch and returned at 1:07 PM.

2nd Vice President's Report

Legislative Committee

Matt Silver attendee legislative hearings and Kerry Simpson testified at the Senate subcommittee workgroup on Ghost Ship matters. Larry Breceda was also there a couple of weeks ago and noted there was a refocus on real solutions, a need to dedicate state funding, all to make the job easier to do. Hopefully legislative changes will be enacted not to benefit just Oakland, but the entire state.

The question was asked if this was a good time to deem CACEO as public safety. The sense was there would be opposition. It would be better to look at opportunities and build on them.

John Lovell, Lobbyist, reported he was working to get SB362 out of Senate appropriations. He noted that Oakland was worked up about the ghost ship. Kerry Simpson will help with the rental housing program and will include planning people. Carl Simpson asked where was the program and what is the goal of a roundtable. He will help with the plan for rental housing as well.

Motion made, seconded, and carried to approve reasonable travel costs for the Roundtable, so long as the facility is provided free of charge. (Breceda/Duran). Unanimous.

Lovell reported on AB1250, City and County Contract Services. CACEO would like to kill this union protection bill as it will make it impossible to contract services. It also includes costly studies. The bill is SEIU's highest priority and will be a battle every step of the way. The state government is trying to infringe on local ability to govern.

Director Salman leaves at 2:30 PM. Quorum continues.

SB362, the DMV confidentiality bill is one Lovell is trying to get out of appropriations.

AB345, Administrative fine increases. There are two bills one for cities and one for counties. The purpose of a fine is as a deterrent and not to recoup fees. CACEO is now a sponsor of this bill. Lovell says if we don't get it all this year, we will in the future.

There is a marijuana trailer bill modified to restore local government authority.

Motion made, seconded, and carried to endorse Kathleen Galgiani for the Board of Equalization. (Breceda/Silver). Unanimous.

Leonard Powell noted that the California Department of Housing and Community Development is now reviewing the state housing law. Powell will be CACEO's contact person.

Administrative Regulations (Process Flowcharts)

A brief discussion was held regarding certification flowcharts. It was reported that Leonard Powell would be creating additional ones.

It was noted that with the approval of the administrative regulations, numerous forms will have to be created, a CCEO database developed, and other applications or requests created and uploaded to the website. A Task Force was created under the Administrative Committee to include Leonard Powell, Brad Clark, Ken True, Sandra Johnson, and Angela Magana.

Staff Reports – Executive Director

Refunds and Cancellations – Events

The need for a refund policy was discussed and a draft was provided. The Board also discussed minimum numbers for events and modules. 18 is the absolute minimum for modules; 21 is preferred.

As for a refund policy,

Motion made, seconded, and carried as follows:

- Within 7 days of event – no refund
- Within 8-29 days – refund less 15%
- 30+ days – full refund

(Terfehr/Murphy). Unanimous.

Professional Development Credits Update

Ongoing efforts are being made to ensure member records in our database are updated with professional development credits. It is now clear that credits for many were not awarded in 2016, going back as far as August.

Finance/Accounting Update

This was discussed during the Secretary-Treasurer's report.

The Board then was given a brief summary of the situation with member Jeff Lamb, the cancellation of his Module and his inability to get a refund of \$1,165 paid for a hotel room that was cancelled too late because CACO cancelled the module too late.

Motion made, seconded, and carried to provide the Intermediate and Advance Modules to Mr. Lamb on a complimentary basis and to provide him complimentary Registration for Annual Seminar, with travel and lodging to seminar at his own expense.

Staff Report – Administrative Committee

In future, board members should receive copies of event registration lists since board members make an effort to attend events in their area whenever possible. (Add to policies and procedures).

Staff Report – Communications

Tracey Towner reported that the newsletter would be publishing the following week. For the web site, there will be at least a 30-45-day delay.

Staff Report – Elections/Nominations

Tracy Robertshaw reported that the elections process will begin the 2nd week of August, with the Call for Nominations.

Staff Report – Membership/Marketing

The Board discussed the San Joaquin Code Enforcement Symposium. It was decided that Darrell Revier and Kerry Simpson could attend so long as it was not too expensive, but there would be no reimbursement for travel.

With respect to DMV Confidentiality (SB362), 700 cities were contacted and an excellent response was received.

Facebook posts are more frequent; there are now 356 followers on the site.

A new marketing video was shown to the board.

Staff Reports – Officer Safety Committee

The original agenda item on Instructor Fee Resolution was removed at the request of Officer Safety. For the future, they estimate more relations with the martial arts.

Staff Reports – Seminar

Johnny Terfehr reported that speakers and topics had been selected and scheduled. There are many new sessions. For 2019, Anaheim will be added to the list of potential sites to look at. CACEO is confirmed at Embassy Suites, Seaside for 2018.

Old Business

None.

New Business

None.

Date for Next Meeting

The next meeting will be held at Seminar in Palm Springs from Noon until 5:00 PM. If necessary to have a meeting in the interim, it will be in July and via GoToMeeting.

Adjournment

Motion made, seconded, and carried that will no further business, the meeting is adjourned.
(Terfehr/Duran). Unanimous.

Adjournment was had at 4:07 PM.

Respectfully submitted,

MaryAnne Bobrow, Recording Secretary