

California Association of Code Enforcement Officers

Board of Directors' Meeting

Sacramento County Code Enforcement Offices, Sacramento CA

9700 Goethe Road, Sacramento, CA

Minutes – August 10, 2018



The California Association of Code Enforcement Officers (CACEO) held a meeting of its Board of Directors on August 10, 2018, at the Sacramento County Code Enforcement Offices, Sacramento, California.

Prior to commencing the meeting, President Johnny Terfehr asked those present to bow their heads in a moment of silence for the attack on and murder of Jill Robinson, a Code Enforcement Officer from the City of West Valley, Utah.

Members Present

Johnny Terfehr

Abraham Duran

Matt Silver

Joshua Bowling (GoToWebinar)

Larry Breceda

Larry Brooks

Tim Burns

Michelle Cervantes

Barry Chamberlain

Brad Clark

Jana Cook

Justin Edson

Eric Field (GoToWebinar)

Irma Gowin

Estela Hill (GoToWebinar)

Angela Magana

Brent Panas

Rafael Perez (approximately 10:20 AM)

Paula Redfern

Darrell Revier

Carrie Rios

Tracy Robertshaw

Cecilia Sevilla (approximately 10:30 AM)

Kerry Simpson

Steve Willkomm

Jamie Zeller

Members Absent

Tim Sun (Excused)

Tracey Towner (Excused)

Others Present

MaryAnne Bobrow, Executive Director

John Lovell, CACEO Lobbyist

Elda Zavala, Guest

Welcome and Introductions

Having established a quorum, President Terfehr convened the meeting at 10:10 AM.

Public Comments

None

Consent Calendar

1. Approval of Board Minutes, May 11, 2018
2. Record Email Votes 3/19/18
 - a. 2019 Town & Country Contract (27 yes, 1 abstention)

Motion made, seconded, and carried to accept the consent agenda as presented. (Burns/Cook). Unanimous.

Approval of Agenda

1. Add Marketing request for additional funding

Motion made, seconded, and carried to approve the agenda as amended (Burns/Clark). Unanimous.

President's Report

1. Law Tech. Thanks to the efforts of Attorney Mark Alcorn, the LawTech issue is now resolved, with the contract being terminated and LawTech paying \$3,253.62 for royalties owed plus interest for the past 6 years. The Curriculum Development team may now proceed to develop a new certification workbook.
2. Past President's Advisory Committee. President Terfehr noted there was consideration of adding a Past President to the Board of Directors but that was determined to not be in the best interests of CACEO so instead, a Past President's Advisory Committee is instead proposed (this would be a 'special' committee until the Bylaws are passed).

Motion made, seconded, and carried to approve the creation of a Past Presidents' Advisory Committee. (Rios/Perez). Unanimous.

Motion made, seconded, and carried to have the most recent Past President join the Committee as chair for the year. (Burns/Magana). Unanimous.

3. Board Discussions – Policies and Procedures.
 - a. Newsletter/Communications. The Board discussed whether to discontinue the current newsletter but to make it shorter and more timely and then do a monthly update. The newsletter has value when presented to those outside the CACEO community. President Terfehr will discuss with Chair Tracey Towner when she returns from vacation.
 - b. Nominations/Elections. The Board discussed various options for a tiebreaker, should such occur in the elections currently under way.

Motion made, seconded, and carried to conduct runoff elections and, if a tie still remains, a coin flip by the President in front of the entire Board. (Cook/Zeller).

At the Annual Membership Meeting, President Terfehr will discuss elections, voting, and bylaws changes with the membership prior to their voting on the Bylaws Amendments (ballot box to be at the door as they exit).

- c. No campaigning or electioneering policy. The Board discussed this policy, in effect since 2015.

Motion made, seconded, and carried to stroke this language from policy effective November 1, 2018. Super majority yes; 2 abstentions.

Member request to see all regional candidates' statements on the ballot.

The Board discussed this and charged the Nominations/Elections Committee to develop professional standards between now and October and bring to the Board for approval at its October meeting.

Motion made, seconded, and carried, that all candidate statements be posted (or noted as not submitted) on the website for next year's election. (Cook/Simpson). Unanimous.

4. CACEO CEO Awareness Week – October 2018. John Lovell reported that the resolution is at the Legislative Counsel's office. It then goes for resolution and adoption and will be ratified for the first two weeks of October every year.

Kerry Simpson will reach out to Assemblyman Ken Cooley to see if he will attend Seminar and say a few words.

Secretary/Treasurer Report

1. Report on current financial position of CACEO and investment opportunity efforts. He discussed the high points of the finances as of July 31st, noting that the end of the year brings more expenses than revenue so we needed to be conservative. He also indicated the need for a three-year plan to cover development for other training.
2. He then discussed performance of the Budget versus Actual Report. Executive Director Bobrow noted she would add to the October agenda an item of new business to discuss the hiring of an investment manager.
3. He then reported on the transfer of funds to stay within FDIC deposit guidelines. Once complete, he called for a Motion from Committee (which does not require a second).

Motion made, seconded and carried accept the financial statements and reports as submitted. (Burns/Perez) Unanimous.

1st Vice Present Report

1. CACEO as an ICC Third Party Education Program Provider Abraham Duran reported that CACEO had been successful in obtaining ICC 3rd Party Provider status. A separate marketing announcement will be forthcoming.

2. Academy Modules Update. Abraham Duran reported on the status of the modules, that a push was on to solicit additional instructors from among the regions to defray costs, and that CACEO wants strategically placed instructors to make the modules more cost effective.
3. Curriculum Development Report. Jana Cook reported it is the goal to have the training specs ready for approval at the October meeting.
4. Continuing Education Updates. Abraham Duran reported that more northern California classes were being scheduled including Joan Kling's sessions, officer safety classes, and building-related.

CCEO Task Force Report

Darrell Revier reported that the task force continues to confront hurdles because of wording in the administrative regulations and he hopes the Board approves the changes.

The discussion turned to having the social security number on the application even though it is not being collected. A question arose as to whether there is a standard letter that goes out when an application is rejected. Executive Director Bobrow will send a sample.

2nd Vice President Report

Chair Matt Silver referred to the update report submitted and then expanded on the work of the committee and updates on legislation. It was agreed that it would be important to reach out to CSAC and City Manager groups to form closer alliances.

The Final League and CACEO opposition letter to AB 2495 was noted.

The group took a 30 minute break for lunch and returned at 12:30 PM.

Administrative Committee

Administrative Regulations. Chair Larry Breceda takes the Board through the major changes to the Administrative Regulations. Major changes to the regulations begin on Page 42, with Section 3.1.1. Review of sections 3.2.2.1 and 3.2.7 led to the deletion of the first sentence in section 3.2.2.1 and the change from 60 minutes to 90 minutes in section 3.2.7. Sections 3.3.3 and 5.2.2 were reviewed and accepted. The portion of section 4.7.2 regarding handouts printing was removed to Policies and Procedures so changes could be made more efficiently. Education Committee will consider changes in fees for Non-CACEO CEUs and report back to the Board in October with suggested changes to the Master Fee Resolution document.

Bylaws Amendments.

The Board reviewed and discussed various proposed changes to the bylaws and, after review,

Motion made by committee to approve the proposed Bylaws amendments as attached to these minutes.

Motion made, seconded, and carried to move subsections 4, 5 and 6 from Bylaws and add to Policies and Procedures. (Cook/Rios). Unanimous.

Jana Cook noted that with respect to standing committees, both the Education Committee and the Legislative Committee should be retained as standing committees. There was consensus that that made sense.

Nominations/Elections Committee

Carrie Rios, Acting Chair for the 2018 Election, reviewed the submitted written report with the Board of Directors

Awards

Tracy Robertshaw reported on the Awards nominations and sought clarification on who could receive lifetime achievement awards. The language will be cleaned up and submitted in the Policies and Procedures to be submitted to the Board at its October meeting.

Seminar Committee

Chair Jamie Zeller reported on the seminar, reviewing the report submitted. It was decided that the maximum number of attendees for this seminar will be 425.

Tim Burns was given time to discuss the possibility of holding CACEO's annual seminar in Fresno for 2020. He distributed swag from the Fresno CVB and asked the board to consider Fresno. A request for proposal will be sent to Fresno and then the Seminar Committee will make its recommendations to the Board. Executive Director Bobrow noted that the existing proposals from Hyatt Regency Sacramento and Resort at Squaw Creek may disappear if another group exercises an option for the dates desirable by CACEO. Should such an option be exercised, the Board may be requested to make its choice via email vote.

Communications Committee

In addition to the discussions on Newsletter and update publications covered in the President's report, Co-Chair Larry Brooks presented the committee's report. The website progress was discussed. Further discussion on website items to be included appear under New Business.

Officer Safety

A written report was submitted. Chair Darrell Revier updated the Board on the progress of the article written on officer safety risks by California Joint Powers Insurance Association.

Membership/Marketing

Angela Magaña reported on CE marketing, Newsletter marketing, and Seminar marketing. Day One marketing has been completed; Days 2 and 3 are still coming. A survey will be sent to all CACEO members to gauge their interest in a combined CACEO/AACE membership.

Marketing requests additional budgeting to purchase additional swag items to be used as giveaways in the regions.

Motion made, seconded and carried to add \$1,000.00 to the Marketing budget for the exclusive use to purchase swag items.

Website Committee

A written report was submitted by Website Chair Eric Field. He had received approval to test the GoToWebinar platform for this Board meeting and additional continuing education testing will occur on November 7th in Las Mesa. He and Executive Director Bobrow will begin to archive those webinars already recorded. He requested approval to move forward to purchase the necessary equipment .

Motion made, seconded and carried to authorize a maximum of \$5,000.00 to purchase Equipment and other necessary items to create a polished, professional looking look and feel that can also be used for Continuing Education, Academies and other platforms. (Cook/Rio). Unanimous.

Executive Director Report

The Executive Director's Report will be furnished within two weeks of the close of this meeting. Elections, Awards, and other pending deadlines did not allow sufficient time to compile and submit this report.

Additional Discussions

Fallen Officers. The fallen officer page is inconsistent and should only include fallen officers, not those who died of natural causes. It should be removed from the website until it can be redesigned.

Website.

- Members Only Section. It was noted that the Board agenda, board book, and minutes had been removed from the website. Executive Director Bobrow noted she had not removed any of these from the website and would consult with Chair Tracey Towner. At least the last few years should be added back to the site in a members-only section.
- Calendar of Events. Board meetings need to be posted in the events section of the website.
- CCEO Public Database. Post the most current list to the website; the list to include Name and Address of Employer. Also add Address of Employer to CCEO Application.

Old Business

- Membership
 - Member dues for those not on CCEO path – TABLED to October meeting
 - Jurisdictional membership – TABLED to October meeting

New Business

Add to the agenda for the October 2018 Board Meeting

1. Discussion – hiring of a CACEO Investment Manager
2. Develop professional standards for campaigning and present at the October meeting (Nominations/Elections Committee responsible)

Add to the Annual Membership Meeting agenda

1. President Terfehr to report on elections, voting, and bylaws amendment prior to the vote being taken by the membership. Ballot Box will be at the door as they exit.

Adjournment

There being no further business, the meeting was adjourned at 4:07 PM.

Respectfully submitted,

A handwritten signature in blue ink that reads "Mary Anne Bobrow". The signature is written in a cursive style with a long horizontal flourish at the end.

Mary Anne Bobrow, Recording Secretary