

California Association of Code Enforcement Officers
Board of Directors' Meeting
April 26, 2017 via GoToMeeting



The California Association of Code Enforcement Officers (CACEO) held a meeting of its Board of Directors on April 26, 2017, via GoToMeeting.

Members Present

Larry Breceda
Tim Burns
Brad Clark
Abraham Duran
Robert Gluck
Sandra Johnson
Christopher Kemper
Angela Magana
Jorge Muratalla
Leonard Powell
Darrell Revier

Pete Roque
Cecilia Sevilla
Tim Sun
Amanda Thom
Tracey Towner
Ken True

MaryAnne Bobrow, 2017 Executive Director
Shelly Alcorn, Bobrow Associates – Certification
SME

Members Absent

Larry Brooks
Kevin Murphy
Pete Piccardo
Hector Ramos
Tracy Robertshaw
Mary Salman

Matt Silver
Carl Simpson
Kerry Simpson
Johnny Terfehr
Jaimie Zeller

Welcome and Introductions

Having established a quorum, President Larry Breceda convened the meeting at 2:30 PM. President Breceda asked if there were any additions to the agenda. There were none.

Public Comments

Sandra Johnson expressed disappointment that such extreme measures had to be taken to get a quorum of this meeting, especially because of the important measure on the agenda – the Administration Regulations for Certification.

Consent Calendar

No items were placed on the Consent Calendar.

Approval of Minutes

January 13, 2017 Minutes

The reference on Page 6 to Paige White belongs under the Officer Safety Report.

March 28, 2017 Minutes

Ken True was present at the meeting.

Motion made, seconded, and carried to approve the Minutes of January 13, 2017 and March 28, 2017, as corrected. (Towner/Johnson). Unanimous

President's Report

Engagement of CPA

President Breceda reported that much work was being done on the CACEO financials and, with what had been discovered, the financial records were not ready for preparation of taxes and it was decided that CACEO would not move forward with an audit this year so as not to cause the organization receiving an adverse audit. A CPA has been retained, with file and extension of time so that our management team can bring the books current, at which time tax returns will be filed.

Mark Maki Small Claims Court Action

President Breceda reported that Mark Maki, one of the instructors for the online education program, filed an action in Small Claims Court to recoup instructor fees. CACEO could appear but we chose to end the issue and made payment. As to other instructors, all were sent a letter and asked to respond. John Terfehr did respond he was fine with the letter; the others did not respond.

Secretary-Treasurer Report

In the absence of the Secretary-Treasurer, Executive Director Bobrow noted that while the Statement of Financial Position and the Statement of Activities and the Budget versus Actual for the first Quarter of 2017 were presented, she provided them to give the board a look at what is 'work in progress' to clean up the books and records left by Smith Moore. Once the cleanup is as far as we can take it, new statements will be provided for the Board's acceptance. Bobrow noted that major cleanup was done on the Accounts Receivable.

1st Vice President's Report

Director Sevilla provided the report. She reported that revenue from educational courses held during the first quarter was at \$44,000. Thirty-six events were held. President Breceda congratulated the committee on producing the events.

2nd Vice President's Report

Legislative Committee

The committee held a meeting to talk about pending legislation, including DMV confidentiality, and the marijuana bills. The DMV bill has passed through to Appropriations. John Lovell was a part of this. Director Powell noted it had passed Public Safety and while we would not co-sponsor, we need to support it.

Other bills included SB345 (increased fines for administrative code violations), SB 362 (emphasize why it is necessary), and a Prop 64 trailer bill on DMV confidentiality.

The committee had discussion on the regulations, with the major sticking point being experience.

Administrative Regulations 2017 for Board Approval

Many changes were made to the regulations since the Board last saw them. One of CACEO's primary charges is to provide education, which means it allows anyone to take the examinations. We can, however, add an experience requirement. CACEO needs to consider the requirements of new agencies which require becoming certified after one year. The five-year journeyman would be allowed to test out.

Director Sevilla noted that CACEO should not be certifying code officers in bulk. They should be equipped not only with the bare minimum but instead ready to go into the field without needing oversight. Sevilla used the prior week's academy as an example where half the class knew what was being talked about and half did not.

Motion made, seconded, and carried to approve the Administrative Regulations as amended during this Board meeting. (Breceda/Revier). Motion passes; one abstention.

Field Trial

Motion made, seconded and carried to approve the Field Trial. (Breceda/Powell). Unanimous.

Master Fee Resolution

Motion made, seconded and carried to approve the Master Fee Resolution (Johnson/Breceda). Unanimous.

Process Flow Charts

Because the Process Flow Charts will need adjusting after the final Administrative Regulations were approved today, the flow charts will be brought back in June for approval.

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

Executive Director Bobrow directed the Board to her written report in the board packet and requested that because of the shortness of time remaining in this meeting, that each member review it offline. Key components of that report included:

- A need to compile amendments to Bylaws never processed by Smith Moore, plus others necessary or desirable
- Requesting temporary administrative help to assist with the backlog of work not completed by Smith Moore with respect to the maintenance of Professional Development records (essential to the CCEO program).

President Breceda noted that the cost for a temporary person is \$7,392; and requests a budget amendment of \$7,400.00.

Motion made, seconded, and carried to approve a budget amendment of \$7,400 for temporary administrative help to catch up on data entry. (Breceda/Clark). Unanimous.

Staff Reports – Officer Safety Committee

The Officer Safety Committee proposed the following for discussion:

- Minimum fee – minimum staffing of 1 instructor per 10 students to safety physical training
- Currently only one paid instructor per course
- Limit these types of classes to 30 students to ensure info retention and physical space for the class
- Minimum of 10 students, in increments of 10
- Only for new self-defense class.

Vice President Duran suggests the fee remain the same as for other instructors. He noted Art Mirafior is willing to modify his class to add this kind of instruction. Secretary-Treasurer Roque asked if \$1,500 is competitive and open to various instructors or specific to one course.

Motion made, seconded and carried to increase the instructor daily rate from \$450.00 to \$500.00 per hour. (Duran/Breceda). Unanimous.

Committee Updates

Administrative Committee

Chair Roque noted that the committee was awaiting approval of the administrative regulations and now that that has been accomplished, the committee's initiatives can move forward.

Communications Committee

Both the Newsletter and the website were in limbo because of other priorities, but the committee had taken steps to clarify the changeover to a new website which Smith Moore had not completed.

Education Committee

Chair Duran noted that the committee is making lots of headway, with tons of classes. He noted that the increase in instructor daily rate was already discussed and approved during the Officer Safety Committee report.

Motion made, seconded and carried to approve two new Volunteer Committee members – Lee Holt and Jette Selberg. (Towner/Roque). Unanimous.

Elections and Nominations Committee

Chair Johnson reported that the timelines for election of officers and for awards have been established.

- Ballot to membership on August 21, 2017
- Balloting closes September 19, 2017
- Nominees notified of results on September 30, 2017
- Successful candidate results announced to the Board at its meeting and to the membership the first of the year.

Officer Safety Committee

See report above.

Membership/Marketing Committee

Chair Roque reported on the March 2017 survey on use of personal vehicles, which is included in the board packet.

He noted that marketing continues to promote events through the use of flyers, emails, and Facebook. Facebook 'likes' hit the 600 mark; lots of articles being posted there.

The Marketing Committee is creating a template for SB 362 and is wait for a fact sheet. It continuously promotes the classes and academies and has completed a statewide directory for divisional emails so that CACEO can inform the jurisdictions.

Seminar Committee

Sandra Johnson reported that over 70% of the hotel lodging for seminar has been booked. There will be a big social event on Wednesday night. Thursday night is an open night and an opportunity for people to stroll through the street fair. It hopes to have all classes lined up for the June meeting.

Tim Cromartie (California League of Cities) is the Wednesday keynote speaker. Officials from the Cities of Palm Desert and Rancho Mirage will be invited to speak.

2018 Annual Seminar will be in Monterey (Seaside) and was approved by the Board at its March meeting. The Committee is working on 2019.

Old Business

None.

New Business

None.

Date for Next Meeting

The next meeting will be held in Ontario, California, will be a face-to-face meeting, with the location to be determined. Director Magana will work with Executive Director Bobrow to arrange the details.

Adjournment

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

Adjournment was had at 5:03 PM.

Respectfully submitted,

MaryAnne Bobrow, Recording Secretary