

## California Association of Code Enforcement Officers

Board of Directors' Meeting

Town & Country San Diego

Minutes – January 26, 2018

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The California Association of Code Enforcement Officers (CACEO) held a meeting of its Board of Directors on January 26, 2018 at the Town and Country San Diego Resort, San Diego, California.

### **Members Present**

Johnny Terfehr  
Abraham Duran  
Matt Silver  
Larry Breceda  
Joshua Bowling  
Larry Brooks  
Tim Burns  
Michelle Cervantes  
Barry Chamberlain  
Brad Clark  
Jana Cook  
Eric Field  
Irma Gowin

Estela Hill  
Angela Magana  
Brent Panas  
Rafael Perez  
Paula Redfern  
Darrell Revier  
Carrie Rios  
Tracy Robertshaw  
Mary Salman  
Kerry Simpson  
Tim Sun  
Tracey Towner  
Jamie Zeller

### **Members Absent**

Pete Piccardo  
Mary Salman  
Cecilia Sevilla

### **Others Present**

MaryAnne Bobrow, Executive Director  
John Lovell, CACEO Lobbyist

### **Welcome and Introductions**

Having established a quorum, President Terfehr convened the meeting at 8:14 AM. President Terfehr reads the Antitrust Statement.

### **Public Comments**

None

### **Appointment of Board Members**

**Motion made, seconded and carried** to appoint Joshua Bowling (Region 4), Jana Cook (Region 6), and Michelle Cervantes (Region 7). (Towner/Perez). Unanimous.

### **Oath of Office for New Board Members**

Executive Director Bobrow administered the Oath of Office to the newly appointed Board Members.

### **Board Orientation**

Executive Director Bobrow took the Board of Directors through an orientation session.

### **Consent Calendar**

- Approval of Board Minutes – October 3, 2017
- Acceptance of Financial Statements
  - Statement of Financial Position – FYE 12/31/17
  - Statement of Activities – FYE 12/31/17

The date of the minutes is October, not June.

**Motion made, seconded, and carried** to accept the consent agenda as presented, with minor corrections to the Minutes. (Breceda/Duran). Unanimous.

### **President's Report**

- a. Law Tech. The Board moved into executive session to discuss this issue with Attorney Mark Alcorn.

After discussion the board moved out of Executive Session with the following motion:

**Motion made, seconded and carried** to support the Executive Board's primary recommendation to end the contract with LawTech. (Burns, Perez). Unanimous.

### **Legislative Report – John Lovell, Lobbyist**

John Lovell's report was moved up on the agenda to accommodate his return to Sacramento via automobile at an earlier hour.

He reported that the legislature was part way through the new session and must adjourn by August 31, so the Governor has time to either sign or veto bills.

There are three less Assembly members – two resigned because of sexual harassment allegations and one resigned because of health. There will be a special election on April 3 to fill the vacancies.

It is important to get AB2228 operational on all four cylinders, otherwise it runs the risk of

- Being repealed for lack of action
- Moved to a state agency or to CALBO.

Legislative Day is an important event for CACEO to achieve positive results in the legislature.

SB 362 is in trouble with the Senate appropriations because of artificially high estimates by the DMV says it will cost \$10,000.00.

Senator Galgiani reports that the bill is held in committee. She will reintroduce it and delete the part about the department of insurance. She will strip and put into a bill already in Assembly.

Lovell reports that Tim Cromartie is leaving the League of California Cities.

AB 345 is a bill to increase municipal fines for compliance. It needs an alternative author and there should be one in place by next week.

SB 377 involves lead-based paint. Should be heard the first or second week of February.

AB 1408 involves the murder of a police officer. The probation officers objected, and the Governor vetoed. Jim Cooper will reintroduce a new ballot measure to address the issue.

John Lovell leaves the meeting at 10:45 AM.

The Board discussed the endorsing of candidates and the necessity of looking at the candidate, creation of a candidate questionnaire, and the process for making recommendations. It was requested that the legislative committee make recommendations on the process.

### **Board Member Attendance**

President Terfehr updated the Board on the bylaws requirements for board attendance.

**Motion made, seconded and carried** to remove Pete Piccardo and Mary Salman from the Board of Directors effective immediately. (Burns/Cook). Unanimous.

### **IVC Memorandum of Understanding**

The biggest issue is that Irvine Valley College desires a geographical area assigned to it. Board members note that both distance and travel affect their budgets such that it costs twice as much to attend IVC.

There is a desire to have a state-approved educational education teaching the code enforcement curriculum as it adds value to the certification. Saturation is a problem. American River College and Ben Clark College were discussed.

The Board authorized a new policy that if anyone uploads certificates, they cannot do so unless they are a member.

**Motion made, seconded and carried** to defer entering a Memorandum of Understanding until CACEO finalizes procedures for a course for certification. (Cook/Rios). Majority vote, one abstention.

**Motion made, seconded and carried** to approve the Master Fee Resolution as presented. (Burns/Zeller). Unanimous.

### **Bobrow Request for Increase in Staffing**

The Board entered Executive Session at 11:45 AM and came out of Executive Session at 12:15 PM

In Executive Session it had approved the additional contract amount of \$45,000 for one year and added the following tasks be follows:

- Phones answered
- Good customer service
- Certificates issued within two weeks of event
- Agendas with one week of board meeting
- Monthly reports about calls per day and types of calls
- The \$45,000 is allocated to one person whose work will be dedicated exclusively to CACEO.

### **Strategic Plan Update**

**Motion made seconded and carried** to approve the Strategic Plan (Burns/Bowling). Unanimous.

### **Secretary/Treasurer Report**

Larry Breceda discussed the financial statements already accepted in the Consent Agenda.

**Motion made, seconded and carried** to approve the 2018 budget as presented (Silver/Towner). Unanimous.

**Motion made, seconded, and carried** to remove Pete Roque and add Johnny Terfehr as signers on CACEO bank accounts. (Burns/Silver).

### **First Vice President Report**

Abraham Duran noted that his report had been submitted electronically and he had nothing additional to add.

### **Second Vice President Report**

This item had been moved up to accommodate Lobbyist John Lovell and there was nothing further to report.

### **Committee updates**

#### **Administrative Committee**

The one year of experience requirement to become certified was discussed. The Committee is to come back with experience recommendations. Then the Regulations will be sent out to the membership for comment.

### **Proposed Amendments to CACEO Bylaws**

The Officer Safety Committee has proposed changes to the CACEO Bylaws. There are other changes to the bylaws which should also be incorporated into proposed amendments and then presented to the membership at the annual meeting. Those amendments should be completed at the July Board meeting and put into final form and presented at the General Membership meeting to be held during Annual Seminar in October.

**Motion made, seconded and carried** to approve the bylaws changes and process for approval by the CACEO membership. (Burns/Rios). Unanimous.

### **Proposed Policies for Adoption**

#### **Retention of Records**

**Motion made, seconded and carried** to approve the Retention of Records Policy. (Towner/Duran). Unanimous.

#### **Module Academies**

**Motion made, seconded and carried** to approve the Module Academies Policy. (Burns/Hill) Unanimous.

#### **Continuing Education Classes**

**Motion made, seconded and carried** to approve the Continuing Education policy. (Cervantes/Clark). Unanimous.

The Board then discussed who can attend CACEO education sessions and modules. Matt Silver will draft a policy on who can attend.

The Board also discussed the CCEO database required by the Administrative Regulations and the need to develop a privacy policy for the database.

#### **Communications**

Chair Towner reported that work continues in the background on both the newsletter and the website.

#### **Elections/Nominations**

Tracy Robertshaw reports that improvements will be made in this coming year's election processes.

#### **Officer Safety Committee**

**Motion made, seconded and carried** to approve the requests made in the Officer Safety Report. (Rios/Magana). Unanimous.

### Membership/Marketing

Reports on contacts and proposed plans for marketing events.

### Seminar Committee

Seminar Committee reported on ongoing activities in progress for the 2018 seminar. It will soon present the board with its recommendation for the 2019 seminar.

### Executive Director Report

Executive Director Bobrow reported her report was included in the board packet and she had nothing to add to it.

### Old Business

None.

### New Business

It was suggested that for future planning meetings, it would be good to invite volunteers. While it is good to do so, it also involves costs which need to be identified.

Seminar certificates are in process and, with the funding for more help, that process will be highest priority.

Tim Burns suggested that Fresno would like to host a CACEO Board meeting.

Dates for next meetings will be Spring (April), Summer (June/July), and at Seminar (October).

### Adjournment

There being no further business, the meeting was adjourned at 2:30 PM.

Respectfully submitted,



MaryAnne Bobrow, Recording Secretary