

California Association of Code Enforcement Officers

Board of Directors' Meeting

Embassy Suites by Hilton, Monterey/Seaside

Minutes – Tuesday, October 9, 2018



The California Association of Code Enforcement Officers (CACEO) held a meeting of its Board of Directors on October 9, 2018, at the Embassy Suites by Hilton, Monterey/Seaside, California, commencing at 12:00 PM.

Members Present

Joshua Bowling
Larry Breceda (via GoToWebinar)
Larry Brooks
Tim Burns
Michelle Cervantes
Barry Chamberlain
Brad Clark
Jana Cook
Abraham Duran
Justin Edson
Irma Gowin
Angela Magana
Brent Panas
Rafael Perez
Paula Redfern
Darrell Revier

Carrie Rios
Tracy Robertshaw
Cecilia Sevilla
Matt Silver
Kerry Simpson
Tim Sun
Johnny Terfehr
Tracey Towner
Steve Willkomm
Jamie Zeller

MaryAnne Bobrow, Executive Director
Amanda Ahrens, Guest
Carl Simpson, Guest
Jim Uhl, Guest
John Lovell, Lobbyist

Members Absent

Eric Field
Estela Hill

Welcome and Introductions

Having established a quorum, President Johnny Terfehr convened the meeting at 12:00 PM. President Terfehr asked if there were any changes to the agenda. President Terfehr added a new item of the CACEO Contract with Bobrow Associates, Inc. as a matter of new business. Self-introductions of all present were made.

Public Comments

None

Approval of Minutes

August 10, 2018

Motion made, seconded, and carried to approve the Minutes of August 10, 2018 as Presented. (Duran/Perez). Unanimous.

President's Report

The Board discussed the AACE proposal.

Motion made, seconded, and carried to advise AACE that the proposal was discussed with the membership and that members are free to sign up with AACE if desired. (Duran/Clark).

Alternatively, the Executive Committee can enter into an agreement and report back to the full Board at the next meeting. (Unanimous).

Webinar Report

President Terfehr reported on behalf of the Webinar Committee, Eric Field, Chair, on their progress.

Secretary-Treasurer Report

Secretary-Treasurer Breceda reports on the financial health of CACEO and details high points of the financial statements presented.

Motion from Committee to accept the financials as presented. Unanimous.

1st Vice President's Report

1st Vice President Duran provided an update on Education matters. Shane Diller from American River College and Sergio Verino from Santiago Canyon College joined the meeting via conference call to discuss interest and the role of third-party program providers. An annual fee of \$1,000 was discussed and both were fine with that fee.

It was noted that CACEO will soon have a new curriculum, which third-party program providers would have to teach to. Sergio Verino noted that Santiago would soon roll out a new public administration AA program. Tracey Towner suggests this could be at least 48 CEUs.

Jana Cook reported on curriculum development matters and presented the Training Specifications.

Motion made, seconded, and carried to adopt the training specs. (Zeller/Sun). Unanimous.

She further reported that other major revisions would be forthcoming next fall. The team hopes to design hundreds of questions for a question bank and hopefully move to online scoring.

2nd Vice President Report

2nd Vice President Silver reported on various bills

- SB1415 – Governor Brown vetoed; Senator McGuire is now an ally and will reintroduce
- SB1416 was vetoed

- AB2485 was signed into law
- AB2495 passed
- DMV bill was kicked to the curb by Senator Lara
- Code Enforcement Awareness month was recognized annually by the Legislature
- AB2598 – fee increases – passed
- SB1390 – a press release is coming out on this year’s approach and finding appropriation.

Tim Burns requests that the Legislative Committee post its updates on the website. Perhaps link to the League’s updates.

The question was posed as to how much CACEO pays John Lovell (\$24,000 annually). Director Simpson noted that Lovell helps us to make introductions. On behalf of the legislative committee Matt Silver will circle back with John Lovell on John’s succession planning outlook.

Staff Reports – Executive Director

In the interest of time, Executive Director Bobrow asked the Board to review her report which was submitted in written form. No actions or motions were requested in her report.

She requested that a motion to change signers be made.

Motion made, seconded, and carried to remove Johnny Terfehr as a signer on all banking accounts and add Kerry Simpson to all banking accounts. (Revier/Burns). Unanimous.

Election of 2019 Officers

The office of Secretary had two candidates – Tracey Towner and Jamie Zeller. Each was offered the opportunity to state reasons why she was the best candidate for the position. Tracey Towner went first and made her presentation. At the conclusion of Towner’s statement, Jamie Zeller withdrew from consideration.

The 2019 slate of officers is Kerry Simpson, President, Abraham Duran, 1st Vice President, Matthew Silver, 2nd Vice President, Tracey Towner, Secretary, and Larry Breceda, Treasurer.

Motion made, seconded and carried to accept the slate as presented. Unanimous.

The Board went into Executive Session and returned to general session with the following motion:

Motion made, seconded, and carried to start the RFP process to evaluate needs identified by Bobrow Associates and to appoint a special committee that includes Matt Silver to enter the RFP process. (Rios/Zeller). [The note handed to Executive Director Bobrow stated the motion was unanimous; some board members dispute it was a unanimous decision. A second notation in a different handwriting than the appointed scribe says the Past President’s Advisory Committee was the appointed committee – again, some dispute that there was a committee appointment.

Committee Updates

Staff Report – Administrative Committee

Carrie Rios reported on the progress of the Policies and Procedures document. Changes made to date were in the document presented to the Board at this meeting.

Motion made, seconded, and carried to adopt with further review and alignment with the bylaws and admin regulations and bring back in January for further review. (Rios/Sun).
Unanimous.

Staff Reports – Seminar

Jamie Zeller reported that 2019 would be at Town & Country San Diego. For 2020, there was no recommendation currently for the selection of a location for the 2020 seminar.

Staff Report – Officer Safety Committee

Chair Darrell Revier reported on goals accomplished by the committee. The Joint Powers group is still working on the article that should help with training and funding. He discusses the Code Enforcement Officer Safety Act and minimum standards of equipment.

Staff Report – Membership/Marketing

Chair Angela Magana thanked Tracey Towner and Abraham Duran for their contributions to marketing. She noted that a membership discussion would be on the next agenda.

Staff Report – Communications

Chair Tracey Towner reported on the status of the website and Instagram. She would like people to email 'what's happening' things to her for posting. She wants to post a year of Random Acts of Kindness on the website and wants to create a form, much like the incident report form for easy access for members to submit.

Old Business

None.

New Business

None.

Date for Next Meeting

No dates were selected.

Adjournment

The board thanked outgoing president Johnny Terfehr for his contributions; Terfehr thank the Board for its contributions. There being no further business, the meeting was adjourned at 3:55 pm.

Respectfully submitted,



MaryAnne Bobrow, Recording Secretary