

Minutes

KACE Board Meeting

2/20/2009

10:30 AM to 1:00 PM

Held at Neighborhood Resource Center
Kansas City, KS

Meeting called by: Skip Moon

Type of meeting: Board Meeting – General Business

Note taker: Barbara Bille, Secretary

Attendees: Skip Moon, Debi Ward, Wayne Wilson*, Amy Shelton, Barbara Bille

Not present: Leslee Fonseca, Shelley Carver, James Stuart

*Attended via phone conference beginning @ 12:05 p.m.

Agenda topics

Finalize plans for Spring Conference, Website proposal, By-Law Changes and Formation of Nomination Committee for Election of New Board Members

Treasurer's Report – Funds balance and annual report filings- Kansas Business License

Committee Reports

Steering Committee- 1st Vice President

Certification Committee- 2nd Vice President

Membership Committee- 3rd Vice President

Finance & Budget Com.- Treasurer

Legislation & Judicial Com.- Sgt. at Arms

Presidents Report

Finalize Plans for Spring 09 Conference – S. Hutchinson

Nomination of New Officers @ Spring Conference & By-Law Changes

Website Proposal

Special notes:

Open Discussion

Skip Moon handed out the following reports he had received from Shelley Carver as she was unable to attend the Board meeting: Treasurer's Report, Current paid Memberships Dues and Conference Registration spreadsheets and current Kansas Business License showing KACE as a business in good standing. The annual report is due to the State by 6/15/09. Skip will work with Shelley to get report prepared and sent to the State. (All reports attached).

Informed the Board that he had received a call from Wilma Watson, who has left the position as Code Enforcement Officer for Linn Valley, KS. All Board members wish her the best of luck in her new endeavors.

Fall 2008 Conference showed a net income of \$4,874 with 57 members attending. All Board members stated they had heard positive feedback from attendees and viewed the conference as a success.

Debi Ward reported that she had met with 21 new KCPD recruits and discussed with them how code enforcement works with Community Policing in cleaning up neighborhoods and deterring crime. The UG has had great success with this combined effort.

Skip discussed the success Overland Park has been having with changes made to abate problems with excessive, discarded debris from abandoned/foreclosed homes. They have developed a Rapid Response program – Summary Abatement and Accelerated Abatement, and ability to charge \$100 Administrative Fees to property owners when this course of action is required. More information on this program can be found on Overland Park's website under Municipal Code 7.26.

Debi Ward said that their department has a program similar to this called the QRTT. Notices are sent out to property owners about excessive trash and debris on property and owners who are outside the city are given 48 hours to abate, while local owners have 24 hours to remove debris. This action has helped to curtail the spread of the debris onto adjacent properties by allowing their department to deal with it quickly.

The Board agreed this would be a good topic to discuss at the roundtable portion of this Spring's conference.

Spring 09 Conference

2009 Spring Conference – April 8th – 10th in S. Hutchinson.

Skip, Debi and Wayne have been meeting with Jim Hendershot and Tina Rakes of HOA to make plans for the joint KACE/HOA conference. A copy of the proposed training schedule was handed out. The Board reviewed the schedule and made some minor changes in the order of classes to be held on Thursday and Friday. The final approved schedule is currently available for viewing on KACE website. Hotel arrangements have been arranged with Grand Prairie Hotel with group rate of \$79/night.

Wednesday morning KACE will begin the conference with a meeting and will include discussion and introduction of candidates for open board positions. The instructors for the class on 4/8 @ 1:00 p.m. – Code Enforcement Safety will be arranged with law enforcement from S. Hutchinson or KCK. Debi Ward will contact James Dull of S. Hutchinson to finalize selection of instructors. Course will center on training members how to handle confrontational situations, verbal judo training and deceleration techniques to increase officer safety.

At the 8:00 a.m. KACE meeting, installation of new officers.

Skip will contact an attorney that he knows to discuss Kansas State Area on Aging for the Group Homes & Enforcement training course that will begin at 9:45 a.m. following the meeting.

Debi Ward will contact Ms. Bjork to teach the class - Update on Foreclosure Crisis & Enforcement.

Working Efficiently in Lean Times will be a roundtable panel discussion. Topics for discussion will center on training code enforcement personnel ways to more efficiently perform their work and where savings can be made for their municipalities. With all municipalities having to make budget cuts and face decrease in staff, it will be even more of a balancing act to perform our jobs and meet community needs.

Additionally, with many property owners and/or tenants struggling financially during this tough economic time, it is important to find ways to provide assistance when hardships are discovered, and how to determine level of need. The Board agreed that members like roundtable discussions and they have always proven successful in sharing ideas and creating plans that code enforcement officers can use while in the field. Skip will create an outline for the roundtable.

Thursday evening the banquet will be held at the Salt Mines in S. Hutchinson and includes a tour. Attendees will break into groups to ride down elevator into the mines. For those waiting to go on the tour, sodas, water, tea and coffee will be available. Banquet will include 3 meats, 3 sides, salad and deserts at a cost of \$11 per person.

Friday classes – Zoning 101. The Board discussed possible topics for training and decided to contact the members from Derby, KS to do their Storm Water Management presentation. Skip or Debi will contact them to make arrangements

Hoarding & Enforcement – The Board discussed possible instructors. All agreed to try and get the psychologist that did this training several years ago in Wichita. His presentation was very informative and well received. Debi will contact him and make the arrangements.

Skip will contact Jim Hendershot and Tina Rakes from HOA to get corrections or additions to their schedule and make changes to the lineup of classes in the KACE conference agenda as agreed upon by the Board. He will post all the conference details on the web by 2/27/09. The brochure should be completed soon and will be posted as well. An email will be sent to the membership to notify them to pay 2009 membership dues and inform them that the Spring Conference schedule & brochure is online.

Website Management Proposal

Discussion: Skip handed out proposal from current website management company – Lifeboat Creative (attached). KACE website had become inactive over a year ago due to misdirected notification to KACE. Previously the domain name registration was for a three year period. When Skip renewed it, he paid for 9 years, the maximum time and all the contact information has been changed to be sent to the KACE e-mail box for renewal of the 9 year contract. This should prevent future interruptions.

Board went over current website proposal, costs and necessary changes needed by KACE (ie better ability for President to make changes, additions or deletions to the website as needed; creation of 2 address lists for ease in notification to Board and to KACE members; make site more user friendly for members).

Nomination Committee & By-Law Changes

All Board positions, except for Treasurer, will need to be filled at the Spring Conference. The Board reviewed the nomination process and term limits listed in the By-Laws and agreed that changes needed to be made to increase term lengths from one to two years and stagger positions to ensure smoother transitions. Additionally, the one-year time constraint does not truly give ample time for officers to adequately complete objectives for the betterment of the KACE organization as they are required to work for KACE on top of performing their 40-hour work weeks. The mechanism to remove an officer will still be in place to protect the organization from misconduct by any officer. The Board agreed that 1-year term limits pose more harm than good for the organization and changes to By-Laws would be beneficial for KACE.

Skip asked if any current officer was seeking to fill another position. He said he would like to remain as President for another year as he feels he could complete the objectives he had set out. Amy Shelton stated that she would be interested in maintaining her Board position. Debi Ward plans to retire so would be unable to hold a Board position. (Phone conference established with Wayne Wilson at 12:05 p.m. to discuss his plans as a Board member).

Due to Debi's retirement, Wayne Wilson stated he will be overwhelmed in their department at the UG without her but would be willing to maintain his position should it not be filled until such time as a replacement could be found. Barbara Bille said she would have to decline remaining on the Board at this time because she is being required to obtain certification as a residential building inspector for her municipality and did not feel she could do both at this time. She would consider holding another office at a later date. Barbara will contact James Stuart to find out his plans, but she felt he would not be seeking re-election.

Skip discussed the need for a Nomination Committee to be formed. Debi Ward and Barbara Bille agreed to be on the committee. Barbara will contact James to see if he would also like to be on this committee. The Board agreed that an three additional members from KACE should be on this committee. Barbara will work with Debi and James in selecting members from KACE to call or email to fill the remaining 3 positions. Skip stated that the committee needed to be formed on or before 2/27/09 and the slate of candidates must be mailed or emailed to all KACE members on or before 3/9/09 to comply with requirements listed in by-laws.

Skip made a motion to approve the appointment of Debi Ward, Barbara Bille and James Stuart (pending verification from James) to the Nomination Committee with the direction that three members from KACE to be added and notification sent to him for posting on the website.

Debi seconded this motion and it was passed unanimously.

Any changes made to the by-laws must also be submitted to the members 15 days prior to bringing them before the members for a vote. Skip asked if anyone saw or wanted additional changes to the by-laws. The Board did not feel any additional changes needed to be made at this time. He will go over the by-laws to check for any missed grammatical errors and make the changes to the term limits from one to two years with the plan to have this completed on or before March 16th so that a vote can take place on March 30th, prior to the spring conference. The special meeting can be conducted via email.

Last topic of discussion regarded the accumulation, sorting and preservation of KACE records. Wayne and Barbara said they would like to ensure that all the records are organized prior to the election of the new Board members with the establishment of guidelines on how records for KACE should be maintained. Barbara will communicate with the Board to set up a time to get together to work on organization of all records prior to the spring conference.

Skip asked if there were any other issues the Board wished to address. Seeing none, the meeting was adjourned at 1:00 p.m.