

# Oklahoma Code Enforcement Association



**BOARD MEETING**  
May 10, 2017  
Norman, Oklahoma

## **OFFICERS PRESENT:**

**Stephanie Rammohan, President**  
**Terry Humphrey, 1<sup>st</sup> VP**  
**Ivan Smith, 2<sup>nd</sup> VP**  
**Felix Nance, 3<sup>rd</sup> VP**  
**Janita Hatley, Secretary**  
**AJ Rohner, Sgt.-At-Arms**  
**Donnie Moore, Pres. Emeritus**

## **OFFICERS ABSENT:**

**Dana Greer, Treasurer**

## **OTHERS PRESENT:**

**Barbara Burlingame**  
**Kelvin Winter**  
**Andy Templeton**  
**David Timmons**

## **CALL TO ORDER:**

AJ Rohner called the meeting to order at 12:40pm. Minutes from previous board meeting on December 9, 2016 and the minutes from the Spring conference business meeting on March 23/34, 2017 were passed out & summarized by Janita Hatley. Ivan Smith made a motion to approve minutes, Terry Humphrey seconded, with no further discussion, motion carried.

**ANNOUNCEMENTS:** OML Annual conference will be Sept. 12-14, 2017 in Tulsa at the Cox Conv. Center. Andy, Stephanie, David, Ivan and Janita will attend and work the booth and possibly AJ, Felix, Terry and Dana and Marsha. Andy & David will teach a break-out session. Theme is 'A League of Our Own: Working Together Wins' which means our booth will be decorated in a Baseball theme. Several have suggested we have Baseball style shirts or jersey's, which Stephanie & AJ are both looking into prices on these in their communities since they've ordered these for other events.

## **COMMITTEE REPORTS/ACTION ITEMS:**

**FINANCIAL:** Balance was \$43,664.55 on 3-23-17 plus an OML deposit recently received of \$21,075.44 which brought our balance to \$64,739.99 minus conference/class/misc. expenses which now brings us to a balance of \$49,750.23 as of 4-20-17 as reported by Dana Greer via email. Janita Hatley made a motion to approve financial report, AJ Rohner seconded, with further discussion that we should get another deposit soon from OML for the April Basic Code Class, motion carried.

**EDUCATION:** Ivan Smith reported that 29 students successfully completed the Basic Code Certification class April 19-20-21, 2017. Ivan thanked Barbara, AJ, Janita, David, Felix and everyone that made the class work so well. He reported that this particular class was very engaged and interested in the topic. The average grade on test was 86%. The highest grade was 96% and lowest was 76%. We already have 27 people on the wait list for the next Basic Code Class. Ivan suggested possibly the end of July or early August for the next Basic code class. We currently have 26 people on the wait list for our Property Maintenance class. Ivan feels we should schedule the PM class before another Basic code class. Perhaps we could schedule the PM class for late June. Janita suggested that we add a new document/link on our OCEA website for FAQ's pertaining to our classes (basic info on what they should expect each day, suggestion

to bring notepad and pen/pencil/highlighter, lunch breaks, nearby things for their spouses to do, etc.) since prior to each class Janita and others receive frequent calls with basic questions. We could ask Cathy from OML to send this document out to those registered for the classes. Andy volunteered to work on this document. Ivan will check on dates for the upcoming classes we need to schedule. Terry suggested we even look into possibly having our classes on other days of the week (Monday/Tuesday) to open up the options for scheduling. Ivan will ask Christi Gum at MNTC to look at any two-day openings in June for PM class and will also check on dates for Basic class.

Janita reported that our ICC Preferred Provider membership renewal is due later in June and will renew this at the beginning of June, which will be the \$500 annual fee. Janita made a motion to approve the Education report, Terry seconded, with no further discussion, motion carried.

**MEMBERSHIP:** Felix reported that we have 281 members currently. He suggested we send them an email with something they could print out to show proof they are a member. Janita will ask OML if they can print out membership cards for us and will find out the cost. Janita made a motion to approve the Membership report, Ivan seconded, with no further discussion, motion carried.

**LEGISLATIVE:** We are all very pleased with the defeat of HB-1691. Terry said he appreciates the email blasts that go out to the current & previous members across the State and we all agreed how important it is to let OCEA members know what is happening at the State Capitol and it's important for them to act swiftly and let their voices be heard with their local Reps/Senators. Andy reported that he sent hand-written letters to State Rep. Kevin Calvey and Senator Daniels thanking them for their involvement in the legislative process. We discussed the repeal on property registration and that we can now keep a property registry in our communities, we just cannot charge a fee for this. Ivan reported the legislation pertaining to Assault & Battery on a Code Officer did not make it very far this legislative session, but we will continue to pursue this. We all agreed that we need to reach out to the President of the OK Municipal Clerks/Treasurers Assoc. with an official email/letter from OCEA offering our assistance and agreement in pursuing an increase in fees. Andy volunteered to write this up and send out for OCEA. Ivan brought up the CEU topic and asked everyone their thoughts on when OCEA will pursue the requirement of CEU's statutorily the same as how state law currently requires Officer's to be certified with OCEA. Terry said that statutorily he is not aware of any organization that the state requires CEU's – they may be required to be certified or licensed. Felix suggested at the member renewal time we double check the individual's CEU fulfillment and we contact the individual. Andy thanked Felix for this idea and said he felt it is something we should consider and he then recommended we table this idea for now and reconvene the topic at our next board meeting. Ivan made a motion to approve Legislative report, Stephanie seconded, and with no further discussion, motion carried.

### **OLD/NEW BUSINESS:**

Janita expressed her opinion that in the future, it would probably be best to not schedule our board meetings on the last day of any of our classes. This is due to the late hour in the day that the class ends, the tiredness of the instructors, and the length of travel time back home for all involved. Everyone agreed with this idea of holding our board meetings separate from class days.

Janita suggested the idea of having our Business Meetings at the very first session of the day for our Spring conferences to keep things running more smoothly & efficiently and to keep order & their attention to the business at hand. Everyone agreed.

Fall Conference will be in Stroud. David reported that Thursday, Oct. 5<sup>th</sup> will work best. The hotel should be completed this summer. We discussed the number of rooms typically blocked,

which is 30-40 rooms on Wednesday night, Oct. 4<sup>th</sup>. Janita mentioned that she has been in discussion with Kelvin Beene about coming to teach for the day and everyone agreed with this idea. We will let Kelvin Beene know of the Oct. 5<sup>th</sup> date and see if he is going to be available. We discussed ideas for entertainment or an activity for those interested on Wednesday night, Oct. 4<sup>th</sup> prior to the conference. We will continue to pursue options for this.

AACE conference will be in Cincinnati (Hebron, KY) October 23-27, 2017. OCEA will be sending Stephanie as our President and Shawn (Maverick) Fritsche as our Code Officer of the Year. AJ plans to attend and the City of Lawton will pay for his travel with OCEA paying for his membership and registration fee. Ivan said that he might go, but is not certain yet. Janita, Barbara and Kelvin will all be attending the conference, with AACE paying their travel fees since Barbara and Janita are on the AACE Board and Kelvin is still performing Webmaster duties.

OCEA committees – Janita mentioned an email blast will soon be sent out and we will ask for volunteers for our various committees. Anyone that signs up to participate will be placed on a list that will be emailed to the Board and the appropriate Board member that Chairs each committee will be responsible for reaching out to the volunteers by phone, letter, email, etc. to discuss committee business.

By-Laws - Ivan suggested that we think about a term limit for 2 years for the 2<sup>nd</sup> VP simply due to the in-depth work that the 2<sup>nd</sup> VP handles pertaining to CEU's and education. Janita suggested that we update our By-laws since they've not been updated in a while. Janita also suggested we think about presenting a by-law amendment to our members regarding no more than 2 people from the same city/town can serve on the OCEA Board at the same time. Andy offered to work on updating the by-laws and on the proposed amendments that will require a vote at the annual conference.

Ivan recommended that we begin posting our Board meeting minutes on our website for all members to view. He also suggested we add something about this in our email blast. Kelvin said he can easily add the minutes to our website. Janita agreed to send him the most recent Board meeting minutes and continue to do so shortly upon completion of the board meetings.

Felix recommended we add up-to-date info to our website and remove any old links/info to help keep it fresh and inviting to our members.

Janita brought up the idea we raise our spring conference fees to \$150 (they are now \$125) to help cover the increasing costs of food & conference rooms. Everyone agreed.

Next board meeting will be 8-2-17. We will meet at 11am at the 5-Star BBQ and might have the meeting at the restaurant or at City Hall.

**ADJOURNMENT:**

Ivan made a motion for adjournment at 2:50pm. AJ seconded, with no further discussion, motion carried.

Respectfully submitted,  
Janita K. Hatley  
Secretary