1.0 Overview

The mission of the Professional Development Committee is to provide vision, leadership and direction to ASFPM members regarding issues affecting the floodplain management profession. The PDC strives to maintain a high standard of integrity, ethical behavior and practices, professional conduct and skill for all floodplain managers and encourages certification via the ASFPM Certified Floodplain Manager program. PDC also strives to expand and promote the professional status and legal responsibility of the CFM and will review and monitor professional education opportunities for floodplain managers.

The PDC provides a liaison to the Certification Board or Regents to support the CFM program. In this capacity, the liaison communicates and provides alignment of common activities between CBOR and PDC regarding issues affecting the floodplain management profession.

Section 2 provides an outline of the work item tasks for the 2017-2018 year. Sections 3.1 and 3.2 of this workplan present the specific items for 2017-2018 that are to be accomplished by this committee and the work tasks required to complete these items. These items directly support Goals and Objectives for ASFPM for 2017-2018 that are related to professional development and the CFM program.

Committee Leadership


Co-chair, CBOR Liaison - Louie Greenwell, CFM, GISP; PRIME AE Group, Inc.

2.0 Task Outline

2.1 2017-2018 Work Items (Section 3.1):

1. Promote ethics training through additional ethics webinar through ASFPM and ethics workshops at state and national floodplain conferences.
2. Promote “professional development” training opportunities.
3. Develop a framework for states to approach mandated training/CFM certification
4. Support floodplain management governmental relations efforts including the promotion of floodplain management to elected officials

2.2 On-going Work Items (Section 3.2):

1. Participate in ASFPM Policy Committee Co-chair Retreat and conference calls.
2. Attend Policy Committee Co-chair meeting at the annual conference and hold an annual committee meeting at the conference.
3. Organize and facilitate PDC conference calls.
4. Conduct an annual “Certification Program Survey” to compare the ASFPM CFM certification program to other certification programs and submit an annual survey report to the PDC, CBOR, ASFPM board and the ASFPM executive office.
5. Attend CBOR conference calls and quarterly meetings (PDC liaison serves as a member of CBOR).
6. Evaluate and promote continuing education opportunities.
7. Support ASFPM Higher Education Committee.
8. Prepare annual committee report and develop workplan.
3.0 Task Descriptions

3.1 2017 – 2018 Work Items

3.1.1 Promote Ethics Training through ASFPM workshop/webinars

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>Task Leader:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promote Ethics Training</td>
<td>Baker / Greenwell</td>
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</tbody>
</table>

**ASFPM Goal # Cross Reference:**
2.4 Ensure that the CFM certification program maintains the highest degree of professional standards, practice and training for floodplain managers.
2.4.4 Implement and deploy Code of Ethics training for all CFMs for future consideration as a mandatory requirement for continuing education.

<table>
<thead>
<tr>
<th>Approximate Start/End Date:</th>
<th>Approximate # Hrs to Complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011 - 2018</td>
<td>40 hours</td>
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</table>

**Detailed Task Description:**
Further develop the ethics workshops that have been delivered in Texas and New Jersey into a training package that can be deployed to state chapters. Deliver another ASFPM ethics webinar. Deliver ethics workshop at national ASFPM conference.

**Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)**
CFM PDC survey, Ethics Workshops previously developed

**Other Policy Committees/entities to Engage for this Task:**
EO possibly, CBOR

**Completion Schedule:**
2018 ASFPM conference
Webinar to be held in 2018

**Deliverables:**
Update Ethics Power Points and share with Chapters for comment. Revise Training Package based on feedback from chapters.

**Other Necessary Support or Resources:**

**Approximate Direct Cost to Complete: (Labor and Non-Labor)**
none

**Approval Process: (Does The Task Require Board Approval?)**
Preparation of report does not require approval.

**Assumptions:**
None

**Prepared by/ Date: Approved By/ Date:**
Baker / Oct 2017
### 3.1.2 Promote Professional Development Training Opportunities

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>Task Leader:</th>
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</thead>
<tbody>
<tr>
<td>Promote Professional Development</td>
<td>Greenwell</td>
</tr>
</tbody>
</table>

#### ASFPM Goal # Cross Reference:

- **2.4** Ensure that the Certified Floodplain Manager (CFM) Certification Program maintains the highest degree of professional standards, practice and training for floodplain managers.
- **2.4.1** Enhance floodplain management (FPM) training for CFMs and decision makers through development and deployment of workshops and web-based training, including train-the-trainer components.
- **2.4.2** Promote the requirement of mandatory training and CFMs for state and local officials, or any governmental unit, agency or department where land development decisions are made in conjunction with property in or near at-risk-for-flood areas.

<table>
<thead>
<tr>
<th>Approximate Start/End Date:</th>
<th>Approximate # Hrs to Complete:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2017 – Fall 2018</td>
<td>80 hours</td>
</tr>
</tbody>
</table>

#### Detailed Task Description:

Research variety of professional development training resources (online, publicly available, no use restrictions)

Develop course list of trainings or workshops that would be in high demand (project management, communication, project schedule, etc.)

Develop one or two modules (follow ethics example)

Deliver at a state chapter conference and assess effectiveness

#### Prerequisites Needed: (Activities That Need To Be Performed Before This Task Can Begin)

None

#### Other Policy Committees/entities to Engage for this Task:

Training & Outreach

#### Completion Schedule:

Fall 2018 – Deliver at State conference

#### Deliverables:

PowerPoint Slide Deck

#### Other Necessary Support or Resources:

None identified

#### Approximate Direct Cost to Complete: (Labor and Non-Labor)

None

#### Approval Process: (Does The Task Require Board Approval?)

None

#### Assumptions:

None

<table>
<thead>
<tr>
<th>Prepared by/ Date:</th>
<th>Approved By/ Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baker / Oct 2017</td>
<td></td>
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</tbody>
</table>
### 3.1.3 State & Local Training/Certification Requirements

<table>
<thead>
<tr>
<th>Task Title: State &amp; Local Training/Certification Requirements</th>
<th>Task Leader: Baker/Greenwell</th>
</tr>
</thead>
</table>

**ASFPM Goal # Cross Reference:**
2.4.2 Promote the requirement of mandatory training and CFMs for state and local officials, or any governmental unit, agency or department where land development decisions are made in conjunction with property in or near at-risk-for-flood areas.
2.4.4 Implement and deploy Code of Ethics training for all CFMs for future consideration as a mandatory requirement for continuing education.

<table>
<thead>
<tr>
<th>Approximate Start/End Date: Fall 2017 – Fall 2018</th>
<th>Approximate # Hrs to Complete: Research – 40 hours</th>
</tr>
</thead>
</table>

**Detailed Task Description:**
Build upon the momentum of the submittal of the Department of Labor Occupational Code information for Floodplain Management profession. Develop a framework for states and local municipalities to implement formal training requirements for those serving as a floodplain manager or mitigation professional. Develop roster of training that could be offered.

**Prerequisites Needed: (Activities That Need to Be Performed Before This Task Can Begin)**
Submittal and acceptance of Department of Labor Occupational Code for Floodplain Manager position.

**Other Policy Committees/entities to Engage for this Task:**
Training & Outreach

**Completion Schedule:**
May 2018 – Present draft framework and training options at 2017 Annual Conference
Sept 2018 – Provide final implementation framework and possible training options.

**Deliverables:**
Implementation Framework & Training syllabus (list of available courses that could satisfy requirement)

**Other Necessary Support or Resources:**
Reach out to other states that have implemented these requirements (WV, AR &NM)

**Approximate Direct Cost to Complete: (Labor and Non-Labor)**
Labor – None – donated time
Expenses – None – donated

**Approval Process: (Does The Task Require Board Approval?)**
N/A

**Assumptions:**
1) Occupational Code application for floodplain management is accepted by US Department of Labor;
2) Framework would provide flexible, scalable implementation (i.e. not all states are created equal)

**Prepared by/ Date:** Baker / Oct 2017

**Approved By/ Date:**
### 3.1.4 Promote Floodplain Management to Elected Officials

<table>
<thead>
<tr>
<th>Task Title:</th>
<th>Promote Floodplain Management to Elected Officials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Leader:</td>
<td>Baker</td>
</tr>
</tbody>
</table>

**ASFPM Goal # Cross Reference:**

- 2.2.1 Provide technical input, review, testimony and comments on draft legislation, budgets and policy affecting floodplain and flood risk management and mitigation at the local, state and federal levels, and urge Chapters to provide direct support.
- 2.2.3 Promote enhanced land use and development practices to avoid floodplain encroachment and increases in flood flows to further reduce flood damage.
- 2.3 Promote No Adverse Impact principles along with enhanced NAI training.
- 3.1.2 Offer training, resources (including timely ASFPM analyses) and mentoring to chapters on how to approach national policy issues and communicate with their membership.

| Approximate Start/End Date: | 12/2016 – 12/2018 |
| Approximate # Hrs to Complete: | Research – 40 hours |

**Detailed Task Description:**

Support floodplain management governmental relations efforts including the promotion of floodplain management to elected officials. Build upon the Texas model and develop process and materials that can be used for communication to local or state elected officials.

**Prerequisites Needed:**

(Activities That Need to Be Performed Before This Task Can Begin)

**Other Policy Committees/entities to Engage for this Task:**

- Training & Outreach

**Completion Schedule:**

12/2018

**Deliverables:**

- Outreach materials

**Other Necessary Support or Resources:**

**Approximate Direct Cost to Complete:**

(Labor and Non-Labor)

- none

**Approval Process:**

(Does The Task Require Board Approval?)

- N/A

**Assumptions:**

**Prepared by/ Date:**

- Baker / Oct 2017

**Approved By/ Date:**


### 3.2 Ongoing Work Items

<table>
<thead>
<tr>
<th>Task Name</th>
<th>Task Leader</th>
<th>Approximate Hours to Complete</th>
<th>Detailed Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASFPM Committee Co-chairs Retreat &amp; Conference Calls</td>
<td>Jessica Baker, Louie Greenwell</td>
<td>50 hours</td>
<td>A co-chair should attend all co-chair conference calls and one of co-chairs should attend the retreat.</td>
</tr>
<tr>
<td>Co-chairs Meeting and Committee Meeting at Annual Conference</td>
<td>Jessica Baker, Louie Greenwell</td>
<td>20 hours</td>
<td>Prepare for the co-chairs meeting and the annual committee meeting. Prepare notes of annual meeting for distribution.</td>
</tr>
<tr>
<td>PDC Conference Calls</td>
<td>Jessica Baker, Louie Greenwell</td>
<td>48 hours</td>
<td>Organize and facilitate committee conference calls with active committee members.</td>
</tr>
<tr>
<td>Promote professionalism and ethics in the floodplain management profession</td>
<td>Jessica Baker, Louie Greenwell</td>
<td>--</td>
<td>Ongoing research concerning other organizations and professions to determine comparable ethics issues and professional status. Also receive feedback from CFMs.</td>
</tr>
<tr>
<td>Annual Certification Survey</td>
<td>Louie Greenwell</td>
<td>40 hours</td>
<td>Conduct an annual “Certification Program Survey” to compare the ASFPM CFM Certification Program to other certification programs and submit an annual survey report to the PDC, CBOR, ASFPM board and the ASFPM executive office.</td>
</tr>
<tr>
<td>CBOR Conference Calls &amp; Quarterly Meetings</td>
<td>Louie Greenwell</td>
<td>10 hours and 64 hours</td>
<td>Prepare and report on committee activities during CBOR conference calls. Report critical information from calls to committee members via email. Prepare draft work plan and provide input to ASFPM goals during CBOR quarterly meetings.</td>
</tr>
<tr>
<td>Evaluate continuing education opportunities and requirements</td>
<td>Jessica Baker, Louie Greenwell</td>
<td>16 hours</td>
<td>Review CFM continuing education requirements for National and state accredited CFM programs. Work with Training and Outreach committee to ensure there are training opportunities to meet the CFM requirements. Request input from the six accredited states regarding CEC issues and participate in the annual CBOR meeting with the six accredited states.</td>
</tr>
<tr>
<td>Support ASFPM Higher Education Committee</td>
<td>Jessica Baker, Louie Greenwell</td>
<td>20 hours</td>
<td>Participate in Higher Ed Committee Conference Calls and provide support as needed.</td>
</tr>
<tr>
<td>Prepare Annual Committee Report and Develop Work Plan</td>
<td>Jessica Baker, Louie Greenwell</td>
<td>10 hours</td>
<td>Determine goals, work tasks, and identify lead on task. Link back to ASFPM Goals and Objectives.</td>
</tr>
</tbody>
</table>