

POLICY COMMITTEE WORKPLAN

Professional Development Committee

2017-2018

(10/3/2017)



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 - Jessica Baker, PE, CFM, PMP; Halff Associates, Inc.

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 ASFP CFM certification program to other certification programs and submit an annual survey report to the PDC, CBOR, ASFP board and the ASFP 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 ASFP 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

Task Title: Promote Ethics Training	Task Leader: Baker / Greenwell
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.	
Approximate Start/End Date: 2011 - 2018	Approximate # Hrs to Complete: 40 hours
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: Baker / Oct 2017	Approved By/ Date:



3.1.2 Promote Professional Development Training Opportunities

Task Title: Promote Professional Development	Task Leader: Greenwell
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.	
Approximate Start/End Date: Fall 2017 – Fall 2018	Approximate # Hrs to Complete: 80 hours
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	
Prepared by/ Date: Baker / Oct 2017	Approved By/ Date:



3.1.3 State & Local Training/Certification Requirements

Task Title: State & Local Training/Certification Requirements	Task Leader: Baker/Greenwell
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.	
Approximate Start/End Date: Fall 2017 – Fall 2018	Approximate # Hrs to Complete: Research – 40 hours
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: <ol style="list-style-type: none"> 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

Task Title: Promote Floodplain Management to Elected Officials	Task Leader: Baker
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



Task Name	Task Leader	Approximate Hours to Complete	Detailed Task Description
ASFPM Committee Co-chairs Retreat & Conference Calls	Jessica Baker, Louie Greenwell	50 hours	A co-chair should attend all co-chair conference calls and one of co-chairs should attend the retreat.
Co-chairs Meeting and Committee Meeting at Annual Conference	Jessica Baker, Louie Greenwell	20 hours	Prepare for the co-chairs meeting and the annual committee meeting. Prepare notes of annual meeting for distribution.
PDC Conference Calls	Jessica Baker, Louie Greenwell	48 hours	Organize and facilitate committee conference calls with active committee members
Promote professionalism and ethics in the floodplain management profession	Jessica Baker, Louie Greenwell	--	Ongoing research concerning other organizations and professions to determine comparable ethics issues and professional status. Also receive feedback from CFMs.
Annual Certification Survey	Louie Greenwell	40 hours	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.
CBOR Conference Calls & Quarterly Meetings	Louie Greenwell	10 hours and 64 hours	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.
Evaluate continuing education opportunities and requirements	Jessica Baker, Louie Greenwell	16 hours	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.
Support ASFPM Higher Education Committee	Jessica Baker,	20 hours	Participate in Higher Ed Committee Conference Calls and provide support as needed.
Prepare Annual Committee Report and Develop Work Plan	Jessica Baker, Louie Greenwell	10 hours	Determine goals, work tasks, and identify lead on task. Link back to ASFPM Goals and Objectives.