

# NEFRC

## PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

**August 2, 2018**  
**9:00 a.m.**

**Northeast Florida Regional Council**

100 Festival Park Avenue

Jacksonville, FL 32202



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## MEMORANDUM

**DATE:** AUGUST 2, 2018

**TO:** NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

**THRU:** BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

**FROM:** <sup>DS</sup> DONNA STARLING, CHIEF FINANCIAL OFFICER

**RE:** OCTOBER 4, 2018 COMMITTEE MEETING

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The next regular meeting of the Northeast Florida Regional Council's Personnel, Budget & Finance Policy Committee is scheduled for **9:00 a.m.** on **Thursday, October 4, 2018** at the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202.

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**Northeast Florida Regional Council**

**PERSONNEL, BUDGET & FINANCE**  
**POLICY COMMITTEE**

**A G E N D A**

Northeast Florida Regional Council  
100 Festival Park Avenue  
Jacksonville, FL 32202

**Thursday, August 2, 2018**  
**9:00 a.m.**

**(ADDED OR MODIFIED ITEMS IN BOLD)**  
**(\*Denotes Action Required)**

**TAB**

- 1. Call to Order, Welcome, Roll Call – Chair Register
- \* 2. Approval of July 5, 2018 Meeting Minutes – Chair Register ..... 1
- 3. Invitation to Speak – Chair Register  
*Members of the public are welcome and encouraged to speak on any item brought before the Committee. Please fill out one of the green speaker cards located at the sign-in table.*
- 4. Audit RFP Follow Up – Ms. Starling ..... 2
- \* 5. June 2018 Financial Report – Ms. Starling ..... 3
- \* 6. FY 18/19 Officer Nominations – Ms. Starling ..... 4
- \* 7. CEO Applicant Review & Interview Recommendation – Ms. Forde ..... 5
- 8. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
- 9. Next Meeting Date and Location: **THURSDAY, OCTOBER 4, 2018**  
Northeast Florida Regional Council  
100 Festival Park Avenue  
Jacksonville, FL 32202
- 10. Adjournment

**\*Denotes Action Item**

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# NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

July 5, 2018

## MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, July 5, 2018, at 9:00 a.m. at the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202.

**Chair Register** called the meeting to order with the following members present:

Present: James Bennett, John Crescimbeni, Buddy Goddard, George Spicer, Catherine Robinson and David Sullivan

Other Board Members: Roxanne Horvath

Excused: Doug Conkey and James Johns

Staff Present: Donna Starling, Brian Teeple, Elizabeth Payne and Sheron Forde

### \* Approval of Minutes

**Chair Register called for a motion on the minutes. Commissioner Goddard motioned to approve the June 7, 2018 Meeting Minutes; seconded by Commissioner Spicer. Motion carried.**

### Invitation to Speak

**Chair Register** announced that the public is welcome to speak on any item that is brought before the Committee.

### \* May 2018 Financial Report

Staff reported that in the month of May the Council posted a net income of \$6,748 and a year-to-date net income of \$25,571. Brief discussion followed.

**Chair Register called for a motion. Commissioner Bennett moved approval of the May 2018 Financial Report; seconded by Commissioner Sullivan. Motion carried.**

### \* Audit Firm Selection

Staff stated that a Request for Proposal (RFP) was issued in June for Audit Services for the next three years. Three responses were received and after review by the proposal review committee, James Moore & Company was selected as the most responsive and qualified for the project. A brief discussion followed.

**Chair Register called for a motion. Commissioner Goddard moved to authorize the CEO to negotiate and execute a contract with James Moore & Company for audit services at a cost of \$14,500 for FY 2018, \$15,000 for FY2019 and \$15,500 for FY 2020; seconded by Commissioner Spicer. Motion carried.**

### \* HCC Marketing Firm Selection

Staff stated that an RFP was issued in June for a marketing firm to provide member outreach and recruitment and brand awareness for the three Healthcare Coalitions in Region 3. Six responses were received and after review by the proposal review committee, Blueprint Creative Group was selected as the most responsive and qualified for the project; Bayshore Marketing Group ranked second. A brief discussion followed.

**Chair Register called for a motion. Commissioner Bennett moved to authorize the CEO to negotiate and execute a contract with Blueprint Creative Group, not to exceed \$54,500. Should those negotiations fail, the CEO is authorized to negotiate and execute a contract with Bayshore Marketing Group in the amount of \$60,000; seconded by Commissioner Sullivan. Motion carried.**

\*Fiscal Analysis Tool Consultant Selection

Through a partnership with Nassau County and the Regional Council an RFP was issued for the development of a Fiscal Impact Model for use by Nassau County, and ultimately by any other local government in the Region. Six responses were received and after review by the proposal review committee, Tischler Bise was selected as the most responsive and qualified for the project; Metro Forecasting Models ranked second. A brief discussion followed.

**Chair Register called for a motion. Commissioner Spicer moved to authorize the CEO to negotiate and execute a contract with Tischler Bise in the amount of \$84,500. Should those negotiations fail, the CEO is authorized to negotiate and execute a contract with Metro Forecasting Models in the amount of \$75,000; seconded by Commissioner Sullivan. Motioned carried.**

\*CEO Recruitment Process

Mr. Teeple, as requested by the Committee at their June meeting, presented a draft recruitment process to replace the Chief Executive Officer upon his retirement. This included a timeline, position description, minimum qualifications and compensation. Discussion followed.

The Committee recommended that, under position description, to include contract management and add elected officials to the second paragraph. It was also recommended that advertisements be placed with the American Planning Association (APA), both local and national, SERDI, FAC, and the Florida League of Cities, as well as the Council's website.

**Councilman Crescimbeni** requested that Committee members be provided, via email, a link to the sites where the advertisement appear.

**Chair Register called for a motion. Councilman Crescimbeni moved approval of the CEO recruitment process as amended; seconded by Commissioner Sullivan. Motion carried.**

FY 18/19 Board Officer Nomination Discussion

Discussion was held regarding the FY 18/19 Board Officer Nominations. It was a consensus to keep the current process of having the 1<sup>st</sup> VP move into the President's position and the 2<sup>nd</sup> VP move to the 1<sup>st</sup> VP position. This would leave the 2<sup>nd</sup> VP position to be filled.

After further discussion, staff was directed to inquire of Mayor Lynch if he would be interested in filling the position and report back to the Committee.

Public Comment

No public comment.

Next Meeting Date

Thursday, August 2, 2018 at 9:00 a.m. at the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202.

Adjournment

Meeting was adjourned at 10:06 a.m.

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Darryl Register  
Chair

Brian D. Teeple  
Chief Executive Officer

# Agenda

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## Item

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## **MEMORANDUM**

**DATE:** JULY 25, 2018

**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

**THRU:** BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

**FROM:** <sup>DS</sup> DONNA STARLING, CHIEF FINANCIAL OFFICER

**RE:** AUDIT FIRM SELECTION FOR FISCAL YEAR 2018, 2019, 2020 FOLLOW-UP

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As a follow-up to the July 2018 Personnel, Budget and Finance Committee meeting, staff contacted James Moore & Company to verify that the proposed price for audit services for fiscal year ending 2018, 2019 and 2020 included tax services.

James Moore & Company did verify that the proposed price included tax services. Therefore, based on their proposal, the cost for audit services will be \$14,500 for fiscal year 2018, \$15,000 for fiscal year 2019 and \$15,500 for fiscal year 2020.

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## **MEMORANDUM**

**DATE:** JULY 25, 2018

**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

**THRU:** PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

**FROM:** DONNA STARLING, <sup>DS</sup> CHIEF FINANCIAL OFFICER

**RE:** JUNE 2018 FINANCIAL REPORT

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The Northeast Florida Regional Council posted a Net Loss of \$9,685 for the month of June and a Year-to-Date Net Income \$15,886.

The loss is attributed to higher salary cost due to the closing of the State's fiscal year, the final payment for the fiscal year 2016-2017 audit and the use of discretionary funding.

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Regional Council - Agencywide	Adopted Budget 17/18	June 2018	YTD	Represents 75% of Fiscal Year	Budget Variance
<b>Revenues</b>					
County Dues	\$ 584,159	48,680	438,119	75%	0%
Local Government Technical Assistance	\$ 307,716	27,006	167,832	55%	-20%
Development of Regional Impact (DRI)	\$ 4,500	-	4,500	100%	25%
Transportation Disadvantaged (TD)	\$ 131,460	15,707	96,972	74%	-1%
Economic Development Administration (EDA)	\$ 70,000	10,360	45,459	65%	-10%
Local Emergency Preparedness Committee (LEPC)	\$ 80,000	6,637	66,922	84%	9%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 65,161	10,874	45,030	69%	-6%
Hurricane Study	\$ 5,110	(7)	670	13%	-62%
Healthcare Coalition	\$ 767,330	276,455	669,329	87%	12%
Elevate Northeast Florida	\$ 275,000	34,375	171,875	63%	-13%
Disaster Recovery Coordinator	\$ 24,000	1,681	10,089	42%	-33%
Small Quantity Generator (SQG) Program	\$ 5,000	4,999	4,999	100%	25%
Regional Leadership Academy (RLA)	\$ 3,500	500	2,550	73%	-2%
Special Projects	\$ 34,180	263	5,732	17%	-58%
Other Revenue	\$ 10,490	328	16,176	154%	79%
<b>TOTAL REVENUES</b>	<b>\$ 2,367,606</b>	<b>\$ 437,856</b>	<b>\$ 1,746,252</b>	<b>74%</b>	
<b>TRANSFER FROM GENERAL FUND</b>	<b>\$ 112,666</b>	<b>\$ 9,685</b>	<b>\$ (15,886)</b>		
<b>TOTAL REVENUE/GENERAL FUND</b>	<b>\$ 2,480,272</b>	<b>\$ 447,542</b>	<b>\$ 1,730,367</b>	<b>70%</b>	
<b>Expenses</b>					
Salaries and Fringe	\$ 917,751	102,674	675,519	74%	-1%
Contract/Grant Direct Expenses	\$ 1,094,130	307,241	785,624	72%	-3%
Common/Indirect - Allocated Expenses*	\$ 194,234	20,907	149,779	77%	2%
General Fund Expense*	\$ 99,157	4,050	78,934	80%	5%
Discretionary Revenue Expenditures	175,000	12,669	40,511	23%	-52%
<b>TOTAL EXPENSES</b>	<b>\$ 2,480,272</b>	<b>\$ 447,542</b>	<b>\$ 1,730,367</b>	<b>70%</b>	
<b>Net Income (loss)</b>		<b>(9,685)</b>	<b>\$ 15,886</b>		
<b>Net Income (loss) Excluding Discretionary Revenue Expenditures</b>		<b>2,984</b>	<b>56,397</b>		

\*Excludes Salaries &amp; Fringe

Use of Discretionary Revenue from Building Sale					
	Amount Allocated	June 2018	YTD	Represents 75% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Match for Elevate Northeast Florida Grant	\$ 25,000	3,125	15,625	63%	-13%
Match for Disaster Recovery Coordinator Grant	\$ 50,000	9,544	24,886	50%	-25%
Creation of Regional Evacuation Plan	\$ 25,000	-	-	0%	0%
Creation of Fiscal Impact Model	\$ 25,000	-	-	0%	0%
Unallocated Amount	\$ 50,000	-	-	0%	0%
<b>TOTAL EXPENDITURES TO DATE*</b>					
	\$ 175,000	\$ 12,669	\$ 40,511	23%	

\* The revenues being used to fund the above projects were recognized in FY 16/17 as part of the proceeds from the building sale.

Since, the expenditures associated with these proceeds will not spent until FY 17/18, the expenditures will negatively effect our Net Income (Loss) for FY 17/18.

	<b>FY 16/17</b> <b>June 2017</b>	<b>FY 17/18</b> <b>June 2018</b>
<b>ASSETS</b>		
Cash	1,912,467	1,908,725
Accounts Receivable	251,249	448,946
Pension Liability-Deferred Outflows	328,950	267,652
Prepaid Insurance	429	477
WJCT Security Deposit	7,400	7,400
<b>Total Current Assets</b>	<u>2,500,495</u>	<u>2,633,199</u>
<b>Property and Equipment:</b>		
Office Furniture and Equipment	<u>284,733</u>	<u>307,697</u>
Less Accumulated Depreciation	<u>240,885</u>	<u>231,818</u>
<b>Total Property and Equipment, net</b>	<u>43,848</u>	<u>75,879</u>
<b>Total Assets</b>	<u><u>2,544,343</u></u>	<u><u>2,709,079</u></u>
<b>LIABILITIES</b>		
Accounts Payable	2,272	200,197
Accrued Salaries and Leave	60,950	79,228
Deferred Revenue	159,072	71,208
Pension Liability	565,780	609,713
Pension Liability-Deferred Inflows	367,106	265,138
<b>Total Liabilities</b>	<u><u>1,155,180</u></u>	<u><u>1,225,484</u></u>
<b>EQUITY</b>		
<b>Equity and Other Credits:</b>		
Retained Earnings	1,389,163	1,483,594
<b>Total Equity and Other Credits</b>	<u>1,389,163</u>	<u>1,483,594</u>
<b>Total Liabilities, Equity and Other Credits</b>	<u><u>2,544,343</u></u>	<u><u>2,709,079</u></u>

## YTD Comparison

	16/17 Net Income (Loss)	17/18 Net Income (Loss)	16/17 Cash Balance	17/18 Cash Balance
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AGENCYWIDE

October	\$ 12,548	\$ 4,043	\$ 1,203,305	\$ 2,043,567
November	\$ 23,270	\$ 19,363	\$ 1,303,450	\$ 2,149,833
December	\$ 53,574	\$ 29,096	\$ 2,026,009	\$ 2,091,852
January	\$ 34,662	\$ 30,939	\$ 2,030,113	\$ 2,113,177
February	\$ 37,621	\$ 36,037	\$ 2,151,316	\$ 2,266,487
March	\$ 51,584	\$ 11,778	\$ 1,993,153	\$ 2,118,037
April	\$ 62,943	\$ 18,823	\$ 2,043,537	\$ 2,154,714
May	\$ 71,672	\$ 25,571	\$ 2,107,287	\$ 2,156,354
June	\$ 76,133	\$ 15,886	\$ 1,912,467	\$ 1,908,725
July	\$ 93,175		\$ 2,167,696	
August	\$ 111,757		\$ 2,142,269	
September	\$ 157,941		\$ 2,026,462	



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## MEMORANDUM

**DATE:** JULY 25, 2018

**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

**THRU:** PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

**FROM:** <sup>DS</sup> DONNA STARLING, CHIEF FINANCIAL OFFICER

**RE:** JUNE 2018 INVESTMENT REPORT

Bank Account Interest	<u>FY 16/17</u>	<u>FY 17/18</u>
June Interest	\$ 330	\$ 321
Year to Date Interest	\$ 531	\$ 3,016
Florida Local Government Investment Trust	<u>FY 16/17</u>	<u>FY 17/18</u>
Current Balance	\$16,704	\$16,764

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## **MEMORANDUM**

**DATE:** JULY 24, 2018

**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

**THRU:** PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

**FROM:** BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

**RE:** REPORT OF THE NOMINATING COMMITTEE FOR FY 18/19 OFFICERS

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At the July 5, 2018 meeting of the Personnel, Budget and Finance Policy Committee, sitting as the Nominating Committee, the following slate of officers for Fiscal Year 2018-2019 was recommended:

President	Mayor Catherine Robinson (Flagler County)
1 <sup>st</sup> Vice-President	Commissioner Len Kreger (Nassau County)
2 <sup>nd</sup> Vice-President	Mayor Sean Lynch (Duval County)
Secretary/Treasurer	Mr. Darryl Register (Baker County)

All of the members recommended by the Committee at the July 5, 2018 meeting have agreed to serve. The Committee is now in the posture to make formal nominations.

If you have any questions please let me know.

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## MEMORANDUM

**DATE:** JULY 24, 2018  
**TO:** PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE  
**FROM:** SHERON FORDE, PERSONNEL SERVICES COORDINATOR   
**RE:** CEO POSITION RECRUITMENT

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As requested by the Personnel, Budget and Finance Policy Committee at the July 5, 2018 meeting, advertisement for the CEO position was submitted to, and subsequently posted on the following association websites: the Florida League of Cities, the Southeast Regional Directors Institute, APA National, APA Florida, the Florida Association of Counties, as well as the Council website. The closing date for receipt of resumes is July 26<sup>th</sup>. To date, staff has received 11 resumes in response to the advertisement.

The resumes will be provided for the Committee's review and recommendation to the Board.

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