

NEFRC

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

October 4, 2018
9:30 a.m.

Northeast Florida Regional Council

100 Festival Park Avenue

Jacksonville, FL 32202



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Jacksonville, FL 32202
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MEMORANDUM

DATE: OCTOBER 4, 2018

TO: NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

THRU: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

DS

FROM: DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: NEXT COMMITTEE MEETING

The next regular meeting of the Northeast Florida Regional Council's Personnel, Budget & Finance Policy Committee is scheduled for **9:30 a.m.** on **Thursday, December 6, 2018** at the Northeast Florida Regional Council, 100 Festival Park Avenue, Community Room, Jacksonville, FL 32202.

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EQUAL OPPORTUNITY EMPLOYER

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, October 4, 2018
9:30 a.m.

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

TAB

- 1. Call to Order, Welcome, Roll Call – Chair Register
- * 2. Approval of August 2, 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 and provide to staff for presentation to the Committee.
- 4. July 2018 Financial Report – Ms. Starling (*Info Only*) 2
- * 5. August 2018 Financial Report – Ms. Starling 3
- * 6. Resolution 2018-11: Signatory Authority – Mr. Teeple 4
- 7. Audit Schedule – Ms. Starling 5
- 8. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
- 9. Next Meeting Date and Location: **THURSDAY, DECEMBER 6, 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

August 2, 2018

MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, August 2, 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, James Johns, George Spicer, Catherine Robinson and David Sullivan

Other Board Members: Jimmy Anderson, Roxanne Horvath

Excused: Doug Conkey

Staff Present: Donna Starling and Sheron Forde

* Approval of Minutes

Chair Register called for a motion on the minutes. Commissioner Goddard motioned to approve the July 5, 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.

Audit RFP Follow Up

Staff stated that at the last meeting the Committee directed staff to inquire if the proposal included tax services. Staff contacted James More & Company and they have confirmed that tax services are included in the proposal price as was indicated in their RFP response. A brief discussion followed.

* June 2018 Financial Report

Staff reported that in the month of June the Council posted a net loss of \$9,685 and a year-to-date net income of \$15,886. Brief discussion followed.

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

FY 18/19 Officer Nomination

Staff reported that, at the direction of the Committee, Mayor Lynch was contacted and asked if he would be interested and willing to serve as the 2nd Vice President for the Regional Council. Mayor Lynch agreed to serve as the 2nd Vice President candidate. A brief discussion followed.

Chair Register called for a motion. Commissioner Bennett moved to recommend Mayor

Robinson for President, Vice Mayor Kreger for 1st Vice President, Mayor Lynch for 2nd Vice President and Mr. Register for Secretary/Treasurer to the Board as the FY 2018/2019 Officers; seconded by Commissioner Johns. Motion carried.

*CEO Applicant Review & Interview Recommendation

Chair Register informed the Members that the CEO advertisement was published on both the local and national website of the American Planning Association (APA), SERDI, FAC, and the Florida League of Cities, as well as the Council's website. Members were also provided links to each advertisement as it was posted. Staff received 12 responses that were provided to the Committee for review. Discussion followed.

There was dissatisfaction expressed at having received such a small response for the CEO position of this organization. However, after further discussion, the Committee agreed that the interviews should take place and if no one pans out, then to re-advertise. It was suggested that the interviews should, preferably, be done in person; but can be done via skype or other means allowing the Committee to see the person being interviewed. After the Board votes, references are to be checked and any red flags be reported to the Committee, which may then prompt a special meeting to determine next step.

Chair Register called for a motion. Commissioner Sullivan moved to recommend to the board that the Executive Committee interview Mr. Randy Deshazo, Dr. Mireidy Fernandez, Mr. William Homka, Ms. Margo Moehring, Ms. Elizabeth Payne and Mr. Benjamin Ziskal for the CEO Position; seconded by Commissioner Spicer. Motion carried.

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 9:53 a.m.

Darryl Register
Chair

Brian D. Teeple
Chief Executive Officer

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MEMORANDUM

DATE: AUGUST 29, 2018

TO: NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

FROM: DONNA STARLING, ^{DS} CHIEF FINANCIAL OFFICER

RE: JULY 2018 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Income of \$6,871 for the month of July and a Year-to-Date Net Income \$22,757.

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EQUAL OPPORTUNITY EMPLOYER

Regional Council - Agencywide	Adopted Budget 17/18	July 2018	YTD	Represents 83% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 584,159	48,680	486,799	83%	0%
Local Government Technical Assistance	\$ 307,716	6,576	174,409	57%	-26%
Development of Regional Impact (DRI)	\$ 4,500	-	4,500	100%	17%
Transportation Disadvantaged (TD)	\$ 131,460	10,644	107,616	82%	-1%
Economic Development Administration (EDA)	\$ 70,000	(62)	45,397	65%	-18%
Local Emergency Preparedness Committee (LEPC)	\$ 80,000	9,312	76,233	95%	12%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 65,161	7,610	52,640	81%	-2%
Hurricane Study	\$ 5,110	(4)	666	13%	-70%
Healthcare Coalition	\$ 767,330	26,209	695,539	91%	8%
Elevate Northeast Florida	\$ 275,000	34,375	206,250	75%	-8%
Disaster Recovery Coordinator	\$ 24,000	1,289	11,378	47%	-36%
Small Quantity Generator (SQG) Program	\$ 5,000	-	4,999	100%	17%
Regional Leadership Academy (RLA)	\$ 3,500	-	2,550	73%	-10%
Special Projects	\$ 34,180	17,810	23,542	69%	-14%
Other Revenue	\$ 10,490	368	16,543	158%	75%
TOTAL REVENUES	\$ 2,367,606	\$ 162,808	\$ 1,909,060	81%	
TRANSFER FROM GENERAL FUND	\$ 112,666	\$ (6,871)	\$ (22,757)		
TOTAL REVENUE/GENERAL FUND	\$ 2,480,272	\$ 155,937	\$ 1,886,303	76%	
Expenses					
Salaries and Fringe	\$ 917,751	92,549	768,068	84%	1%
Contract/Grant Direct Expenses	\$ 1,094,130	35,306	820,930	75%	-8%
Common/Indirect - Allocated Expenses*	\$ 194,234	13,788	163,567	84%	1%
General Fund Expense*	\$ 99,157	2,485	81,419	82%	-1%
Discretionary Revenue Expenditures	175,000	11,808	52,319	30%	-53%
TOTAL EXPENSES	\$ 2,480,272	\$ 155,937	\$ 1,886,303	76%	
Net Income (loss)		6,871	\$ 22,757		
Net Income (loss) Excluding Discretionary Revenue Expenditures		18,679	75,076		

*Excludes Salaries & Fringe

Use of Discretionary Revenue from Building Sale	Amount Allocated	July 2018	YTD	Represents 83% of Fiscal Year	Budget Variance
Revenues					
Match for Elevate Northeast Florida Grant	\$ 25,000	3,125	18,750	75%	-8%
Match for Disaster Recovery Coordinator Grant	\$ 50,000	8,683	33,569	67%	-16%
Creation of Regional Evacuation Plan	\$ 25,000	-	-	0%	0%
Creation of Fiscal Impact Model	\$ 25,000	-	-	0%	0%
Unallocated Amount	\$ 50,000	-	-	0%	0%
TOTAL EXPENDITURES TO DATE*	\$ 175,000	\$ 11,808	\$ 52,319	30%	

* 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.

	FY 16/17	FY 17/18
	July 2017	July 2018
ASSETS		
Cash	2,167,696	1,818,891
Accounts Receivable	189,036	400,051
Pension Liability-Deferred Outflows	328,950	267,652
Prepaid Insurance	286	318
WJCT Security Deposit	7,400	7,400
Total Current Assets	<u>2,693,369</u>	<u>2,494,312</u>
Property and Equipment:		
Office Furniture and Equipment	<u>284,733</u>	<u>307,697</u>
Less Accumulated Depreciation	<u>242,826</u>	<u>234,162</u>
Total Property and Equipment, net	<u>41,907</u>	<u>73,535</u>
Total Assets	<u><u>2,735,276</u></u>	<u><u>2,567,848</u></u>
LIABILITIES		
Accounts Payable	7,419	9,757
Accrued Salaries and Leave	69,057	94,419
Deferred Revenue	319,726	98,355
Pension Liability	565,780	609,713
Pension Liability-Deferred Inflows	367,106	265,138
Total Liabilities	<u><u>1,329,089</u></u>	<u><u>1,077,382</u></u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,406,187	1,490,465
Total Equity and Other Credits	<u>1,406,187</u>	<u>1,490,465</u>
Total Liabilities, Equity and Other Credits	<u><u>2,735,276</u></u>	<u><u>2,567,848</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	\$ 22,757	\$ 2,167,696	\$ 1,818,891
August	\$ 111,757		\$ 2,142,269	
September	\$ 157,941		\$ 2,026,462	



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MEMORANDUM

DATE: AUGUST 29, 2018

TO: NORTHEAST FLORIDA REGIONAL COUNCIL EXECUTIVE COMMITTEE

THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

FROM: ^{DS} DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: JULY 2018 INVESTMENT REPORT

Bank Account Interest	<u>FY 16/17</u>	<u>FY 17/18</u>
July Interest	\$ 342	\$ 354
Year to Date Interest	\$ 873	\$ 3,370
Florida Local Government Investment Trust		
	<u>FY 16/17</u>	<u>FY 17/18</u>
Current Balance	\$16,740	\$16,778

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MEMORANDUM

DATE: SEPTEMBER 26, 2018

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

FROM: ^{DS} DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: AUGUST 2018 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Income of \$7,052 for the month of August and a Year-to-Date Net Income \$29,809.

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EQUAL OPPORTUNITY EMPLOYER

Regional Council - Agencywide	Adopted Budget 17/18	August 2018	YTD	Represents 92% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 584,159	48,680	535,479	92%	0%
Local Government Technical Assistance	\$ 307,716	37,307	211,716	69%	-23%
Development of Regional Impact (DRI)	\$ 4,500	-	4,500	100%	8%
Transportation Disadvantaged (TD)	\$ 131,460	10,566	118,183	90%	-2%
Economic Development Administration (EDA)	\$ 70,000	7,871	53,268	76%	-16%
Local Emergency Preparedness Committee (LEPC)	\$ 80,000	6,450	82,683	103%	11%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 65,161	2,103	54,743	84%	-8%
Hurricane Study	\$ 5,110		665	13%	-79%
Healthcare Coalition	\$ 767,330	31,434	726,973	95%	3%
Elevate Northeast Florida	\$ 275,000	-	206,250	75%	-17%
Disaster Recovery Coordinator	\$ 24,000	1,429	12,807	53%	-39%
Small Quantity Generator (SQG) Program	\$ 5,000	-	4,999	100%	8%
Regional Leadership Academy (RLA)	\$ 3,500	-	2,550	73%	-19%
Special Projects	\$ 34,180	1,162	24,704	72%	-20%
Other Revenue	\$ 10,490	396	16,941	161%	69%
TOTAL REVENUES	\$ 2,367,606	\$ 147,399	\$ 2,056,459	87%	
TRANSFER FROM GENERAL FUND	\$ 112,666	\$ (7,052)	\$ (29,809)		
TOTAL REVENUE/GENERAL FUND	\$ 2,480,272	\$ 140,347	\$ 2,026,650	82%	
Expenses					
Salaries and Fringe	\$ 917,751	68,382	836,450	91%	-1%
Contract/Grant Direct Expenses	\$ 1,094,130	37,383	858,313	78%	-14%
Common/Indirect - Allocated Expenses*	\$ 194,234	13,341	176,908	91%	-1%
General Fund Expense*	\$ 99,157	14,377	95,796	97%	5%
Discretionary Revenue Expenditures	175,000	6,862	59,182	34%	-58%
TOTAL EXPENSES	\$ 2,480,272	\$ 140,347	\$ 2,026,650	82%	
Net Income (loss)		7,052	\$ 29,809		
Net Income (loss) Excluding Discretionary Revenue Expenditures		13,914	88,991		

*Excludes Salaries & Fringe

Use of Discretionary Revenue from Building Sale					
	Amount Allocated	August 2018	YTD	Represents 92% of Fiscal Year	Budget Variance
Revenues					
Match for Elevate Northeast Florida Grant	\$ 25,000	-	18,750	75%	-17%
Match for Disaster Recovery Coordinator Grant	\$ 50,000	6,862	40,432	81%	-11%
Creation of Regional Evacuation Plan	\$ 25,000	-	-	0%	0%
Creation of Fiscal Impact Model	\$ 25,000	-	-	0%	0%
Unallocated Amount	\$ 50,000	-	-	0%	0%
TOTAL EXPENDITURES TO DATE*					
	\$ 175,000	\$ 6,862	\$ 59,182	34%	

* 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 be spent until FY 17/18, the expenditures will negatively effect our Net Income (Loss) for FY 17/18.

Northeast Florida Regional Council
 Balance Sheet
 August 2018

	FY 16/17 August 2017	FY 17/18 August 2018
ASSETS		
Cash	2,142,269	2,025,567
Accounts Receivable	107,783	211,100
Pension Liability-Deferred Outflows	328,950	267,652
Prepaid Insurance	143	159
WJCT Security Deposit	7,400	7,400
Total Current Assets	<u>2,586,545</u>	<u>2,511,878</u>
Property and Equipment:		
Office Furniture and Equipment	<u>285,820</u>	<u>307,697</u>
Less Accumulated Depreciation	<u>244,788</u>	<u>236,506</u>
Total Property and Equipment, net	<u>41,033</u>	<u>71,191</u>
Total Assets	<u><u>2,627,578</u></u>	<u><u>2,583,070</u></u>
LIABILITIES		
Accounts Payable	7,859	2,050
Accrued Salaries and Leave	66,555	88,602
Deferred Revenue	195,490	120,049
Pension Liability	565,780	609,713
Pension Liability-Deferred Inflows	367,106	265,138
Total Liabilities	<u><u>1,202,790</u></u>	<u><u>1,085,552</u></u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,424,788	1,497,517
Total Equity and Other Credits	<u>1,424,788</u>	<u>1,497,517</u>
Total Liabilities, Equity and Other Credits	<u><u>2,627,578</u></u>	<u><u>2,583,070</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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MEMORANDUM

DATE: SEPTEMBER 26, 2018

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

FROM: ^{DS}
DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: AUGUST 2018 INVESTMENT REPORT

Bank Account Interest	<u>FY 16/17</u>	<u>FY 17/18</u>
August Interest	\$ 342	\$ 343
Year to Date Interest	\$ 1,215	\$ 3,713
Florida Local Government Investment Trust	<u>FY 16/17</u>	<u>FY 17/18</u>
Current Balance	\$16,772	\$16,832

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Resolution

Northeast Florida Regional Council

2018-11

Granting Signatory Authority

WHEREAS, the Council employs the Chief Executive Officer, the Deputy Chief Executive Officer and the Chief Financial Officer/Chief Operations Officer to administer the day-to-day operations of the Council and to carry out the policies set forth by the Council; and

WHEREAS, the Council has policies regarding the signatory spending limits of the CEO, Deputy CEO and CFO/COO regarding the financial obligation of the Council, as set forth in the Purchasing Policy Manual, as amended from time-to-time; and

WHEREAS, it has been Council practice that the CEO, Deputy CEO and CFO/COO signed all revenue generating contract grants, agreements, or similar instruments, except where the funding entity required Board action and the Chair's signature; and

WHEREAS, it is the Council's desire to develop mechanisms that enhance the agency's financial well-being while simultaneously being responsive to the efficiency desires of our financial partners.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD THAT:

1. The policy body of the Northeast Florida Regional Council hereby authorizes, consistent with agency practice, the CEO, Deputy CEO and CFO/COO to execute on behalf of the Council, all bank accounts signature cards/resolutions, contracts, grants, and agreements for the Council and which do not financially obligate the Council in excess of the CEO, Deputy CEO and CFO/COO signature spending limit, as set forth in the Council's Purchasing Policy Manual, as may be amended from time-to-time.
2. The Policy as articulated above remains in effect unless rescinded by the Council.

Unanimously adopted by the Northeast Florida Regional Council in a regular meeting assembled in the City of Jacksonville, on the fourth day of October 2018.

Catherine Robinson
President

Brian D. Teeple
CEO

Agenda Item

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MEMORANDUM

DATE: SEPTEMBER 26, 2018

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: BRIAN TEEPLE, CHIEF EXECUTIVE OFFICER 

FROM: DONNA STARLING, CHIEF FINANCIAL OFFICER ^{D.S.}

RE: YEAR END/AUDIT SCHEDULE FOR FY 2017/2018

Enclosed is the year end/audit schedule for fiscal year 2017/2018. The final audit will be presented at the February 2019 meeting by our auditors, James Moore & Company, provided the Council receives the pension liability information from the Florida Division of Retirement in a timely manner.

If you have any questions, please feel free to contact me.

Thank you.

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Northeast Florida Regional Council
Year End/Audit Schedule for Fiscal Year 17-18

October 1, 2018	Employees turn in timesheets/travel for end of year for September 17-30
October 12, 2018	Last day for accounts payable accruals
October 15, 2018	Send September preliminary reports to Managers for review
October 15-19, 2018	Preliminary audit fieldwork performed
October 18, 2018	Managers return preliminary reports with any corrections
October 19, 2018	Complete September month end
October 22-23, 2018	Year-end close out
October 24, 2019 – November 9, 2018	Prepare audit schedules and audit confirmations
November 13-16, 2018	Audit fieldwork performed
February 7, 2019 *	FY 17/18 audit presented to the Committee and Board

*The audit presentation date is dependent on when the GASB 68 pension liability information is received from the Florida Division of Retirement for inclusion in the audit.