

# **NEFRC**

November Monthly  
**PERSONNEL, BUDGET &  
FINANCE POLICY  
COMMITTEE**  
Meeting

November 1, 2007  
9:30 a.m.

**Northeast Florida Regional Council**  
6850 Belfort Oaks Place  
Jacksonville, FL 32216



*Bringing Communities Together*

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Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

## MEMORANDUM

Date: October 24, 2007  
To: NEFRC Personnel, Budget, and Finance Policy Committee  
From: Donna Starling<sup>DS</sup>, Chief Financial Officer  
Re: November 1, 2007, Committee Meeting

=====  
The next meeting of the Personnel, Budget, and Finance Policy Committee will be held on **Thursday, November 1, 2007**, at **9:30 a.m.** at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida, 32216.**

**Northeast Florida Regional Council**  
**PERSONNEL, BUDGET & FINANCE**  
**POLICY COMMITTEE**

**A G E N D A**

**Northeast Florida Regional Council**  
6850 Belfort Oaks Place  
Jacksonville, FL 32216

**Thursday, November 1, 2007**  
**9:30 a.m.**

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

1. Call to Order, Roll Call, Introductions –Chair O’Connell
- \*2. Approval of October 4, 2007 Meeting’s Minutes – Chair O’Connell.....1
3. New Business
  - \*A. September 2007 Financial Report – Donna Starling.....2
4. Old Business
5. Next Meeting Date and Location: **Thursday, December 6, 2007**  
**Northeast Florida Regional Council**  
**6850 Belfort Oaks Place**  
**Jacksonville, Florida 32216**
6. Adjournment

**\*Denotes Action Item**

# **Tab 1**



NORTHEAST FLORIDA REGIONAL COUNCIL  
Personnel, Budget, and Finance Policy Committee  
October 4, 2007

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MINUTES

A meeting of the NEFRC Personnel, Budget, and Finance Policy Committee was held on Thursday, **October 4, 2007**, at 9:30 a.m., at the Thrasher-Horne Conference Center, 283 College Drive, Orange Park, Florida, 32065. **Chair Fish** called the meeting to order as a workshop with the following members present, as there was not a quorum:

Hugh Fish

Excused: Jim O'Connell, Karen Stern

Absent: Chereese Stewart

Others: Bob Sgroi, Larry Williams

Staff: Brian Teeple, Mario Taylor, Donna Starling, Angela Giles

**Mr. Fish** asked if there were any changes or revisions to the minutes from the September 6, 2007, meeting's minutes. There were no changes.

**Commissioner Chereese Stewart arrived, and her presence created a quorum.**

\*Approval of Minutes

**Commissioner Stewart moved approval of the minutes of the September 6, 2007, meeting; seconded by Mr. Fish; motion carried unanimously.**

New Business

\*August 2007 Financial Report

Ms. Starling reported that the Council posted a Net Income of \$24,455 for the month of August and a Year to Date Net Income of \$194,190. The Business Development Corporation (BDC) posted a Net Income of \$12,439 for the month of August and a Year to Date Net Income of \$129,105. The Agency-wide totals were a Net Income of \$36,894 for the month and a Net Income of \$323,295 (includes BDC Net Income) Year to Date. The BDC payable to the Council is \$64,536 through August 2007. Ms. Starling also reported the "Sweep" account accrued interest was \$3,078 for the month of August 2007 and \$32,778 Year to Date. Mr. Teeple interjected that Net Income this year is higher due to BDC paying off their note and The Council is conserving cash due to uncertain financial future. Mr. Teeple also stated that the BDC is being restructured to meet SBA guidelines, and at least 1 staff position will be filled in the BDC. Discussion followed. **Commissioner Stewart moved approval of the August 2007 Financial Report; seconded by Mr. Fish; motion unanimously carried.**

Commissioner Stewart inquired about the new committee assignments. Mr. Teeple responded that committee assignments would be announced at the Board Meeting. Mr. Taylor also thanked Mr. Larry Williams and Mr. Bob Sgroi for attending the Committee meetings without definite assignment.

#### Audit Schedule

Ms. Starling called attention to the audit schedule provided and informed the Committee that the annual audit is scheduled to begin on October 29, 2007, and that the final 2006/2007 audit will be presented to the Board at the January 3, 2008 meeting.

#### Healthy Start Coalition Update

Mr. Teeple informed the Committee that the HSC had officially moved out of the NEFRC building on September 29, 2007. Mr. Teeple thanked the staff for their hard work in making a smooth transition, including Donna Starling and Mario Taylor. Mr. Teeple stated that there would be approximately a \$340,000 loss to the Council, and plans are being made now to make up the "shortfall", including more tenant revenue and less consumables.

#### Old Business

Mr. Fish inquired as to the status of the building refinance. Mr. Taylor stated that the Council should be able to move forward with refinancing and replacing the roof in January, 2008.

#### Next Meeting Date and Location

The next meeting is scheduled for **Thursday, November 1, 2007**, at 9:30 a.m., at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216**.

#### Adjournment

There being no further business to discuss, the meeting was adjourned at 9:55 a.m.

# **Tab 2**

## MEMORANDUM

DATE: October 24, 2007

TO: Northeast Florida Regional Council

THRU: Hugh D. Fish, Secretary/Treasurer

FROM: Donna Starling, <sup>DS</sup> Chief Financial Officer

RE: September 2007 Financial Report

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Northeast Florida Regional Council posted a Net Loss of \$18,706 for the month of September and a Year to Date Net Income of \$175,483. The Business Development Corporation posted a Net Income of \$14,554\* for the month of September and a Year to Date Net Income of \$143,660. The Agencywide totals were a Net Loss of \$4,152 for the month and a Net Income of \$319,143 (includes BDC Net Income) Year to Date.

BDC payable to the Council is \$49,212 through September 2007.

\*The BDC Payable to RPC is decreased by this amount.

<b>Regional Council - Agencywide</b>	<b>Adopted Budget 06/07</b>	<b>Amended Budget 06/07</b>	<b>September, 2007</b>	<b>YTD</b>	<b>Represents 100% of Fiscal Year</b>	<b>Budget Variance</b>
<b>Revenues</b>						
Planning and Development	\$ 960,517		73,718	957,091	100%	0%
Emergency Preparedness	\$ 3,534,376		473,193	1,951,686	55%	-45%
County	\$ 586,359		48,863	586,359	100%	0%
Healthy Start	\$ 6,382,720		1,501,936	6,321,628	99%	-1%
Business Development Corporation	\$ 375,000		43,127	427,693	114%	14%
Regional Data Center	\$ 166,023		11,187	145,931	88%	-12%
Tenant Revenue	\$ 85,000		12,742	95,030	112%	12%
AME Ministerial Alliance	\$ 319,331		53,124	353,098	111%	11%
Regional Visioning	\$ 25,000		-	-	0%	0%
Anticipated Revenue/Other	\$ 90,000		(16,817)	142,090	158%	58%
<b>TOTAL REVENUES</b>	<b>\$ 12,524,327</b>		<b>\$ 2,201,072</b>	<b>\$ 10,980,606</b>		
<b>Expenses</b>						
Salaries and Fringe	\$ 3,069,196		267,799	2,988,845	97%	-3%
Contract/Grant Direct Expenses	\$ 8,480,985		1,877,369	7,006,198	83%	-17%
Common/Indirect - Allocated Expenses*	\$ 491,710		38,831	499,169	102%	2%
General Fund Expense*	\$ 282,233		21,225	167,250	59%	-41%
<b>TOTAL EXPENSES</b>	<b>\$ 12,324,123</b>		<b>\$ 2,205,224</b>	<b>\$ 10,661,463</b>		
<b>Net Income (loss)</b>	<b>\$ 200,203</b>		<b>(4,152)</b>	<b>\$ 319,143</b>		

\*Excludes Salaries &amp; Fringe

Planning and Development	Adopted Amended Budget 10/01/06 - 09/30/07	September, 2007	YTD	Represents 100% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Local Gov't T.A./DCA	\$ 475,517	49,668	482,525	101%	1%
DRI	\$ 145,000	3,627	149,010	103%	3%
TD	\$ 110,000	8,232	144,018	131%	31%
SHIP/Weatherization	\$ 185,000	11,033	139,376	75%	-25%
FIAM Training	\$ 25,000	(3,812)	177	1%	-99%
Affordable Housing	\$ 20,000			0%	0%
Other Revenue	\$ -	4,970	41,985	0%	0%
<b>TOTAL REVENUES</b>	\$ 960,517	\$ 73,718	\$ 957,091	100%	
<b>Expenses</b>					
Salaries/Fringe	\$ 533,511	42,543	515,778	97%	-3%
Direct	\$ 94,769	10,861	179,951	190%	90%
Common/Indirect	\$ 332,237	20,313	261,781	79%	-21%
<b>TOTAL EXPENSES</b>	\$ 960,517	\$ 73,718	\$ 957,511	100%	
Net Profit (Loss)	\$ -	\$ -	\$ (420)		

Emergency Preparedness	Adopted Amended Budget 10/01/06 - 09/30/07	September, 2007	YTD	Represents 100% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Emergency Preparedness Local TA	\$ 250,477	29,263	308,108	123%	23%
Hurricane Study	\$ 2,186,720	195,142	815,808	37%	-63%
DCA LEPC	\$ 40,909	3,507	43,199	106%	6%
HMEP	\$ 30,639	-	30,639	100%	0%
Terrorism Statewide Coordination	\$ 216,500	146,981	213,859	99%	-1%
SQG	\$ 12,000	183	3,401	28%	-72%
SHSGP Terrorism	\$ 112,500	4,486	114,707	102%	2%
Feasibility Study	\$ 54,065	-	54,065	100%	0%
HazMat USAR	\$ 40,000	-	42,168	105%	5%
EOC Enhancement	\$ 5,000	22,594	26,960	539%	439%
DFS Project	\$ 11,000	-	11,296	103%	3%
LSA Assessments	\$ 89,610	16,200	70,013	78%	-22%
Cultural Workshop SW	\$ 112,013	30	102,917	92%	-8%
DEM TA	\$ -	54,807	73,603	0%	0%
Infrastructure Assessments	\$ 150,000			0%	0%
USAI	\$ 182,000			0%	0%
State Training Video	\$ 15,100	-	15,100	100%	0%
Section 11	\$ 25,843	-	25,843	100%	0%
Other Revenue	\$ -	-	-	0%	0%
<b>TOTAL REVENUES</b>	<b>\$ 3,534,376</b>	<b>\$ 473,193</b>	<b>\$ 1,951,686</b>	<b>55%</b>	
<b>Expenses</b>					
Salaries/Fringe	\$ 442,705	38,641	419,145	95%	-5%
Direct	\$ 2,764,095	414,479	1,287,917	47%	-53%
Common/Indirect	\$ 319,748	21,172	247,451	77%	-23%
<b>TOTAL EXPENSES</b>	<b>\$ 3,526,547</b>	<b>\$ 474,292</b>	<b>\$ 1,954,513</b>	<b>55%</b>	
<b>Net Profit (Loss)</b>	<b>\$ 7,829</b>	<b>\$ (1,099)</b>	<b>\$ (2,827)</b>		

BDC	Adopted Amended Budget 10/01/06 - 09/30/07	September, 2007	YTD	Represents 100% of Fiscal Year	Budget Variance
<b>Revenues</b>					
Processing	\$ 66,000	17,170	64,185	97%	-3%
Interest	\$ 42,000	-	49,772	119%	19%
Servicing	\$ 267,000	25,847	313,425	117%	17%
Other	\$ -	\$ 110	\$ 311	0%	0%
<b>TOTAL REVENUES</b>	<b>\$ 375,000</b>	<b>\$ 43,127</b>	<b>\$ 427,693</b>		
<b>Expenses</b>					
Salaries/Fringe	\$ 207,820	22,251	200,960	97%	-3%
Direct Expenses	\$ 22,000	766	19,402	88%	-12%
Common/Indirect	\$ 82,268	5,556	63,671	77%	-23%
<b>TOTAL EXPENSES</b>	<b>\$ 312,088</b>	<b>\$ 28,573</b>	<b>\$ 284,033</b>		
<b>Net Profit (Loss)</b>	<b>\$ 62,912</b>	<b>\$ 14,554</b>	<b>\$ 143,660</b>		

Healthy Start	Adopted Amended Budget 10/01/06 - 09/30/07	September, 2007	YTD	Represents 100% of Fiscal Year
<b>Revenues</b>				
Department of Health	\$ 4,786,786	1,328,931	4,563,082	95%
Federal Healthy Start (Magnolia)	\$ 925,000	104,229	1,030,858	111%
Azalea-COJ	\$ 64,125	6,922	64,021	100%
Mom Care - SOBRA	\$ 477,324	49,718	485,710	102%
Outreach	\$ 113,000	11,870	145,122	128%
Other	\$ 16,485	265	32,836	199%
<b>TOTAL REVENUES</b>	<b>\$ 6,382,720</b>	<b>1,501,936</b>	<b>6,321,628</b>	
<b>Expenses</b>				
Salaries/Fringe	\$ 805,590	72,014	805,185	100%
Direct Expenses	\$ 5,220,121	1,406,449	5,212,562	100%
Common/Indirect	\$ 357,009	23,472	303,881	85%
<b>TOTAL EXPENSES</b>	<b>\$ 6,382,720</b>	<b>1,501,936</b>	<b>6,321,628</b>	

September 2007

**ASSETS**

**Current Assets:**

Regional Council Cash	1,535,810
Healthy Start Cash	1,572,346
Regional Council Accounts Receivable	770,083
BDC Accounts Receivable	93,298
Healthy Start Accounts Receivable	214,960
Due from other funds - BDC	49,212

**Total Current Assets** 4,235,709

**Property and Equipment:**

Office furniture and equipment	696,708
Software	115,200
Land	271,910
Building	1,928,090
Building improvements	467,166

Less accumulated depreciation 990,223

**Total Property and Equipment, net** 2,488,850

**Other Assets:**

Closing Cost 17,604

**Total Other Assets** 17,604

**Total Assets** 6,742,163

**LIABILITIES**

**Current Liabilities:**

Accounts payable	1,353,279
Due to other funds	49,212
Loan deposits	95,798
Accrued salaries and leave	197,189
Regional Council Deferred Revenue	1,016,219
Healthy Start Deferred Revenue	360,224
Tenant deposits	10,104
Notes payable - current portion	-

**Total Current liabilities** 3,082,025

**Long-Term Liabilities:**

Notes payable - long-term portion 1,541,974

**Total long-term liabilities** 1,541,974

**Total Liabilities** 4,623,999

**EQUITY**

**Equity and Other Credits:**

Contributed capital	186,338
Retained earnings	1,931,826

**Total Equity and Other Credits** 2,118,164

**Total Liabilities, Equity and Other Credits** 6,742,163

## YTD Comparison

05/06

06/07

### AGENCYWIDE

October	\$	1,817*	\$	19,119*
November	\$	28,162*	\$	70,889*
December	\$	16,521*	\$	99,805*
January	\$	9,482*	\$	108,838*
February	\$	19,109*	\$	131,824*
March	\$	27,931*	\$	163,602*
April	\$	44,333*	\$	196,138*
May	\$	108,112*	\$	241,354*
June	\$	115,289*	\$	255,024*
July	\$	140,848*	\$	286,401*
August	\$	158,424*	\$	323,295*
September	\$	191,520*	\$	319,143*

### BDC

October	\$	9,852	\$	4,000
November	\$	15,275	\$	43,538
December	\$	36,530	\$	44,135
January	\$	27,282	\$	42,115
February	\$	21,503	\$	56,579
March	\$	15,473	\$	62,051
April	\$	14,692	\$	77,943
May	\$	65,651	\$	103,372
June	\$	74,177	\$	107,149
July	\$	81,726	\$	116,666
August	\$	90,416	\$	129,105
September	\$	100,329	\$	143,660

\* Includes BDC Year to Date totals.

## MEMORANDUM

DATE: October 24, 2007  
TO: Northeast Florida Regional Council  
DS  
FROM: Donna Starling, Chief Financial Officer  
RE: September Investment Report

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Sweep Account Interest

September Interest \$ 2,509

Year to Date Interest \$35,287

Florida Local Government Investment Trust

Current Balance \$14,314