



# NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget, and Finance Policy Committee

December 4, 2008

## MINUTES

A meeting of the Northeast Florida Regional Council (NEFRC) Personnel, Budget, and Finance Policy Committee was held on Thursday, **December 4, 2008**, at 9:00 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216. **Chair Williams** called the meeting to order at 9:07 a.m. with the following members present representing a quorum:

Bob Sgroi                      Bob Page  
Larry Williams              Chip Laibl

Excused:              Hugh Fish

Absent:              Cindy Stevenson              Art Graham

Staff:              Brian Teeple, Mario Taylor, Donna Starling, and Joyce Rhodes

### Welcome for New Committee Member

Chair Williams offered for the official record a welcome to the committee for Councilman Bob Page of Green Cove Springs, Florida.

### \*Approval of Minutes

**Mr. Sgroi moved approval of the minutes of the October 2, 2008 meeting; seconded by Mr. Liabl; motion unanimously carried.**

### \*September 2008 Financial Report

Ms. Starling reported that the Council posted a Net Income of \$1,264 for the month of September and a Year to Date Net Income of \$24,150. Agency wide totals currently include the Business Development Corporation (BDC) which posted a Net Loss of \$3,691 for the month of September and a Year to Date Net Income of \$115,388. The Agency-wide totals were a Net Loss of \$2,427 for the month and a Net Income of \$139,538 (includes BDC Net Income) Year to Date. Effective October 1, 2008, BDC's income (loss) will no longer be reflected in the Council's Agency-wide totals. The Council's report will indicate only the revenues and expenses owed to the Council by the BDC incurred as part of the administrative agreement between the BDC and the Council. **Mr. Liabl moved approval of the September 2008 Financial Report; seconded by Mr. Sgroi; motion unanimously carried.**

### \*October 2008 Financial Report

Ms. Starling reported that the Council posted a Net Loss of \$3,978 for the month of October and a Year to Date Net Loss of \$3,978. Ms. Starling indicated that the primary reasons for the loss was the processing of three (3) payrolls for the month rather than the usual two (2) and the payment of the quarterly Regional Council State-Wide membership dues.

Ms. Starling cautioned that a loss may also be expected in November due to a bad debt write off for an Emergency Preparedness FDLE workshop. It was revealed that the invoice for the services is not eligible

for payment as the FDLE has closed their Fiscal Year 07/08 commitments and further funding is not available.

The committee was reminded that as of October 1, 2008, BDC's income (loss) is not be reported in the Council's Agency-wide totals. **Mr. Sgroi moved approval of the October 2008 Financial Report; seconded by Mr. Liabl; motion unanimously carried.**

\*Modification to Annual Leave Policy

Mr. Teeple presented a recommendation for modification to the current leave policy. Currently, staff is allowed to accrue and/or roll over up to 240 hours of earned annual leave. Accrued leave in excess of 240 hours at the end of the fiscal year is forfeited. Annual leave is accrued by the Council when it is earned by the employees. However, upon separation from the Council, employees are paid for earned but unused annual leave to the maximum 240 hours. This creates a situation where annual leave earned at a lower pay base may be paid out at a higher rate as the employee earns salary increases.

Mr. Teeple proposed a change to the policy which will allow employees to sell earned annual leave back to the Council after they have accrued a minimum of 160 hours of annual leave. This allows long term employees who are earning annual leave at a greater rate, but do not have an opportunity to use their accrued time, the opportunity to realize the monetary value of the leave rather than losing that benefit. This also gives the Council the added benefit of paying for annual leave accrued at a lower pay scale rather than the escalated rate. Discussion followed by the committee.

As a result, Mr. Teeple proposed a change in the annual leave policy to provide for a payout option for accrued annual leave for any number of hours in excess of 160 hours at the request of the employee. This would be allowed up to twice a year maximum.

**Mr. Liabl moved approval of the modification of the annual leave policy as presented; seconded by Mr. Sgroi.; motion unanimously carried.**

Audit Update

Ms. Starling informed the committee that the field work by the auditors had been completed and a draft of the report should be received in December. The final report is expected to be presented by Magers & Associates, LLC at the January 2009 board meeting.

Roof Replacement Update

Mr. Taylor presented the revised project schedule provided by Design-Build Solutions (DBS). Due to delays experienced in the award process, the completion date of the roof replacement is now scheduled for March 31, 2009. Mr. Taylor pointed out that DBS has already performed many of the engineering studies. Construction materials are expected to start arriving at the Council on December 31, 2008 with the framing effort starting the second week of January 2009.

Next Meeting Date and Location

The next meeting is scheduled for **Thursday, January 8, 2009**, at 9:00 a.m., at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216**.

Adjournment

There being no further business to discuss, Chair Williams requested a motion to adjourn; **Mr. Sgroi moved to adjourn; seconded by Mr. Liabl; motion carried unanimously**. The meeting was adjourned at 9:43 a.m.