



NORTHEAST FLORIDA REGIONAL COUNCIL
Personnel, Budget, and Finance Policy Committee
January 8, 2009

MINUTES

A meeting of the Northeast Florida Regional Council (NEFRC) Personnel, Budget, and Finance Policy Committee was held on Thursday, **January 8, 2009**, 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 9:04 a.m. with the following members present representing a quorum:

| | |
|----------------|------------|
| Bob Sgroi | Bob Page |
| Larry Williams | Chip Laibl |

Excused: Hugh Fish, Art Graham, Cyndi Stevenson

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

Guest: Ms. Maryann Magers, Magers & Associates, LLC

*Approval of Minutes

Mr. Liabl moved approval of the minutes of the December 4, 2008 meeting; seconded by Mr. Sgroi; motion unanimously carried.

*November 2008 Financial Report

Ms. Starling reported that the Council posted a Net Loss of \$2,977 for the month of November and a Year to Date Net Loss of \$6,955. The primary cause for the loss was the bad debt write-off for an Emergency Preparedness FDLE workshop. Ms. Starling advised that a loss is also expected in December due to the three (3) payrolls processed. **Mr. Sgroi moved approval of the November 2008 Financial Report; seconded by Mr. Liabl; motion unanimously carried.**

*Fiscal Year 07/08 Audit Report

Ms. Maryann Magers, Magers & Associates, presented the results of the 2007/2008 Audit Report. Ms. Magers indicated that it was an unqualified opinion, with no exceptions taken to the report. This is the highest level of assurance that can be issued on any report. Ms. Magers presented a brief description of the methods and scope of the audit. Discussion of the contents of the report followed, including components of the report, audit methods and legal requirements of program areas. It was noted that the BDC financial statements were presented as a discrete component for this year's audit. **Mr. Liabl moved approval for acceptance of the audit report for Fiscal Year 07/08 as presented; seconded by Mr. Sgroi.; motion unanimously carried.**

Compressed Work Week Update and Policy Recommendation

Mr. Teeple reminded the committee that the trial for the compressed work week expired on December 31, 2008. Twenty-three (23) exempt employees are eligible for the compressed work week. Currently nine (9) employees (39%) of eligible employees are working the compressed schedule. Managers reported no adverse affects regarding the quantity or quality of work as a result of the compressed schedule and participating employees consider the schedule an added benefit.

Mr. Teeple recommended that the compressed work week be continued through the calendar year ending on December 31, 2009 with the provisions that the policy may be terminated at any time that it no longer serves the best interest of the Council. NEFRC Policy and Procedure number 7-15 dated July 21, 2008 was presented for committee review.

Roof Replacement Update

Mr. Taylor discussed the project schedule and the parking lot diagram. He reported that representatives of the NEFRC, Design-Build Solutions (DBS), Garland Industries, and the East Coast Company met January 7, 2009. As a result of that meeting; parking lot use and material staging issues were finalized. In addition, project operation information was provided by the contractor. The work crew will be on site from 7:00 a.m. to 3:30 p.m., Monday through Friday. The crew may need to work some Saturdays, depending on possible schedule slippage. The normal number of the crew will be between one and six people.

The roof prep work has been completed and the framing efforts will begin immediately. Delivery of the framing material is due today, but will be held over until Friday, January 9, 2009 due to the Board meeting. The contractor has advised that a crane will not be necessary for this effort.

Mr. Taylor advised that the work effort will continue during the February and March Board meetings. While the contractor will make every effort to work in other portions of the roof, this may not be possible, depending on the situation at the time of the meeting.

Bi-weekly progress meetings have been scheduled for the duration of the project to communicate project status reports and issues.

Next Meeting Date and Location

The next meeting is scheduled for **Thursday, February 5, 2009**, at 9:00 a.m., at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216**. Chair Williams requested Vice Chair Sgroi to assume the duties of Chair for the next three (3) months while he is attending to Legislative responsibilities.

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 9:50 a.m.