



NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

June 7, 2018

MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, June 7, 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

Excused: Doug Conkey

Staff Present: Donna Starling, Brian Teeple and Sheron Forde

* Approval of Minutes

Chair Register called for a motion on the minutes. Commissioner Spicer motioned to approve the April 5, 2018 Meeting Minutes; seconded by Commissioner Johns. Motion carried.

Invitation to Speak

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

Commissioner Goddard arrived.

*March 2018 Financial Report

The March financial report was approved at the May Executive Committee meeting and is provided for the Committee's information only. Discussion followed on the cost allocation process.

Councilman Crescimbeni arrived.

*April 2018 Financial Report

Staff reported that in the month of April the Council posted a net income of \$7,045 and a year-to-date net income of \$18,823. Brief discussion followed.

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

* FY 16/17 Audit

Mr. Bret Stone of Carr, Riggs & Ingram provided a brief overview of the Council's FY 2016/2017 Audit. A report on internal control over financial reporting, and on compliance and other matters, shows there were no material weaknesses. The Council received an unmodified opinion for the FY 2016/2017 audit. The financial statements were materially correct, and staff was extremely helpful in providing requested items as needed. Discussion ensued.

Mr. Teeple stated that this is the last year that Carr, Riggs & Ingram will conduct the audit. Best practices recommend we change auditors every six or so years. The Council has an RFP out, which is due back shortly. This will be brought to the Committee and Board for final approval.

Chair Register called for a motion. Commissioner Johns moved to accept the FY 16/17 Audit; seconded by Commissioner Spicer. Motion carried.

FY 18/19 Proposed Budget

Staff provided an overview of the proposed FY 2018/2019 budget, which is estimated at approximately \$2 million. County dues remain at \$0.41 per capita with the adjusted 2017 population tables; Clay County dues were not included. The expected revenues and expenditures were highlighted. A brief discussion followed.

Chair Register called for a motion. Commissioner Goddard motioned to accept the FY 18/19 proposed budget; seconded by Commissioner Sullivan. Motion carried.

FY 2018-2019 CEO Contract

The Chief Executive Officer contract was presented for approval. The CEO's contract remains the same as the prior year. A brief discussion followed.

Chair Register called for a motion. Commissioner Johns motioned to approve the CEO contract; seconded by Commissioner Goddard. Motioned carried.

City of Atlantic Beach Land Development Regulations Consultant Selection

Staff provided a brief overview of contracting with the City of Atlantic Beach to rewrite their Land Development Regulations. The Council advertised for a consultant to assist with this through a Request for Proposal (RFP). The RFP Selection Committee unanimously chose Kimley Horn, with VHB coming in second. Staff respectfully requested permission to move forward.

Chair Register called for a motion. Commissioner Spicer motioned to authorize the CEO to negotiate and execute a contract with Kimley Horn in the amount of \$99,920. Should those negotiations fail, the CEO is authorized to negotiate and execute a contract with VHB in the amount of \$97,110; seconded by Commissioner Bennett. Motioned carried.

Staffing Transition

Mr. Teeple presented a suggested two- step process to replace the Chief Executive Officer, who is retiring in February 2019. The first step would provide the opportunity for any internal staff interested in the position to apply and be considered. If no internal candidate is interested or selected, the second step would consider hiring the Southeast Regional Directors Institute (SERDI) to conduct the search and short list the candidates for the PBF Committee's review and interview. This process could be concluded, with a new CEO possibly starting work by January 1st; thereby allowing for training. Discussion followed.

After discussion, the Committee agreed to meet July 5th to review a draft position description, minimum qualification, salary range and recruitment possibilities.

Public Comment

No public comment.

Next Meeting Date

Thursday, July 5, 2018 at 9:00 a.m. at the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202.

Adjournment

Meeting was adjourned at 10:00 a.m.



Darryl Register
Chair



Brian D. Teeple
Chief Executive Officer