



NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

July 5, 2018

MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, July 5, 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, George Spicer, Catherine Robinson and David Sullivan

Other Board Members: Roxanne Horvath

Excused: Doug Conkey and James Johns

Staff Present: Donna Starling, Brian Teeple, Elizabeth Payne and Sheron Forde

* Approval of Minutes

Chair Register called for a motion on the minutes. Commissioner Goddard motioned to approve the June 7, 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.

* May 2018 Financial Report

Staff reported that in the month of May the Council posted a net income of \$6,748 and a year-to-date net income of \$25,571. Brief discussion followed.

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

* Audit Firm Selection

Staff stated that a Request for Proposal (RFP) was issued in June for Audit Services for the next three years. Three responses were received and after review by the proposal review committee, James Moore & Company was selected as the most responsive and qualified for the project. A brief discussion followed.

Chair Register called for a motion. Commissioner Goddard moved to authorize the CEO to negotiate and execute a contract with James Moore & Company for audit services at a cost of \$14,500 for FY 2018, \$15,000 for FY2019 and \$15,500 for FY 2020; seconded by Commissioner Spicer. Motion carried.

* HCC Marketing Firm Selection

Staff stated that an RFP was issued in June for a marketing firm to provide member outreach and recruitment and brand awareness for the three Healthcare Coalitions in Region 3. Six responses were received and after review by the proposal review committee, Blueprint Creative Group was selected as the most responsive and qualified for the project; Bayshore Marketing Group ranked second. A brief discussion followed.

Chair Register called for a motion. Commissioner Bennett moved to authorize the CEO to negotiate and execute a contract with Blueprint Creative Group, not to exceed \$54,500. Should those negotiations fail, the CEO is authorized to negotiate and execute a contract with Bayshore Marketing Group in the amount of \$60,000; seconded by Commissioner Sullivan. Motion carried.

*Fiscal Analysis Tool Consultant Selection

Through a partnership with Nassau County and the Regional Council an RFP was issued for the development of a Fiscal Impact Model for use by Nassau County, and ultimately by any other local government in the Region. Six responses were received and after review by the proposal review committee, Tischler Bise was selected as the most responsive and qualified for the project; Metro Forecasting Models ranked second. A brief discussion followed.

Chair Register called for a motion. Commissioner Spicer moved to authorize the CEO to negotiate and execute a contract with Tischler Bise in the amount of \$84,500. Should those negotiations fail, the CEO is authorized to negotiate and execute a contract with Metro Forecasting Models in the amount of \$75,000; seconded by Commissioner Sullivan. Motioned carried.

*CEO Recruitment Process

Mr. Teeple, as requested by the Committee at their June meeting, presented a draft recruitment process to replace the Chief Executive Officer upon his retirement. This included a timeline, position description, minimum qualifications and compensation. Discussion followed.

The Committee recommended that, under position description, to include contract management and add elected officials to the second paragraph. It was also recommended that advertisements be placed with the American Planning Association (APA), both local and national, SERDI, FAC, and the Florida League of Cities, as well as the Council's website.

Councilman Crescimbeni requested that Committee members be provided, via email, a link to the sites where the advertisement appear.

Chair Register called for a motion. Councilman Crescimbeni moved approval of the CEO recruitment process as amended; seconded by Commissioner Sullivan. Motion carried.

FY 18/19 Board Officer Nomination Discussion

Discussion was held regarding the FY 18/19 Board Officer Nominations. It was a consensus to keep the current process of having the 1st VP move into the President's position and the 2nd VP move to the 1st VP position. This would leave the 2nd VP position to be filled.

After further discussion, staff was directed to inquire of Mayor Lynch if he would be interested in filling the position and report back to the Committee.

Public Comment

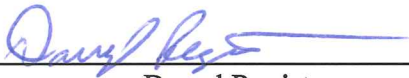
No public comment.

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 10:06 a.m.



Darryl Register
Chair



Brian D. Teeple
Chief Executive Officer