

# NEFRC

## PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

**November 7, 2024**  
**9:00 a.m.**

**Northeast Florida Regional Council**  
Hybrid Meeting  
Virtual & In-Person



📍 40 East Adams St., Ste 320, Jacksonville, FL 32202  
📞 Phone: (904)-279-0880  
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
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## MEMORANDUM

**DATE:** NOVEMBER 7, 2024

**TO:** NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

**THRU:** ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

**FROM:**  DONNA STARLING, CHIEF FINANCIAL OFFICER

**RE:** NEXT COMMITTEE MEETING

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The next Personnel, Budget & Finance Policy Committee meeting will be held on **February 6, 2025 at 9:00 a.m.** This will be a hybrid meeting, virtual and in-person, at the Northeast Florida Regional Council, located in the Jessie Ball DuPont Center, **40 East Adams Street**, Jacksonville, FL 32202.



# Northeast Florida Regional Council

## PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

### A G E N D A

Zoom Link: <https://nefrc-org.zoom.us/j/87499770491>  
Zoom Dial In #: 1-786-635-1003 (or) 1-470-250-9358  
Meeting ID: 874 9977 0491

THURSDAY, NOVEMBER 7, 2024  
9:00 a.m.

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

#### TAB

1. Call to Order and Roll Call – Chair Register
2. Pledge of Allegiance and Welcome – Chair Register
3. Invitation to Speak – Chair Register

*Members of the public are welcome and encouraged to speak on any item brought before the Council and will be recognized during public comments.*

- \* 4. Approval of September, 2024 Meeting Minutes – Chair Register .....1
- \* 5. September 2024 Financial Report – Ms. Starling .....2
- \* 6. RFP: Virtual Tabletop Exercise Series for Health Care Coalition Facilities – Ms. Wilsey .....3
- \* 7. **NEFRC Attorney Search – Ms. Payne** .....4
8. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
9. Next Meeting Date: **FEBRUARY 6, 2025**
10. Adjournment

**\*Denotes Action Item**



# Agenda Item

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# NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

September 5, 2024

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## MINUTES

A hybrid meeting of the Personnel, Budget & Finance Committee was held on Thursday, September 5, 2024, at 9:00 a.m. **Chair Register** called the meeting to order with the following members present:

**Members:** James Bennett, Mike Gay, Larry Harvey, John Martin, Darryl Register, David Sullivan and Christian Whitehurst

**Excused:** David Sturges

**Staff:** Eric Anderson, Elizabeth Payne, Donna Starling, Sheron Forde, et. al.

### Invitation to Speak

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

### \*Approval of Minutes

**Chair Register called for a motion on the June 6, 2024 Meeting Minutes. Commissioner Harvey moved approval of the June 6, 2024 Meeting Minutes; seconded by Commissioner Whitehurst. Motion carried.**

### \*July 2024 Financial Report

Ms. Starling reported that the Council's net income for the month of July was \$11,823, with a year-to-date income of \$117,153.

**Chair Register called for a motion on the July 2024 Financial Report. Commissioner Harvey motioned to approve the July 2024 Financial Report; seconded by Commissioner Martin. Motion carried.**

### FY 24/25 Officers Discussion

**Chair Register** reminded the Committee Members of discussion at the last meeting in which the recommended rotation of officers would be: Incoming President - Commissioner Renninger, Clay County; 1<sup>st</sup> Vice President – Commissioner Bennett, Baker County; 2<sup>nd</sup> Vice President – Councilmember Amaro, Duval County; and Secretary Treasurer – Mr. Register, Baker County. A brief discussion followed.

**Chair Register called for a motion on the proposed FY 24/25 Officers for consideration by the full Board. Commissioner Harvey motioned to approve the proposed FY 24/25 Officers, as presented, for consideration; seconded by Commissioner Martin. Motion carried.**

### CEO Evaluation

**Chair Register** provided an overview of the results of the CEO Evaluation that was reviewed at the

August Executive Committee meeting. He informed the Members that the evaluation was very positive with no negative comments. The approved budget includes a two percent cost of living and up to two percent for merit increase. Ms. Payne has chosen not to receive the merit increase and to include it in staff's merit increases instead. Therefore, the Executive Committee approved a two percent cost of living wage increase for Ms. Payne. Discussion followed.

Public Comment

None.

Next Meeting Date

Thursday, November 7, 2024

Adjournment

Meeting adjourned at 9:32 a.m.

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Darryl Register  
Chair

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Elizabeth Payne  
Chief Executive Officer

# Agenda

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## Item

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## MEMORANDUM

**DATE:** OCTOBER 30, 2024

**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

**THRU:** NEFRC PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

**FROM:** <sup>DS</sup>  
DONNA STARLING, CHIEF FINANCIAL OFFICER

**RE:** SEPTEMBER 2024 FINANCIAL REPORT

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The Northeast Florida Regional Council posted a Net Loss of \$37,640 for the month of September and a Year-to-Date Net Income of \$82,616.

The loss is attributed to higher costs associated with year-end close out and non-reimbursable contract expenditures.



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Regional Council - Agencywide	Adopted Budget 23/24	September 2024	YTD	Represents 100% of Fiscal Year	Budget Variance
<b>Revenues</b>					
County Dues	\$ 694,757	57,896	694,757	100%	0%
Local Government Technical Assistance	\$ 452,672	132,413	432,581	96%	-4%
Transportation Disadvantaged (TD)	\$ 182,895	17,186	181,996	100%	0%
Economic Development Administration (EDA)	\$ 70,000	4,365	66,436	95%	-5%
Hazardous Analysis	\$ 14,077	2,400	13,987	99%	-1%
Local Emergency Preparedness Committee (LEPC)	\$ 77,000	8,849	87,278	113%	13%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 95,355	5,110	90,492	95%	-5%
Small Quantity Generator (SQG) Program	\$ 5,000	-	4,800	96%	-4%
Florida Department of Health	\$ 17,000	11,799	17,000	100%	0%
Healthcare Coalition	\$ 748,712	45,622	732,486	98%	-2%
CDBG North Florida Resiliency Plan	\$ 245,774	12,972	234,508	95%	-5%
CDBG Mitigation Assessment and Planning	\$ 60,000	2,715	36,898	61%	-39%
Florida Hospital Association	\$ 132,848	-	132,848	100%	0%
Florida Department of Environmental Protection (FDEP)	\$ 328,573	(18,829)	298,787	91%	-9%
National Coastal Resilience Program	\$ -	1,991	3,342	0%	-100%
Florida Department of Commerce	\$ -	3,631	3,631	0%	-100%
Disaster Recovery Coordinator	\$ 87,000	6,261	80,345	92%	-8%
Regional Leadership Academy (RLA)	\$ 4,900	556	4,900	100%	0%
Other Revenue	\$ 72,944	1,553	80,898	111%	11%
<b>TOTAL REVENUES</b>	\$ 3,289,507	\$ 296,490	\$ 3,197,970	97%	
<b>TRANSFER FROM GENERAL FUND</b>	\$ (85,637)	\$ 37,640	\$ (82,616)		
<b>TOTAL REVENUE/GENERAL FUND</b>	\$ 3,203,870	\$ 334,130	\$ 3,115,355	97%	
<b>Expenses</b>					
Salaries and Fringe	\$ 1,753,416	196,330	1,737,021	99%	-1%
Contract/Grant Direct Expenses	\$ 983,734	98,883	975,478	99%	-1%
Indirect - Allocated Expenses*	\$ 211,580	11,752	187,784	89%	-11%
General Fund Expense*	\$ 255,140	27,165	215,072	84%	-16%
<b>TOTAL EXPENSES</b>	\$ 3,203,870	\$ 334,130	\$ 3,115,355	97%	
<b>Net Income (loss)</b>	\$ 85,637	(37,640)	\$ 82,616		

Northeast Florida Regional Council  
Balance Sheet  
September 2024

	<b><u>FY 22/23</u></b> <b><u>September 2023</u></b>	<b><u>FY 23/24</u></b> <b><u>September 2024</u></b>
<b>ASSETS</b>		
Cash	2,137,575	2,013,847
Accounts Receivable	605,788	730,058
Pension Deferred Outflows	439,576	425,550
WJCT Security Deposit	7,400	-
<b>Total Current Assets</b>	<b><u>3,190,339</u></b>	<b><u>3,169,455</u></b>
<b>Property and Equipment:</b>		
Office Furniture and Equipment	<u>306,846</u>	<u>261,430</u>
Less Accumulated Depreciation	<u>205,595</u>	<u>154,754</u>
<b>Total Property and Equipment, net</b>	<b><u>101,251</u></b>	<b><u>106,677</u></b>
<b>Total Assets</b>	<b><u>3,291,590</u></b>	<b><u>3,276,132</u></b>
<b>LIABILITIES</b>		
Accounts Payable	43,174	106,650
Accrued Salaries and Leave	80,023	97,141
Deferred Revenue	172,320	7,677
Pension Liability	1,087,234	1,355,550
Pension Deferred Inflows	56,671	49,234
<b>Total Liabilities</b>	<b><u>1,439,421</u></b>	<b><u>1,616,252</u></b>
<b>EQUITY</b>		
<b>Equity and Other Credits:</b>		
Retained Earnings	1,852,169	1,659,879
<b>Total Equity and Other Credits</b>	<b><u>1,852,169</u></b>	<b><u>1,659,879</u></b>
<b>Total Liabilities, Equity and Other Credits</b>	<b><u>3,291,590</u></b>	<b><u>3,276,132</u></b>

YTD Comparison

	22/23	23/24	22/23	23/24
	Net Income (Loss)	Net Income (Loss)	Cash Balance	Cash Balance

AGENCYWIDE

October	\$	3,147	\$	9,014	\$	2,480,421	\$	2,430,628
November	\$	10,292	\$	28,148	\$	2,548,733	\$	2,442,307
December	\$	21,445	\$	46,934	\$	2,427,805	\$	2,254,171
January	\$	29,526	\$	54,754	\$	2,516,530	\$	2,330,658
February	\$	44,710	\$	70,318	\$	2,488,934	\$	2,188,836
March	\$	65,477	\$	86,943	\$	2,237,393	\$	2,021,882
April	\$	82,390	\$	79,901	\$	2,354,111	\$	2,077,251
May	\$	60,665	\$	91,660	\$	2,200,457	\$	2,136,499
June	\$	75,043	\$	105,330	\$	1,807,496	\$	1,780,669
July	\$	86,500	\$	117,153	\$	2,117,756	\$	1,940,218
August	\$	98,379	\$	120,255	\$	2,360,077	\$	1,876,280
September	\$	82,101	\$	82,616	\$	2,137,575	\$	2,013,847



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## MEMORANDUM

**DATE:** OCTOBER 30, 2024

**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

**THRU:** ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

**FROM:** <sup>D.S.</sup> DONNA STARLING, CHIEF FINANCIAL OFFICER

**RE:** SEPTEMBER 2024 INVESTMENT REPORT

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### Bank Account Interest

	<u>FY 22/23</u>	<u>FY 23/24</u>
September Interest	\$ 1,276	\$ 1,404
Year to Date Interest	\$ 11,394	\$ 16,396

### Florida Local Government Investment Trust

	<u>FY 22/23</u>	<u>FY 23/24</u>
Current Balance	\$18,138	\$19,445



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# Agenda Item

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## **MEMORANDUM**

**DATE:** October 31, 2024

**TO:** NEFRC PERSONNEL, BUDGET, AND FINANCE POLICY COMMITTEE

**THRU:** ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER *EP*

**FROM:** LEIGH WILSEY, HEALTHCARE COALITION PROGRAM MANAGER *LW*

**RE:** RFP: VIRTUAL TABLETOP EXERCISE SERIES FOR THE HEALTHCARE COALITION

The Healthcare Coalition Program, through the Northeast Florida Regional Council (NEFRC), issued a Request for Proposal (RFP) for a vendor to provide a virtual tabletop exercise series for the Healthcare Coalition members. The RFP was issued on Friday, September 27, 2024, and closed Monday, October 21, 2024. Six (6) proposals were received from: All Clear Emergency Management Group, Chloeta, Emergency Educators, LLC., EnviroSafe Consulting, Integrated Solutions Consulting, and Resilience Solutions Consulting. The NEFRC scoring team was assembled to review and score the proposals. The members and scores are indicated below:

- Leigh Wilsey, Healthcare Coalition Program Manager,
- Annie Sieger, Healthcare Coalition Planner, and
- Eric Anderson, Deputy CEO

Vendor	Total Score
All Clear Emergency Management Group	289
Envirosafe	254
Emergency Educators LLC	251
Chloeta	218
Integrated Solutions Consulting	194
Resilience Solutions Consulting	184

### **Recommendation**

Staff respectfully recommends that the Personnel, Budget & Finance Committee authorize the CEO to negotiate a contract with All Clear Emergency Management Group to provide virtual tabletop exercises for the Healthcare Coalition program for consideration by the full Board of Directors.





## **Healthcare Coalition Program RFP: Vendor to provide virtual tabletop exercises**

Scoring Team: Leigh Wilsey, Program Manager; Annie Sieger, Program Planner; Eric Anderson, Deputy CEO

### **Vendor Ranking by Score**

<b>Vendor</b>	<b>Total Score</b>	<b>Price Proposal</b>	<b>Current budgeted amount \$47,000</b>
• All Clear EMG	289	(\$ 42,000)	
• Envirosafe	254	(\$136,800)	
• Emergency Educators LLC	251	(\$ 69,450)	
• Chloeta	218	(\$ 40,176)	
• Integrated Solutions	194	(\$ 84,500)	
• Resilience Solutions	184	(\$ 59,685)	

**Staff respectfully recommends that the Personnel, Budget & Finance Committee authorize the CEO to negotiate a contract with All Clear Emergency Management Group to provide virtual tabletop exercises for the Healthcare Coalition program for consideration by the full Board of Directors.**

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## MEMORANDUM

**DATE:** NOVEMBER 7, 2024

**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

**VIA:** NEFRC PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

**FROM:** BETH PAYNE, CHIEF EXECUTIVE OFFICER 

**RE:** NEFRC ATTORNEY SEARCH

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NEFRC is currently seeking an attorney to perform various legal services for the Council for the current fiscal year and moving forward. The recently signed federal Military Installation Resilience Review (MIRR) contract has significant procurement requirements with funding allocated for legal services. This contract needs to move forward and having an attorney to review the procurement process is a critical step. It is also anticipated that the attorney will review other contracts, assist in a review of specific personnel policies and be available for opinions and questions as needed by staff.

The CEO has been in contact with several attorneys and has options to discuss with the Board on how to move forward.

