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
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Proudly serving the communities of Baker, Clay, Duval, Flagler, Nassau, Putnam, and St. Johns Counties

MEMORANDUM

DATE: **NOVEMBER 7, 2024**

To: NEFRC Personnel, Budget and Finance Policy Committee

ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER THRU:

DONNA STARLING, CHIEF FINANCIAL OFFICER FROM:

RE: **NEXT COMMITTEE MEETING**

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

AGENDA

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)

		<u> 1 A</u>
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 Council and will be recognized during public comments.	the
* 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 <u>3 MINUTES PER SPEAKER</u>	
9.	Next Meeting Date: FEBRUARY 6, 2025	
10.	. Adjournment	

*Denotes Action Item

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NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee September 5, 2024

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; 1st Vice President - Commissioner Bennett, Baker County; 2nd 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.

None.

Next Meeting Date

Thursday, November 7, 2024

Adjournment

Meeting adjourned at 9:32 a.m.

Darryl Register Chair Elizabeth Payne Chief Executive Officer

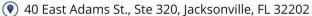
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MEMORANDUM

DATE: OCTOBER 30, 2024

To: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

NEFRC PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE THRU:

DS Donna starling, chief financial Officer FROM:

RE: SEPTEMBER 2024 FINANCIAL REPORT

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.

Regional Council - Agencywide	В	Adopted udget 23/24	Se	ptember 2024	YTD	Represents 100% of Fiscal Year	Budget Variance
Revenues							
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%
TOTAL REVENUES	\$	3,289,507	\$	296,490	\$ 3,197,970	97%	
TRANSFER FROM GENERAL FUND	\$	(85,637)	\$	37,640	\$ (82,616)		
TOTAL REVENUE/GENERAL FUND	\$	3,203,870	\$	334,130	\$ 3,115,355	97%	
Expenses	,						
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%
TOTAL EXPENSES	\$	3,203,870	\$	334,130	\$ 3,115,355	97%	
Net Income (loss)	\$	85,637		(37,640)	\$ 82,616		

Northeast Florida Regional Council Balance Sheet September 2024

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

YTD Comparison

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



BRINGING COMMUNITIES TOGETHER



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MEMORANDUM

DATE: OCTOBER 30, 2024

To: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER

DONNA STARLING, CHIEF FINANCIAL OFFICER FROM:

RE: **SEPTEMBER 2024 INVESTMENT REPORT**

Bank Account Interest

FY 22/23 FY 23/24

September Interest \$ 1,276 \$ 1,404

\$ 11,394 \$ 16,396 Year to Date Interest

Florida Local Government Investment Trust

FY 22/23 FY 23/24

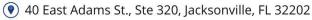
Current Balance \$18,138 \$19,445

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MEMORANDUM

DATE: October 31, 2024

TO: NEFRC PERSONNEL, BUDGET, AND FINANCE POLICY COMMITTEE

THRU: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER

FROM: LEIGH WILSEY, HEALTHCARE COALITION PROGRAM MANAGER

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

Vendor	Total Score	Price Proposal	
 All Clear EMG 	289	(\$ 42,000)	
 Envirosafe 	254	(\$136,800)	Current budgeted amount \$47,000
 Emergency Educators LLC 	251	(\$ 69,450)	amount \$47,000
 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.

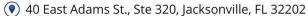
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MEMORANDUM

DATE: NOVEMBER 7, 2024

To: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

VIA: NEFRC Personnel, Budget & Finance Policy Committee

BETH PAYNE, CHIEF EXECUTIVE OFFICER FROM:

RE: NEFRC ATTORNEY SEARCH

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.