

NEFRC

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

May 1, 2025
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
🌐 www.nefrc.org
✉ info@nefrc.org



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

MEMORANDUM

DATE: MAY 1, 2025

TO: NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

THRU: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER *EP*

FROM: *DS* DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: NEXT COMMITTEE MEETING

The next Personnel, Budget & Finance Policy Committee meeting will be held at **9:00am on Thursday, June 5, 2025**. This will be a hybrid meeting, virtual and in-person, at the Northeast Florida Regional Council office located at 40 East Adams Street, Jacksonville, FL 32202.





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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, MAY 1, 2025
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 also be recognized during public comments.

- | | |
|---|---|
| * 4. Approval of March 6, 2025 Meeting Minutes – Chair Register | 1 |
| * 5. March 2025 Financial Report – Ms. Starling | 2 |
| * 6. Request to Amend Funding Amount to Purchase Disaster Stretchers for Hospitals
– Ms. Wilsey | 3 |
| 7. Formation of Strategic Planning Ad Hoc Committee – Ms. Payne | 4 |
| 8. Public Comment – LIMITED TO <u>3 MINUTES PER SPEAKER</u> | |
| 9. Next Meeting Date: THURSDAY, JUNE 5, 2025 | |
| 10. Adjournment | |

***Denotes Action Item**



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NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

March 6, 2025

MINUTES

A hybrid meeting of the Personnel, Budget & Finance Committee was held on Thursday, March 6, 2025, at 9:08 a.m. **Chair Register** called the meeting to order with the following members present:

Members: James Bennett, Ken Amaro, Andy Dance, John Martin, and Darryl Register

Excused: Betsy Condon, Clay Murphy, and Jim Renninger

Other Board Members: Krista Joseph, Michael Griffis, and Charles Gambaro

Staff: Elizabeth Payne, Donna Starling, Eric Anderson, Tyler Nolen and Sheron Forde

Invitation to Speak

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

*Approval of Minutes

Chair Register called for a motion on the February 6, 2025 Meeting Minutes. Councilmember Amaro moved approval of the February 6, 2025 Committee Meeting Minutes; seconded by Commissioner Bennett. Motion carried.

*January 2024 Financial Report

Ms. Starling presented the January 2025 Financial Report reflecting a net income of \$9,145 for the month of January, with a year-to-date income of \$19,381. A brief discussion followed.

Chair Register called for a motion on the January 2025 Financial Report. Commissioner Bennett motioned to approve the January 2025 Financial Report; seconded by Councilmember Amaro. Motion carried.

*Reserves Transfer

Ms. Starling reminded the Members that, with the passing of the Audit, the Committee is to review and approve funds to be transferred to reserves based on the Council's audited net income from the fiscal year 2023/2024, which was \$88,896. The Committee is asked to consider transferring between 15 – 20 percent to reserves. It is staff's recommendation to transfer 20 percent or \$17,779. A brief discussion followed.

Chair Register called for a motion. Councilmember Amaro moved to transfer twenty percent of the FY 2023/2024 audited income, \$17,779, into Council reserves; seconded by Commissioner Martin. Motion carried.

Commissioner Dance arrived at 9:22am

New Items:

In Region Hotel

Ms. Payne requested approval to obtain hotel accommodations while attending a conference within the Region. A brief discussion followed on the merits, and by a consensus of the Committee, the request was approved.

Legislative Session

Ms. Payne informed the Committee of the introduction of HB 1125 / SB 1264; both include the removal of Regional Councils from State Statute. She stated that the Florida Regional Councils Association's Lobbyist will be watching it closely. A discussion followed.

Next Meeting Date: Thursday, May 1, 2025

Adjournment: Meeting adjourned at 9:44 a.m.

Darryl Register
Chair

Elizabeth Payne
Chief Executive Officer

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BRINGING COMMUNITIES TOGETHER

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MEMORANDUM

DATE: APRIL 23, 2025

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

FROM: ^{DS} DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: MARCH 2025 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Income of \$16,671 for the month of March and a Year-to-Date Net Income of \$38,434.



Regional Council - Agencywide	Adopted Budget 24/25	March 2025	YTD	Represents 50% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 694,757	57,896	347,378	50%	0%
Local Government Technical Assistance	\$ 416,296	12,559	109,978	26%	-24%
Transportation Disadvantaged (TD)	\$ 182,895	20,853	127,840	70%	20%
Hazardous Analysis	\$ 14,077	4,495	5,904	42%	-8%
Local Emergency Preparedness Committee (LEPC)	\$ 80,000	5,269	47,895	60%	10%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 79,000	2,198	43,918	56%	6%
Small Quantity Generator (SQG) Program	\$ 5,000	-	-	0%	-50%
Florida Department of Health	\$ 5,000	2,226	5,667	113%	63%
Healthcare Coalition	\$ 748,712	46,010	242,903	32%	-18%
CDBG North Florida Resiliency Plan	\$ 120,000	12,206	55,874	47%	-3%
CDBG Mitigation Assessment and Planning	\$ 159,852	8,779	50,780	32%	-18%
Military Installation Resilience Review (MIRR)	\$ 700,000	9,715	29,374	4%	-46%
National Coastal Resilience Program	\$ 55,566	4,069	11,176	20%	-30%
Florida Department of Environmental Protection (FDEP)	\$ 150,000	34,057	43,747	29%	-21%
Florida Commerce	\$ -	7,485	30,901	0%	-50%
Economic Development Administration (EDA)	\$ 70,000	6,363	27,951	40%	-10%
Disaster Recovery Coordinator	\$ 82,513	8,884	44,647	54%	4%
Regional Leadership Academy (RLA)	\$ 4,900	670	1,933	39%	-11%
Other Revenue	\$ 15,950	1,965	9,468	59%	9%
TOTAL REVENUES	\$ 3,584,518	\$ 245,698	\$ 1,237,334	35%	
TRANSFER FROM GENERAL FUND	\$ -	\$ (16,671)	\$ (38,434)		
TOTAL REVENUE/GENERAL FUND	\$ 3,584,518	\$ 229,027	\$ 1,198,900	33%	
Expenses					
Salaries and Fringe	\$ 1,848,213	186,680	862,445	47%	-3%
Contract/Grant Direct Expenses	\$ 1,264,351	17,687	138,337	11%	-39%
Indirect - Allocated Expenses*	\$ 234,425	13,483	99,692	43%	-7%
General Fund Expense*	\$ 237,529	11,177	98,426	41%	-9%
TOTAL EXPENSES	\$ 3,584,518	\$ 229,027	\$ 1,198,900	33%	
Net Income (loss)	\$ -	16,671	\$ 38,434		

Northeast Florida Regional Council
 Balance Sheet
 March 2025

	FY 23/24	FY 24/25
	March 2024	March 2025
ASSETS		
Cash	2,021,882	2,198,028
Accounts Receivable	679,062	626,915
Pension Deferred Outflows	425,550	498,205
WJCT Security Deposit	7,400	-
Total Current Assets	<u>3,133,894</u>	<u>3,323,148</u>
Property and Equipment:		
Office Furniture and Equipment	<u>306,421</u>	<u>261,430</u>
Less Accumulated Depreciation	<u>204,260</u>	<u>169,153</u>
Total Property and Equipment, net	<u>102,161</u>	<u>92,278</u>
Total Assets	<u><u>3,236,056</u></u>	<u><u>3,415,426</u></u>
LIABILITIES		
Accounts Payable	5,582	34,294
Accrued Salaries and Leave	64,520	120,172
Deferred Revenue	96,963	85,208
Pension Liability	1,355,550	1,417,225
Pension Deferred Inflows	49,234	124,127
Total Liabilities	<u><u>1,571,849</u></u>	<u><u>1,781,026</u></u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,664,207	1,634,400
Total Equity and Other Credits	<u>1,664,207</u>	<u>1,634,400</u>
Total Liabilities, Equity and Other Credits	<u><u>3,236,056</u></u>	<u><u>3,415,426</u></u>

YTD Comparison

	23/24		24/25		23/24		24/25
	Net Income (Loss)		Net Income (Loss)		Cash Balance		Cash Balance

AGENCYWIDE

October	\$ 9,014		\$ 7,921		\$ 2,430,628		\$ 2,105,273
November	\$ 28,148		\$ (10,020)		\$ 2,442,307		\$ 2,091,118
December	\$ 46,934		\$ 10,233		\$ 2,254,171		\$ 2,012,370
January	\$ 54,754		\$ 19,381		\$ 2,330,658		\$ 2,407,132
February	\$ 70,318		\$ 21,762		\$ 2,188,836		\$ 2,277,517
March	\$ 86,943		\$ 38,434		\$ 2,021,882		\$ 2,198,028
April	\$ 79,901				\$ 2,077,251		
May	\$ 91,660				\$ 2,136,499		
June	\$ 105,330				\$ 1,780,669		
July	\$ 117,153				\$ 1,940,218		
August	\$ 120,255				\$ 1,876,280		
September	\$ 82,616				\$ 2,013,847		




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MEMORANDUM

DATE: APRIL 23, 2025
TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS
THRU: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 
FROM: ^{DS} DONNA STARLING, CHIEF FINANCIAL OFFICER
RE: MARCH 2025 INVESTMENT REPORT

Bank Account Interest	<u>FY 23/24</u>	<u>FY 24/25</u>
March Interest	\$ 1,294	\$ 1,433
Year to Date Interest	\$ 8,044	\$ 8,305
Florida Local Government Investment Trust		
	<u>FY 23/24</u>	<u>FY 24/25</u>
Current Balance	\$18,748	\$19,790



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MEMORANDUM

DATE: APRIL 23, 2025

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

FROM: BETH PAYNE, CHIEF EXECUTIVE OFFICER 

RE: FORMATION OF STRATEGIC PLANNING AD HOC COMMITTEE

Based on federal, state, and local government challenges being faced, it is important for the NEFRC to periodically review its position and role in the Region. An ad hoc committee could review ongoing programs and consider how the Council could best serve the Region going forward. At the upcoming meeting, staff will lead a discussion on the formation of the committee, its membership, topics to address, and timeline.

