

NEFRC

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

May 4, 2023
9:30 a.m.

Northeast Florida Regional Council
Hybrid Meeting
Virtual & In-Person



100 Festival Park Avenue
Jacksonville, FL 32202
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Serving the communities of Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns Counties

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MEMORANDUM

DATE: MAY 4, 2023

TO: NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

THRU: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

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

RE: NEXT COMMITTEE MEETING

The next Personnel, Budget & Finance Policy Committee meeting date is **June 1, 2023 at 9:00 a.m.** This will be a hybrid meeting, virtual and in-person, at the Northeast Florida Regional Council office located at 100 Festival Park Avenue, 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 4, 2023
9:30 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 March 2, 2023 Meeting Minutes – Chair Register1
- * 5. March 2023 Financial Report – Ms. Starling2
6. FY 23/24 Officer Nominations Discussion – Ms. Payne
7. Upcoming Budget Discussion – Ms. Starling
8. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
9. Next Meeting Date: **JUNE 1, 2023**
10. Adjournment

***Denotes Action Item**

Agenda Item

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NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

March 2, 2023

MINUTES

A hybrid meeting of the Personnel, Budget & Finance Committee was held on Thursday, March 2, 2023, at 9:30 a.m. via Zoom. **Chair Register** called the meeting to order with the following members present:

Members: James Bennett, Randy DeFoor, Larry Harvey, John Martin, Joyce Morgan, Jim Renninger, Darryl Register, David Sullivan, and Christian Whitehurst

Staff: Eric Anderson, Matamron Bacon, Monica Dominguez, Tyler Nolen, Elizabeth Payne, Donna Starling, and Sheron Forde

* Approval of Minutes

Chair Register called for a motion on the February 2, 2023 Meeting Minutes. Councilmember DeFoor moved approval of the February 2, 2023 Meeting Minutes; seconded by Commissioner Whitehurst. Motion carried.

Invitation to Speak

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

* January 2023 Financial Report

Ms. Starling reported that the Council posted a net income of \$8,081 for the month of January, with a year-to-date net income of \$21,256. The Members were informed that the Council's bank account received an increased interest rate in January 2023 from .1% to 1.5%. The increase was due to a reinstatement of a special exception interest rate effective January 2023 for twelve months. The special exception interest rate was cancelled in January 2021 due to deposit rates decreasing as a result of the pandemic. A brief discussion followed.

Chair Register called for a motion. Councilmember DeFoor moved approval of the January 2023 Financial Report; seconded by Commissioner Renninger. 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 previous fiscal year, which was \$50,907. The Committee may consider 15% to 20% to be transferred to reserves. Discussion followed.

Chair Register called for a motion. Commissioner Whitehurst moved to transfer twenty percent, \$10,181, of the audited income for FY 2021/2022 into Council reserves; seconded by Commissioner Harvey. Motion carried.

Commissioner Bennett arrived.

Public Comment

None.

The CEO informed the Committee of the pending offers to be made to fill the two staff vacancies that currently exist.

Next Meeting Date

Thursday, May 4, 2023

Adjournment

Meeting adjourned at 9:46 a.m.

Darryl Register
Chair

Elizabeth Payne
Chief Executive Officer

Agenda Item

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MEMORANDUM

DATE: APRIL 21, 2023

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

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

RE: MARCH 2023 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Income of \$20,766 for the month of March and a Year-to-Date Net Income of \$65,477.

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Regional Council - Agencywide	Adopted Budget 22/23	March 2023	YTD	Represents 50% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 694,757	57,896	347,378	50%	0%
Local Government Technical Assistance	\$ 37,000	20,372	104,511	282%	232%
Transportation Disadvantaged (TD)	\$ 176,015	15,284	90,927	52%	2%
Economic Development Administration (EDA)	\$ 70,000	10,111	50,341	72%	22%
Hazardous Analysis	\$ 8,556	1,200	4,153	49%	-1%
Local Emergency Preparedness Committee (LEPC)	\$ 70,000	5,580	38,766	55%	5%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 66,000	-	31,046	47%	-3%
Division of Emergency Management Exercise Support	\$ -	60,003	60,003	0%	-50%
Small Quantity Generator (SQG) Program	\$ 5,000	-	-	0%	-50%
Healthcare Coalition	\$ 748,712	54,336	264,364	35%	-15%
CDBG North Florida Resiliency Plan	\$ 257,000	13,205	108,126	42%	-8%
CDBG Mitigation Assessment and Planning	\$ 100,000	5,876	20,763	21%	-29%
Florida Hospital Association	\$ 73,500	-	47,018	64%	14%
Department of Economic Opportunity (DEO)	\$ -	8,786	49,011	0%	-50%
American Flood Coalition	\$ -	1,745	6,656	0%	-50%
Regional Leadership Academy (RLA)	\$ 4,900	350	1,050	21%	-29%
Other Revenue	\$ 100	1,520	4,123	0%	0%
TOTAL REVENUES	\$ 2,311,540	\$ 256,264	\$ 1,228,236	53%	
TRANSFER FROM GENERAL FUND	\$ 137,286	\$ (20,766)	\$ (65,477)		
TOTAL REVENUE/GENERAL FUND	\$ 2,448,826	\$ 235,498	\$ 1,162,759	47%	
Expenses					
Salaries and Fringe	\$ 1,494,146	112,760	710,361	48%	-2%
Contract/Grant Direct Expenses	\$ 611,230	102,335	292,397	48%	-2%
Indirect - Allocated Expenses*	\$ 213,000	14,266	99,447	47%	-3%
General Fund Expense*	\$ 130,450	6,137	60,554	46%	-4%
TOTAL EXPENSES	\$ 2,448,826	\$ 235,498	\$ 1,162,759	47%	
Net Income (loss)	\$ (137,286)	20,766	\$ 65,477		

Northeast Florida Regional Council
Balance Sheet
March 2023

	FY 21/22 March 2022	FY 22/23 March 2023
ASSETS		
Cash	2,452,109	2,237,393
Accounts Receivable	362,144	530,431
Pension Liability-Deferred Outflows	334,226	439,576
WJCT Security Deposit	7,400	7,400
Total Current Assets	3,155,879	3,214,800
Property and Equipment:		
Office Furniture and Equipment	243,116	281,631
Less Accumulated Depreciation	187,942	186,565
Total Property and Equipment, net	55,174	95,067
Total Assets	3,211,053	3,309,866
LIABILITIES		
Accounts Payable	2,297	23,907
Accrued Salaries and Leave	107,607	59,224
Deferred Revenue	288,418	247,285
Pension Liability	428,190	1,087,234
Pension Liability-Deferred Inflows	566,417	56,671
Total Liabilities	1,392,929	1,474,321
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,818,124	1,835,545
Total Equity and Other Credits	1,818,124	1,835,545
Total Liabilities, Equity and Other Credits	3,211,053	3,309,866

YTD Comparison

	21/22 Net Income (Loss)	22/23 Net Income (Loss)	21/22 Cash Balance	22/23 Cash Balance
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AGENCYWIDE

October	\$ 21,535	\$ 3,147	\$ 2,492,686	\$ 2,480,421
November	\$ 9,605	\$ 10,292	\$ 2,494,600	\$ 2,548,733
December	\$ 22,210	\$ 21,445	\$ 2,487,274	\$ 2,427,805
January	\$ 27,295	\$ 29,526	\$ 2,452,970	\$ 2,516,530
February	\$ 63,350	\$ 44,710	\$ 2,623,570	\$ 2,488,934
March	\$ 98,960	\$ 65,477	\$ 2,452,109	\$ 2,237,393
April	\$ 125,273		\$ 2,340,155	
May	\$ 122,532		\$ 2,390,743	
June	\$ 153,422		\$ 2,247,173	
July	\$ 143,654		\$ 2,227,862	
August	\$ 116,384		\$ 2,466,138	
September	\$ 50,907		\$ 2,425,296	



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THRU: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

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

RE: MARCH 2023 INVESTMENT REPORT

Bank Account Interest

	<u>FY 21/22</u>	<u>FY 22/23</u>
March Interest	\$ 9	\$ 1,351
Year to Date Interest	\$ 51	\$ 3,411

Florida Local Government Investment Trust

	<u>FY 21/22</u>	<u>FY 22/23</u>
Current Balance	\$17,786	\$17,915

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