



# NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

November 2, 2023

---

## MINUTES

A hybrid meeting of the Personnel, Budget & Finance Committee was held on Thursday, November 2, 2023, at 9:01 a.m. in-person and via Zoom. **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:** Betsy Condon and David Sturges

**Guests:** Achaia Brown (virtual)

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

### 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 Meeting Minutes. Commissioner Harvey moved approval of the September 7, 2023 Meeting Minutes; seconded by Commissioner Whitehurst. Motion carried.**

### \* September 2023 Financial Report

Ms. Starling reported that the Council posted a net loss of \$16,278 for the month of September, with a year-to-date net income of \$82,101. She informed the Members that the audit will begin at the end of September.

**Chair Register called for a motion on the Financial Report. Commissioner Harvey moved approval of the September 2023 Financial Report; seconded by Commissioner Martin. Motion carried.**

### \*Qualified Vendor List for GIS Technical Services

Ms. Payne stated that the Council advertised for a qualified vendors list to provide GIS technical services, with a specific focus on Resiliency related projects. A brief overview of the process was provided. Six responses were received, reviewed, and scored by a review committee made up of staff members. Based on the review, five vendors met the qualifications. Staff recommends that the five qualified applicants be placed on a Qualified Vendor List for GIS Technical Services, not to exceed a yearly maximum of \$100,000. Discussion followed.

*Councilman Gay arrived.*

**Commissioner Bennett** suggests that for each proposal, vendors provide qualifications in addition to price to help determine the best vendor for the project, not just the lowest price. **Commissioner Bennett** also inquired about the length of time the Council is obligated to retain these vendors or if there is anything that would require us to utilize these, and only these, vendors. Ms. Payne stated there is nothing obligating the Council to retain and utilize only these vendors and that the Council can terminate at any time. However, she will ensure it is included in any agreements for their services.

**Commissioner Harvey** inquired why there is a maximum limit per vendor, if that vendor is able to produce a great product in a timely fashion. He recommends removing the limitation. **Commissioner Bennett** stated that it is more about equitability.

**Chair Register called for a motion. Commissioner Harvey motioned to remove the \$100,000 cap and approve the five qualified applicants to be placed on a Qualified Vendor List for GIS Technical Services as needed; seconded by Commissioner Bennett. Motion carried.**

#### \*Website Design Service RFP

Ms. Payne stated that the Council advertised a Request for Proposal for Website Design Services for the Council website and all affiliated websites, including the Healthcare Coalition. Three responses were received. She provided an overview of the review and scoring of the three responses; 1) SGS Technologie, 2) CTRL+ALT Digital, and 3) The Zimmerman Agency. Staff recommend that the CEO be authorized to engage with the top two firms to determine the best firm and total price for the Council's needs. Discussion followed.

*Commissioner Sullivan arrived.*

**Chair Register called for a motion. Commissioner Bennett motioned to authorize the CEO to enter into negotiations with the top two firms, SGS Technologie and CTRL+ALT Digital, to determine the best firm and total price for the Council's needs and brought back for consideration by the Executive Committee in December; seconded by Commissioner Harvey. Motion carried.**

#### Purchasing Guidelines

Ms. Payne shared the Council's current purchasing policy that allows staff to purchase items under \$100 without the need to obtain three quotes. She stated that, for the Members' information, the Council will be increasing that amount to \$200 without the need for quotes.

#### \*New CEO Vehicle Discussion

**Chair Register** reminded the Committee of Ms. Payne's recent accident, due to no fault of her own. The Council vehicle was totaled, the agency has received payment from the insurance company, but it is not enough to replace the vehicle.

Ms. Payne shared some of the challenges involved in replacing the vehicle through the State contract, which is now only through one vendor and is a very lengthy process. She also shared purchasing options for consideration. Discussion followed.

**Commissioner Whitehurst motioned to approve the missing funds not to exceed \$70,000;**

seconded by Commissioner Harvey. Discussion followed.

After additional discussion, **Commissioner Whitehurst amended the motion to include allowing the CEO to negotiate with private dealerships for the purchase of a vehicle without having to go through the State contract. Commissioner Harvey agrees with, and seconds the amended motion. Motion carried.**

Public Comment

None.

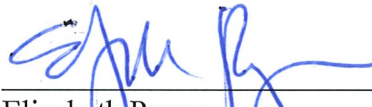
Next Meeting Date: Thursday, February 1, 2024.

Adjournment: Meeting adjourned at 9:47 a.m.



---

Darryl Register  
Chair



---

Elizabeth Payne  
Chief Executive Officer