



# NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

November 7, 2024

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## MINUTES

A hybrid meeting of the Personnel, Budget & Finance Committee was held on Thursday, November 7, 2024, at 9:00 a.m. **Chair Register** called the meeting to order with the following members present:

**Members:** James Bennett, Betsy Condon, Larry Harvey, John Martin, Darryl Register, David Sullivan (virtual) and Christian Whitehurst

**Excused:** Mike Gay

**Staff:** Eric Anderson, Elizabeth Payne, Donna Starling, Kenajawa Woody, 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 September 5, 2024 Meeting Minutes. Commissioner Harvey moved approval of the September 5, 2024 Meeting Minutes; seconded by Commissioner Whitehurst. Motion carried.**

### \*September 2024 Financial Report

Ms. Starling reported that for the month of September the Council's posted a net loss of \$37,640, with a year-to-date income of \$82,616. She stated that some of the causes associated with the net loss included costs associated with the closing out of the fiscal year end, additional moving costs, and a non-reimbursable contract expenditure due to an untimely submission of a contract amendment. Overall, the Council has done well and is comparable to last year. A brief discussion followed.

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

### \*RFP: Virtual Tabletop Exercise Series for Healthcare Coalition Facilities

Ms. Wilsey provided the Members with background information on a request for proposal that was issued for a vendor to provide a series of virtual tabletop exercises for the Healthcare Coalition members. Staff received six proposals: All Clear Emergency Management Group, Chloeta, Emergency Educators, LLC., EnviroSafe Consulting, Integrated Solutions Consulting, and Resilience Solutions Consulting. These were reviewed and ranked by a review committee comprised of the Deputy CEO, Healthcare Coalition Program Manager, and Healthcare Coalition Planner. The ranking placed All Clear Emergency Management Group as the top vendor. Based on

the committee's ranking, staff recommend that the Personnel, Budget & Finance Committee approve the selection of All Clear Emergency Management Group and for consideration by the full Board. Discussion followed.

**Chair Register called for a motion on the RFP for Virtual Tabletop Exercise Series for Healthcare Coalition Facilities. Commissioner Harvey motioned to 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 Board of Directors; seconded by Commissioner Martin. Motion carried.**

#### Attorney Search

Ms. Payne informed the Members of the Council's need for an attorney primarily due to the recent award of the \$1.1 million federal Military Installation Resilience Review grant, which has significant procurement requirements, and having an attorney to review the procurement process is a critical step. She put out a request for interest via email seeking insight on types of service and costs. Two expressions of interest were received: one from Brenda Ezell – the current attorney, and one from Jeremiah Blocker. Ms. Ezell proposed a retainer of \$2,500 per month and Mr. Blocker is estimated at \$3,500 per month. While procurement is the immediate need, it is also anticipated that the attorney would also review other contracts, specific personnel policies, labor laws, and be available for opinions and questions as needed by staff. Mr. Blocker's firm would have attorneys on staff available to assist in these areas; Ms. Ezell is a one-person office, although she may be looking to hire a part-time person to assist with this. Discussion followed.

**Commissioner Martin made the motion to authorize Ms. Payne to reach out to Mr. Blocker and his firm and pursue a contract; seconded by Commissioner Harvey. Motion carried.**

Ms. Payne stated that she will update the Members once the contract is finalized.

Public Comment: None.

Commissioner Sullivan informed the Members this was his last meeting.

CEO Comment: Ms. Payne discussed vacancies on the Council's Board of Directors

Next Meeting Date: Thursday, February 6, 2025

#### Adjournment

Meeting adjourned at 9:33 a.m.

  
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Darryl Register  
Chair

  
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Elizabeth Payne  
Chief Executive Officer