



NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

February 5, 2026

MINUTES

A hybrid meeting of the Personnel, Budget & Finance Committee was held on Thursday, February 5, 2026, at 9:03 a.m. **1st Vice President Dance** called the meeting to order with the following members present:

Members: Ken Amaro, Jimmy Anderson, Betsy Condon, Andy Dance, Larry Harvey (v), John Martin, and Jim Renninger

Excused: Christian Whitehurst

Other Members: Michael Griffis

Presenter: Zach Chalifour, Auditor

Staff: Elizabeth Payne, Donna Starling, Tyler Nolen, Leigh Wilsey, Sheron Forde and Kenajawa Woody

Guests: Hilary Cyr (v), Joel Addington (v), John Nooney

Invitation to Speak

1st Vice President Dance stated that the public is welcome to speak on any item brought before the Committee.

Mr. Nooney, 8356 Bascom Rd., Jacksonville, FL 32216, addressed the Board regarding several City of Jacksonville City Council Resolutions, including 2009-442, 2025-0019, 2025-0867. He stated that one year ago the City of Jacksonville's Waterways Commission along with the Parks Division identified three potential acquisition properties that would benefit all the citizens of the City. He provided a handout and requested that it be made part of the permanent record and will be attached.

*Approval of Minutes

1st Vice President Dance called for a motion. Councilmember Amaro motioned to approve the October 2, 2025 Meeting Minutes; seconded by Commissioner Anderson. Motion carried.

*December 2025 Financial Report

Ms. Starling presented the December 2025 Financial Report reflecting a net income of \$9,910 for the month, with a year-to-date net income of \$28,937. A brief discussion followed.

1st Vice President Dance called for a motion. Commissioner Anderson motioned to approve the December 2025 Financial Report; seconded by Councilmember Amaro. Motion carried.

*FY 24/25 Audit

Mr. Zach Chalifour, auditor with James Moore & Company, provided an overview of the Council's FY 2024/2025 Audit, and thanked Ms. Starling for her assistance throughout the audit process.

Mr. Chalifour highlighted the audit process which included required communications and any significant difficulties performing the audit or disagreements with management – of which there were none; three audit reports: a report on financial statements and a single audit report on compliance for major federal programs, both received an unmodified opinion – the best opinion that can be issued, and a report on internal control and compliance that received a clean report with no material weaknesses revealed. He also provided financial highlights of grant revenues, total fund balance and total net position. He stated that the Council is in good shape. Discussion followed.

Commissioner Martin arrived and ran the meeting going forward.

Chair Martin called for a motion. Commissioner Anderson moved approval of the FY 24/25 Audit; seconded by Commissioner Condon. Motion carried.

*FY 24/25 Closeout

Ms. Starling stated that with the conclusion of the audit, staff is presenting the reconciliation of budgeted and actual revenues and expenditures. She stated that the Council's final revenues were approximately \$3,187,000, reflecting a \$10,000 decrease. She stated there was a decrease in the expenses of approximately \$96,000.

Chair Martin called for a motion. Commissioner Condon moved approval of the FY 24/25 closeout; seconded by Commissioner Dance. Motion carried.

*Board Officer Nominations

Ms. Payne provided an overview/reminder of two open officer positions: President and Secretary-Treasurer. She informed the Members that Baker County has elected to keep their spot as President during this fiscal year, and Commissioner Jimmy Anderson was selected to fill that role. With that Ms. Payne asked for a vote by the Committee for the President's position. Discussion followed.

Chair Martin called for a motion. Commissioner Condon nominated Commissioner Anderson for the President position; seconded by Councilmember Amaro. Motion carried.

Ms. Payne reminded the Members of the need to fill the Secretary-Treasurer position and asked for a nomination to fill this role. Discussion followed.

Commissioner Anderson nominated Commissioner Condon for the Secretary-Treasurer position; seconded by Commissioner Harvey.

Commissioner Condon accepted the nomination.

On a voice vote, the Motion carried.

*Healthcare Coalition Expenditure Request

Ms. Wilsey provided background information on the Healthcare Coalition program, which serves 18 counties in north Florida and has allocated funding to complete regional projects that address mitigation strategies identified in the regional healthcare vulnerability assessment. A Specialty

Resource and Gaps Working Group, comprised of subject matter experts, reviewed the mitigation strategies that correlate with the healthcare hazards and levels of risk. The working group identified four projects that address gaps and increase capabilities in regional medical surge and evacuation operations. Three projects will complete previous initiatives, and one new project in 2026 that focuses on hospital evacuations and will purchase medical evacuation sleds designed for hospital patients.

Ms. Wilsey provided information on the two vendors identified as sole distributors in Florida for the equipment to be purchased; Advanced Egress Solutions, and Ethos Evacuations Strategies. Therefore, staff is requesting authorization to purchase equipment from these vendors for the Long-Term Care and Hospital Evacuation Equipment projects. Discussion followed.

Chair Martin called for a motion. Commissioner Anderson motioned to approve the equipment purchase from Ethos Evacuation Solutions and Advanced Egress Solutions for the Long-Term Care and Hospital Evacuation Equipment projects; seconded by Councilmember Amaro. Motion carried.

Revised Financial Policies Discussion

Ms. Payne stated that a review of the Council's current financial policies revealed no defined role and responsibilities of the Secretary-Treasurer; it only states that one is required. She discussed some options for consideration to address the signature policy for NEFRC issued checks. The current policy states that all checks are signed by the Treasurer, using a digital signature, and the CEO who manually signs. Currently, staff is using the two internal signatures, CEO and CFO, as allowed by policy in order to continue the financial business of the Council. Also discussed was the approval process and what it would look like, and what documentation should be provided regarding checks. Staff recommend having the financial documents, i.e., check runs and bank statements, provided on consent agenda in the areas going forward. Discussion followed.

By consensus of the Committee, staff was directed to contact the Council Attorney to get their input; put this item on the March agenda for further discussion regarding having a plated signature and adding the Deputy CEO as a backup signatory; revised financial policies; and the roles and responsibilities of the Secretary-Treasurer.

New Item

Ms. Payne stated that the JTA, in partnership with UNF, is initiating a James Bennett Scholarship and inquired if this is an appropriate contribution of the Regional Council. Discussion followed.

By consensus of the Committee this item is deferred to the March meeting.

Next Meeting: Thursday, March 5, 2026.

Adjournment: Meeting adjourned at 10:05 a.m.



Betsy Condon
Chair



Elizabeth Payne
Chief Executive Officer