



NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

February 6, 2025

MINUTES

A hybrid meeting of the Personnel, Budget & Finance Committee was held on Thursday, February 6, 2025, at 9:00 a.m. **Chair Register** called the meeting to order with the following members present:

Members: James Bennett, Betsy Condon, Andy Dance, John Martin, Clay Murphy, Darryl Register and Jim Renninger

Other Board Members: Michael Bourre (virtual)

Absent: Mike Gay

Guests: John Nooney, Jaynelle Pemberta (Jacobs), William White (SJRWMD)
Virtual attendees: Maria Watt, Sharon Peterson, Kevin Devenport, Sara Marrs, 15715959162, 19446508591

Staff: Elizabeth Payne, Donna Starling, Fara Ilami, 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.

President Renninger appointed Commissioner Clay Murphy to the Committee.

*Approval of Minutes

Chair Register called for a motion on the November 7, 2024 Meeting Minutes. Commissioner Martin moved approval of the November 7, 2024 Committee Meeting Minutes; seconded by Commissioner Condon. Motion carried.

*December 2024 Financial Report

Ms. Starling presented the December 2024 Financial Report reflecting a net income of \$20,254, with a year-to-date income of \$10,233. A brief discussion followed.

Chair Register called for a motion on the December 2024 Financial Report. Commissioner Martin motioned to approve the December 2024 Financial Report; seconded by Commissioner Condon. Motion carried.

*RFP: Military Installation Resiliency Review

Ms. Payne provided the Members with background information on the request for proposal that was issued as part of the Military Installation Resilience Review project for a consultant to provide technical services for completion of the project. Staff received three proposals: Jacobs

Engineering, Stantec Consulting Services Inc., and Tetra Tech that were reviewed and ranked by a review committee comprised of herself, Fara Ilami (NEFRC Regional Resiliency Manager), Donna Starling (NEFRC Chief Financial Officer), James Richardson (City of Jacksonville's Environmental Protection Board), and Chief David Motes (Clay County Fire Chief). Based on the committee's ranking, staff recommended that the Personnel, Budget & Finance Committee approve the selection of Jacobs Engineering for consideration by the full Board. Discussion followed.

Chair Register called for a motion on the RFP for a consultant for the Military Installation Resilience Review project. Commissioner Condon motioned to authorize the CEO to negotiate a contract with Jacobs Engineering; seconded by Commissioner Bennett. Motion carried.

*FY 2023/2024 Audit

Mr. Zach Chalifour, auditor with James Moore & Company, provided an overview of the Council's FY 2023/2024 Audit, and thanked Ms. Starling for her assistance throughout the audit process.

He highlighted the audit process which included, 1) required communications and any significant difficulties performing the audit or disagreements with management – of which there were none; 2) 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; and 3) financial highlights of grant revenues, total fund balance and total net position. He stated that the Council is in good shape. Discussion followed.

Chair Register called for a motion on the FY 23/24 Audit. Commissioner Bennett moved approval of the FY 23/24 Audit; seconded by Councilmember Amaro. Motion carried.

Ms. Starling was acknowledged by the Members and staff for her work on the audit as well as throughout the year.

*FY 2023/2024 Closeout

Ms. Starling stated that with the conclusion of the audit, the Committee had requested staff provide a reconciliation of budgeted and actual revenues and expenditures. She stated that the Council's final revenues were approximately \$3,197,000 compared to the budget at \$3,289,000; resulting in a revenue reduction of approximately \$91,000. She stated there was a reduction in the expenses of approximately \$88,000 that included salary/fringe for a position that was not yet filled and lease and moving cost that were overestimated.

Chair Register called for a motion on the FY 23/24 closeout. Commissioner Martin moved approval of the FY 23/24 closeout; seconded by Commissioner Dance. Motion carried.

Attorney Contract

Ms. Payne informed the Members that a contract with the Douglas Law Firm has been finalized with a \$3,000 per month retainer. Mr. Jeremiah Blocker is the attorney assigned to the Council. She reminded the Members that while procurement for the MIRR project is the primary need, the

attorney will also assist with other contracts, specific personnel policies, labor laws, and be available for opinions and questions as needed by staff. A brief discussion ensued.

Public Comment: Mr. John Nooney, 8356 Bascom Rd., Jacksonville, FL 32216, representing the Public Park on Pottsburg Creek in Duval County. He addressed the Committee regarding the NEFRC partnering with Duval County in the amount of \$100,000 towards acquisition of real estate, re: 137044-0000 and other potential funding partners, i.e., DCPS, JEA, JTA, etc.

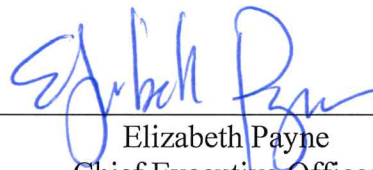
Next Meeting Date: Thursday, March 6, 2025

Adjournment

Meeting adjourned at 9:46 a.m.



Darryl Register
Chair



Elizabeth Payne
Chief Executive Officer