



NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

March 5, 2026

MINUTES

A hybrid meeting of the Personnel, Budget & Finance Committee was held on Thursday, March 5, 2026, at 9:05 a.m. Chair Condon called the meeting to order with the following members present:

Members: Ken Amaro, Betsy Condon, Andy Dance, John Martin, Jim Renninger and Christian Whitehurst

Excused: Jimmy Anderson, Larry Harvey

Staff: Elizabeth Payne, Donna Starling, Tyler Nolen, Leigh Wilsey

*Approval of Minutes

Chair Condon called for a motion. Councilmember Amaro motioned to approve the February 5, 2026 Meeting Minutes; seconded by Commissioner Whitehurst. Motion carried.

*January 2026 Financial Report

Ms. Starling presented the January 2026 Financial Report reflecting a net income of \$17,374 for the month, with a year-to-date net income of \$47,311. A brief discussion followed.

Chair Condon called for a motion. Commissioner Martin motioned to approve the January 2026 Financial Report; seconded by Councilmember Amaro. Motion carried.

*Reserves Transfer

Ms. Starling reminded the Members that Council Policy 2-34 authorizes this committee to review and recommend funds to be transferred to the Council's reserves based on the audited net income from fiscal year 2024/2025, which was \$197,539. Therefore, while the Committee is asked to consider transferring between 15 – 20 percent to reserves, staff recommends transferring 20 percent. A brief discussion followed.

Chair Condon called for a motion. Commissioner Martin motioned to transfer twenty percent of the FY 24/25 audited income into the Council's money market account; seconded by Commissioner Whitehurst. Motion carried.

*Revised Financial Policies

Ms. Payne stated that the recent transition of officers has allowed staff to review some of the Council's financial policies, specifically as it relates to check signatures and authorizations. As a follow up to last month's discussions staff revised two financial policies, 1) Policy 2-10A – Financial Responsibilities, and 2) Policy 2-16A - Cash Disbursements, for consideration. Staff also provided a draft of the Secretary/Treasurer's responsibilities for the Members' information. She also stated that, moving forward, staff will include bank statements and accounts payable check summaries in the financial report. Discussion followed.

Councilmember Amaro inquired about the working of procedure #5 of Policy 2-16A. Ms. Payne stated that the primary signers would be the CEO and the Secretary/Treasurer; secondary signers, if the CEO is unavailable, would be the Deputy CEO and if the Secretary/Treasurer is not available, it would be the President.

By consensus, it was agreed that the wording of #5 would be revised to clarify the primary and secondary signers.

Chair Condon called for a motion. Commissioner Martin moved approval of the revised policies 2-10A and 2-16A for consideration by the Board; seconded by Commissioner Whitehurst. Motion carried.

*Revised Signatory Authorization Resolution 2026-05

Ms. Payne presented revised signatory authority resolution 2026-05 for the Members' consideration. She stated that in revising the financial policies, it was prudent to also update this resolution, which will allow the CEO to delegate signatory authority to the Deputy CEO for certain circumstances and addresses emergency purchases and authorizations. Additionally, this resolution was reviewed by the Council attorney who finds it sufficient. Discussion followed.

By consensus, it was agreed that Section 3, item b, be revised to reflect not to exceed \$500,000.

Chair Condon called for a motion. Commissioner Martin moved approval of Resolution 2026-05 as amended for Board consideration; seconded by Commissioner Whitehurst. Motion carried.

*RFPs TD Recommendations: Baker (26-06), Putnam (26-07), SJC (26-08)

Ms. Payne informed the Members of the RFPs that were issued for Community Transportation Coordinators (CTC) in Baker, Putnam, and St. Johns Counties for the Transportation Disadvantaged program. A selection committee was formed to review the responses received and rank each one for each county. Based on the Committee's review/ranking, staff presented to the Local Coordinating Boards and now to this Committee that the Baker County Council on Aging, Putnam County's Ride Solutions, Inc., and the St. Johns County Council on Aging be recommended to the Commission for the Transportation disadvantaged to serve as the CTCs for the next five years.

Chair Condon called for a motion. Commissioner Martin moved to approve the Baker County Council on Aging in Baker County; the Ride Solutions, Inc. in Putnam County; and the St. Johns Council on Aging in St. Johns County as the Community Transportation Coordinators for the next five years for the Board's consideration; seconded by Commissioner Whitehurst. Motion carried.

*RFQ: PVC Adult Stretcher, Surge Overflow Bed Packages

Ms. Wilsey provided an overview of the Healthcare Coalition (HCC) 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. The HCC program previously provided stretchers for some hospitals in the 18-county region and can do so again this year for ten hospitals that have requested the Disaster Stretchers. Staff issued a request

for quotes with one quote received from All Terrain Medical & Mobility, LLC at a cost of \$66,520 for all ten. She noted that this cost is less than the last purchase of these stretchers. Staff request authorization to purchase ten overflow stretcher 5-packs from All Terrain Medical & Mobility, LLC in the amount of \$66,520. A brief discussion followed.

Chair Condon called for a motion. Commissioner Whitehurst motioned to approve the purchase of ten Overflow Stretcher 5-packs from All Terrain Medical & Mobility, LLC for a total of \$66,520; seconded by Commissioner Dance. Motion carried.

*RFP: Strategic Communication Plan

Ms. Payne reminded the Members that, as a follow up to the two strategic planning sessions held with staff and the Board, staff was authorized to issue a Request for Proposal (RFP) for a Strategic Communications Plan. A brief overview of the criteria included in the RFP was provided. Five (5) responses were received, reviewed and ranked by a selection committee. Based on the rankings, staff would like to begin negotiations with the top-ranked firm, Raftelis; however, if negotiations are unsuccessful, staff would be authorized to enter negotiations with MWB, the second-ranked firm. Discussion followed.

Chair Condon call for a motion. Councilmember Amaro motioned to authorize the CEO to negotiate and enter into a contract with Raftelis for a Strategic Communications Plan. If negotiations are unsuccessful, authorize the CEO to negotiate and enter into a contract with MWB, the second-ranked firm; seconded by Commissioner Dance. Motion carried.

*James Bennett Scholarship Contribution

Ms. Payne shared a summary of her findings on the formation of, and requirements for participation in the James Bennett Scholarship created by Jaxport and the University of North Florida. She stated that the plan is to create an endowment fund which, once seeded, would be provided in perpetuity. The minimum needed to create an endowment is \$30,000; however Jaxport wanted it at \$100,000 and are currently at \$76,000. The Committee is asked to consider an amount for contribution on behalf of the Regional Council. Discussion followed.

Chair Condon called for a motion. Commissioner Martin motioned to approve a one-time contribution of \$10,000 to the James Bennett Scholarship fund; seconded by Commissioner Dance. Motion carried.

Next Meeting: Thursday, May 7, 2026.

Adjournment: Meeting adjourned at 10:01 a.m.



Betsy Condon
Chair



Elizabeth Payne
Chief Executive Officer