



# NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

June 1, 2023

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## MINUTES

A hybrid meeting of the Personnel, Budget & Finance Committee was held on Thursday, June 1, 2023, at 9:00 a.m. via Zoom. **Chair Register** called the meeting to order with the following members present:

Members: James Bennett, Randy DeFoor, Larry Harvey, John Martin, Jim Renninger, Darryl Register, David Sullivan, and Christian Whitehurst

Excused: Joyce Morgan

Staff: Elizabeth Payne, Donna Starling, 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 May 4, 2023 Meeting Minutes. Commissioner Harvey moved approval of the May 4, 2023 Meeting Minutes; seconded by Commissioner Renninger. Motion carried.**

### \* April 2023 Financial Report

Ms. Starling reported that the Council posted a net income of \$16,914 for the month of April, with a year-to-date net income of \$82,390.

**Chair Register called for a motion. Commissioner Harvey moved approval of the April 2023 Financial Report for Board consideration; seconded by Commissioner Whitehurst. Motion carried.**

### \* FY 22/23 Proposed Amended Budget

Ms. Starling provided an overview of the initial budget, which reflected a deficit of approximately \$137,000. The proposed amended FY 22/23 budget was presented, highlighting the revenues and expenses. The Council did receive additional revenues, through grants and other funding opportunities, which have removed the deficit and provided an expected net income of approximately \$45,000 for the fiscal year. Discussion followed.

**Commissioner Bennett** mentioned the discrepancy of the difference noted in the Transfer From General Fund and the Projected Net Income (loss) totals. Ms. Starling stated that it appears to be a formula error and that the amount should be \$182,438. **Commissioner Bennett** also inquired about the amount of the Total Revenues/General Fund difference. Ms. Starling indicated that this is also a formula error and that both of these will be corrected prior to the full Board meeting.

**Commissioner Harvey** inquired if the Council regularly amends the budget as new work is taken on. Ms. Payne stated that it is done regularly but not brought to the Board. **Mr. Register** stated that the practice has been to amend the budget in June/July annually. Discussion continued regarding providing a final reconciliation.

**Councilmember DeFoor** suggested that staff revisit the dues per capita from 2018 to current population, which may ensure a fairer contribution by counties due to growth. **Commissioner Renninger** suggested that the reduction of the \$0.41 could also be a consideration. **Commissioner Martin** recommended that staff be directed to look into the dues per capita and possible reduction of the \$0.41 associated with it.

**Chair Register called for a motion. Commissioner Whitehurst moved approval of the Proposed FY 22/23 Amended Budget for Board consideration; seconded by Commissioner Harvey. Motion carried.**

\* FY 23/24 Proposed Budget

Ms. Starling provided an overview of the proposed budget for FY 23/24 depicting revenues at approximately \$2,700,000 and expenses at \$2,800,000; reflecting a shortfall of approximately \$100,000. It was also mentioned that the Council has applied for a number of grants that would assist in closing the deficit. Ms. Payne distributed a spreadsheet listing funding applied for by the Council in the amount of approximately \$694,000 that, if awarded, would assist in covering the deficit. She stated that staff will provide this information on a quarterly basis.

*Commissioner Sullivan arrived.*

Discussion followed on the increased expenses relating to the proposed cost of living and merit increases with cautionary suggestions relating to perceptions.

**Chair Register called for a motion. Commissioner Whitehurst moved approval of the Proposed FY 23/24 Budget for Board consideration; seconded by Commissioner Harvey. Motion carried.**

\* FY 23/24 Officer Nominations Discussion

Chair Register stated that, as discussed at the last Committee meeting, the proposed FY 2023/2024 officer nominations for the Board of Directors are: Commissioner Whitehurst for President, Commissioner Renninger for 1<sup>st</sup> Vice President, and Mr. Register for Secretary/Treasurer. The 2<sup>nd</sup> Vice President position will remain vacant until the City of Jacksonville's appointments are made. At that time, this Committee will make a nomination for that position. If approved by the Board, these officers will begin their new roles in July, with the exception of the President who will begin today following the passing of the gavel.

**Chair Register called for a motion. Commissioner Harvey moved approval of the Officer Nominations for Board consideration; seconded by Councilmember DeFoor. Motion carried.**

CEO Evaluation

The Members were informed that they will be receiving the CEO evaluation for their completion

following today's meetings. The evaluation will be discussed with the CEO at the August Executive Committee meeting.

Public Comment

None.

Next Meeting Date

At the discretion of the Board of Directors, the July meeting may be cancelled. If so, the next Committee meeting will be on Thursday, September 7, 2023.

Adjournment

Meeting adjourned at 9:50 a.m.



Darryl Register  
Chair



Elizabeth Payne  
Chief Executive Officer