



NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

June 5, 2025

MINUTES

A hybrid meeting of the Personnel, Budget & Finance Committee was held on Thursday, June 5, 2025, at 9:00 a.m. **Chair Register** called the meeting to order with the following members present:

Members: Ken Amaro, Betsy Condon (v), Andy Dance, John Martin, Clay Murphy, Darryl Register, and Jim Renninger

Excused: James Bennett

Other Board Members: Michael Griffis

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

Invitation to Speak

Chair Register announced that the public is welcome to speak on any item brought before the Committee.

*Approval of Minutes

Chair Register called for a motion on the May 1, 2025 Meeting Minutes. Commissioner Martin moved approval; seconded by Councilmember Amaro. Motion carried.

*April 2025 Financial Report

Ms. Starling presented the April 2025 Financial Report reflecting a net income of \$31,131 for the month of April, with a year-to-date income of \$69,564. A brief discussion followed.

Chair Register called for a motion on the April 2025 Financial Report. Commissioner Murphy motioned approval; seconded by Commissioner Dance. Motion carried.

*Proposed FY 24/25 Amended Budget

Ms. Starling presented the proposed amended FY 24/25 budget, highlighting the decrease in revenue by approximately \$386,000 and a decrease in expenses by approximately \$468,000. She stated that the Council is projected to have a net income of approximately \$81,000 for FY 24/25. Discussion followed.

Chair Register called for a motion on the proposed FY 24/25 Amended Budget. Commissioner Martin moved approval; seconded by Commissioner Dance. Motion carried.

*FY 25/26 Proposed Budget

Ms. Starling provided an overview of the proposed budget for FY 25/26 depicting revenues at \$3,476,414 and expenses at \$3,551,115; reflecting a shortfall of \$74,701. It was stated that the

Council has applied for several grants that, if awarded, would cover the deficit.

Discussion followed that included a desire to approve a balanced budget. A transfer of funds from Reserves was suggested to show a balanced budget. This amount would be transferred back once the deficit was covered.

Chair Register called for a motion. Councilmember Amaro motioned to add a line item to the Proposed FY 25/26 Budget that transfers funds from Reserves to balance budget, if necessary; seconded by Commissioner Murphy. Motion carried.

Commissioner Murphy motioned to approve the proposed FY 25/26 Budget as amended; seconded by Councilmember Amaro. Motion carried.

*RFP: Tidal Inundation Analysis, Baker County

Ms. Payne informed the Members that a Request for Proposal (RFP) in the amount of \$20,000 was issued for a consultant to conduct a Tidal Inundation Analysis for the Baker County Vulnerability Assessment. The Council received one response from Taylor Engineering. After a review by a committee of staff members, it was determined that Taylor Engineering should conduct the analysis. Discussion followed.

Chair Register called for a motion. Commissioner Martin motioned to authorize the CEO to negotiate and execute a contract with Taylor Engineering in the amount of \$20,000; seconded by Commissioner Dance. Motion carried.

Strategic Planning Ad Hoc Committee

An overview of previous discussions regarding establishment of Strategic Planning Ad Hoc Committee was provided. However, staff now propose a modified approach using a Working Group structure, instead of a committee. The group would address current and future strategic needs of the Council. Staff's proposed logistics for the working group included its structure, who would be included and how to hold those meetings; timeline, the group would be active during the 2025-2026 fiscal year; and subject matter, these would be determined by two facilitated Strength, Weakness, Opportunity and Threat (SWOT) exercises – one with staff and one with Board Members, likely at the September meeting. Staff will report back to the Board the Working Groups' findings and recommendations for their consideration at the conclusion of timeline. Discussion followed.

Councilmember Amaro suggested a SWOT analysis with the County Administrators/Managers.

Commissioner Dance suggested repeating this process every three years as a best practice.

Chair Register called for a motion. Commissioner Murphy motioned to approve, and recommend to the full Board, the Strategic Planning Working Group framework instead of an Ad Hoc Committee; seconded by Commissioner Dance. Motion carried.

CEO Evaluation

The Members were informed that the CEO's Evaluation will be emailed in July. The results will be reviewed in August by the Executive Committee.

Public Comment: None

Next Meeting Date: Due to an extended Board meeting in September, the next Committee meeting will be held on Thursday, November 6, 2025.

Adjournment: Meeting adjourned at 9:59 a.m.



Darryl Register
Chair



Elizabeth Payne
Chief Executive Officer