

NEFRC

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

August 1, 2019
9:00 a.m.

Northeast Florida Regional Council

100 Festival Park Avenue
Jacksonville, FL 32202



100 Festival Park Avenue
Jacksonville, FL 32202
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MEMORANDUM

DATE: AUGUST 1, 2019

TO: NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

THRU: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

FROM:  DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: NEXT COMMITTEE MEETING

The next regular meeting of the Northeast Florida Regional Council's Personnel, Budget & Finance Policy Committee is scheduled for **9:30 a.m.** on **Thursday, October 3, 2019** at the Northeast Florida Regional Council, 100 Festival Park Avenue, WJCT Community Room, Jacksonville, FL 32202.

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Northeast Florida Regional Council
PERSONNEL, BUDGET & FINANCE
POLICY COMMITTEE

A G E N D A

Northeast Florida Regional Council
100 Festival Park Avenue
Jacksonville, FL 32202

Thursday, August 1, 2019
9:00 a.m.

(ADDED OR MODIFIED ITEMS IN BOLD)
(*Denotes Action Required)

TAB

1. Call to Order, Welcome, Roll Call – Chair Register
- *2. Approval of June 6, 2019 Meeting Minutes – Chair Register 1
3. Invitation to Speak – Chair Register
Members of the public are welcome and encouraged to speak on any item brought before the Committee. Please fill out one of the green speaker cards located at the sign-in table and provide to staff for presentation to the Committee.
- *4. May 2019 Financial Report – Ms. Starling 2
- *5. June 2019 Financial Report – Ms. Starling 3
- *6. FY 19/20 Officer Nominations – Ms. Payne..... 4
- *7. **Approval Qualified Vendors List – Ms. Payne..... 5**
8. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
9. Next Meeting Date and Location: **THURSDAY, OCTOBER 3, 2019**
Northeast Florida Regional Council
100 Festival Park Avenue
Jacksonville, FL 32202
10. Adjournment

***Denotes Action Item**

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NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

June 6, 2019

MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, June 6, 2019, at 9:05 a.m. at the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202. **Chair Register** called the meeting to order with the following members present:

Present: James Bennett, John Crescimbeni, Buddy Goddard, Sean Lynch, John Martin, Catherine Robinson and David Sullivan

Staff Present: Elizabeth Payne, Donna Starling and Sheron Forde

* Approval of Minutes

Chair Register called for a motion on the minutes. Commissioner Bennett motioned to approve the April 4, 2019 Meeting Minutes; seconded by Councilman Crescimbeni. Motion carried.

Invitation to Speak

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

* April 2019 Financial Report

Staff reported that in the month of April the Council posted a net income of \$13,746 and a year-to-date net income of \$17,552. A brief discussion followed.

Chair Register called for a motion. Councilman Crescimbeni moved approval of the April 2019 Financial Report; seconded by Mayor Lynch. Motion carried.

FY 2018/2019 Proposed Amended Budget

Staff provided an overview of the proposed amended budget for FY 2018/2019, which is estimated at approximately \$2.1 million. The budget reflects an increase in revenues, a decrease in expenses associated with salary/fringe indirect and general fund, and an increase in contract/grant direct expenses. It was noted that while the County dues remain at the per capita rate, they have been adjusted to reflect the 2017 population tables. Also noted was that Clay County dues were not included in the budget at this time. A brief discussion followed.

Chair Register called for a motion. Councilman Crescimbeni motioned to approve the FY 18/19 proposed amended budget; seconded by Mayor Robinson. Motion carried.

Mr. Register inquired about the Council's vacant positions. Ms. Payne stated that the Council recently hired a Communication Specialist in April, a Resiliency Coordinator on June 3rd, and a Senior Regional Planner that will begin in July.

Discussion continued about the challenges associated with filling planner vacancies throughout the Region.

Proposed FY 2019/2020 Budget

Staff provided an overview of the proposed budget for FY 2019/2020 which is estimated at approximately \$1.8 million. County dues remain at \$0.41 per capita, they have been adjusted to reflect the 2018 population tables; not including Clay County. Expected revenues and expenditures were highlighted; both are expected to decrease. Discussion ensued.

Mr. Martin asked if the Council is doing any work for Clay County. Ms. Payne stated that the Council has one long-standing contract in place with the County for coordinating their Local Mitigation Strategy Task Force. Also, that the State funds the Council's staffing of the Local Emergency Planning Committee, the hazardous materials training and exercise program, for the seven-county region. **Mr. Martin** believes that the Council should not provide any free services to Clay County.

Commissioner Bennett inquired what, if anything, is being done for Clay County that is not contractual, such as comprehensive plan reviews? Ms. Payne stated that staff no longer reviews Clay County's comprehensive plans. **Commissioner Bennett** stated that, through contracts and grants, Clay County is receiving Council services without paying for it. The Council should not enter into any other contracts with them if they're not willing to partner with us. Regional Councils should be partners with those that are a part of the Council, otherwise, we're just serving as a consulting firm for anybody. That's essentially how Clay County is operating with the Council now with these services; they contract directly for an individual service. Therefore, we are serving as consultants, which benefits them by paying much less than they would with a private consultant.

Discussion continued on available opportunities to get Clay County to the table to discuss their rejoining the Council.

Chair Register called for a motion. Commissioner Goddard motioned to approve the proposed FY 2019/2020 budget; seconded by Councilman Crescimbeni. Motion carried.

Public Comment

No public comment.

Next Meeting Date

Thursday, August 1, 2019 at 9:30 a.m.

Adjournment

Meeting was adjourned at 9:45 a.m.

Darryl Register
Chair

Elizabeth Payne
Chief Executive Officer

Agenda

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MEMORANDUM

DATE: JULY 24, 2019

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

FROM: ^{DS} DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: MAY 2019 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Income of \$14,175 for the month of May and a Year-to-Date Net Income of \$31,726.

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Regional Council - Agencywide	Adopted Amended Budget 18/19	May 2019	YTD	Represents 67% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 595,527	49,627	397,018	67%	0%
Local Government Technical Assistance	\$ 217,631	21,987	129,842	60%	-7%
Transportation Disadvantaged (TD)	\$ 131,545	10,701	93,247	71%	4%
Economic Development Administration (EDA)	\$ 70,000	4,538	49,542	71%	4%
Local Emergency Preparedness Committee (LEPC)	\$ 80,000	7,970	54,750	68%	1%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 62,164	8,784	41,319	66%	-1%
Healthcare Coalition	\$ 667,080	34,140	293,588	44%	-23%
Hazardous Analysis	\$ 10,064	505	7,622	76%	9%
Small Quantity Generator (SQG) Program	\$ 5,000	-	-	0%	-67%
Elevate Northeast Florida	\$ 34,375	-	34,375	100%	33%
Disaster Recovery Coordinator	\$ 150,000	8,331	77,792	52%	-15%
Disaster Resiliency Plan	\$ 50,000	-	23,232	46%	-21%
Regional Leadership Academy (RLA)	\$ 2,800	280	1,680	60%	-7%
Other Planning Programs	\$ 7,442	17	7,213	97%	30%
Other Revenue	\$ 18,170	466	17,633	97%	30%
TOTAL REVENUES	\$ 2,101,798	\$ 147,347	\$ 1,228,854	58%	
TRANSFER FROM GENERAL FUND	\$ (21,858)	\$ (14,175)	\$ (31,726)		
TOTAL REVENUE/GENERAL FUND	\$ 2,079,940	\$ 133,172	\$ 1,197,128	58%	
Expenses					
Salaries and Fringe	\$ 981,775	67,500	643,966	66%	-1%
Contract/Grant Direct Expenses	\$ 739,186	41,467	313,265	42%	-25%
Indirect - Allocated Expenses*	\$ 203,522	14,858	140,723	69%	2%
General Fund Expense*	\$ 109,804	3,306	73,365	67%	0%
Discretionary Revenue Expenditures	\$ 45,653	6,042	25,810	57%	-10%
TOTAL EXPENSES	\$ 2,079,940	\$ 133,172	\$ 1,197,128	58%	
Net Income (loss)	\$ 21,858	14,175	\$ 31,726		
Net Income (loss) Excluding Discretionary Revenue Expenditures		20,217	57,536		

*Excludes Salaries & Fringe

Use of Discretionary Revenue from Building Sale	Amount Allocated	May 2019	FY 18/19 YTD	FY 17/18 Expenditures	Project to Date
Revenues					
Match for Elevate Northeast Florida Grant	\$ 25,000	-	3,125	21,875	25,000
Match for Disaster Recovery Coordinator Grant	\$ 50,000	-	2,528	47,472	50,000
Creation of Fiscal Impact Model	\$ 25,000	6,034	17,414	-	17,414
Creation of Regional Evacuation Plan	\$ 25,000	8	2,743	-	2,743
TOTAL EXPENDITURES TO DATE*					
	\$ 125,000	\$ 6,042	\$ 25,810	\$ 69,347	\$ 95,157

* The revenues being used to fund the above projects were recognized in FY 16/17 as part of the proceeds from the building sale.

Since, the expenditures associated with these proceeds will be spent in FY 17/18 and FY 18/19, the expenditures will negatively effect on Net Income (Loss) for FY 17/18 and FY 18/19.

	FY 17/18	FY 18/19
	May 2018	May 2019
ASSETS		
Cash	2,156,354	2,016,184
Accounts Receivable	207,556	209,828
Pension Liability-Deferred Outflows	267,652	249,970
Prepaid Insurance	636	750
WJCT Security Deposit	7,400	7,400
Total Current Assets	<u>2,639,597</u>	<u>2,484,133</u>
Property and Equipment:		
Office Furniture and Equipment	<u>306,632</u>	<u>261,765</u>
Less Accumulated Depreciation	<u>231,452</u>	<u>116,139</u>
Total Property and Equipment, net	<u>75,181</u>	<u>145,626</u>
Total Assets	<u><u>2,714,778</u></u>	<u><u>2,629,758</u></u>
LIABILITIES		
Accounts Payable	9,235	3,932
Accrued Salaries and Leave	91,830	53,430
Deferred Revenue	245,583	175,523
Pension Liability	609,713	625,630
Pension Liability-Deferred Inflows	265,138	229,500
Total Liabilities	<u><u>1,221,498</u></u>	<u><u>1,088,015</u></u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,493,280	1,541,743
Total Equity and Other Credits	<u>1,493,280</u>	<u>1,541,743</u>
Total Liabilities, Equity and Other Credits	<u><u>2,714,778</u></u>	<u><u>2,629,758</u></u>

YTD Comparison

	17/18 Net Income (Loss)	18/19 Net Income (Loss)	17/18 Cash Balance	18/19 Cash Balance
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AGENCYWIDE

October	\$ 4,043	\$ (3,273)	\$ 2,043,567	\$ 1,779,166
November	\$ 19,363	\$ 1,553	\$ 2,149,833	\$ 2,032,311
December	\$ 29,096	\$ 508	\$ 2,091,852	\$ 1,933,304
January	\$ 30,939	\$ (17,377)	\$ 2,113,177	\$ 1,910,813
February	\$ 36,037	\$ (21,742)	\$ 2,266,487	\$ 1,996,198
March	\$ 11,778	\$ 3,805	\$ 2,118,037	\$ 1,820,701
April	\$ 18,823	\$ 17,552	\$ 2,154,714	\$ 1,808,927
May	\$ 25,571	\$ 31,726	\$ 2,156,354	\$ 2,016,184
June	\$ 15,886		\$ 1,908,725	
July	\$ 22,757		\$ 1,818,891	
August	\$ 29,809		\$ 2,025,567	
September	\$ 42,309		\$ 1,874,726	



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MEMORANDUM

DATE: JULY 24, 2019

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

FROM: ^{DS}
DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: MAY 2019 INVESTMENT REPORT

Bank Account Interest	<u>FY 17/18</u>	<u>FY 18/19</u>
May Interest	\$ 343	\$ 344
Year to Date Interest	\$ 2,695	\$ 2,649
Florida Local Government Investment Trust		
	<u>FY 17/18</u>	<u>FY 18/19</u>
Current Balance	\$16,757	\$17,346

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THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

FROM: DONNA STARLING, ^{DS} CHIEF FINANCIAL OFFICER

RE: JUNE 2019 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Income of \$6,560 for the month of June and a Year-to-Date Net Income of \$38,287.

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EQUAL OPPORTUNITY EMPLOYER

Regional Council - Agencywide	Adopted Amended Budget 18/19	June 2019	YTD	Represents 75% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 595,527	49,627	446,646	75%	0%
Local Government Technical Assistance	\$ 217,631	19,886	149,728	69%	-6%
Transportation Disadvantaged (TD)	\$ 131,545	9,168	102,416	78%	3%
Economic Development Administration (EDA)	\$ 70,000	3,756	53,297	76%	1%
Local Emergency Preparedness Committee (LEPC)	\$ 80,000	5,995	60,745	76%	1%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 62,164	17,304	58,624	94%	19%
Healthcare Coalition	\$ 667,080	283,712	577,300	87%	12%
Hazardous Analysis	\$ 10,064	141	7,764	77%	2%
Small Quantity Generator (SQG) Program	\$ 5,000	-	-	0%	-75%
Elevate Northeast Florida	\$ 34,375	-	34,375	100%	25%
Disaster Recovery Coordinator	\$ 150,000	10,140	87,932	59%	-16%
Disaster Resiliency Plan	\$ 50,000	13,417	36,649	73%	-2%
Regional Leadership Academy (RLA)	\$ 2,800	280	1,960	70%	-5%
Other Planning Programs	\$ 7,442	(53)	7,161	96%	21%
Other Revenue	\$ 18,170	399	18,032	99%	24%
TOTAL REVENUES	\$ 2,101,798	\$ 413,774	\$ 1,642,628	78%	
TRANSFER FROM GENERAL FUND	\$ (21,858)	\$ (6,560)	\$ (38,287)		
TOTAL REVENUE/GENERAL FUND	\$ 2,079,940	\$ 407,214	\$ 1,604,341	77%	
Expenses					
Salaries and Fringe	\$ 981,775	79,328	723,294	74%	-1%
Contract/Grant Direct Expenses	\$ 739,186	305,460	618,725	84%	9%
Indirect - Allocated Expenses*	\$ 203,522	14,350	155,073	76%	1%
General Fund Expense*	\$ 109,804	5,074	78,439	71%	-4%
Discretionary Revenue Expenditures	\$ 45,653	3,000	28,810	63%	-12%
TOTAL EXPENSES	\$ 2,079,940	\$ 407,214	\$ 1,604,341	77%	
Net Income (loss)	\$ 21,858	6,560	\$ 38,287		
Net Income (loss) Excluding Discretionary Revenue Expenditures		9,560	67,097		

*Excludes Salaries & Fringe

Use of Discretionary Revenue from Building Sale	Amount Allocated	June 2019	FY 18/19 YTD	FY 17/18 Expenditures	Project to Date
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Revenues

Match for Elevate Northeast Florida Grant	\$ 25,000	-	3,125	21,875	25,000
Match for Disaster Recovery Coordinator Grant	\$ 50,000	-	2,528	47,472	50,000
Creation of Fiscal Impact Model	\$ 25,000	3,000	20,414	-	20,414
Creation of Regional Evacuation Plan	\$ 25,000	-	2,743	-	2,743

TOTAL EXPENDITURES TO DATE*	\$ 125,000	\$ 3,000	\$ 28,810	\$ 69,347	\$ 98,157
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* The revenues being used to fund the above projects were recognized in FY 16/17 as part of the proceeds from the building sale.

Since, the expenditures associated with these proceeds will be spent in FY 17/18 and FY 18/19, the expenditures will negatively effect on Net Income (Loss) for FY 17/18 and FY 18/19.

	FY 17/18	FY 18/19
	June 2018	June 2019
ASSETS		
Cash	1,908,725	1,840,639
Accounts Receivable	448,946	424,471
Pension Liability-Deferred Outflows	267,652	249,970
Prepaid Insurance	477	362
WJCT Security Deposit	7,400	7,400
Total Current Assets	<u>2,633,199</u>	<u>2,522,843</u>
Property and Equipment:		
Office Furniture and Equipment	<u>307,697</u>	<u>261,765</u>
Less Accumulated Depreciation	<u>231,818</u>	<u>120,158</u>
Total Property and Equipment, net	<u>75,879</u>	<u>141,607</u>
Total Assets	<u><u>2,709,079</u></u>	<u><u>2,664,450</u></u>
LIABILITIES		
Accounts Payable	200,197	177,882
Accrued Salaries and Leave	79,228	67,449
Deferred Revenue	71,208	15,685
Pension Liability	609,713	625,630
Pension Liability-Deferred Inflows	265,138	229,500
Total Liabilities	<u>1,225,484</u>	<u>1,116,147</u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,483,594	1,548,303
Total Equity and Other Credits	<u>1,483,594</u>	<u>1,548,303</u>
Total Liabilities, Equity and Other Credits	<u><u>2,709,079</u></u>	<u><u>2,664,450</u></u>

YTD Comparison

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MEMORANDUM

DATE: JULY 24, 2019

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

FROM: ^{DS}
DONNA STARLING, CHIEF FINANCIAL OFFICER

RE: JUNE 2019 INVESTMENT REPORT

Bank Account Interest	<u>FY 17/18</u>	<u>FY 18/19</u>
June Interest	\$ 321	\$ 311
Year to Date Interest	\$ 3,016	\$ 2,960

Florida Local Government Investment Trust	<u>FY 17/18</u>	<u>FY 18/19</u>
Current Balance	\$16,764	\$17,434

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MEMORANDUM

DATE: JULY 16, 2019

TO: PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

FROM: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

RE: FY 19-20 OFFICER NOMINATIONS

Current officer terms expire at the end of our fiscal year, September 30, 2019. The Personnel, Budget and Finance (PB&F) Policy Committee sits as the Nomination Committee for the officers of the Council. The current officers are as follows:

President:	Catherine Robinson	Flagler
1st Vice-President:	Len Kreger	Nassau
2nd Vice-President:	Sean Lynch	Duval
Sec/Treasurer:	Darryl Register	Baker

Historically there has been a succession from 2nd to 1st to President with the Secretary/Treasurer remaining in their position. With this path, Honorable Len Kreger would become the President, with Honorable Sean Lynch as 1st Vice President. This would leave an opening for 2nd Vice President. Mr. Register would remain as Secretary/Treasurer.

For your information I have attached a current roster of NEFRC Members as well as a historical roster of Chairs/Presidents.

The timeline for nominations and officers:

August 1st PB&F Committee – Determine the slate of nominated Officers
September 5th Executive Committee – Vote on Slate of Officers presented
October 3rd Board of Directors Meeting – Installation of new Officers

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NORTHEAST FLORIDA REGIONAL COUNCIL

2018/2019 POLICY BODY MEMBERS

(7/2019)

BAKER COUNTY

Hon. Jimmy Anderson (C) **(03/11)**
Baker County Board of County Commissioners
55 North 3rd Street
Macclenny, FL 32063
(B) 904-259-3613
anny@bakercountyfl.org

Hon. James Bennett (C) **(12/14)**
Baker County Board of County Commissioners
55 North 3rd Street
Macclenny, FL 32063
(B) 904-259-3613
(C) 904-568-2648
james.bennett@bakercountyfl.org

Mr. Michael Griffis (M) **(11/14)**
PO Box 545
Glen St Mary FL 32040
(C) 904 613-9255
mike_griffis@nefcom.net

Mr. Darryl Register (G) **(12/06)**
Secretary/Treasurer
20 E. Macclenny Avenue
Macclenny, FL 32063
(B) 904-259-6433
(C) 904-226-4780
dregister@bakercountyfl.org

CLAY COUNTY

Mr. Michael Bourre (G) **(01/16)**
Bourre Constructions
1618 Majestic View Lane
Fleming Island, FL 32003
(C) 904-504-1342
mbourre@bourreconstructiongroup.com

(G) - Vacant

DUVAL COUNTY

Hon. Randy DeFoor (C) **(07/19)**
City of Jacksonville City Council
117 West Duval Street, Ste 425
Jacksonville, FL 32202
(B) 904-255-5214
JRC@coj.net

Hon. Rory Diamond (C) **(07/19)**
City of Jacksonville City Council
117 West Duval Street, Ste 425
Jacksonville, FL 32202
(B) 904-255-2513
gulliford@coj.net

Hon. Sean Lynch (M) **(12/17)**
2nd Vice President
Mayor, Town of Baldwin
10 U.S. 90 West
Baldwin, FL 32234
(B) 904-266-5030
Mayor@baldwinfl.com

(G) - Vacant

(G) - Vacant

FLAGLER COUNTY

Hon. Joseph Mullins (C) **(12/18)**
Flagler County Board of County Commissioners
1769 E. Moody Blvd., Bldg. 2
Bunnell, FL 32110
(B) 386-313-4001
(C) 386-222-8443
jmullins@flaglercounty.org

Hon. Catherine Robinson (M) **(08/08)**
President
Mayor, City of Bunnell
PO Box 756,
Bunnell, FL 32110-0756
(B) 386-437-7500
crobinson@bunnellcity.us

Hon. David Sullivan (C) **(05/17)**
Flagler County Board of County Commissioners
1769 E. Moody Blvd., Bldg. 2
Bunnell, FL 32110
(B) 386-313-4001
(C) 386-276-0384
dsullivan@flaglercounty.org

(G) - Vacant

NASSAU COUNTY

Hon. John Drew (G) **(01/16)**
86130 License Road, Ste 7
Fernandina Beach, FL 32034
(B) 904-491-7413
jdrew@nassautaxes.com

Hon. Len Kreger (M) **(01/16)**
1st Vice President
Vice Mayor, City of Fernandina Beach
204 Ash Street
Fernandina Beach, FL 32034
(B) 904-432-8389
lkreger@fbfl.org

Mr. John Martin (C) **(05/18)**
2120 Highland Street
Fernandina Beach, FL 32034
(B) 904-548-4670
(C) 904-225-6423
Beach261@bellsouth.net

Hon. Aaron Bell (C) **(11/18)**
Nassau County Board of County Commissioners
96135 Nassau Place, Suite 1
Yulee, FL 32097
(C) 904-451-4094
acbell@nassaucountyfl.com

PUTNAM COUNTY

Hon. Buddy Goddard (C) **(11/16)**
Putnam County Board of County Commissioners
134 Whispering Winds Road
Palatka, FL 32177
(B) 386-329-0214
(C) 386-227-0013
buddy.goddard@putnam-fl.com

Hon. Terrill Hill (M) **(02/17)**
Mayor, City of Palatka
201 North 2nd Street
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Mr. Kelly Redford (C) **(02/17)**
203 S. Highway 17
East Palatka, FL 32131
(B) 386-326-3499
(C) 270-366-3033
kellyra1986@yahoo.com

(C) - Vacant

(G) - Vacant

ST. JOHNS COUNTY

Hon. Jeremiah Blocker (C) **(07/19)**
St. Johns County Board of County Commissioner
500 San Sebastian View
St. Augustine, FL 32085
(B) 904-209-0304
(C) 904-679-2620
Bec4jblocker@sjcfl.us

Hon. Roxanne Horvath (M) **(02/13)**
St. Augustine City Commission
P.O. Box 210
St. Augustine, FL 32085
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duoarch@comcast.net

Hon. Paul M. Waldron (C) **(11/16)**
St. Johns County Board of County Commissioners
500 San Sebastian View
St. Augustine, FL 32084
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Bcc3pwaldron@sjcfl.us

(G) - Vacant

(G) - Vacant

EX-OFFICIO

NON-VOTING MEMBERS

Mr. Curtis Hart (G) **(01/16)**
Representing FL DEO
8051 Tara Lane
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Ms. Karen Taulbee **(10/18)**
FDOT Urban Planning Manager,
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1109 South Marion Avenue
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Karen.Taulbee@dot.state.fl.us

Mr. Geoffrey Sample **(09/13)**
Intergovernmental Coordinator
Office of Communications and
Intergovernmental Affairs
St. Johns River Water Management Dist.
7775 Baymeadows Way, Ste. 102
Jacksonville, FL 32256
(B) 904-448-7904
(C) 904-545-4902
gsample@sjrwmd.com

Mr. Gregory Strong **(12/05)**
Mr. Russell Simpson (Alternate)
FDEP Director of Dist. Mgmt.
8800 Baymeadows Way, Suite 100
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(B) 904-256-1700
greg_strong@dep.state.fl.us
(B) 904-256-1653
Russell.Simpson@dep.state.fl.us

C = County Appointee
G = Gubernatorial Appointee
M = Municipal Appointee
Date appointed in **(bold)**

NORTHEAST FLORIDA REGIONAL COUNCIL
CHAIRS/PRESIDENTS

1977-1978

H. L. Wiles - St. Johns(C)

1988-1989

James E. Testone - Nassau(C)

1979-1981

Lee Drawdy - Clay(C)

1989-1990

Harry Waldron - St. Johns(C)

1981-1982

Nancie Crabb - Duval(C)

1990-1991

Guy Odum - St. Johns(G)

1982-1983

Kelley R. Smith - Putnam(C)

1991-1992

James Jett - Clay(C)

1983-1984

Harry Waldron - St. Johns(C)

1992-1993

Samuel Taylor - Putnam(C)

1984-1985

Dale Wilson - Clay(C)

1993-1994

Dick Kravitz - Duval(C)

1985-1986

Merhl E. Shoemaker - Flagler(C)

1994-1995

Martyna McLean - Flagler(G)

1986-1987

Francis N. Brubaker - St. Johns(C)

1995-1996

Tom Branan - Nassau(C)

1987-1988

Hugh D. Fish, Jr. - Baker(C)

1996-1997

Bill Basford - Clay(C)

1997-1998

Ginger Barber - Baker(G)

2006-2007

Chip Laibl -Putnam(C)

1998-1999

Harry Waldron - St. Johns(G)

2007-2008

Harold Rutledge -Clay(C)

1999-2000

Alberta Higgs - Duval(C)

2008-2009

Mike Boyle -Nassau(C)

2000-2001

Linda Myers - Putnam(C)

2009-2010

Michael Griffis -Baker (C)

2001-2002

Glenn Lassiter - Clay(C)

2010-2011

Elaine Brown -Duval (G)

2002-2003

Ginger Barber - Baker(C)

2011-2012

Bob Sgroi -Flagler (G)

2003-2004

Jerry Holland -Duval(C)

2012-1013

Larry Williams -Nassau(G)

2004-2005

Blair Kanbar - Flagler(C)

2013-2014

Wendell Davis -Clay (C)

2005-2006

Karen Stern -St. Johns(C)

2014-2015

Kenny Eubanks -Putnam (C)

2015-2016

Vernon Myers -Putnam (M)

2016-2017

Roxanne Horvath -St. Johns (M)

2017-2018

Jimmy Anderson -Baker (C)

2018-2019

Catherine Robinson -Flagler (M)

Bold items require positive Council action.

C-county, G-gubernatorial, M-municipal

Agenda

Item

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100 Festival Park Avenue
Jacksonville, FL 32202
☎ (904) 279-0880
☎ (904) 279-0881
🌐 www.nefrc.org
✉ info@nefrc.org

Serving the communities of Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns Counties

Bringing Communities Together

MEMORANDUM

DATE: AUGUST 1, 2019
TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS
THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE
FROM: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 
RE: QUALIFIED VENDORS LIST FOR EMERGENCY MANAGEMENT SERVICES

The Council issued a Request for Qualified Vendors for Emergency Management Services on June 21, 2019. The deadline for the qualified vendor responses was July 16, 2019. Attached is a copy of the request.

The goal of the request was to develop a Qualified Vendors List of professionals to perform healthcare coalition consulting and/or services on an as needed basis for the Northeast Florida Regional Council's (NEFRC) Healthcare Coalition Program.

The Council received three responses:

- *Critical Integrated Solutions,*
- *Integrated Solutions Consulting and*
- *Sentinel Crisis Solutions.*

The vendors had the opportunity to apply for four categories: (1) training, (2) exercise, (3) planning and (4) program management services. All vendors applied for training, exercise and planning services, and *Critical Integrated Solutions* and *Sentinel Crisis Solutions* also applied for program management services.

A committee was formed to review the responses; this included both Council staff and staff from partner agencies. Using the combined scoring matrix (provided), it was determined that all of the vendors met the needed qualifications to perform training, exercise and planning services. Both vendors that applied for program management services also met the needed qualifications.

Recommendation

Authorize the CEO to place *Critical Integrated Solutions, Integrated Solutions Consulting* and *Sentinel Crisis Solutions* on a Qualified Vendor List for Training, Exercise, Planning and Program Management Services and contract with each vendor for services, as needed, for an amount not to exceed \$75,000.00 per vendor each year.

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EQUAL OPPORTUNITY EMPLOYER

Qualified Vendor List for Emergency Management Services

General Information

A. Purpose

Vendors are invited to respond to an open-end contract for a Qualified Vendor List (QVL) of consultants to perform professional emergency management and healthcare coalition consulting and/or services on an as needed basis for the Northeast Florida Regional Council (NEFRC) Emergency Preparedness Program. Price will not be considered in the establishment of the QVL.

Responding Vendors should be actively engaged in Emergency Management, Healthcare Coalition or other Preparedness related services. A Scope of Work will be determined for each individual project processed under this QVL and the selected Vendors are expected to perform the Scope of Work, if awarded an individual project.

Emergency management and healthcare coalition consulting and/or services include:

- a) Conducting professional emergency management and/or healthcare coalition related training;
- b) Conducting professional emergency management and/or healthcare coalition related exercises;
- c) Performing professional emergency management and/or healthcare coalition related planning functions; and
- d) Implementing professional healthcare coalition related, program management and administration duties

Subject matter for regional planning, training and exercises will include, but are not limited to, Mass Fatality, Regional Healthcare Evacuation Strategies, Active Assailant, COOP, Infectious Disease, Surge Planning and more. HCC training, exercises and planning activities offerings are expected to be regional or for multi-sector members. HCC activities are not for single-facility activities.

B. Description of Entity

The Assistant Secretary of Preparedness and Response (ASPR) provides funding to the Florida Department of Health (FDOH) to create and maintain HCCs that bring together all sectors of healthcare, emergency management, EMS, and public health to plan, train, and exercise to create a resilient healthcare system that can respond to and recover from disasters and emergencies. ASPR expects HCCs to plan to meet current Health Care Preparedness Program (HPP) Capabilities and are measured using standardized performance measures. [ASPR HPP Website](#)

The Northeast Florida Regional Council (NEFRC) is contracted by the Florida Department of Health (FDOH) to establish and manage healthcare coalitions that serve 18 counties in north Florida. There are three healthcare coalitions (HCC) that serve the geographic area included in the FDOH contract; Coalition for Health and Medical Preparedness (CHAMP), North Central Florida HealthCare Coalition (NCFHCC) and Northeast Florida Healthcare Coalition (NEFLHCC). Each HCC is an independent 501c3 not-for-profit organization and has a Board of Directors that provide oversight of the regular business of the coalition. For more information about the individual HCCs, visit Northeast www.NEFLHCC.org; North Central www.NCFHCC.org; and Marion www.MarionCHAMP.

C. Terms of Agreement

The QVL will be established by the NEFRC for up to a three (3) year period. No guarantee is expressed or implied to any Qualified Vendor as to the total quantity of services to be purchased under any open-end contract. No delivery shall become due or be acceptable without a written order by the NEFRC, unless otherwise provided for in the contract. Such order will contain the scope of work, quantity, time and location of delivery and other pertinent data.

When a specific service or project is needed, the QVL vendors will be invited to offer a fixed price for a specific service or scope of work. The vendor offering the lowest fixed price and who meet any specific experience and/or certification requirements, as identified in the request, shall be awarded the project.

All work products and contract deliverables including, but not limited to, plans, training and exercise materials developed as a result of an approved written order between a vendor and the NEFRC will become the property of the NEFRC.

D. Instruction on Proposal Submission

a. Closing Submission Date

Proposals must be submitted by July 16, 2019 at 4:00 pm EST.

b. Inquiries

In order to ensure consistent responses and to ensure consistent and correct information to all interested parties, potential respondents must submit all questions and requests for clarification in writing to dstarling@nefrc.org. All questions and answers will be posted at www.nefrc.org. No questions will be accepted after July 2, 2019 at 2:00 pm EST.

Except for as provided above and for current business, during the QVL process, all prospective proposers are hereby prohibited from contacting any member of the Northeast Florida Regional Council's Board of Directors or employees in any respect during the solicitation and evaluation period. The violation of this rule shall result in the automatic disqualification of any response to a bid solicitation submitted by the violator.

c. Conditions for Proposals

All costs incurred in the preparation of a proposal responding to this QVL will be the responsibility of the Firm and will not be reimbursed by the Council.

E. Instructions to Prospective Vendors

Five (5) copies of the proposal should be addressed as follows:

Northeast Florida Regional Council
100 Festival Park Avenue
Jacksonville, FL 32202
Attention: Donna Starling

It is important that the Firm's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

SEALED PROPOSAL

For Qualified Vendor List Services

Late proposals will not be considered.

F. Applicable Laws and Regulations

The selected Qualified Vendor Firms shall comply with all federal, state and local laws, rules and regulations which may apply.

G. Right to Amend the Qualified Vendor List

The NEFRC may add vendors to the QVL or delete vendors who do not meet NEFRC deliverables and/or evaluation processes. In addition, the NEFRC reserves the right to re-advertise this QVL as needed to solicit for additional vendors if it is deemed in the NEFRC's best interest.

H. Small and/or Minority-Owned Businesses

Efforts will be made by the Council to utilize small businesses and minority-owned businesses. A Firm qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.3-8)

I. Announcement of Qualified Vendor List

All proposals for the Qualified Vendor List (QVL) will be selected based on experience working with the healthcare sector and Florida healthcare coalitions. The QVL will include no more than twelve (12) vendors. It is expected that the Vendors selected for the Qualified Vendor List will be notified prior to the end of August 2019.

Vendor Qualifications per Types of Service:

Professional Emergency Management and/or Healthcare Coalition Training

All training vendors on the QVL are expected to, at a minimum:

- Conduct the research necessary to develop and revise training courses for healthcare coalition members as directed by the NEFRC.
- Prepare all instructor and student materials
- Conduct the training course
- Manage administrative duties for the training course including, but not limited to, creating agendas, sign-in sheets, certificates, and evaluations.
- Provide documentation required for CEU credit, when applicable

Provide detailed statement illustrating that the firm has experience developing, conducting, and delivering emergency preparedness and response related training for various healthcare sectors. Additional training may include FEMA and State approved "G/L/FL" courses such as ICS, All-hazards Position Specific courses and/or Florida Department of Health (DOH) and Centers for Disease Control (CDC) courses related to the healthcare sector. Statement must include experience, qualifications and background for providing, developing, conducting, and delivering emergency management training.

Professional Emergency Management and/or Healthcare Coalition Exercise

All exercise vendors on the QVL are expected to, at a minimum:

- Completed the K/L0146 – Homeland Security Exercise Evaluation Program (HSEEP): Basic Course. Preference will be given to those that have attained the Master Exercise Practitioner designation from the Emergency Management Institute (EMI).
- Conduct the research necessary to develop and conduct HSEEP compliant exercises for hazards impacting the healthcare system
- Conduct all required exercise planning meetings
- Produce exercise design and development documents such as:

Document Title	Exercise Type	Distribution Audience
Situation Manual (SitMan)	Seminar (Optional), Workshop (Optional), TTX, Game	All Participants
Facilitator Guide	Seminar (Optional), Workshop (Optional), TTX, Game	Facilitators
Multimedia Presentation	Seminar (Optional), Workshop (Optional), TTX, Game	All Participants
Exercise Plan (ExPlan)	Drill, FE, FSE	Players and Observers
Controller and Evaluator (C/E) Handbook	Drill, FE, FSE	Controllers and Evaluators
Master Scenario Events List (MSEL)	Drill, FE, FSE, Complex TTX (Optional), Game (Optional)	Controllers, Evaluators, and Simulators
Extent of Play Agreement (XPA)	FE, FSE	Exercise Planning Team
Exercise Evaluation Guides (EEGs)	TTX, Game, Drill, FE, FSE	Evaluators
Participant Feedback Form	All Exercises	All Participants

- Conduct HSEEP compliant exercises
- Conduct hot washes and after-action meetings
- Develop After-Action Reports and Improvement Plans
- Manage administrative duties for the exercise including, but not limited to, creating agendas, sign-in sheets, certificates, and evaluations.
- Provide documentation required for CEU credit, when applicable

Provide a detailed statement illustrating that the firm has experience conducting Homeland Security Exercise and Evaluation Program (HSEEP) compliant all hazards emergency management and/or healthcare exercises including the After-Action Report (AAR), Improvement Plan (IP) or Corrective Action Plan (CAP) as needed. Statement must include experience, qualifications and background for providing consulting and/or conducting services for HSEEP compliant all hazards emergency management related exercises.

Professional Emergency Management and/or Healthcare Coalition Planning

All planning vendors on the QVL are expected to, at a minimum:

- Conduct the research necessary to develop and revise planning templates for hazards impacting the healthcare system
- Develop regional or multi-sector plans, planning templates or activities for various hazards that impact the healthcare system
- Understand and implement CPG-101 strategies
- Conduct planning meetings and document input from applicable agencies or sectors for plan development

- Writing plans for regional coordination and response, especially for the health sector. This may include templates for written directives and/or program, standard operating procedures, standard administrative procedures, etc.
- Writing agency/position specific checklists and templates – The creation, evaluation, revision, or process development of checklists. These checklists are specific actionable steps agencies and personnel take within the context of their Agency Specific Plans, Coordinating Procedures and CEMP.
- Real-life Disaster Response and Recovery Job-aids

Provide a detailed statement illustrating that the firm has experience writing and/or creating templates for emergency management plans, regional coordination and response plans, especially for the health sector, Standard Operating Procedures (SOP), Standard Operating Guides (SOG), for all-hazards activities that impact the healthcare system. Plans should be in compliance with applicable regulatory requirements, guidelines and performance measures from regulatory agencies such as the State of Florida Division of Emergency Management (FDEM), Federal Emergency Management Agency (FEMA), Agency for Health Care Administration (AHCA), State of Florida Department of Health (DOH), Centers for Disease Control (CDC), Centers for Medicare and Medicaid Services (CMS), Assistant Secretary for Preparedness and Response (ASPR) and/or any other regulatory entity.

Professional Healthcare Coalition Program Management and Administration Duties

All program management vendors on the QVL are expected to document experience with, at a minimum:

- Plan and manage administrative functions for regular Board of Directors and General Membership meetings, which includes in-person attendance at the meetings.
- Experience with ASPR capabilities and performance measures
- Experience meeting FDOH healthcare coalition requirements and deliverables
- Experience working with local healthcare coalitions
- Attend local, regional and state meetings representing the HCC

Provide a detailed statement illustrating that the firm has experience providing program management, administrative duties and program deliverables for a coalition or other 501c3 organization lead by a Board of Directors. Statement must include experience, qualifications and background for providing consulting, program management and oversight of meetings, activities, training and exercises to meet State and Federal guidelines and healthcare coalition contract deliverables.

Technical Qualifications

To be considered a responsible Vendor for the QVL, the vendor is required to provide written evidence of any of the following that applies:

1. Experience working with Florida Healthcare Coalitions and/or healthcare systems
2. Experience working with any Healthcare Coalitions or healthcare systems
3. Experience in Emergency Preparedness planning, training and exercise activities

Proof of experience should be demonstrated by providing a list of applicable experience and letters of recommendation from entities other than the NEFRC.

***Note: NEFRC Board members and staff will not provide letters of recommendation for this QVL process. Prospective vendors may list experience with the NEFRC, but no support letters will be provided.**

General Information for All Prospective Vendors

Proposals should include documentation for each of the four (4) types of service; Training, Exercise, Planning and Administration, which the vendor requests consideration. The NEFRC will have four service area categories within the QVL and prospective vendors may apply for any or all Type of Service areas.

Required Proposal Documentation

All proposals should include the following:

- Organizational Chart identifying the structure of the firm and the primary responsibilities of the operational staff
- List of key personnel and a complete resume for each detailing their experience, education, expertise, qualifications, and experience with health care
- Certificates or Proof of Certification, as needed, for Training and Exercise

Type of Service Documentation

For consideration in each category, prospective vendors must provide the listed documentation.

****Attempt to keep Samples/Evidence for each Type of Service area under 25 pages****

- Professional Emergency Management and/or Healthcare Coalition Training**
 - Detailed statement illustrating that the firm has experience developing, conducting, and delivering emergency preparedness and response related training for various healthcare sectors
 - Up to two (2) samples of training materials developed
 - Up to two (2) letters of recommendation for training activities provided
- Professional Emergency Management and/or Healthcare Coalition Exercises**
 - Detailed statement illustrating that the firm has experience conducting Homeland Security Exercise and Evaluation Program (HSEEP) compliant all hazards emergency management and/or healthcare exercises including the After-Action Report (AAR), Improvement Plan (IP) or Corrective Action Plan (CAP) as needed. Evidence of HSEEP training and qualifications
 - Provide excerpts from one (1) exercise plan and/or situation manual developed
 - Provide excerpts from one (1) after-action report/Improvement Plan developed
 - Up to two (2) letters of recommendation for exercise activities provided
- Professional Emergency Management and/or Healthcare Coalition Planning**
 - Detailed statement illustrating that the firm has experience writing and/or creating templates for emergency management plans, regional coordination and response plans, especially for the health sector
 - Evidence of CPG-101 concepts and strategies
 - Up to two (2) samples of planning materials developed (templates, checklists, etc.)
 - Up to two (2) letters of recommendation for planning activities provided
- Professional Healthcare Coalition Program Management and Administration Duties**
 - Detailed statement illustrating that the firm has experience providing program management, administrative duties and program deliverables for a coalition or other 501c3 organization lead by a Board of Directors.
 - Evidence of experience working with ASPR capabilities and performance measures
 - Up to two (2) samples of program deliverables developed

- Up to two (2) letters of recommendation for program management and administrative duties provided

Scoring Considerations for Qualified Vendor List Selection

Section 1:		
Prior Experience of Vendor		Points
	Experience working with healthcare coalitions and/or health systems	0-10
	Experience working with Florida healthcare coalition and/or health systems	0-10
Make up of Key Staff/Team Members		
	Relevant experience of Staff/Team Members	0-10
	Certification of Staff Training in HSEEP, MEP, etc.	0-5
Total Possible for Section 1		35

Section 2:		
Training		
	Experience developing multi-jurisdictional or regional training	0-10
	Experience developing training for healthcare	0-10
	Experience developing training for Florida healthcare coalitions	0-10
Total Possible for Section 2		30

Section 3:		
Exercise		
	Experience developing multi-jurisdictional or regional exercises	0-10
	Experience developing exercises for healthcare	0-10
	Experience developing exercises for Florida healthcare coalitions	0-10
Total Possible for Section 3		30

Section 4:		
Planning		
	Experience developing multi-jurisdictional or regional strategies and/or plans	0-10
	Experience developing plans and/or templates for healthcare	0-10
	Experience developing plans and/or templates for Florida healthcare coalitions	0-10
Total Possible for Section 4		30

Section 5:		
Program Management		
	Experience working with a Board of Directors	0-10
	Experience managing healthcare coalition deliverables	0-10
Total Possible for Section 5		20

Maximum Points Possible 145

Proposal Response Cover Sheet

Include five (5) copies of the proposal documents.

Prospective Vendor Name	
Address	
Primary Point of Contact: Name	
Primary Point of Contact: Phone Number	
Primary Point of Contact: Email Address	

Documentation Included for consideration for the following types of service		Check any or all that apply
<input type="checkbox"/>	Professional Emergency Management and/or Healthcare Coalition Training	
<input type="checkbox"/>	Professional Emergency Management and/or Healthcare Coalition Exercises	
<input type="checkbox"/>	Professional Emergency Management and/or Healthcare Coalition Planning	
<input type="checkbox"/>	Professional Emergency Management and/or Healthcare Coalition Program Management and Administration Duties	
Documentation Required from all prospective vendors		
<input type="checkbox"/>	Insurance Requirements	
<input type="checkbox"/>	Public Entity Crimes Certification	
<input type="checkbox"/>	Drug-Free Workplace Certification	

Qualified Vendors List - Scoring Sheet		Critical Integrated Solutions	Integrated Solutions Consulting	Sentinel Crisis Solutions
Section 1:		Possible Points	Average Points	Average Points
Prior Experience of Vendor				Average Points
Experience working with healthcare coalitions and/or health systems	0-10	8.75	6.25	8.75
Experience working with Florida healthcare coalition and/or health systems	0-10	9	3.25	9
Make up of Key Staff/Team Members				
Relevant experience of Staff/Team Members	0-10	8.5	8.5	8.5
Certification of Staff Training in HSEEP, MEP, etc.	0-5	3.5	4.5	3.5
Total Possible for Section 1		35	29.75	22.5
				29.75

Section 2:		Possible Points	Average Points	Average Points
Training				Average Points
Experience developing multi-jurisdictional or regional training	0-10	8	7.75	5
Experience developing training for healthcare	0-10	7.75	5.25	7.5
Experience developing training for Florida healthcare coalitions	0-10	8.5	1.75	8
Total Possible for Section 2		30	24.25	14.75
				20.5

Section 3:		Possible Points	Average Points	Average Points
Exercise				Average Points
Experience developing multi-jurisdictional or regional exercises	0-10	8.5	8.25	5
Experience developing exercises for healthcare	0-10	8.25	6.25	7.5
Experience developing exercises for Florida healthcare coalitions	0-10	8.25	3	8
Total Possible for Section 3		30	25	17.5
				20.5

Section 4:		Possible Points	Average Points	Average Points
Planning				Average Points
Experience developing multi-jurisdictional or regional strategies and/or plans	0-10	6	8.5	4.75
Experience developing plans and/or templates for healthcare	0-10	7.25	5.75	7.25
Experience developing plans and/or templates for Florida healthcare coalitions	0-10	6	1.75	8
Total Possible for Section 4		30	19.25	16
				20

Section 5:		Possible Points	Average Points	Average Points
Program Management				Average Points
Experience working with a Board of Directors	0-10	N/A	6.5	8
Experience managing healthcare coalition deliverables	0-10	N/A	5.75	8.75
Total Possible for Section 5		20	0	12.25
				16.75