

NEFRC

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

April 4, 2019
9:30 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: APRIL 4, 2019

TO: NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

THRU: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER *EP*

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

RE: JUNE 6, 2019 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, June 6, 2019** at the Northeast Florida Regional Council, 100 Festival Park Avenue, WJCT **Board** 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, April 4, 2019
9:30 a.m.

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

TAB

1. Call to Order, Welcome, Roll Call – Chair Register
- *2. Approval of February 7, 2019 Meeting Minutes – Chair Register1
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. February 2019 Financial Report – Ms. Starling2
5. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
6. Next Meeting Date and Location: **THURSDAY, JUNE 6, 2019**
Northeast Florida Regional Council
100 Festival Park Avenue
Jacksonville, FL 32202
7. Adjournment

***Denotes Action Item**

Agenda Item

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NORTHEAST FLORIDA REGIONAL COUNCIL
Personnel, Budget & Finance Committee
February 7, 2019

MINUTES

A meeting of the Personnel, Budget & Finance Committee was held on Thursday, December 6, 2018, at 9:15 a.m. at the Northeast Florida Regional Council, 100 Festival Park Avenue, Jacksonville, FL 32202. **Vice Chair Lynch** called the meeting to order with the following members present:

Present: James Bennett, Doug Conkey, Buddy Goddard, James Johns, John Martin, Catherine Robinson and David Sullivan

Excused: John Crescimbeni

Staff Present: Elizabeth Payne, Donna Starling, Brian Teeple and Sheron Forde

Guest: Zach Chalifour and Doug Gillikin (James Moore & Company)

* Approval of Minutes

Vice Chair Lynch called for a motion on the minutes. Commissioner Goddard motioned to approve the December 6, 2018 Meeting Minutes; seconded by Commissioner Sullivan. Motion carried.

Invitation to Speak

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

* FY 17/18 Audit

Chair Register arrived.

Mr. Zach Chalifour of James Moore & Company provided an overview of the Council's FY 2017/2018 Audit process. He highlighted the required communications in which they had no difficulties in working with staff; the three audit reports in which two, report on financial statements and report on compliance for major federal programs received an unmodified opinion and the report on internal control and compliance revealed no material weaknesses; and concluded with the financial highlights of the Council. A brief discussion followed

Mr. Teeple commended Ms. Starling on her accounting efforts for the Council.

Chair Register called for a motion. Commissioner Bennett moved to accept the FY 17/18 Audit; seconded by Commissioner Goddard. Motion carried.

* November 2018 Financial Report

Staff reported that in the month of November the Council posted a net income of \$4,826 and a year-to-date net income of \$1,553.

Chair Register called for a motion. Mr. Conkey moved approval of the November 2018 Financial Report; seconded by Commissioner Sullivan. Motion carried.

* December 2018 Financial Report

Staff reported that in the month of December the Council posted a loss of \$1,044 and a year-to-date net income of \$508. A brief discussion followed.

Chair Register called for a motion. Mayor Lynch moved approval of the December 2018 Financial Report; seconded by Commissioner Sullivan. Motion carried.

* Healthcare Coalition Continuation of Operations RFP

Staff provided an overview of the process for the Continuity of Operations Planning RFP for the Healthcare Coalition members, the nine responses received and the Selection Committee's ranking. Paterson and Associates were ranked first with a cost of \$30,275 and All Clear Emergency Management was ranked second with a cost of \$36,000. Staff requests the Committee's approval to negotiate a contract with Patterson and Associates in the amount of \$30,275. Discussion followed.

Commissioner Johns motioned to consider the not to exceed amount to be increased by what would be appropriate for negotiations; seconded by Commissioner Bennett. Discussion ensued.

Commissioner Bennett motioned to amend the motion to establish the maximum amount for either contract to be \$36,000; seconded by Commissioner Johns. Motion carried.

Chair Register called for a vote on the motion as amended: Authorize the CEO to negotiate and execute a contract with Patterson and Associates, not to exceed \$36,000. Should those negotiations fail, the CEO is authorized to negotiate and execute a contract with All Clear Emergency Management, not to exceed \$36,000. On voice vote, Motion carried.

Public Comment

No public comment.

Next Meeting Date

Thursday, April 4, 2019 at 9:00 a.m.

Adjournment

Meeting was adjourned at 9:57 a.m.

Darryl Register
Chair

Elizabeth Payne
Chief Executive Officer

Agenda Item

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MEMORANDUM

DATE: MARCH 27, 2019

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

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

RE: FEBRUARY 2019 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Loss of \$4,364 for the month of February and a Year-to-Date Net Loss of \$21,742.

The loss is attributed to the payment of quarterly Florida Regional Council Association (FRCA) dues and the use of discretionary funding.

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Regional Council - Agencywide	Adopted Budget 18/19	February 2019	YTD	Represents 42% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 595,527	49,627	248,136	42%	0%
Local Government Technical Assistance	\$ 264,324	9,494	72,249	27%	-15%
Transportation Disadvantaged (TD)	\$ 131,545	10,397	61,062	46%	4%
Economic Development Administration (EDA)	\$ 70,000	5,556	27,612	39%	-3%
Local Emergency Preparedness Committee (LEPC)	\$ 80,000	7,767	39,818	50%	8%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 65,161	11,115	27,847	43%	1%
Healthcare Coalition	\$ 667,080	43,652	148,860	22%	-20%
Elevate Northeast Florida	\$ -	-	34,375	0%	-42%
Disaster Recovery Coordinator	\$ 130,000	8,896	48,015	37%	-5%
Disaster Resiliency Plan	\$ -	8,460	13,037	0%	-42%
Regional Leadership Academy (RLA)	\$ 3,500	350	700	20%	-22%
Other Planning Programs	\$ 15,000	3	5,135	34%	-8%
Other Revenue	\$ 8,100	2,338	6,848	85%	43%
TOTAL REVENUES	\$ 2,030,237	\$ 157,656	\$ 733,696	36%	
TRANSFER FROM GENERAL FUND	\$ -	\$ 4,364	\$ 21,742		
TOTAL REVENUE/GENERAL FUND	\$ 2,030,237	\$ 162,020	\$ 755,438	37%	
Expenses					
Salaries and Fringe	\$ 1,040,655	81,502	438,359	42%	0%
Contract/Grant Direct Expenses	\$ 631,000	43,217	163,305	26%	-16%
Common/Indirect - Allocated Expenses*	\$ 217,815	20,064	93,751	43%	1%
General Fund Expense*	\$ 115,767	13,431	45,472	39%	-3%
Discretionary Revenue Expenditures	\$ 25,000	3,807	14,551	58%	16%
TOTAL EXPENSES	\$ 2,030,237	\$ 162,020	\$ 755,438	37%	
Net Income (loss)		(4,364)	\$ (21,742)		
Net Income (loss) Excluding Discretionary Revenue Expenditures		(558)	(7,191)		

*Excludes Salaries & Fringe

Use of Discretionary Revenue from Building Sale	Amount Allocated	February 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	2,725	7,816	-	7,816
Creation of Regional Evacuation Plan	\$ 25,000	1,082	1,082	-	1,082
TOTAL EXPENDITURES TO DATE*	\$ 125,000	\$ 3,807	\$ 14,551	\$ 69,347	\$ 83,898

* 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 our Net Income (Loss) for FY 17/18 and FY 18/19.

Northeast Florida Regional Council
 Balance Sheet
 February 2019

	FY 17/18	FY 18/19
	February 2018	February 2019
ASSETS		
Cash	2,266,487	1,996,198
Accounts Receivable	183,353	261,106
Pension Liability-Deferred Outflows	328,950	249,970
Prepaid Insurance	1,112	1,313
WJCT Security Deposit	7,400	7,400
Total Current Assets	<u>2,787,302</u>	<u>2,515,987</u>
Property and Equipment:		
Office Furniture and Equipment	<u>293,204</u>	<u>331,299</u>
Less Accumulated Depreciation	<u>223,418</u>	<u>248,491</u>
Total Property and Equipment, net	<u>69,786</u>	<u>82,807</u>
Total Assets	<u><u>2,857,088</u></u>	<u><u>2,598,795</u></u>
LIABILITIES		
Accounts Payable	7,970	7,869
Accrued Salaries and Leave	79,141	92,409
Deferred Revenue	330,082	155,111
Pension Liability	565,780	625,630
Pension Liability-Deferred Inflows	367,106	229,500
Total Liabilities	<u><u>1,350,079</u></u>	<u><u>1,110,520</u></u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	1,507,009	1,488,275
Total Equity and Other Credits	<u>1,507,009</u>	<u>1,488,275</u>
Total Liabilities, Equity and Other Credits	<u><u>2,857,088</u></u>	<u><u>2,598,795</u></u>

YTD Comparison

	17/18 Net Income (Loss)	18/19 Net Income (Loss)	17/18 Cash Balance	18/19 Cash Balance
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		\$ 2,118,037	
April	\$ 18,823		\$ 2,154,714	
May	\$ 25,571		\$ 2,156,354	
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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DATE: MARCH 27, 2019

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

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

RE: FEBRUARY 2019 INVESTMENT REPORT

Bank Account Interest	<u>FY 17/18</u>	<u>FY 18/19</u>
February Interest	\$ 309	\$ 310
Year to Date Interest	\$ 1,678	\$ 1,628

Florida Local Government Investment Trust	<u>FY 17/18</u>	<u>FY 18/19</u>
Current Balance	\$16,690	\$17,082

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