

NEFRC

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

February 6, 2025
9:00 a.m.

Northeast Florida Regional Council

Hybrid Meeting

Virtual & In-Person



📍 40 East Adams St., Ste 320, Jacksonville, FL 32202
📞 Phone: (904)-279-0880
🌐 www.nefrc.org
✉ info@nefrc.org




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

MEMORANDUM

DATE: JANUARY 30, 2025

TO: NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

THRU: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

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

RE: FEBRUARY 6, 2025 PRELIMINARY AGENDA

The next Personnel, Budget & Finance Policy Committee meeting will be held on **February 6, 2025 at 9:00 a.m.** This will be a hybrid meeting, virtual and in-person, at the Northeast Florida Regional Council, **Room 219** in the **Jessie Ball DuPont Center, 40 East Adams Street, Jacksonville, FL 32202.**

Join Zoom Meeting
<https://nefrc-org.zoom.us/j/87499770491>
Meeting ID: 874 9977 0491





 40 East Adams St., Ste 320, Jacksonville, FL 32202
 Phone: (904)-279-0880
 www.nefrc.org
 info@nefrc.org



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

Northeast Florida Regional Council

PERSONNEL, BUDGET & FINANCE
POLICY COMMITTEE

PRELIMINARY
A G E N D A

Zoom Link: <https://nefrc-org.zoom.us/j/87499770491>
Zoom Dial In #: 1-786-635-1003 (or) 1-470-250-9358
 Meeting ID: 874 9977 0491

THURSDAY, FEBRUARY 6, 2025
9:00 a.m.

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

- 1. Call to Order and Roll Call – Chair Register **TAB**
- 2. Pledge of Allegiance and Welcome – Chair Register
- 3. Invitation to Speak – Chair Register
- * 4. Approval of November 7, 2024 Meeting Minutes – Chair Register 1
- * 5. December 2024 Financial Report – Ms. Starling 2
- * 6. RFP: Military Installation Resilience Review – Ms. Payne 3
- * 7. FY 23/24 Audit – Zach Chalifour, James Moore & Company 4
- * 8. NEFRC Fiscal Year 23-24 Closeout – Ms. Starling 5
- 9. NEFRC Attorney Contract – Ms. Payne
- 10. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
- 11. Next Meeting Date: **MARCH 6, 2025**
- 12. Adjournment

***Denotes Action Item**

Agenda

Item

Tab 1

Tab 1

Tab 1

Tab 1

Tab 1



NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

November 7, 2024

MINUTES

A hybrid meeting of the Personnel, Budget & Finance Committee was held on Thursday, November 7, 2024, at 9:00 a.m. **Chair Register** called the meeting to order with the following members present:

Members: James Bennett, Betsy Condon, Larry Harvey, John Martin, Darryl Register, David Sullivan (virtual) and Christian Whitehurst

Excused: Mike Gay

Staff: Eric Anderson, Elizabeth Payne, Donna Starling, Kenajawa Woody, Sheron Forde, et. al.

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 September 5, 2024 Meeting Minutes. Commissioner Harvey moved approval of the September 5, 2024 Meeting Minutes; seconded by Commissioner Whitehurst. Motion carried.

*September 2024 Financial Report

Ms. Starling reported that for the month of September the Council's posted a net loss of \$37,640, with a year-to-date income of \$82,616. She stated that some of the causes associated with the net loss included costs associated with the closing out of the fiscal year end, additional moving costs, and a non-reimbursable contract expenditure due to an untimely submission of a contract amendment. Overall, the Council has done well and is comparable to last year. A brief discussion followed.

Chair Register called for a motion on the September 2024 Financial Report. Commissioner Bennett motioned to approve the September 2024 Financial Report; seconded by Commissioner Harvey. Motion carried.

*RFP: Virtual Tabletop Exercise Series for Healthcare Coalition Facilities

Ms. Wilsey provided the Members with background information on a request for proposal that was issued for a vendor to provide a series of virtual tabletop exercises for the Healthcare Coalition members. Staff received six proposals: All Clear Emergency Management Group, Chloeta, Emergency Educators, LLC., EnviroSafe Consulting, Integrated Solutions Consulting, and Resilience Solutions Consulting. These were reviewed and ranked by a review committee comprised of the Deputy CEO, Healthcare Coalition Program Manager, and Healthcare Coalition Planner. The ranking placed All Clear Emergency Management Group as the top vendor. Based on

the committee's ranking, staff recommend that the Personnel, Budget & Finance Committee approve the selection of All Clear Emergency Management Group and for consideration by the full Board. Discussion followed.

Chair Register called for a motion on the RFP for Virtual Tabletop Exercise Series for Healthcare Coalition Facilities. Commissioner Harvey motioned to authorize the CEO to negotiate a contract with All Clear Emergency Management Group to provide virtual tabletop exercises for the Healthcare Coalition program for consideration by the Board of Directors; seconded by Commissioner Martin. Motion carried.

Attorney Search

Ms. Payne informed the Members of the Council's need for an attorney primarily due to the recent award of the \$1.1 million federal Military Installation Resilience Review grant, which has significant procurement requirements, and having an attorney to review the procurement process is a critical step. She put out a request for interest via email seeking insight on types of service and costs. Two expressions of interest were received: one from Brenda Ezell – the current attorney, and one from Jeremiah Blocker. Ms. Ezell proposed a retainer of \$2,500 per month and Mr. Blocker is estimated at \$3,500 per month. While procurement is the immediate need, it is also anticipated that the attorney would also review other contracts, specific personnel policies, labor laws, and be available for opinions and questions as needed by staff. Mr. Blocker's firm would have attorneys on staff available to assist in these areas; Ms. Ezell is a one-person office, although she may be looking to hire a part-time person to assist with this. Discussion followed.

Commissioner Martin made the motion to authorize Ms. Payne to reach out to Mr. Blocker and his firm and pursue a contract; seconded by Commissioner Harvey. Motion carried.

Ms. Payne stated that she will update the Members once the contract is finalized.

Public Comment: None.

Commissioner Sullivan informed the Members this was his last meeting.

CEO Comment: Ms. Payne discussed vacancies on the Council Board of Directors

Next Meeting Date: Thursday, February 6, 2025

Adjournment

Meeting adjourned at 9:33 a.m.

Darryl Register
Chair

Elizabeth Payne
Chief Executive Officer

Agenda

Item

Tab 2

Tab 2

Tab 2

Tab 2

Tab 2



📍 40 East Adams St., Ste 320, Jacksonville, FL 32202
📞 Phone: (904)-279-0880
🌐 www.nefrc.org
✉ info@nefrc.org




BRINGING COMMUNITIES TOGETHER

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

MEMORANDUM

DATE: JANUARY 30, 2025

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

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

RE: DECEMBER 2024 FINANCIAL REPORT

The Northeast Florida Regional Council posted a Net Income of \$20,254 for the month of December and a Year-to-Date Net Income of \$10,233.



WWW.NEFCR.ORG/SUBSCRIBE-TO-OUR-MAILING-LIST

Regional Council - Agencywide	Adopted Budget 24/25	December 2024	YTD	Represents 25% of Fiscal Year	Budget Variance
Revenues					
County Dues	\$ 694,757	57,896	173,689	25%	0%
Local Government Technical Assistance	\$ 416,296	19,976	59,871	14%	-11%
Transportation Disadvantaged (TD)	\$ 182,895	21,325	66,881	37%	12%
Hazardous Analysis	\$ 14,077	1,054	1,291	9%	-16%
Local Emergency Preparedness Committee (LEPC)	\$ 80,000	8,425	27,699	35%	10%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 79,000	16,650	16,650	21%	-4%
Small Quantity Generator (SQG) Program	\$ 5,000	-	-	0%	-25%
Florida Department of Health	\$ 5,000	-	-	0%	-25%
Healthcare Coalition	\$ 748,712	26,025	122,169	16%	-9%
CDBG North Florida Resiliency Plan	\$ 120,000	8,324	25,580	21%	-4%
CDBG Mitigation Assessment and Planning	\$ 159,852	9,899	27,888	17%	-8%
Military Installation Resilience Review (MIRR)	\$ 700,000	2,759	8,367	1%	-24%
National Coastal Resilience Program	\$ 55,566	1,488	4,472	0%	-25%
Florida Department of Environmental Protection (FDEP)	\$ 150,000	-	-	0%	-25%
Florida Department of Commerce	\$ -	3,487	13,771	0%	-25%
Economic Development Administration (EDA)	\$ 70,000	3,709	12,341	18%	-7%
Disaster Recovery Coordinator	\$ 82,513	6,183	22,253	27%	2%
Regional Leadership Academy (RLA)	\$ 4,900	-	-	0%	-25%
Other Revenue	\$ 15,950	1,495	4,218	26%	1%
TOTAL REVENUES	\$ 3,584,518	\$ 188,698	\$ 587,139	16%	
TRANSFER FROM GENERAL FUND	\$ -	\$ (20,254)	\$ (10,233)		
TOTAL REVENUE/GENERAL FUND	\$ 3,584,518	\$ 168,445	\$ 576,906	16%	
Expenses					
Salaries and Fringe	\$ 1,848,213	120,643	402,492	22%	-3%
Contract/Grant Direct Expenses	\$ 1,264,351	20,816	63,896	5%	-20%
Indirect - Allocated Expenses*	\$ 234,425	19,218	60,994	26%	1%
General Fund Expense*	\$ 237,529	7,769	49,525	21%	-4%
TOTAL EXPENSES	\$ 3,584,518	\$ 168,445	\$ 576,906	16%	
Net Income (loss)	\$ -	20,254	\$ 10,233		

Northeast Florida Regional Council
 Balance Sheet
 December 2024

	FY 22/23	FY 23/24
	<u>December 2023</u>	<u>December 2024</u>
ASSETS		
Cash	2,254,171	2,012,370
Accounts Receivable	496,450	675,923
Pension Deferred Outflows	439,576	425,550
WJCT Security Deposit	7,400	-
Total Current Assets	<u>3,197,596</u>	<u>3,113,843</u>
Property and Equipment:		
Office Furniture and Equipment	<u>306,583</u>	<u>261,430</u>
Less Accumulated Depreciation	<u>195,374</u>	<u>161,953</u>
Total Property and Equipment, net	<u>111,209</u>	<u>99,477</u>
Total Assets	<u><u>3,308,805</u></u>	<u><u>3,213,320</u></u>
LIABILITIES		
Accounts Payable	2,713	3,868
Accrued Salaries and Leave	108,609	116,164
Deferred Revenue	154,475	18,391
Pension Liability	1,087,234	1,355,550
Pension Deferred Inflows	56,671	49,234
Total Liabilities	<u><u>1,409,702</u></u>	<u><u>1,543,207</u></u>
EQUITY		
Equity and Other Credits:		
Retained Earnings	<u>1,899,103</u>	<u>1,670,113</u>
Total Equity and Other Credits	<u>1,899,103</u>	<u>1,670,113</u>
Total Liabilities, Equity and Other Credits	<u><u>3,308,805</u></u>	<u><u>3,213,320</u></u>




YTD Comparison

	23/24	24/25	23/24	24/25
	Net Income (Loss)	Net Income (Loss)	Cash Balance	Cash Balance

AGENCYWIDE

October	\$ 9,014	\$ 7,921	\$ 2,430,628	\$ 2,105,273
November	\$ 28,148	\$ (10,020)	\$ 2,442,307	\$ 2,091,118
December	\$ 46,934	\$ 10,233	\$ 2,254,171	\$ 2,012,370
January	\$ 54,754		\$ 2,330,658	
February	\$ 70,318		\$ 2,188,836	
March	\$ 86,943		\$ 2,021,882	
April	\$ 79,901		\$ 2,077,251	
May	\$ 91,660		\$ 2,136,499	
June	\$ 105,330		\$ 1,780,669	
July	\$ 117,153		\$ 1,940,218	
August	\$ 120,255		\$ 1,876,280	
September	\$ 82,616		\$ 2,013,847	




 40 East Adams St., Ste 320, Jacksonville, FL 32202
 Phone: (904)-279-0880
 www.nefrc.org
 info@nefrc.org



BRINGING COMMUNITIES TOGETHER

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

MEMORANDUM

DATE: JANUARY 30, 2025
TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS
THRU: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 
FROM: ^{DS} DONNA STARLING, CHIEF FINANCIAL OFFICER
RE: DECEMBER 2024 INVESTMENT REPORT

Bank Account Interest	<u>FY 23/24</u>	<u>FY 24/25</u>
December Interest	\$ 1,491	\$ 1,455
Year to Date Interest	\$ 4,014	\$ 4,177
Florida Local Government Investment Trust	<u>FY 23/24</u>	<u>FY 24/25</u>
Current Balance	\$18,592	\$19,486



Agenda

Item

Tab 3

Tab 3

Tab 3

Tab 3

Tab 3



📍 40 East Adams St., Ste 320, Jacksonville, FL 32202
📞 Phone: (904)-279-0880
🌐 www.nefrc.org
✉ info@nefrc.org




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

MEMORANDUM

DATE: JANUARY 30, 2025

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: PERSONNEL, BUDGET AND FINANCE COMMITTEE

FROM: BETH PAYNE, CHIEF EXECUTIVE OFFICER 

RE: MILITARY INSTALLATION RESILIENCE REVIEW RFP

As part of the Military Installation Resilience Review project, staff issued a Request for Proposals for a consultant to provide technical services for completion of the project. The RFP was issued on December 12, 2024, with responses due by January 13, 2025.

There are five members on the selection committee:

- Ms. Beth Payne, CEO, NEFRC
- Ms. Fara Ilami, Regional Resiliency Manager, NEFRC
- Ms. Donna Starling, CFO, NEFRC
- Mr. James Richardson, Program Administrator, Environmental Protection Board, City of Jacksonville
- Chief David Motes, Fire Chief and Assistant County Administrator, Clay County

Three proposals were received. Interviews were held with each of the three vendors on Friday, January 24th. The selection committee meets on Monday, February 3rd to determine final recommendations for consideration by the Personnel, Budget and Finance Committee and ultimately, the Board of Directors.





Agenda

Item

Tab 4

Tab 4

Tab 4

Tab 4

Tab 4



📍 40 East Adams St., Ste 320, Jacksonville, FL 32202
📞 Phone: (904)-279-0880
🌐 www.nefrc.org
✉ info@nefrc.org




BRINGING COMMUNITIES TOGETHER

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

MEMORANDUM

DATE: JANUARY 30, 2025

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

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

RE: FISCAL YEAR 2023/2024 AUDIT

The Fiscal Year 2023/2024 audit is currently being finalized and will be presented at the February 2025 board meeting by our auditors, James Moore and Company.

If you have any questions, please feel free to contact me.



WWW.NEFC.ORG/SUBSCRIBE-TO-OUR-MAILING-LIST

Agenda Item

Tab 5

Tab 5

Tab 5

Tab 5

Tab 5



📍 40 East Adams St., Ste 320, Jacksonville, FL 32202
📞 Phone: (904)-279-0880
🌐 www.nefrc.org
✉ info@nefrc.org




BRINGING COMMUNITIES TOGETHER

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

MEMORANDUM

DATE: JANUARY 30, 2025

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

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

RE: NEFRC FISCAL YEAR 23/24 CLOSEOUT

Staff is currently finalizing the fiscal year 2023/2024 revenues and expenditures. A final reconciliation of budgeted and actual revenues and expenditures will be provided at the February 2025 board meeting.

