

# NEFRC

## PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

**September 5, 2024**  
**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:** SEPTEMBER 5, 2024

**TO:** NEFRC PERSONNEL, BUDGET AND FINANCE POLICY COMMITTEE

**THRU:** ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER 

**FROM:**  DONNA STARLING, CHIEF FINANCIAL OFFICER

**RE:** NEXT COMMITTEE MEETING

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The next Personnel, Budget & Finance Policy Committee meeting will be held on **November 7, 2024 at 9:00 a.m.** This will be a hybrid meeting, virtual and in-person, at the Northeast Florida Regional Council at the **Jessie Ball DuPont Center, 40 East Adams Street, Jacksonville, FL 32202.**



**Northeast Florida Regional Council**

**PERSONNEL, BUDGET & FINANCE**  
**POLICY COMMITTEE**

**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, SEPTEMBER 5, 2024**  
**9:00 a.m.**

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

**TAB**

- 1. Call to Order and Roll Call – Chair Register
- 2. Pledge of Allegiance and Welcome – Chair Register
- 3. Invitation to Speak – Chair Register

*Members of the public are welcome and encouraged to speak on any item brought before the Council and will be recognized during public comments.*

- \* 4. Approval of June 6, 2024 Meeting Minutes – Chair Register ..... 1
- \* 5. July 2024 Financial Report – Ms. Starling ..... 2
- \* 6. FY 24/25 Officer Nominations – Ms. Payne ..... 3
- 7. CEO Evaluation Overview – Mr. Register
- 8. Public Comment – LIMITED TO **3 MINUTES PER SPEAKER**
- 9. Next Meeting Date: **NOVEMBER 7, 2024**  
Jessie Ball DuPont Center  
40 East Adams Street  
Jacksonville, FL 32202
- 10. Adjournment

**\*Denotes Action Item**



# Agenda

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## Item

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# NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget & Finance Committee

June 6, 2024

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## MINUTES

A hybrid meeting of the Personnel, Budget & Finance Committee was held on Thursday, June 6, 2024, at 9:01 a.m. **Chair Register** called the meeting to order with the following members present:

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

**Excused:** Mike Gay

**Staff:** Eric Anderson, Elizabeth Payne, Donna Starling, 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 March 7, 2024 Meeting Minutes. Commissioner Whitehurst moved approval of the March 7, 2024 Meeting Minutes; seconded by Commissioner Condon. Motion carried.**

### \* April 2024 Financial Report

**Chair Register called for a motion on the April 2024 Financial Report. Commissioner Condon motioned to approve the April 2024 Financial Report; seconded by Vice Mayor Sturges. Motion carried.**

### \* FY 23/24 Proposed Amended Budget

*Commissioner Sullivan arrived.*

**Chair Register called for a motion. Commissioner Harvey motioned to approve the FY 23/24 Amended Budget; seconded by Vice Mayor Sturges. Motion carried.**

### \* FY 24/25 Proposed Budget

**Chair Register called for a motion. Commissioner Martin motioned to approve the FY 24/25 Proposed Budget; seconded by Commissioner Whitehurst. Motion carried. Discussion followed.**

### FY 24/25 Officers Discussion

With the expected rotation of the 1<sup>st</sup> Vice President (Clay County) becoming the President, Baker County is next to fill the vacated position; Commissioner Bennett was recommended. The 2<sup>nd</sup> Vice President and Secretary/Treasurer will remain the same. A formal nomination and vote will be held in September.

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

Thursday, September 5, 2024

Adjournment

Meeting adjourned at 9:37 a.m.

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Darryl Register  
Chair

Elizabeth Payne  
Chief Executive Officer

# Agenda

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## Item

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BRINGING COMMUNITIES TOGETHER

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## MEMORANDUM

**DATE:** AUGUST 28, 2024

**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

**THRU:** ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER *EP*

**FROM:** DONNA STARLING, CHIEF FINANCIAL OFFICER *DS*

**RE:** JULY 2024 FINANCIAL REPORT

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The Northeast Florida Regional Council posted a Net Income of \$11,823 for the month of July and a Year-to-Date Net Income of \$117,153.





Regional Council - Agencywide	Adopted Budget 23/24	July 2024	YTD	Represents 83% of Fiscal Year	Budget Variance
<b>Revenues</b>					
County Dues	\$ 694,757	57,896	578,964	83%	0%
Local Government Technical Assistance	\$ 452,672	37,247	282,593	62%	-21%
Transportation Disadvantaged (TD)	\$ 182,895	17,583	145,418	80%	-3%
Economic Development Administration (EDA)	\$ 70,000	9,975	58,097	83%	0%
Hazardous Analysis	\$ 14,077	2,172	11,526	82%	-1%
Local Emergency Preparedness Committee (LEPC)	\$ 77,000	6,350	69,741	91%	8%
Hazardous Materials Emergency Preparedness (HMEP) Program	\$ 95,355	6,720	65,852	69%	-14%
Small Quantity Generator (SQG) Program	\$ 5,000	4,800	4,800	96%	13%
Florida Department of Health	\$ 17,000	301	5,180	30%	-53%
Healthcare Coalition	\$ 748,712	21,469	663,146	89%	6%
CDBG North Florida Resiliency Plan	\$ 245,774	16,691	203,317	83%	0%
CDBG Mitigation Assessment and Planning	\$ 60,000	2,600	31,794	53%	-30%
Florida Hospital Association	\$ 132,848	-	132,848	100%	17%
Florida Department of Environmental Protection (FDEP)	\$ 328,573	22,171	293,096	89%	6%
National Coastal Resilience Program	\$ -	573	1,095	0%	-83%
Disaster Recovery Coordinator	\$ 87,000	6,161	68,165	78%	-5%
Regional Leadership Academy (RLA)	\$ 4,900	556	3,788	77%	-6%
Other Revenue	\$ 72,944	1,897	77,812	107%	24%
<b>TOTAL REVENUES</b>	<b>\$ 3,289,507</b>	<b>\$ 215,162</b>	<b>\$ 2,697,232</b>	<b>82%</b>	
<b>TRANSFER FROM GENERAL FUND</b>	<b>\$ (85,637)</b>	<b>\$ (11,823)</b>	<b>\$ (117,153)</b>		
<b>TOTAL REVENUE/GENERAL FUND</b>	<b>\$ 3,203,870</b>	<b>\$ 203,339</b>	<b>\$ 2,580,079</b>	<b>81%</b>	
<b>Expenses</b>					
Salaries and Fringe	\$ 1,753,416	134,911	1,400,090	80%	-3%
Contract/Grant Direct Expenses	\$ 983,734	46,038	851,613	87%	4%
Indirect - Allocated Expenses*	\$ 211,580	10,439	156,680	74%	-9%
General Fund Expense*	\$ 255,140	11,950	171,696	67%	-16%
<b>TOTAL EXPENSES</b>	<b>\$ 3,203,870</b>	<b>\$ 203,339</b>	<b>\$ 2,580,079</b>	<b>81%</b>	
<b>Net Income (loss)</b>	<b>\$ 85,637</b>	<b>11,823</b>	<b>\$ 117,153</b>		

Northeast Florida Regional Council  
 Balance Sheet  
 July 2024

	<b>FY 22/23</b> <b>July 2023</b>	<b>FY 23/24</b> <b>July 2024</b>
<b>ASSETS</b>		
Cash	2,117,756	1,940,218
Accounts Receivable	629,934	912,029
Pension Deferred Outflows	439,576	425,550
WJCT Security Deposit	7,400	7,400
<b>Total Current Assets</b>	<b>3,194,666</b>	<b>3,285,197</b>
<b>Property and Equipment:</b>		
Office Furniture and Equipment	298,869	328,898
Less Accumulated Depreciation	199,210	215,040
<b>Total Property and Equipment, net</b>	<b>99,659</b>	<b>113,858</b>
<b>Total Assets</b>	<b>3,294,325</b>	<b>3,399,056</b>
<b>LIABILITIES</b>		
Accounts Payable	2,407	24,439
Accrued Salaries and Leave	103,194	120,558
Deferred Revenue	188,251	154,858
Pension Liability	1,087,234	1,355,550
Pension Deferred Inflows	56,671	49,234
<b>Total Liabilities</b>	<b>1,437,757</b>	<b>1,704,639</b>
<b>EQUITY</b>		
<b>Equity and Other Credits:</b>		
Retained Earnings	1,856,568	1,694,417
<b>Total Equity and Other Credits</b>	<b>1,856,568</b>	<b>1,694,417</b>
<b>Total Liabilities, Equity and Other Credits</b>	<b>3,294,325</b>	<b>3,399,056</b>

## YTD Comparison

	22/23		23/24		22/23		23/24
	Net Income (Loss)		Net Income (Loss)		Cash Balance		Cash Balance

AGENCYWIDE

October	\$ 3,147		\$ 9,014		\$ 2,480,421		\$ 2,430,628
November	\$ 10,292		\$ 28,148		\$ 2,548,733		\$ 2,442,307
December	\$ 21,445		\$ 46,934		\$ 2,427,805		\$ 2,254,171
January	\$ 29,526		\$ 54,754		\$ 2,516,530		\$ 2,330,658
February	\$ 44,710		\$ 70,318		\$ 2,488,934		\$ 2,188,836
March	\$ 65,477		\$ 86,943		\$ 2,237,393		\$ 2,021,882
April	\$ 82,390		\$ 79,901		\$ 2,354,111		\$ 2,077,251
May	\$ 60,665		\$ 91,660		\$ 2,200,457		\$ 2,136,499
June	\$ 75,043		\$ 105,330		\$ 1,807,496		\$ 1,780,669
July	\$ 86,500		\$ 117,153		\$ 2,117,756		\$ 1,940,218
August	\$ 98,379				\$ 2,360,077		
September	\$ 82,101				\$ 2,137,575		





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## MEMORANDUM

**DATE:** AUGUST 28, 2024  
**TO:** NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS  
**THRU:** ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER   
**FROM:**  DONNA STARLING, CHIEF FINANCIAL OFFICER  
**RE:** JULY 2024 INVESTMENT REPORT

Bank Account Interest

	<u>FY 22/23</u>	<u>FY 23/24</u>
July Interest	\$ 1,361	\$ 1,491
Year to Date Interest	\$ 8,755	\$ 13,635

Florida Local Government Investment Trust

	<u>FY 22/23</u>	<u>FY 23/24</u>
Current Balance	\$18,044	\$19,120

# Agenda

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## Item

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**THRU:** NEFRC PERSONNEL, BUDGE & FINANCE POLICY COMMITTEE  
**FROM:** ELIZABETH PAYNE, CHIEF EXECUTIVE OFFICER   
**RE:** OFFICER NOMINATIONS FY 2024-2025

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The Personnel, Budget & Finance Policy Committee will nominate the Board Officers for FY 2024-25 for consideration by the full Board.

Consistent with the adopted NEFRC Leadership Rotation Schedule, Clay County holds the President position, Baker County holds the 1<sup>st</sup> Vice President position, and the City of Jacksonville holds the 2<sup>nd</sup> Vice President position.

With that in mind, and based on previous discussions, the slate of officers for the 2024-25 year are:  
Honorable James Renninger, Clay County – President  
Honorable James Bennett, Baker County – 1<sup>st</sup> Vice President  
Honorable Ken Amaro, City of Jacksonville – 2<sup>nd</sup> Vice President  
Mr. Darryl Register, Baker County – Secretary Treasurer

Once approved by the Committee, the slate of officers will go to the full Board of Directors for approval. Upon approval, the incoming officers will be seated at the October 3<sup>rd</sup> meeting.