

NEFRC

NOVEMBER MONTHLY MEETING

**Personnel, Budget & Finance
Committee**

**November 2, 2006
9:00 a.m.**

**Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, FL 32216**



Bringing Communities Together

Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

MEMORANDUM

Date: October 17, 2006
To: NEFRC Personnel, Budget, and Finance Policy Committee
From: Donna Starling, Financial Services & Records Management Manager
Re: November 2, 2006, Committee Meeting

=====

A meeting of the Personnel, Budget, and Finance Policy Committee will be held on **Thursday, November 2, 2006, at 9:00 a.m.** at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida, 32216.**

A G E N D A

1. Call to Order, Roll Call, Introductions – Chairman Sgroi
- *2. Approval of October 5, 2006 Meeting's Minutes – Chairman Sgroi
3. New Business
 - *A. September Financial Report – Donna Starling
 - *B. BDC Future Direction – Brian Teeple
 - *C. Approval of FY 06/07 DCA Base Contract - Brian Teeple
 - D. Annual Audit (2005/2006) Update – Donna Starling
4. Old Business
5. Next Meeting Date and Location: **Thursday, December 7, 2006
Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, Florida 32216**
6. Adjournment

***Denotes Action Item**

G:\Executive\Agendas\Personnel, Budget, & Finance\2006\agendas\11-02-06\AGENDA_PBF.doc

6850 Belfort Oaks Place • Jacksonville, FL 32216 • (904) 279-0880 • Fax (904) 279-0881 • Suncom 874-0880 • Suncom Fax 874-0881

Web Site: www.nefrc.org • Email: nefrc@nefrc.org

Equal Opportunity Employer

Agenda

Item

2

2

2

2

2

2

2

2

2

Minutes of the
NORTHEAST FLORIDA REGIONAL COUNCIL
Personnel, Budget, and Finance Policy Committee Meeting
October 5, 2006

A meeting of the NEFRC Personnel, Budget, and Finance Policy Committee was held on Thursday, **October 5, 2006**, at 9:00 a.m., at the Green Cove Springs City Hall, 321 Walnut Street, Green Cove Springs, FL 32043. **Chairman Sgroi** called the meeting to order with the following members present representing a quorum.

Rea Fleckenstein	Hugh Fish	Bob Sgroi
Bill Basford	Linda Myers	

Absent: Tom Branan

Staff: Brian Teeple, Mario Taylor, Donna Starling and Angi Giles

Others:

*Approval of Minutes

Mr. Fish moved approval of the minutes of the September 7, 2006, meeting; seconded by Mr. Basford; motion unanimously carried.

New Business

*August 2006, Financial Report

Ms. Starling reported that the Council posted a Net Income of \$8,886 for the month of August and a Year to Date Net Income of \$68,008. The Business Development Corporation (BDC) posted a Net Income of \$8,690* for the month of August and a Year to Date Net Income of \$90,416. The Agency-wide totals were a Net Income of \$17,576 for the month and a Net Income of \$158,424 (includes BDC Net Income) Year to Date. The BDC payable to the Council is \$200,280 through August 2006 (*the BDC payable to RPC is decreased by this amount).

Commissioner Myers moved approval of the August 2006 Financial Report; seconded by Mr. Basford; motion unanimously carried.

Business Development Corporation Update

Mr. Teeple stated that the memo is exactly the same as last month, with an exception of the chart that shows the debt owed to the Council by the BDC. The current debt owed is \$200,000. Mr. Teeple reiterated that the BDC has significantly enhanced Economic Development within Northeast Florida. The two options available to the council are to:

- Restructure the Board of Directors of the BDC, to ensure compliance with the rules of the Small Business Administration, and negotiate a new agreement between the new Board of Directors and the Council to undertake the staffing of the BDC
 - **Advantages** – keeps the NEFRC directly involved in an aspect of economic development
 - **Disadvantages** – There is not a lot of depth in our portfolio that relates to economic development; there is a lot of competition (JEDCO, Florida Community

Capital Corporation, others); there is a risk in the debt owed to the Council; ongoing staffing difficulties will need to be resolved

- Merge with JEDCO
 - **Advantages** – JEDCO will pay off the BDC debt to the council; there will be some ongoing affiliation with JEDCO; potentially 4 Board Members on the JEDCO Board
 - **Disadvantages** – removes the Council from Economic Development Programs; no assurance that JEDCO will focus on our 7 counties; the Council becomes “lopsided” without economic development; no assurance that the SBA will accept/approve this arrangement

Mr. Teeple recommends that the Council choose option 1 (restructure) and move forward. **Mr. Fish** requested a list of possible (future) BDC board members to be presented at the next meeting.

Nominations for 2nd Vice President

A discussion occurred regarding leaving the position open until after elections in November. The Committee decided to table the nomination for 2nd Vice President until after all new elections and gubernatorial appointees are decided.

Old Business

Per the Committee's request to find information on “Sweep Investment” of federal funds through the Department of Health and Human Services. Donna Starling prepared a handout stating that we cannot “sweep” federal funds.

Next Meeting Date and Location

The next meeting is scheduled for **Thursday, November 2, 2006**, at 9:00 a.m., at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, FL 32216.**

Adjournment

There being no further business to discuss, the meeting was adjourned at 9:55 a.m.

Agenda

Item

3 A

3 A

3 A

3 A

3 A

3 A

3 A

3 A

3 A



Bringing Communities Together

Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

MEMORANDUM

DATE: October 26 2006
TO: Northeast Florida Regional Council
THRU: Hugh D. Fish Secretary/Treasurer
FROM: Donna Starling^{DS}, Financial Services Manager
RE: September 2006 Financial Report

Northeast Florida Regional Council posted a Net Income of \$23,182 for the month of September and a Year to Date Net Income of \$91,191. The Business Development Corporation posted a Net Income of \$9,914* for the month of September and a Year to Date Net Income of \$100,329. The Agencywide totals were a Net Income of \$33,096 for the month and a Net Income of \$191,520 (includes BDC Net Income) Year to Date.

BDC payable to the Council is \$192,872 through September 2006.

*The BDC Payable to RPC is decreased by this amount.

Agencywide	Adopted Budget 2006	September 2006	2006 YTD	Percentage of Fiscal Year	Budget Variance
Planning Unit	\$ 2,721,012	449,043	2,546,993	94%	-6%
County	\$ 526,258	43,855	526,258	100%	0%
HSC	\$ 5,577,437	1,128,137	6,154,927	110%	10%
BDC	\$ 457,375	27,909	449,034	98%	-2%
Regional Data Center	\$ 196,356	12,881	191,153	97%	-3%
Tenant Revenue	\$ 80,724	7,236	90,480	112%	12%
AME Ministerial Alliance	\$ 319,758	84,450	321,878	101%	1%
Anticipated Revenue/Other	\$ 24,000	26,020	75,355	314%	214%

	\$ 9,802,920	745,561	10,355,073		
--	--------------	---------	------------	--	--

Salaries and Fringe	\$ 2,902,839	206,155	2,812,061	97%	-3%
Contract/Grant Direct Expenses	\$ 6,111,008	1,414,398	6,566,357	107%	7%
Common/Indirect - Allocated Expenses*	\$ 480,700	47,574	549,550	114%	14%
General Fund Expense*	\$ 362,510	78,308	236,590	65%	-35%

	\$ 9,857,057	746,435	10,304,558		
--	--------------	---------	------------	--	--

	\$ 3,663	33,095	19,145		
--	----------	--------	--------	--	--

*Excludes Salaries & Fringe

Account Name	Actual	September 2006	YTD	Represents 100% of Fiscal Year	Budget Variance
--------------	--------	----------------	-----	--------------------------------	-----------------

Local Gov't T.A./DCA	\$ 550,772	82,197	554,611	101%	1%
DRI	\$ 225,000	13,444	201,427	90%	-10%
TD	\$ 118,733	18,407	118,814	100%	0%
SHIP/Weatherization	\$ 199,722	10,206	172,176	86%	-14%
Emergency Mngt/Reg Domestic Sec	\$ 1,399,204	309,067	1,270,852	91%	-9%
Hurricane Study	\$ 115,480	-	115,480	100%	0%
FDOT Clearinghouse	\$ 43,423	-	58,165	134%	34%
Special Projects/FIAM Training	\$ 68,678	35,723	55,469	81%	-19%

TOTAL IN REVENUES

Salaries/Fringe	\$ 817,878	76,180	850,717	104%	4%
Direct	\$ 1,338,687	266,501	1,068,612	80%	-20%
Common/Indirect	\$ 564,547	44,949	543,746	96%	-4%

TOTAL EXPENSES

TOTAL BALANCE

BDC	September 2006			Represents 100% of Fiscal Year	Budget Variance
	2006	2005	2004		

Revenues					
Processing	\$ 169,291	3,500	97,433	58%	-42%
Interest	\$ 15,237	-	46,794	307%	207%
Servicing	\$ 272,847	24,409	295,414	108%	8%
Other	\$ -	\$ -	\$ 9,393	0%	0%

TOTAL REVENUES	\$ 457,375	\$ 27,909	\$ 449,634		
-----------------------	-------------------	------------------	-------------------	--	--

Expenses					
Salaries/Fringe	\$ 256,833	13,155	229,990	90%	-10%
Direct Expenses	\$ 43,187	597	25,613	59%	-41%
Common/Indirect	\$ 104,139	4,244	93,102	89%	-11%

TOTAL EXPENSES	\$ 404,159	\$ 17,996	\$ 348,705		
-----------------------	-------------------	------------------	-------------------	--	--

Profit (Loss)	\$ 57,216	\$ 9,913	\$ 100,929		
----------------------	------------------	-----------------	-------------------	--	--

Healthy Start	Fiscal Budget FY 07/08 09/2006	September 2006	FFY	Represents 100% of Fiscal Year
---------------	--------------------------------------	----------------	-----	-----------------------------------

Resources				
Department of Health	\$ 4,073,596	1,023,136	4,761,324	117%
Federal Healthy Start (Magnolia)	\$ 925,000	58,383	871,163	94%
Friendly Access	\$ 36,402	4,746	17,809	49%
Mom Care - SOBRA	\$ 456,165	32,716	466,765	102%
Outreach	\$ 28,403	806	15,121	53%
Other	\$ 57,871	8,350	22,746	39%

TOTAL REVENUES	5,577,437	1,228,137	6,354,924	
----------------	-----------	-----------	-----------	--

Salaries/Fringe	\$ 650,498	47,427	646,922	99%
Direct Expenses	\$ 4,576,130	1,059,481	5,187,258	113%
Common/Indirect	\$ 350,809	21,229	320,748	91%

TOTAL EXPENSES	5,577,437	1,228,137	6,154,928	
----------------	-----------	-----------	-----------	--

ASSETS	<u>September 2006</u>
Current Assets:	
Regional Council Cash	1,038,591
Healthy Start Cash	127,088
Regional Council Accounts Receivable	745,569
BDC Accounts Receivable	154,828
Healthy Start Accounts Receivable	111,149
Due from other funds - BDC	192,872
Total Current Assets	<u>2,370,096</u>
Property and Equipment:	
Office furniture and equipment	697,718
Software	115,200
Land	271,910
Building	1,928,090
Building improvements	467,166
Less accumulated depreciation	<u>913,689</u>
Total Property and Equipment net	<u>2,566,395</u>
Other Assets:	
Closing Cost	18,861
Total Other Assets	<u>18,861</u>
Total Assets	<u><u>4,955,352</u></u>
LIABILITIES	
Current Liabilities:	
Accounts payable	221,947
Due to other funds	192,872
Loan deposits	161,328
Accrued salaries and leave	169,229
Regional Council Deferred Revenue	654,216
Healthy Start Deferred Revenue	133,488
Tenant deposits	10,104
Notes payable - current portion	-
Total Current liabilities	<u>1,543,183</u>
Long-Term Liabilities:	
Notes payable - long-term portion	1,619,616
Total long-term liabilities	<u>1,619,616</u>
Total Liabilities	<u><u>3,162,798</u></u>
EQUITY	
Equity and Other Credits:	
Contributed capital	186,338
Retained earnings	1,606,216
Total Equity and Other Credits	<u>1,792,554</u>
Total Liabilities, Equity and Other Credits	<u><u>4,955,352</u></u>

YTD Comparison

04/05 05/06

AGENCYWIDE

October	\$	15,620*	\$	1,817*
November	\$	33,914*	\$	28,162*
December	\$	40,710*	\$	16,521*
January	\$	55,153*	\$	9,482*
February	\$	79,717*	\$	19,109*
March	\$	85,994*	\$	27,931*
April	\$	81,142*	\$	44,333*
May	\$	114,494*	\$	108,112*
June	\$	112,403*	\$	115,289*
July	\$	112,064*	\$	140,848*
August	\$	104,835*	\$	158,424*
September	\$	172,681*	\$	191,520*

BDC

October	\$	4,839	\$	9,852
November	\$	5,171	\$	15,275
December	\$	1,827	\$	36,530
January	\$	21,994	\$	27,282
February	\$	35,471	\$	21,503
March	\$	27,553	\$	15,473
April	\$	31,437	\$	14,692
May	\$	61,442	\$	65,651
June	\$	56,669	\$	74,177
July	\$	59,097	\$	81,726
August	\$	66,756	\$	90,416
September	\$	79,809	\$	100,329

* Includes BDC Year to Date totals.



Bringing Communities Together

Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

MEMORANDUM

DATE: October 26 2006
TO: Northeast Florida Regional Council
FROM: Donna Starling ^{DS} Fiscal Manager
RE: September Investment Report

Sweep Account Interest

September Interest \$2,545

Florida Local Government Investment Trust

Current Balance \$13,659

Agenda

Item

3 B

3 B

3 B

3 B

3 B

3 B

3 B

3 B

3 B



Bringing Communities Together

Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

MEMORANDUM

Date: October 26, 2006
To: Personnel, Budget & Finance Committee Members
From: Brian D. Teeple, CEO
Re: BDC Future Direction

A list of possible future Board of Directors for the "restructured" Business Development Corporation will be provided in the Committee Binder, at the November 2, 2006 meeting.

Agenda

Item

3 C

3 C

3 C

3 C

3 C

3 C

3 C

3 C

3 C




Bringing Communities Together

Baker • Clay • Duval • Flagler • Nassau • Putnam • St. Johns

MEMORANDUM

DATE: October 25, 2006

TO: Northeast Florida Regional Council

FROM: Brian D. Teeple, CEO 

RE: Department of Community Affairs Base Contract

I have placed this item on the agenda in hopes of receiving the contract from the Department of Community Affairs (DCA) in time for consideration at the meeting. We have been operating under a letter of authorization to expend funds since the beginning of the state's fiscal year July 1 2006.

As the result of increased statewide appropriation from the Legislature (\$3.0 million to \$3.3 million) our contract this year will increase to \$289,017 from \$262,078. It is anticipated that the new contract will be very similar to last year's.