

NEFRC

A stylized light blue outline of the state of Florida is centered in the background. Overlaid on the map is a circular graphic consisting of a thick blue arrow that curves clockwise, with a smaller blue arrow pointing towards the center of the circle.

PERSONNEL, BUDGET & FINANCE POLICY COMMITTEE

Meeting

**September 9, 2010
10:30 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: September 1, 2010
To: NEFRC Personnel, Budget, and Finance Policy Committee
From: Donna Starling^{DS}, Chief Financial Officer
Re: September 9, 2010, Committee Meeting

The next meeting of the Personnel, Budget, and Finance Policy Committee scheduled for **Thursday, September 9, 2010**, at 10:30 a.m. will be held at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, FL 32216.**

Northeast Florida Regional Council

PERSONNEL, BUDGET & FINANCE
POLICY COMMITTEE

PRELIMINARY
A G E N D A

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

**Thursday, September 9, 2010
10:30 a.m.**

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

TAB

1. Call to Order, Welcome, Roll Call and Pledge – Chair Williams
- *2. Approval of August 5, 2010 Meeting’s Minutes – Chair Williams 1
- *3. July 2010 Financial Report – Donna Starling 2
4. Proposed Slate of 2010/2011 Board Officers – Brian Teeple 3
5. Reconstruction Update – Mario Taylor
6. Next Meeting Date and Location: **Thursday, October 7, 2010**
Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, Florida 32216
7. Adjournment

***Denotes Action Item**

Agenda

Item

Tab 1

Tab 1

Tab 1

Tab 1

Tab 1



NORTHEAST FLORIDA REGIONAL COUNCIL
Personnel, Budget, and Finance Policy Committee
August 5, 2010

A meeting of the Northeast Florida Regional Council (NEFRC) Personnel, Budget, and Finance Policy Committee was held on Thursday, **August 5, 2010**, at 10:30 am, at the University of North Florida University Center, 12000 Alumni Drive, Jacksonville, Florida 32224. **Chairman Williams** called the meeting to order with the following members present representing a quorum:

Bob Sgroi Wendell Davis Jane Miller
Kenny Eubanks Larry Williams

Excused: Hugh Fish, William Bishop, Michael Griffis

Staff: Donna Starling, Brian Teeple, Mario Taylor, Margo Moehring, Bonnie Magee

Brian Teeple discussed the absence of Sheron Forde, followed by a brief Committee discussion.

***Approval of Minutes**

Chairman Williams called for a motion on the July 8, 2010 minutes. Mr. Sgroi moved for approval, seconded by Ms. Miller; the motion passed unanimously.

***June 2010 Financial Report**

Ms. Starling reported that the Council posted a net loss of \$14,941 for the month of June and a year-to-date net loss of \$37,897. She explained that the June loss was impacted by the closing of the State fiscal year combined with three payrolls posted during the month of June.

Ms. Starling pointed out that the Committee binder contained information on the Regional Visioning Project, which had revenues to date of \$152,488 and expenses to date of \$199,935, resulting in a loss of \$47,447. The second page of this report contained information requested by the Committee including a timeline of the project, which began in June of 2008 and is scheduled to end in September, 2012. Margo Moehring was present to further discuss the project. Chairman Williams questioned whether the majority of the loss in the main financial report was from the three payrolls, to which Ms. Starling responded in the affirmative.

Chairman Williams called for a motion to approve the July 2010 Financial Report. Commissioner Eubanks moved for approval, seconded by Commissioner Davis; the motion passed unanimously.

Margo Moehring discussed the handout provided to the Committee on the Combined Regional Community Institute and Strategic Regional Policy Plan Work Program and provided an update on the current steps and activities being done by staff. Chairman Williams inquired as to the accuracy of the figures with regard to yearly close-out, and whether additional expenses were anticipated. Ms. Starling answered that no additional expenses were anticipated for this fiscal year.

Ms. Moehring informed the Committee that NEFRC is in the process of applying for a \$5 million dollar U.S. Department of Housing and Urban Development (HUD) Sustainable Communities Regional Planning Grant, which would not change the project timeframes, but would significantly change the financial picture. Discussion ensued regarding how the grant funds, if received, would be applied. Ms. Moehring mentioned that a consortium and several partnerships had been formed.

Mr. Teeple discussed Ms. Moehring's efforts in establishing the consortium for this project and the intensity of the competition for the grant. Mr. Teeple noted that approximately 15 grants would be made and that over 1000 potential applicants had registered with HUD.

***DCA Contract for FY 2010/2011**

Mr. Teeple discussed the proposed 2010/2011 DCA Contract, which shows a \$3.00 increase over the previous year. The scope of work is similar to last year's with the exception of the required Evaluation Report for the Strategic Regional Policy Plan due by March 1, 2011. The report will not be as in depth since the Council is in the middle of visioning and does not wish to do anything more than inform of the visioning process, as the larger project will result in a much better evaluation regarding where we are going and what we have to do. The contract period began on July 1 and will end on June 30, 2011. The Council has been operating on a letter of authorization to expend funds since July 1, 2010. Mr. Teeple called the Committee's attention to page 17 of the contract where he requested, and received approval to change Rule 27E-5.006 to Rule 27E-5.008. This change makes a huge difference insofar as 27E-5.006 would have required adopting amendments by rule 150 days after March 1st, which would be impossible with the visioning project. With this change, Mr. Teeple said he felt comfortable with the contract and recommended Committee approval for signature.

Chairman Williams called for a motion. Mr. Sgroi moved that the Committee authorize Brian to execute the contract as written. The motion was seconded by Commissioner Eubanks. Chairman Williams asked Mr. Sgroi if his motion was to recommend to the Board that signing of the contract be authorized, to which Mr. Sgroi replied in the affirmative and Commissioner Eubanks agreed. The motion passed unanimously.

***Proposed Slate of Officers for FY 2010/2011**

Mr. Teeple explained the reason for bringing this item before the Committee. He discussed the historic succession of the Council Board, but reiterated that the Committee may take any action they so desire. Should the Committee decide to follow historic policy, the 1st Vice President would move to the position of President; the 2nd Vice President would move to 1st Vice President, leaving an opening for a 2nd Vice President. Mr. Teeple cited the probable Board turn-over, due to upcoming elections. Discussion ensued wherein Chairman Williams noted that if precedence was followed, it would be St. Johns County's turn to fill the 2nd Vice Presidency slot, followed by Putnam County.

Commissioner Eubanks volunteered to fill the 2nd Vice President position, in the event that St. Johns County wished to pass. Ms. Miller agreed with Commissioner Eubanks and felt that the Council should pass on St. Johns County, due to a member having served recently. Both Mr. Sgroi and Commissioner Davis agreed with Ms. Miller.

Commissioner Davis moved that Commissioner Eubanks from Putnam County be recommended to fill the 2nd Vice President slot, seconded by Ms. Miller. The motion passed unanimously.

Mr. Teeple suggested that the Committee make a more formal motion indicating all of the position recommendations for the Council Board Officers.

Chairman Williams asked for a motion, which was then made by Ms. Miller, to move Ms. Brown from 1st Vice President to President; Mr. Sgroi from 2nd Vice President to 1st Vice President; and Commissioner Eubanks to 2nd Vice President and for Mr. Fish to remain as Secretary/Treasurer. The motion was seconded by Commissioner Davis. The motion passed unanimously.

Office Reconstruction Update

Mr. Taylor discussed the current reconstruction situation at the NEFRC office. The fire/safety contractors performed their inspection and released the reconstruction contractor to close up the ceilings and walls; electrical work began today and plumbing will begin next week. The reconstruction contractor is giving a “worst case scenario” for completion by September 2, 2010, so the Council will need to meet elsewhere again in September.

The next meeting will be held September 2, 2010, at a location to be announced.

DRAFT

Agenda

Item

Tab 2

Tab 2

Tab 2

Tab 2

Tab 2



Bringing Communities Together

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

MEMORANDUM

DATE: August 28, 2010
TO: Northeast Florida Regional Council
THRU: Hugh D. Fish, Secretary/Treasurer
FROM: Donna Starling, ^{DS} Chief Financial Officer
RE: July 2010 Financial Report

The Northeast Florida Regional Council posted a Net Loss of \$1,641 for the month of July and a Year to Date Net Loss of \$39,537.

The loss is attributed to higher than normal postage and travel cost, as well as, staff time associated with the final Regional Leadership Series class for this fiscal year that was held in July.

Regional Council - Agencywide	Adopted Amended Budget 09/10	July, 2010	YTD	Represents 83% of Fiscal Year	Budget Variance
Revenues					
Planning and Development	\$ 791,174	56,032	593,929	75%	-8%
Emergency Preparedness	\$ 3,726,786	167,932	2,444,636	66%	-17%
County	\$ 623,091	51,924	519,243	83%	0%
North Florida Procurement Association	\$ 12,000	809	12,805	107%	24%
Tenant Revenue	\$ 84,000	2,601	78,427	93%	10%
Anticipated Revenue/Other	\$ -	1,398	29,184	0%	0%
TOTAL REVENUES	\$ 5,237,051	\$ 280,696	\$ 3,678,223	70%	
Expenses					
Salaries and Fringe	\$ 1,674,365	144,991	1,389,561	83%	0%
Contract/Grant Direct Expenses	\$ 2,991,979	101,080	1,897,193	63%	-20%
Common/Indirect - Allocated Expenses*	\$ 421,977	23,623	313,601	74%	-9%
General Fund Expense*	\$ 148,730	12,644	117,406	79%	-4%
TOTAL EXPENSES	\$ 5,237,051	\$ 282,337	\$ 3,717,761	71%	
Net Income (loss)	\$ -	(1,641)	\$ (39,537)		

*Excludes Salaries & Fringe

Planning and Development	Adopted Amended Budget 09/10 July, 2010		YTD	Represents 83% of Fiscal Year	Budget Variance
Revenues					
Local Gov't T.A./DCA	\$ 322,591	29,893	349,972	108%	25%
DRI	\$ 115,000	20,145	99,604	87%	4%
TD	\$ 114,888	3,437	102,238	89%	6%
SHIP	\$ 72,000	1,417	27,356	38%	-45%
CEDS	\$ 53,000	710	2,561	5%	-78%
Regional Leadership	\$ 4,000	225	3,390	85%	2%
Anticipated Revenue	\$ 109,695	205	8,809	8%	-75%
TOTAL REVENUES	\$ 791,174	\$ 56,032	\$ 593,929	75%	
Expenses					
Salaries/Fringe	\$ 453,555	36,083	373,230	82%	-1%
Direct	\$ 46,800	1,849	26,011	56%	-27%
Common/Indirect	\$ 290,819	21,279	214,149	74%	-9%
TOTAL EXPENSES	\$ 791,174	\$ 59,211	\$ 613,389	78%	
Net Profit (Loss)	\$ -	\$ (3,180)	\$ (19,460)		

Emergency Preparedness	Adopted Amended Budget 09/10	July, 2010	YTD	Represents 83% of Fiscal Year	Budget Variance
Revenues					
Emergency Preparedness Local T.A.	\$ 114,521	8,376	96,119	84%	1%
Hurricane Study	\$ 1,657,938	7,526	1,286,483	78%	-5%
DCA LEPC	\$ 40,909	3,229	35,464	87%	4%
HMEP	\$ 52,445	5,874	32,107	61%	-22%
State Interoperable and Hurricane Exercises	\$ 309,000	574	218,112	71%	-12%
State TIC/COG Plans	\$ 345,335	26,790	220,444	64%	-19%
SQG	\$ 5,000	617	7,721	154%	71%
SHSGP Terrorism Planner	\$ 75,000	8,106	55,601	74%	-9%
DEM TA	\$ 175,000	38,324	117,443	67%	-16%
Infrastructure Assessments	\$ 318,000	36,208	192,749	61%	-22%
Training Exercise Planning Workshop	\$ 45,000	-	52,407	116%	33%
State Interoperable and LSA Training	\$ 588,638	32,307	129,986	22%	-61%
TOTAL REVENUES	\$ 3,726,786	\$ 167,932	\$ 2,444,636	66%	
Expenses					
Salaries/Fringe	\$ 441,052	40,278	347,307	79%	-4%
Direct	\$ 2,934,859	97,104	1,832,830	62%	-21%
Common/Indirect	\$ 350,875	30,647	263,441	75%	-8%
TOTAL EXPENSES	\$ 3,726,786	\$ 168,030	\$ 2,443,578	66%	
Net Profit (Loss)	\$ -	\$ (99)	\$ 1,058		

Northeast Florida Regional Council
Balance Sheet
July 2010

	FY 08/09 July 2009	FY 09/10 July 2010
ASSETS		
Cash*	1,976,228	1,224,314
Accounts Receivable	519,512	575,273
Prepaid Worker's Comp	-	782
Closing Cost	8,917	7,917
Total Current Assets	2,504,657	1,808,286
Property and Equipment:		
Office furniture and equipment	697,953	685,599
Software	115,200	115,200
Land	271,910	271,910
Construction in Progress	445,313	-
Building	1,928,090	1,928,090
Building improvements	467,166	930,081
Less accumulated depreciation	1,120,115	1,281,743
Total Property and Equipment, net	2,805,517	2,649,137
Total Assets	5,310,174	4,457,423
LIABILITIES		
Accounts payable	8,824	3,267
Accrued salaries and leave	120,204	113,840
Deferred Revenue	1,163,116	395,305
Tenant deposits	8,232	8,232
Notes payable	1,887,202	1,811,391
Total Liabilities	3,187,578	2,332,035
EQUITY		
Equity and Other Credits:		
Retained earnings	2,122,597	2,125,388
Total Equity and Other Credits	2,122,597	2,125,388
Total Liabilities, Equity and Other Credits	5,310,174	4,457,423

* Cash includes advance funding for various contracts and remaining proceeds from the building note refinance that have not been expensed to date.

YTD Comparison

08/09

09/10

AGENCYWIDE

October	\$ (3,978)	\$ 15,613
November	\$ (6,955)	\$ 14,710
December	\$ (25,896)	\$ (12,714)
January	\$ (36,757)	\$ (15,750)
February	\$ (69,465)	\$ (33,979)
March	\$ (83,952)	\$ (34,085)
April	\$ (106,496)	\$ (30,024)
May	\$ (133,288)	\$ (22,956)
June	\$ (153,349)	\$ (37,897)
July	\$ (159,945)	\$ (39,537)
August	\$ (149,899)	
September	\$ (117,431)	

MEMORANDUM

DATE: August 28, 2010
 TO: Northeast Florida Regional Council
 FROM: ^{DS} Donna Starling, Chief Financial Officer
 RE: July Investment Report

Sweep Account Interest	FY 08/09	FY 09/10
July Interest	\$ 128	\$ 128
Year to Date Interest	\$ 2,547	\$ 1,095
Florida Local Government Investment Trust		
	FY 08/09	FY 09/10
Current Balance	\$15,012	\$15,704

Agenda

Item

Tab 3

Tab 3

Tab 3

Tab 3

Tab 3

MEMORANDUM

Date: August 31, 2010
To: Northeast Florida Regional Council Board of Directors
From: Personnel, Budget and Finance Policy Committee
Re: Proposed Slate of Officers for FY 10-11

The Personnel, Budget and Finance Policy Committee, sitting as the Nominating Committee at their regularly scheduled meeting held on August 5, 2010, unanimously voted to recommend the following slate of officers to the Board of Directors:

President	Ms. Elaine Brown – Duval County Gubernatorial Appointee
1 st Vice-President	Mr. Bob Sgroi – Flagler County Gubernatorial Appointee
2 nd Vice-President	Commissioner Kenny Eubanks Putnam County Commissioner
Secretary/Treasurer	Mr. Hugh Fish – Representing the City of Macclenny

The FY 10-11 officers need to be elected during the September meeting of the NEFRC and will take their seats at the October meeting.