

Minutes of the
NORTHEAST FLORIDA REGIONAL COUNCIL
Personnel, Budget, and Finance Policy Committee Meeting
November 2, 2006

A meeting of the NEFRC Personnel, Budget, and Finance Policy Committee was held on Thursday, **November 2, 2006**, at 9:00 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida, 32216. **Chairman Sgroi** called the meeting to order with the following members present representing a quorum.

Rea Fleckenstein	Bob Sgroi
Bill Basford	Linda Myers

Excused: Hugh Fish

Absent: Tom Branan

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

Others:

*Approval of Minutes

Mr. Basford moved approval of the minutes of the October 5, 2006, meeting; seconded by Ms. Fleckenstein; motion unanimously carried.

New Business

*September 2006, Financial Report

Ms. Starling reported that the 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 (BDC) posted a Net Income of \$9,914* for the month of September and a Year to Date Net Income of \$100,329. The Agency-wide 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. The BDC payable to the Council is \$192,872 through September 2006 (*the BDC payable to RPC is decreased by this amount). Ms. Starling stated that these numbers represent the year-end numbers prior to the audit. **Ms. Fleckenstein moved approval of the September 2006 Financial Report; seconded by Mr. Basford; motion unanimously carried.**

DCA Base Contract, 2006/2007

Mr. Teeple stated that we have been operating under a letter of authorization to expend funds from DCA since the beginning of the state's fiscal year, July 1, 2006. The contract is slightly more than last year's contract due to an increase in statewide appropriation from the Legislature, from \$262,078 to \$289,017. The scope of the contract is nearly identical to last year's contract, there are no new tasks and the general contract conditions do not place any additional administrative or reporting burdens on the Council. Staff recommends that the Committee approve the contract and authorize Mr. Teeple to sign and execute the contract on the Council's behalf. **Mr. Basford moved approval of the contract and signatory authority; seconded by Ms. Fleckenstein; motion carried unanimously.**

Annual Audit Update

Ms. Starling stated that the Council is currently undergoing the annual audit; the auditors are on site now, and will be here for a couple of weeks. There are no problems at this time. The audit results will be presented to Committee in January, 2007.

Reorganization Update

Mr. Teeple informed the Committee that the most recent reorganization effectively completes the Council's reorganization efforts. The Personnel Services and Facilities Management section has been eliminated, necessitating the release of one employee from service. Several other staff members have been asked to take on additional duties. Donna Starling's title has been changed from Financial Manager to Chief Financial Officer. Donna has been functioning as the Council's CFO for some time now, and will be given responsibility of staffing the North Florida Procurement Association. Walter Bowman's title has been changed from Manager of to Director of Information Services and Data Analysis. Mr. Teeple also stated that the P3 Committee will be informed of these changes completing the reorganization process.

Business Development Corporation Update

The committee returned to its discussion regarding the advantages and disadvantages of reorganizing the BDC. Mr. Teeple brought the Committee's attention to a list of names that are illustrative of the fact that there is a substantial pool of potential members for a reformulated BDC. None of the people on the list have been contacted, but they represent the four categories required by SBA – lenders, government, business and community organizations. The debt owed to the Council by the BDC is currently \$192,872. Mr. Teeple noted that if the BDC is to continue and go forward competitively, that there will need to be additional staffing considerations made. Mr. Teeple anticipates that in order to make the project viable, there will be no excess revenue in the coming fiscal year, due to using that revenue for staffing issues. Mr. Teeple stated that the Council is out of time at this juncture and a decision is required at this meeting. **Mr. Basford moved that the Council reorganize the BDC membership to comply with SBA guidelines (Option 1); seconded by Commissioner Myers; motion passed unanimously.**

Old Business

None.

Next Meeting Date and Location

The next meeting is scheduled for **Thursday, December 7, 2006**, at 9:30 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 9:59 a.m.