



NORTHEAST FLORIDA REGIONAL COUNCIL

Personnel, Budget, and Finance Policy Committee

April 2, 2009

MINUTES

A meeting of the Northeast Florida Regional Council (NEFRC) Personnel, Budget, and Finance Policy Committee was held on Thursday, **April 2, 2009**, at 9:00 a.m., at the Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216. **Vice Chair Sgroi** called the meeting to order at 9:10 a.m. with the following members present representing a quorum:

Bob Sgroi Bob Page Hugh Fish

Excused: Larry Williams, Chip Laibl

Absent: Art Graham, Cyndi Stevenson

Staff: Mario Taylor, Donna Starling, and Joyce Rhodes

*Approval of Minutes

Mr. Fish moved approval of the minutes of the February 5, 2009 meeting; seconded by Mr. Page; motion unanimously carried.

*January 2009 Financial Report

Ms. Starling reported that the Council posted a Net Loss of \$10,860 for the month of January and a Year to Date Net Loss of \$36,757. The primary contributors for the loss is the payment of the Regional Council's quarterly membership dues, the payment of the meeting room expenses incurred for the Elected Officials Reception and the salaries and expenses for Reality Check and the Regional Leadership Series. Ms. Starling advised that a loss is also expected in February due to the repayment of down payment assistance funds for the Nassau SHIP program. Discussion followed. **Mr. Page moved approval of the January 2009 Financial Report; seconded by Mr. Fish; motion unanimously carried.**

*February 2009 Financial Report

Ms. Starling reported that the Council posted a Net Loss of \$32,709 for the month of February and a Year to Date Net Loss of \$69,465. The primary contributor for the loss is the repayment of down payment assistance funds for the Nassau SHIP program. The repayment was for \$33,435, of which \$19,008 was paid with Council general fund dollars and the remaining through contract funds. Other contributors to the loss were the cost of printing for the Annual Report, the disposal of the Data Center grant funded assets, and the salaries and expenses for Reality Check and the Regional Leadership Series. Ms. Starling noted a change in the format of the Balance Sheet in order to better clarify the cash position of the Council. **Mr. Fish moved approval of the February 2009 Financial Report; seconded by Mr. Page; motion unanimously carried.**

Organizational Changes

Mr. Taylor reported on Mr. Teeple's behalf in regard to organizational changes. As anticipated the Council staff was reduced by 3 staff members. All vacant positions were forfeited. The Council's staff has been

realigned and restructured to better utilize the skills and expertise of the remaining staff. Due to the current financial climate of the State of Florida the Council does not anticipate current State funding levels being approved for FY 2009-2010. Therefore, further cost saving measures being studied and implemented include the reduction of service contracts, operating expenses, adding tenant lease space on the second floor and the re-consideration of a four (4) day work week, thirty-two hours per week. The energy study received as a benefit of the roof replacement has provided several cost saving measures which are also being implemented when possible. An updated Council Organizational Chart was provided. Discussion from the Committee followed.

Roof Replacement Update

Mr. Taylor reported that the roofing project has been significantly completed on schedule and within budget. However, heavy rainfall resulted in water intrusion within the first week of completion. The contractor will replace all failed areas, repair all interior damage and address all items identified on the final punch list. The contractor has not yet provided proof of the City of Jacksonville final inspection report. Final payment is being held pending correction of these discrepancies.

Next Meeting Date and Location

The next meeting is scheduled for **Thursday, May 7, 2009**, at 9:00 a.m., at the **Northeast Florida Regional Council, 6850 Belfort Oaks Place, Jacksonville, Florida 32216.**

Adjournment

There being no further business to discuss, the meeting was adjourned at 9:47 a.m.