

Minutes of the
NEFRC Personnel, Budget, and Finance Policy Committee Meeting
January 6, 2005

A meeting of the NEFRC Personnel, Budget, and Finance Policy Committee was held on Thursday, January 6, 2005, at 9:00 a.m. at the Northeast Florida Regional Council. **Vice-Chair Fleckenstein** called the meeting to order with the following members present.

Rea Fleckenstein	Linda Myers	Ginger Barber
Bob Sgroi	Jerry Holland	

Absent: Clare Berry, Glenn Lassiter

Others: Mark Schou, Bill Basford

Staff: Brian Teeple, Barbara Rovedo, Donna Starling, Lee Brown, and Peggy Conrad

*Approval of Minutes

Councilman Holland moved approval of the minutes of the November 4, 2004, meeting and the December 2, 2004, workshop meeting; seconded by Commissioner Myers; motion unanimously carried.

New Business

*November 2004 Financial Report

Ms. Starling reported that the Council posted a Net Income of \$17,962 for the month of November and a Year to Date Net Income of \$28,743. The Business Development Corporation posted a Net Income of \$332* for the month of November and a Year to Date Net Income of \$5,171. The Agencywide totals were a Net Income of \$18,294 for the month and a Net Income of \$33,914 (includes BDC Net Income) Year to Date. The BDC payable to the Council is \$367,838 through November 2004. **Councilman Holland moved approval of the November Financial Report; seconded by Commissioner Myers; motion unanimously carried.**

*Approval of the Amendment to the Services Between NEFRC and the BDC

Mr. Teeple called attention to the amendment to the current operating agreement stating that this is a result of a review by SBA and their annual review. Mr. Teeple gave a detailed explanation of the changes. Mr. Teeple then called attention to the information on the Customer Identification Program (CIP) policy requirement. This policy is now required as a security measure to determine identification of potential borrowers. **Councilman Holland moved approval of the Amendment to the Services Between NEFRC and the BDC.**

*FY 03/04 Independent Audit

Mr. Schou stated that the Audit had changed from the previous year in accordance with the GASB 34 requirements. One change required the addition of a Management's Discussion and Analysis section. Mr. Schou emphasized this is a management discussion and not an auditor's discussion. Another change required a Budget analysis with variance explanation. Some of the terminology has also changed due to GASB 34 requirements. A discussion was held regarding litigation costs and future prevention. Mr. Teeple stated, in an effort to prevent further litigation, that a Business Practices Policy had been purchased and that an Appeal Policy Procedure had been developed. A discussion was held regarding BDC and the amount due to the Council. Mr. Teeple stated that BDC serves a good public policy purpose and **Commissioner Myers** stated that BDC provides a service to small rural counties. **Ms. Barber moved approval of the FY 03/04 Independent Audit; seconded by Councilman Holland; motion unanimously carried.**

Old Business

Appeal Policy Review

Mr. Brown called attention to the Appeal Policy stating that this was the same as what had been brought before the Committee at the December meeting but could not be approved due to lack of a quorum. Upon approval, the policy will be brought to the Board as part of the Consent Agenda at the February meeting. **Mr. Sgroi moved approval of the Appeal Policy; seconded by Councilman Holland; motion unanimously carried.**

Next Meeting Date and Location

The next meeting is scheduled for Thursday, February 10, 2005, 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.