

SWFRPC BUDGET & FINANCE COMMITTEE MEETING

December 5, 2011

The SWFRPC's Budget & Finance Committee held a meeting/conference call on December 5, 2011 at the offices of the Southwest Florida Regional Planning Council. The following member and staff were in attendance:

Committee Members

Vice Mayor Mick Denham, City of Sanibel

Others

Ms. Liz Donley, SWFRPC Interim Executive Director
Ms. Nancy Doyle, SWFRPC Administrative Services Coordinator
Ms. Janice Yell, SWFRPC Cost Accountant II
Ms. Nichole Gwinnett, SWFRPC Administrative Specialist II

Call to Order

The meeting was called to order at 9:05 a.m. Vice Mayor Denham and Ms. Donley discussed the aspects of the Lee County MPO leaving the Council. Vice Mayor Denham asked what the remaining time limit was for the MPO. Ms. Donley explained that the MPO has agreed to be moved out of the Council's offices by March 16th.

Vice Mayor Denham stated that on an annual basis there is approximately \$150,000 shortfall. Ms. Yell replied that the Council usually received \$194,000 for the MPO on an annual basis. Vice Mayor Denham stated that based on the information that he received from Ms. Donley there would be a \$150,000 to \$194,000 gap. He feels that there would be difficulty closing that gap in the budget. He suggested finding a new tenant for the space which the MPO occupies and asked if staff had started looking at possible opportunities. Ms. Donley replied that she had contacted the United Way and she will be meeting with them. Apparently, the United Way has a large network to advertise the space and periodically there are non-profits that need office space either on a temporary or permanent basis.

Ms. Donley noted that staff had discussions with the vendor who holds the lease on the copiers and because we are going to be drastically amending our budget due to the loss of revenue, we can get out of the current lease (\$3,000 per month) which can probably be cut in half. There are some additional personnel changes that may be appropriate. Such as, there are two personnel who are currently doing finance and HR. She has spoken with the Council's auditor and it may be appropriate to cut it back to one person and contract out for a CPA and accountant to do a once a month monthly reconciliation of the books, so that would be decreasing another position. She also noted that she needs to conduct an in-depth examination of how staff has been billing their time over the last two months, now that there are two months into the new budget to see how staff is really billing their time. To see if they are doing the direct billing that was expected or if time is still going to indirect.

Vice Mayor Denham stated that he wouldn't recommend anymore furloughs or reduction of staff's wages. He feels that what we need to face up to is that there are still too many people on the books. He then suggested to Ms. Donley to figure out how many staff which we have that are too many for what is needed. It is not for us at this particular time to reduce those staff, but have that recommendation for the new Executive Director. Ms. Donley stated that she agrees.

Item #4 - Set Next Meeting Date and Time

A Doodle poll will be conducted in order to schedule the next meeting.

Item #5 - Adjournment

The meeting adjourned at 9:25 a.m.

DRAFT