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MEETING NOTICE

EXECUTIVE COMMITTEE

There will be a meeting of the Executive Committee of the North Central Florida Regional Planning Council on **September 23, 2021**. Due to the COVID-19 Pandemic, the meeting will be held virtually via communications media technology at **6:00 p.m.**

DIAL IN NUMBER: Toll Free 1.888.585.9008

CONFERENCE CODE: 568 124 316

Dedicated to improving the quality of life of the Region's citizens,
by enhancing public safety, protecting regional resources,
promoting economic development and providing technical services to local governments.



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AGENDA EXECUTIVE COMMITTEE

Virtual Public Meeting
Via Communications Media Technology
Gainesville, Florida

September 23, 2021
6:00 p.m.

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II. CONTRACTS AND APPLICATIONS	
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III. PROGRAM REPORT - None	
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V. OTHER BUSINESS - None	
VI. CITIZEN COMMENTS	

This agenda item provides an opportunity for citizens to address the Committee on any matter not included on the agenda. The comment period is limited to three minutes for each individual.

* See Attachments

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EXECUTIVE COMMITTEE
MINUTES

Virtual Meeting
Via Communications Media Technology

August 26, 2021
6:00 p.m.

MEMBERS PRESENT

Anthony Adams, Vice-Chair
Charles Chestnut IV, Immediate Past Chair
Thomas Demps, Chair
Janice Mortimer, Secretary-Treasurer

STAFF PRESENT

Scott Koons

OTHERS PRESENT

Stew Lilker,
Columbia County Observer

MEMBERS ABSENT

Fletcher Hope, Executive Committee Member

Chair Thomas Demps requested that Vice-Chair Anthony Adams serve as the presiding officer for the meeting. Noting a quorum being present, Vice-Chair Adams called the meeting to order at 6:03 p.m.

I. APPROVAL OF MINUTES - July 22, 2021

ACTION: Commissioner Chestnut made the motion, with a second by Vice-Mayor Mortimer, to approve the minutes for the July 22, 2021 Executive Committee meeting as written and circulated. The motion carried unanimously.

II. CONTRACTS AND APPLICATIONS

A. Agreement with Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2021-22

ACTION: Commissioner Demps made the motion, with a second by Vice-Mayor Mortimer, to recommend that the Council authorize the Chair to execute the Agreement with the Florida Division of Emergency Management for Hazardous Materials Emergency Preparedness - Fiscal Year 2021-22. The motion carried unanimously.

B. Local Government Comprehensive Planning Services Agreements Fiscal Year 2021-22

ACTION: Vice-Mayor Mortimer made the motion, with a second by Commissioner Demps, to recommend that the Council authorize the Chair to execute technical assistance services agreements on a fixed fee basis to assist counties and cities with implementing their comprehensive plans and land development regulations for Fiscal Year 2021-22. The motion carried unanimously.

- C. Hazardous Waste Monitoring Verification and Notification Services Agreements Fiscal Year 2021-22

ACTION: Commissioner Chestnut made the motion, with a second by Commissioner Demps, to recommend that the Council authorize the Chair to execute agreements with Bradford, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Levy, Madison, Suwannee and Union Counties for hazardous waste monitoring for Fiscal Year 2021-22. The motion carried unanimously.

- D. Community Development Block Grant Fiscal Year 2019
Administrative Services Agreement - City of Madison

ACTION: Commissioner Chestnut made the motion, with a second by Commissioner Demps, to recommend that the Council authorize the Chair to sign an agreement with the City of Madison to provide Community Development Block Grant administrative services for their Fiscal Year 2019 Neighborhood Revitalization Project for a fixed fee amount of \$55,000. The motion carried unanimously.

III. PROGRAM REPORT - Transportation Disadvantaged Local Coordinating Board Appointments

ACTION: Commissioner Chestnut made the motion, with a second by Vice-Mayor Mortimer, to recommend that the Council appoint Elizabeth Frieman Blakely the voting Florida Department of Elder Affairs Representative on the Madison County Transportation Disadvantaged Coordinating Board; appoint Pamela Hagley the alternate Florida Agency for Health Care Administration Representative on the Bradford County, Columbia, Hamilton and Suwannee, Gilchrist County, Levy County and Union County Transportation Disadvantaged Coordinating Boards; appoint Reeda Harris the voting Florida Agency for Health Care Administration Representative on the Bradford County, Columbia, Hamilton and Suwannee, Gilchrist County, Levy County and Union County Transportation Disadvantaged Coordinating Boards; appoint Phyllis Marty the voting Regional Workforce Board Representative on the Bradford County Transportation Disadvantaged Coordinating Board; appoint Anna Mendoza the alternate Regional Workforce Board Representative on the Bradford County Transportation Disadvantaged Coordinating Board; and appoint Christina Nalsen the voting Florida Department of Transportation Representative on the Bradford County, Columbia, Hamilton and Suwannee, Dixie County, Gilchrist County, Lafayette County, Levy County, Madison County and Union County Transportation Disadvantaged Coordinating Boards. The motion carried unanimously.

IV. GENERAL ADMINISTRATION - Assigned Fund Balance - Capital Reserve

ACTION: Commissioner Chestnut made the motion, with a second by Vice-Mayor Mortimer, to recommend that the Council approve encumbering \$3,000 of the Council's unassigned fund balance as part of the assigned fund balance to increase the Capital Reserve Fund balance for accumulated depreciation of building and equipment costs to \$573,000. The motion carried unanimously.

V. OTHER BUSINESS - Executive Director Annual Performance Review Form

ACTION: Vice-Mayor Mortimer made the motion, with a second by Commissioner Chestnut, to approve the Executive Committee using the existing Executive Director Annual Performance Review Form to complete the annual performance evaluation of the Executive Director for the period October 1, 2020 to September 30, 2021. The motion carried unanimously.

VI. CITIZEN COMMENTS - None

The meeting adjourned at 6:21 p.m.

Thomas Demps, Chair

9/23/21

Date



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September 16, 2021

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director
SUBJECT: Agreement with Tampa Bay Regional Planning Council
Concerning Economic Modeling

RECOMMENDATION:

Authorize the Chair to sign an agreement with the Tampa Bay Regional Planning Council to support an economic modeling position for a two-year period for a total fixed fee amount of \$20,000.

BACKGROUND:

The regional planning councils in Florida are jointly funding an economic analyst position for a two-year period to analyze economic impacts and to evaluate economic recovery strategies associated with the COVID-19 pandemic. The position will be housed at the Tampa Bay Regional Planning Council.

The economic analyst will use the Regional Economic Modeling, Inc. model to determine the impacts and to evaluate the strategies. This position will supplement the economic modeling resources at each of the other regional planning councils. The cost for the Council will be a total of \$20,000 for the two-year period.

The Regional Economic Modeling, Inc. model is based upon an input-output engine and provides the Council, our local governments, economic development agencies and others with a dynamic tool for economic and demographic analysis and forecasting. It uses national data calibrated for the region, but also can accept local data sets to enhance its accuracy. This model can review system-wide effects over both short- and long-range time horizons, include economic and fiscal impact analyses, policy impact analyses and economic development/redevelopment analyses. The model can be configured to either address the entire region of any number of county-based subsets of the region, as well as including counties in adjacent regions.

If you have questions concerning this matter, please do not hesitate to contact me.

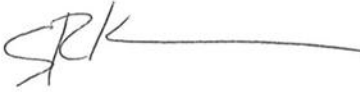


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September 16, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Proclamation Proclaiming October 2021 as Community Planning Month

RECOMMENDATION:

Approve the attached proclamation proclaiming October 2021 as Community Planning Month in the north central Florida region.

BACKGROUND:

The month of October 2021 has been designated to celebrate National Community Planning Month. The American Planning Association and its professional institute, the American Institute of Certified Planners, endorse National Community Planning Month as an opportunity to highlight the contributions sound planning and plan implementation make to the quality of life in communities and the environment.

It is recommended that the Council join in the celebration of National Community Planning Month by proclaiming October 2021 as Community Planning Month to recognize the valuable contributions made by professional community and regional planners and to extend its thanks for the continued commitment to public service by these professionals (see attached Proclamation).

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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PROCLAMATION

PROCLAIMING OCTOBER 2021 AS COMMUNITY PLANNING MONTH

WHEREAS, change is constant and affects all cities, towns, suburbs, counties, rural areas, regions, and other places; and

WHEREAS, community planning and plans can help manage this change in a way that provides better choices for how people work and live; and

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and

WHEREAS, the full benefits of planning requires public officials and citizens who understand, support, and demand excellence in planning and plan implementation; and

WHEREAS, the month of October 2021 is designated as National Community Planning Month throughout the United States of America and its territories; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the participation and dedication of the members of planning and zoning boards and other citizen planners who have contributed their time and expertise to the improvement of the north central Florida region; and

WHEREAS, the celebration of National Community Planning Month provides an opportunity to publicly recognize the many valuable contributions made by professional community and regional planners in the north central Florida region and extend our heartfelt thanks for the continued commitment to public service by these professionals.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims the month of October 2021 as *Community Planning Month* throughout the north central Florida region in conjunction with the celebration of National Community Planning Month.

DULY ADOPTED AND PROCLAIMED this 23rd day of September 2021.

Attest:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

SEAL

Janice Mortimer
Secretary-Treasurer

Thomas Demps
Chair



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September 16, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Proclamation Proclaiming October 1, 2021 as Manufacturing Day

RECOMMENDATION:

Approve the attached proclamation proclaiming October 1, 2021 as Manufacturing Day in the north central Florida region.

BACKGROUND:

The Fabrication and Manufacturers Association International, the National Association of Manufacturers, the U.S. Department of Commerce Manufacturing Extension Partnership and the Manufacturing Institute have designated the first Friday of October as Manufacturing Day.

This year October 1, 2021 has been designated to celebrate Manufacturing Day. Manufacturing Day is an effective way to highlight the importance of manufacturing in our region and support those manufacturing and school programs that prepare our workforce.

It is recommended that the Council join in the celebration of Manufacturing Day by proclaiming October 1, 2021 as Manufacturing Day to recognize the impact manufacturing has on the north central Florida region (see attached Proclamation).

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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PROCLAMATION

PROCLAIMING OCTOBER 1, 2021 AS MANUFACTURING DAY

WHEREAS, the Fabrication and Manufacturers Association International, the National Association of Manufacturers, the U.S. Department of Commerce Manufacturing Extension Partnership and the Manufacturing Institute have designated the first Friday of October as Manufacturing Day; and

WHEREAS, the goals of Manufacturing Day are to celebrate the impact manufacturing has on the north central Florida region, increase awareness about the benefits of a manufacturing career and attract students to future manufacturing jobs; and

WHEREAS, recognizing Manufacturing Day is an effective way to highlight the importance of manufacturing in our region and support those manufacturing and school programs that prepare our future workforce; and

WHEREAS, over 300 manufacturers provide jobs for over 12,000 citizens throughout the region and create products ranging from pulp and lumber products to orthopedic implant devices; and

WHEREAS, regional companies and education/workforce partners support manufacturing and manufacturing careers through increased collaboration and service to the regional manufacturing community; and

WHEREAS, manufacturing brings increased economic diversity to our region by providing high paying jobs at all skill levels and furthering the standard of living by focusing on technology, innovation and production.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims October 1, 2021 as *Manufacturing Day* in the north central Florida region and the Council urges all citizens to discover the value manufacturing brings to our economy and encourages students and educators to learn about the possibility of manufacturing as a career.

DULY ADOPTED AND PROCLAIMED this 23rd day of September 2021.

Attest:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

SEAL

Janice Mortimer
Secretary-Treasurer

Thomas Demps
Chair



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September 16, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director

SUBJECT: Proclamation Proclaiming October 18-24, 2021 as Florida City Government Week

RECOMMENDATION:

Approve the attached proclamation proclaiming October 18-24, 2021 as Florida City Government Week in the north central Florida region.

The Florida League of Cities has designated the week of October 18-24, 2021 as Florida City Government Week. The League encourages cities to promote their cities through civic education activities.

Florida City Government Week is part of an ongoing effort sponsored by the League to raise public awareness about services that cities perform and to educate the public about how city government works. Cities are encouraged to involve their local schools, businesses, media and civic clubs in their Florida City Government Week activities.

It is recommended that the Council join in the recognition of city government by proclaiming the week of October 18-24, 2021 as Florida City Government Week (see attached Proclamation).

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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PROCLAMATION

PROCLAIMING OCTOBER 18-24, 2021 AS FLORIDA CITY GOVERNMENT WEEK

WHEREAS, city government is the government closest to most citizens and the one with the most direct daily impact upon its residents; and

WHEREAS, city government is administered for and by its citizens, and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along understanding of public services and their benefits; and

WHEREAS, Florida City Government Week is a very important time to recognize the important role played by city government in our lives; and

WHEREAS, this week offers important opportunity to spread the word to all citizens of Florida that they can shape and influence this branch of government which is closest to the people; and

WHEREAS, the Florida League of Cities and its member cities have joined together to teach students and other citizens about municipal government through a variety of different projects and information; and

WHEREAS, Florida City Government Week offers an important opportunity to convey to all citizens of Florida that they can shape and influence government through their civic involvement.

NOW, THEREFORE, the North Central Florida Regional Planning Council hereby proclaims the week of October 18-24, 2021 as *Florida City Government Week* throughout the north central Florida region.

DULY ADOPTED AND PROCLAIMED this 23rd day of September 2021.

Attest:

NORTH CENTRAL FLORIDA
REGIONAL PLANNING COUNCIL

SEAL

Janice Mortimer
Secretary-Treasurer

Thomas Demps
Chair

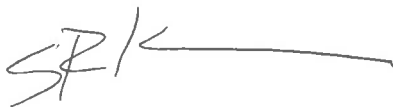


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September 16, 2021

TO: Council Members

FROM: Scott R. Koons, AICP, Executive Director 

SUBJECT: Engagement Letter for Fiscal Year 2020-21 Audit

RECOMMENDATION:

Authorize the Chair and Executive Director to execute an engagement letter with the auditing firm of Powell and Jones, Certified Public Accountants, of Lake City to conduct the Fiscal Year 2020-21 audit of the Council's accounts for a lump sum fee for this service of \$17,175 with the understanding that this engagement includes an audit of the Council's Employee Pension Plan for the same fiscal year.

BACKGROUND:

As you know, the Council selects an auditor for a three-year period, with the condition that an engagement letter be approved each year to ensure that the auditor is conducting the audits in an acceptable manner. The current auditor was selected in 2019 and has conducted two audits under this series. Therefore, it is recommended that a third engagement letter be entered into for the audit of Fiscal Year 2020-21.

The proposed letter of engagement is attached for your information. The lump sum fee has been set at \$17,175 in accordance with the proposal made by the auditor to adjust the fee each year in an amount equal to the percent increase/decrease of the Consumer Price Index for All Urban Consumers, not to exceed five percent each year. This fee is an increase of \$500 from the amount of the fee charged for the Fiscal Year 2019-20 audit.

If you have any questions concerning this matter, please do not hesitate to contact me.

Attachment

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Richard C. Powell, Jr., CPA
Marian Jones Powell, CPA

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Lake City, Florida 32025
386 / 755-4200
Fax: 386 / 719-5504
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September 14, 2021

Honorable Thomas Demps, Chair
North Central Florida Regional Planning Council
2009 NW 67th Place
Gainesville, Florida 32653-1603

We are pleased to confirm our understanding of the services we are to provide North Central Florida Regional Planning Council for the year ended September 30, 2021. We will audit the financial statements of the governmental activities and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of North Central Florida Regional Planning Council as of and for the year ended September 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement North Central Florida Regional Planning Council's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to North Central Florida Regional Planning Council's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Budgetary Comparison Statements

We have also been engaged to report on supplementary information other than RSI that accompanies North Central Florida Regional Planning Council's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, [in a separate written report accompanying our auditor's report on the financial statements OR in a report combined with our auditor's report on the financial statements].

- 1) Grant Schedule

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of North Central Florida Regional Planning Council and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of North Central Florida Regional Planning Council's financial statements. Our report will be addressed to

management and the Board of Directors of North Central Florida Regional Planning Council. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that North Central Florida Regional Planning Council is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance

matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of North Central Florida Regional Planning Council's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements, the annual financial report and related notes of North Central Florida Regional Planning Council in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including identification of all related parties and all related-party relationships and transactions, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the

supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations and schedules we request and will locate any documents selected by us for testing.

We will provide copies of our reports to North Central Florida Regional Planning Council; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Powell and Jones CPAs and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to any state or federal agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Powell and Jones CPAs personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the state or federal agency. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately December 1, 2021 and to issue our reports no later than June 30, 2022. Richard Powell is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$17,175. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of

termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to North Central Florida Regional Planning Council and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Powell and Jones CPAs

RESPONSE:

This letter correctly sets forth the understanding of North Central Florida Regional Planning Council.

Signature: _____
Thomas Demps

Signature: _____
Scott R. Koons

Title: Chair

Title: Executive Director

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September 16, 2021

TO: Council Members
FROM: Scott R. Koons, AICP, Executive Director
SUBJECT: Assigned Fund Balance - Unemployment Compensation Benefits

RECOMMENDATION:

Encumber \$557.89 of the Council’s unassigned fund balance as part of the assigned fund balance to increase the Unemployment Compensation Benefits Fund balance for unemployment compensation benefit costs to \$30,000.

BACKGROUND:

The Council is a self-insured employer for unemployment compensation benefits. When a former employee is entitled to receive unemployment compensation benefits, the Council reimburses the Florida Unemployment Compensation Fund on a quarterly basis for the amount of the benefit payments.

During Fiscal Year 2020-21, a former Council employee received \$557.89 in unemployment compensation benefits. The Council’s Unemployment Compensation Benefits Fund assigned fund balance is maintained at \$30,000. In order to maintain the Council’s Unemployment Compensation Benefits Fund assigned fund balance at this level, it is recommended that \$557.89 from the Council’s unassigned fund balance be encumbered as part of the Unemployment Compensation Benefits Fund assigned fund balance to increase the amount to \$30,000.

If you have any questions concerning this matter, please do not hesitate to contact me.



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September 16, 2021

TO: Executive Committee

FROM: Tara Tucker, Executive Assistant to Executive Director

SUBJECT: Executive Director Annual Performance Evaluation

The employment contract between the Executive Director and the Council specifies that the Executive Committee shall adopt performance standards to annually review and evaluate the Executive Director. It further specifies that the annual review and evaluation of the Executive Director shall be conducted by the Executive Committee. It also specifies that at its discretion, the Executive Committee is authorized to provide a merit increase to the Executive Director on an annual basis commencing October 1st of each year.

Committee members have received the annual performance evaluation form and have returned the form to me for tabulation. Please find attached the results of the tabulation for your review and ratification at the September 23, 2021 Executive Committee meeting. The annual performance review of the Executive Director resulted in an overall average score of 4.9 on a 5.0 scale. This average score would result in a merit pay adjustment of 5.0 percent.

The action of the Committee concerning the Executive Director annual performance evaluation and merit pay adjustment will be reported to the Council by the Committee at the September 23, 2021 Council meeting.

If you have any questions concerning this evaluation process, please do not hesitate to contact me.

Attachment

o:\council.mtg\ec\mtgmemos\executive director evaluation sept21.docx

**NORTH CENTRAL FLORIDA REGIONAL PLANNING COUNCIL
EXECUTIVE DIRECTOR ANNUAL PERFORMANCE REVIEW**

Executive Director: Scott R. Koons

Evaluation Period: October 1, 2020 through September 30, 2021

Ratings on Job Performance:

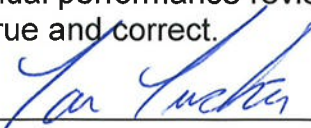
- 5 = Exceeds Job Requirements
- 4 = Above Average Performance
- 3 = Satisfactory Performance
- 2 = Needs to Take Action to Improve
- 1 = Performance Does not Meet Job Requirements

Merit Pay Adjustment:

- 3.5 to 3.9 Score = 1 1/4%
- 4.0 to 4.4 Score = 2 1/2%
- 4.5 to 5.0 Score = 5%

	The Executive Director	AA	CC	TD	FH	JM	Average Rating
1.	Represents the Council in a positive, professional manner	5	5	5	5	5	5.0
2.	Accurately represents the goals and policies of the Council	5	5	5	4	5	4.8
3.	Maintains a positive image and relationships with local, state and federal agencies	5	5	5	5	5	5.0
4.	Promotes the Council and its services	5	5	4	4	5	4.6
5.	Makes clear and concise recommendations to Council	5	5	5	5	5	5.0
6.	Deals honestly and fairly with all parties	5	5	5	5	5	5.0
7.	Exercises sound judgment in business transactions	5	5	5	5	5	5.0
8.	Is respected by peers and leaders in the region	5	5	5	5	5	5.0
9.	Is knowledgeable about regional issues	5	5	5	4	5	4.8
10.	Provides good overall leadership for the Council	5	5	5	5	5	5.0
	TOTAL AVERAGE SCORE	5.0	5.0	4.9	4.7	5.0	4.9

I hereby certify that this tabulation of the evaluation forms for the Executive Director annual performance review as completed by the members of the Executive Committee is true and correct.



Signature

9/16/2021

Date

Tara Tucker
Executive Assistant to the Executive Director
ec reviews 21.rtf

