



Finance Subcommittee Meeting

August 9, 2023 at 1:30 p.m. CT

Pensacola & Perdido Bays Estuary Program

226 Palafox Place, 5th floor, Pensacola, FL 32502

[Zoom Recording](#)

Members Present

Woody Speed (Zoom) City of Orange Beach

Cherry Fitch City of Gulf Breeze

Robert Bender Escambia County

Colten Wright Santa Rosa County

Members Absent

Mike Norberg Okaloosa County

Staff Present

Matt Posner PPBEP

1. Call to Order

Chairman Speed called the meeting to order.

2. Roll Call

Matt Posner (PPBEP Executive Director) called the roll. A quorum was present.

3. Approval of the Agenda

Commissioner Wright made a motion to approve the agenda as presented, Commissioner Bender seconded, and the motion passed unanimously.

4. Action Items

- a. Approval of the May 10, 2023 and May 17, 2023 Subcommittee Meeting Minutes
Commissioner Wright made a motion to approve the meeting minutes, Commissioner Bender seconded, and the motion passed unanimously.
- b. Approval of the Proposed FY23-24 Operating Budget
M. Posner presented the proposed FY23-24 Operating Budget for Subcommittee approval. General discussion was held on local government contributions, equipment expenditures, the Program's office lease. Commissioner Bender made a motion to recommend approval of the proposed FY23-24 Operating Budget to the Board, Commissioner Wright seconded, and the motion passed unanimously.



- c. Approval of 501(c)(3) Tax Exemption Determination Application
Commissioner Wright made a motion to recommend approval to the Board authorizing Mary Jane Bass to serve as authorized representative and submit the application for 501(c)(3) tax exemption determination, Mayor Fitch seconded, and the motion passed unanimously.
- d. Approval of the Pensacola & Perdido Bays Estuary Program Operating Manual
M. Posner presented the Operating and Procurement Procedures Manual. Posner noted legal counsel is in the process of drafting investment policy language. The current draft is being presented to the Subcommittee for approval, however, the final amended Manual will be presented to the Board for approval inclusive of the investment policy language. Mayor Fitch made a motion to recommend approval of the Pensacola & Perdido Bays Estuary Program Operating and Procurement Procedures Manual to the Board, Commissioner Bender seconded, and the motion passed unanimously.

5. Information Items

- a. Expenditure Report
M. Posner presented the quarterly expenditure report. All expenditures are inline with what has been projected.
- b. Update on RFPs: Accounting and Banking Services
M. Posner provided an update on the Accounting Services RFP and Banking Services RFP. Both RFPs closed the morning of August 9, 2023. Two firms responded to the Accounting Services RFP and three banks responded to the Banking Services RFP. The Selection Committee will convene the week of August 14th to review and select the respective respondents.
- c. Health and Liability Insurance
M. Posner provided an update on health and liability insurance. At the next Board meeting, the Board will be presented with a health plan option from United Health through the Florida Municipal Insurance Trust/Florida League of Cities. M. Posner is working with HUB International on obtaining general liability insurance quotes for the Program.

6. Subcommittee Member Comments

No Subcommittee member comments were provided.

7. Public Comment

No public comments were provided.

8. Adjourn

The meeting was adjourned at 2:10.