

## **MINUTES OF THE MEETING**

### **FINANCE COMMITTEE BOARD OF PILOT COMMISSIONERS Hampton Inn & Suites 19 South Second Street Fernandina Beach, Florida 32034 January 22, 2007**

#### **CALL TO ORDER**

Commissioner Buffington, Chair of the Finance Committee, called the meeting to order at 1:04 p.m.

#### **Members Present**

Commissioner Buffington, Chair  
Commissioner Bryson  
Commissioner Buford  
Commissioner Fernandez  
Commissioner Frudaker  
Commissioner Hiers  
Commissioner Molitor  
Commissioner Phipps  
Commissioner Robas

#### **Members Not Present**

Commissioner Sweeney, Vice-Chair

#### **Others Present**

Robyn Barineau, Executive Director  
Elise Rice, Government Analyst  
Mary Ellen Clark, Board Counsel  
Drew Winters, Prosecuting Attorney  
Galen Dunton, Board Consultant  
Gretchen Rayborn, Florida State Pilots Association  
Allen Thompson, Tampa Bay Pilots Association  
Brian Seuter, Cumberland Sound Pilots Association  
Joe Brown, Florida State Pilots Association

Commissioner Buffington informed the Committee that Commissioner Sweeney was excused from the meeting.

#### **APPROVAL OF THE MINUTES OF THE MEETING September 28, 2006**

**MOTION:** Commissioner Robas made a motion that the Committee approve the September 28, 2006, minutes as submitted.

**SECOND:** Commissioner Molitor seconded the motion and it passed unanimously.

### **REVIEW OF 1ST QUARTER RESULTS**

Commissioner Buffington reported that the first quarter ended with a slight increase in the Board's cash balance. He stated that the case was further enhanced by the refunding of overages in expenses for the last fiscal year and then slightly reduced in a loan to the Professional Regulation Trust Fund. He stated that the money transferred to the trust fund would earn interest by the board or boards borrowing the money. Commissioner Buffington reported that the actual asset balance was \$125,680.00.

Commissioner Buffington reviewed the **Revenue** line items with the Committee as follows:

**Fees and Charges** were below budget.

**Pilotage Assessment** revenues were 30 percent below projection, however, the difference in the projections and actual revenues could be attributed to the normal lag time that occurs during the first accounting quarter of the fiscal year.

**Licenses** did not have any revenue, however, there would be some in the second quarter.

**Earnings** were 74 percent of the budget and there should be a small cash balance by the end of the fiscal year.

Commissioner Buffington reviewed the **Expenses** with the Committee.

**Central Intake** was less than one percent so there was no cost allocation.

**Information Technology** was ten percent of the budget. He stated that this would be discussed later in the meeting.

**General Counsel** was within five percent of the budget.

**Consumer Complaints & Investigations** did not have any costs allocated.

**DOAH** did not have any costs allocated but historically these costs tend to appear after the first quarter.

**Attorney General's Office** was 50 percent of the budget. He stated that they had discussed this at the last meeting and it would hopefully balance out.

**Testing** was about six percent of the budget and normally this expense is low as the examination is not given during this time.

**Service Charge** was within five percent of the budget.

**Board Administrative Office** was about six percent below budget which Commissioner Buffington reported could be as a result of a lag time that occurs during the first quarter accounting period.

**Rate Review Board Administrative and Rate Review Attorney General** did not have any cost allocated to them at this time, however, there will be items in this category starting in the next quarter relating to the hearing in Palm Beach.

**Administrative Costs** were about ten percent below budget. Commissioner Buffington stated that they will need to watch this item closely in the future.

**Transfer to Professional Regulation Trust Fund** is a loan to one or more boards which will be repaid with interest.

**Transfer to the Administrative Trust Fund** reflects an adjustment to the costs allocated to the Board in the last fiscal year.

Commissioner Buffington informed the Committee with regards to the Information Technology, he had been trying for several months to get an answer on this with Ms. Barineau's assistance. He stated that an adjustment of \$6,000 brings this expense in line with the cost associated with the Accenture contract. He asked Ms. Barineau to find out what the overall Accenture payment was for the Division of Professions, and Commissioner Buffington asked her to also find out the final methodology that is used.

#### **REVIEW OF CURRENT GROSS PILOTAGE ASSESSMENT RATE**

Commissioner Buffington informed the Committee that it appeared they were on target with the current assessment rate.

#### **NEW BUSINESS**

Commander Dunton informed the Committee that the Bureau of Education and Testing was in the process of working with him to set up a network that would allow him to select and review examination questions from his home. He stated that there would be a cost savings of his travel time and it would allow him the opportunity to go in and start analyzing questions from home without having to travel to and from the Department.

#### **ADJOURNMENT**

There being no further business to come before the Committee, the meeting was adjourned at 1:27 p.m.