

**Leon County Research and Development Authority  
Compensation Committee Meeting**

Thursday, May 30, 2019

10:00am to 12:00pm

Knight Administrative Centre

1736 West Paul Dirac Drive, Tallahassee, FL 32310

**Report**

**Members in Attendance:** Kimberly Moore, Linda Barineau, T. Paul Dean, Sherry Marson.

**Members Not in Attendance:** April Salter.

**Guests:** Ron Miller, Peggy Bielby; LCRDA Staff.

**1. Call to Order**

Chair Kimberly Moore called the meeting to order at 10:04am.

**2. Agenda Modifications**

None.

**3. Public Comment**

None.

**4. Approval of Draft Meeting Minutes – May 5, 2019**

*Paul Dean offered a motion to approve the May 5, 2019 Compensation Committee meeting minutes. Linda Barineau seconded the motion which passed unanimously.*

**5. Committee Discussion**

- a. Review of Requested Resource Information
- b. Review of “Areas for Consideration” Survey Responses

Chair Kimberly Moore reviewed the committee member responses to the survey items, and after discussion the Committee reached consensus on the recommendations.

**6. Conclusions and Recommendations**

- a. Executive Director Compensation
  - i. Executive Director’s (“ED”) compensation is in line with AURP salary range \$75,000 to \$174,999 considering similar geographic location, population and budget.
  - ii. Adopt the benefit structure of Leon County and make available to ED and other staff.
- b. Executive Director Annual Survey Tool
  - i. Annual salary review tool should add specific goals tied to the strategic plan.
  - ii. Continue to use AURP survey for ED salary comparisons
- c. Staff Benefits
  - i. Adopt and offer Leon County administered staff benefits: adding Authority as its own division to the plans but excluding tuition reimbursement and education incentive.

- ii. Authority to pay cost of basic life and AD&D insurance for full-time employees 2x annual salary for Director and Executive Director positions. Other full-time staff positions would be covered for 1x annual salary.
  - iii. For medical insurance (employer share as currently offered) add option for VBD reimbursement rates similar to Leon County, add access to Florida PPO plan, and add \$150 Health and Fitness Reimbursement (CHP Only).
  - iv. Provide access to Leon County employee paid benefits for dental, vision, long-term/short-term disability, supplemental life and AD&D insurance, AFLAC, Colonial Voluntary Plans, and Reliance Life Insurance.
  - v. Provide access to Nationwide 457(b) deferred compensation plan for all staff without a match option (provide cost of match option to Board).
  - vi. Establish a section 125 premium only plan in the name of the Authority.
  - vii. Provide local travel mileage reimbursement consistent with State of Florida statute. Evaluate cost after a year and compare to car allowance option.
  - viii. Provide \$45 per month cell phone allowance depending on staff position's work usage at the discretion of the ED.
  - ix. Cap sick leave hours to be paid out upon termination. Kimberly Moore will research State of Florida and other public policies for guidance.
- d. Employee Reward Options
- i. Adopt a "rewards program" similar to Leon County, but available to all staff.
  - ii. Program modified to include language and consistency with Florida Statute 215.425(3).
  - iii. Establish annually a dedicated budget item that will be approved by the board along with the distribution of the funds following a one-time payment disbursement model.
  - iv. Part-time employees participate and receive a portion of the one-time payment prorated according to hours worked.
- e. Recommended Best Practices and Strategies
- i. Establish a compensation committee to review compensation package every other year.
  - ii. Establish employee classification levels. Address FLSA Exempt/Nonexempt designations, and comp time policy language. Clarify that exempt employees are excluded from any overtime or comp time. Ron Miller will provide a draft revision of Personnel Policy 11-01 accordingly.

## **7. Next Meeting Date**

The committee will meet one more time:

Meeting #3 of 3: Present draft recommendations for approval. Areas to be addressed include: Executive Director compensation (including salary and retirement benefits), staff benefits, employee reward options, and recommended best practices and strategies ensuring that the LCRDA-offered compensation package is competitive.

## **8. New Business**

None.

## **9. Adjourn**

The meeting adjourned at 10:58am.

### **Next Meeting**

Thursday, July 11, 2019, 11:00am – 12:00pm