

**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

Minutes

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