

Leon County Research and Development Authority
Board of Governors Meeting
Knight Administrative Centre
1736 W Paul Dirac Drive, Tallahassee, FL 32310
Thursday, August 1, 2019
11:00am to 1:30pm

DRAFT Minutes

Members in Attendance: Dave Ramsay, April Salter, Keith Bowers, John Dailey, Paul Dean, Kristin Dozier (by telephone), Kimberly Moore, Shawnta Friday-Stroud, Eric Holmes.

Members Not in Attendance: Ray Bye, Anne Longman, Kim Williams.

Guests: Lori Campbell, Stephanie Shoulet, NAI Talcor; Melissa VanSickle, Nelson Mullins Broad & Cassel; Ron Miller, Michael Tentnowski, Denise Bilbow, and Peggy Bielby, LCRDA Staff.

1. Call to Order

Chair Dave Ramsay called the meeting to order at 11:10am.

2. Modifications to the Agenda

As required by the Bylaws, the Board must vote to approve Kristin Dozier's participation in the meeting via telephone.

John Dailey offered a motion to allow Kristin Dozier to participate on the meeting by electronic means. Kimberly Moore seconded the motion, which passed 7-0 with Kristin Dozier ineligible to vote on this motion.

3. Introductions

All present introduced themselves.

4. Recognition of Retiring Board Members

Chair Dave Ramsay recognized T. Paul Dean and Kim Williams who are retiring from the Board of Governors and thanked them for their service.

5. Public Comment

None.

6. Approval of Draft Meeting Minutes, June 6, 2019

John Dailey offered a motion to approve the June 6, 2019 Board of Governors meeting minutes. Kimberly Moore seconded the motion which passed unanimously.

7. Consent Agenda

- i. Treasurer's Report
- ii. Monthly Financial Reports
 1. May 2019
 2. June 2019
- iii. Investment Reports
 1. May 2019

2. June 2019
- iv. Compensation Committee Reports
 1. July 11, 2019

John Dailey offered a motion to approve the Consent Agenda. Kimberly Moore seconded the motion which passed unanimously.

8. RFP 19-03 Janitorial Services Contract Award

Staff and NAI Talcot recommend the award of an agreement with Juanita Ross-Dilworth DBA M&J Cleaning Services for the provision of Janitorial Services. As shown in the attached financial summary, the average cost per square foot for the term including optional extensions is \$0.077 for an average total cost of \$41,303.76. M&J Cleaning Services was the lowest bidder.

John Dailey offered a motion to award the Janitorial Services Contract to M&J Cleaning Services. Eric Holmes seconded the motion which passed unanimously.

9. Compensation Committee Conclusions and Recommendations

The Compensation Committee requests acceptance of its conclusions and approval of its recommendations as reflected in its report and in its approved changes to the policy “11-01 Personnel Policy.”

Kimberly Moore identified the committee members and reviewed the Compensation Committee action and conclusions and explained the recommendations. Chair Dave Ramsay thanked the Committee for its service and acknowledged staff and shared his appreciation for their professionalism. Kristian Dozier noted the assistance provided by the County Administrator.

John Dailey offered a motion to accept the conclusions and recommendations of the Compensation Committee. Eric Holmes seconded the motion which passed unanimously.

10. QuarryBio Lease

Staff requests approval of a 3-year non-cancelable lease with QuarryBio for 1,070 square feet of lab space in the Collins Building at \$17 per square foot to commence upon execution by both parties. QuarryBio (formerly ReclaimRx) is a past TechGrant winner. Its mission is to provide high resolution protein analysis for routine applications in biologic drug discovery, development, and manufacturing. They developed a unique mass spectrometry based covalent labeling method.

John Dailey offered a motion to approve the QuarryBio lease. Kimberly Moore seconded the motion which passed unanimously.

11. Collins Lab Budget /Floor Repair and Tile Replacement

Staff requests amendment of the Collins Building budget to increase repairs and maintenance expenses by \$20,770 to allow for filling the trench drains, replacement of flooring, and repair of the fume hoods and replacement other equipment in the Collins Building lab. Further, Executive Director requests ratification of his selection of lowest bidder Sapp Contractors for the floor repair and vinyl tile replacement in the lab at a cost of \$11,270 (included in the budget amendment).

John Dailey offered a motion to amend the Collins Building budget and ratify the Executive Director’s selection of Sapp Contractors. Eric Holmes seconded the motion which passed unanimously.

12. Collins Furniture & Relocation Expenses

Staff requests approval to amend and increase the capital budget by \$25,000 for the purchase of furniture and fixtures for the Collins Building, and \$3,000 for relocation expenses.

John Dailey offered a motion to amend the Collins Building capital budget. Eric Holmes seconded the motion which passed unanimously.

13. Election of Officers – Melissa VanSickle, General Counsel

Bylaws section 2.5(a). The election of the Officers of the Authority shall occur at the last meeting of the Board each fiscal year, with the term in office to begin October 1 of the next fiscal year. All Officers shall hold office strictly at the pleasure of the Board.

After discussion, Kimberly Moore agreed to be nominated as Chair, Eric Holmes agreed to be nominated as Vice Chair, and April Salter agreed to continue to serve as treasurer.

John Dailey offered a motion to nominate the slate of officers: Kimberly Moore (Chair), Eric Holmes (Vice Chair) and April Salter (Treasurer). Eric Holmes seconded the motion. There were no other nominations from the floor. The slate was approved by unanimous vote of those present: Dave Ramsay, Anne Longman, Kristin Dozier, Keith Bowers, John Dailey, Paul Dean, Kimberly Moore, Eric Holmes, April Salter.

14. Marketing Plan Discussion Denise Bilbow, Director of Programs & Communications

The 2019-2021 Strategic Plan calls for the development of a marketing plan for the Park with novel approaches and improved information about Park assets, and to partner with OEV to recruit private companies to the Park.

Denise Bilbow reviewed the current communications and competitive analysis, identified the market competition and target audiences, and incubator marketing strategy, and provided an overview of the best approaches to digital media (the main focus), owned media, events, and partnerships.

15. Chair’s Report

i. Board Seat Vacancies

Dave Ramsay reviewed the nomination process. Anne Longman will be the Board of Governors’ representative on the Leon County nominating committee. Ron Miller reviewed some of the current list of applicants. The Board discussed both the service on the Board of Governors and on the advisory group that will serve Innovation Park TLH, Inc. and the incubator. Ron Miller will forward all the applications to each of the Board of Governors members for their individual review. Kristin Dozier noted that she will not review the applicants with other County Commissioners as she will be voting on the nominations as a County Commissioner at the Sept. 17, 2019 Commission meeting. The Board does not make any recommendation by vote as to any of the applicants, but individual Board members, or Board officers, may offer their input to the Executive Director, who can share it with the Board representative on the Nominating Committee.

16. Staff Reports

i. Executive Director

1. Collins Incubator Name/Initial Member Agreements

After discussion, the d/b/a name “North Florida Innovation Labs” was agreed upon.

Shawnta Friday-Stroud joined the meeting at 12:25pm.

Paul Dean offered a motion to name the new incubator “North Florida Innovation Labs.” Kimberly Moore seconded the motion which passed unanimously.

2. DRC resignation/vacancy: Pat Hoy resigned from the Development Review Committee and the Board will appoint a replacement at its next meeting.
3. Trail Status-Bids received: Construction should start in the next few weeks, completed late September / early October.
4. DEO Tour: Working with OEV to arrange for State leadership to tour the Park.

5. Upcoming Annual Evaluation: ED Survey will be sent soon, adding specific goals for next year.
6. 2019-20 Budget Committee: Scheduling for the week of September 9, 2019.
 - ii. Director of Entrepreneurship
Michael Tentnowski reported on the EDA grant and the FAST grant, SBIR/STTR training, and the travel to First Flight technology incubator in Raleigh, NC to review the facilities, programs, grant writing.
 - iii. Director of Programs and Communications
Denise Bilbow reported on the marketing plan, Tech Topics, website and E-Club plans.
 - iv. Property Manager
Stephanie Shoulet reported on non-routine maintenance and repairs, and other projects and issues.

17. New Business

None.

18. Adjourn

Upcoming Meetings and Events:

TechTopics: Wednesday, August 28, 2019 11:30am -1:00pm
CAPS Seminar Room 120, FSU Research Foundation Building A
2000 Levy Avenue

Board of Governors Meeting: Thursday, October 3, 2019, 11:00am – 1:30pm
PLEASE NOTE NEW LOCATION
Collins Building
2051 East Paul Dirac Drive
Subsequent meetings held the first Thursday of even numbered months