

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

Knight Administrative Centre
1736 West Paul Dirac Drive
Tallahassee, Florida 32310

May 30, 2019
10:00am – 12:00pm

Agenda

1. Call to Order
2. Agenda Modifications
3. Public Comment
4. Approval of Draft Meeting Minutes – May 5, 2019 (Attachment A)
5. Committee Discussion
 - a. Review of Requested Resource Information
 - b. Review of Areas for Consideration Survey Response
 - i. Executive Director Compensation (E.g. salary, retirement, benefits)
 - ii. Survey Tool Suggestions
 - iii. Staff Benefits
 - iv. Employee Reward Options
 - v. Recommended Best Practices and Strategies (associated with ensuring that the LCRDA offers a competitive compensation package)
 - vi. Other
6. Conclusions and Recommendations
7. Next Meeting
8. New Business
9. Adjourn

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

Monday, May 6, 2019

2:00pm to 3:00pm

Knight Administrative Centre

1736 West Paul Dirac Drive, Tallahassee, FL 32310

DRAFT Minutes

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

Members Not in Attendance: None.

Guests: Ron Miller, Peggy Bielby; LCRDA Staff.

1. Call to Order

Chair Kimberly Moore called the meeting to order at 2:00pm.

2. Agenda Modifications

None.

3. Public Comment

None.

4. Committee Charge by Board of Governors

Kimberly Moore reviewed the Committee charge: Develop and recommend to the Board compensation strategies, goals and purposes that are competitive with local entities of similar size and stature. Ensure that members of management and staff are rewarded appropriately for their contributions to the Authority and the community. She noted that the ad hoc committee will comply with Florida's broad public records and other Sunshine laws.

5. Review Current Compensation and Benefits

a. Executive Director Compensation

The committee reviewed the Executive Director's Employment Agreement, salary history, 457(b) deferred compensation retirement plan, 2018 annual evaluation survey, and the 2016 AURP Salary Survey. Ron Miller noted the 2019 AURP Survey is pending, and he will provide the 2019 questions and if possible, the updated survey results. He also explained the LCRDA management and governance structure, and that Innovation Park/LCRDA is a state special district authorized by Florida statute and created by Leon County ordinance.

b. Current Benefits

The committee reviewed the LCRDA Personnel Policy 11-1, FRS retirement plan and classifications, CHP health insurance benefits, annual and sick leave policies, and out of town travel expense policy for the Executive Director and staff. LCRDA staff will provide current employee benefit and duties "at-a-glance" matrices.

6. Additional Benefits to Consider

The committee reviewed the Leon County Benefits Guide. Sherry Marson will provide additional Leon County information regarding maternity leave and short-term disability, local travel reimbursement, healthcare insurance rates, cell phone/car allowances, and a rewards program, both monetary and non-monetary.

7. Committee Approach Discussion and Next Meeting Date(s)

The committee will meet two more times:

Meeting 2: Present the compiled ad hoc member feedback inclusive of key strategies and possible goals, discussion, and identification of unaddressed action items. This meeting will address establishing a review of the personnel policy with a set frequency, properly classifying all positions, the periodic engagement of an ad hoc compensation committee, implementing a sick leave payout cap for termination, and establishing and implementing a reward system.

Meeting 3: Present draft recommendation 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.

LCRDA staff will poll the committee members to confirm the next meeting dates.

8. New Business

None.

9. Adjourn

The meeting adjourned at 3:07pm.

Next Meeting

TBD