

**Leon County Research and Development Authority
Board of Governors Meeting**

Thursday, August 3, 2017

8:30am to 11:00am

Morgan Building, Conference Room, #101
2035 E. Paul Dirac Drive, Tallahassee, FL 32310

MINUTES

Members in Attendance: Anne Longman (Chair), Keith Bowers, Dustin Daniels, Paul Dean, Kimberly Dixon, Shawnta Friday-Stroud, Eric Holmes, Kimberly Moore, David Ramsay, April Salter, Kim Williams.

Members not in Attendance: None.

Guests: Ron Miller, Denise Bilbow, Peggy Bielby (LCRDA Staff); Stephanie Shoulet, Lori Bilberry (NAI Talcor); Melissa VanSickle (Broad and Cassel).

1. Call to Order

Chair Anne Longman called the meeting to order at 8:35am.

2. Introduction of Guests

All present introduced themselves.

3. Modifications to Agenda

None.

4. Public Comment

None.

5. Approval of Draft Meeting Minutes, Board of Governors, June 1, 2017

April Salter offered a motion to approve the June 1, 2017 Board of Governors meeting minutes. Paul Dean seconded the motion which passed unanimously.

6. Consent Agenda

a. Executive Committee Report

b. Treasurer's Report

c. Investments

i. Report, May 2017

ii. Report, June 2017

d. Monthly Financial Reports

i. May 2017

ii. June 2017

e. Bing Bankruptcy

Executive Committee requests ratification of its approval to support Bing Energy's Bankruptcy Plan of Reorganization dated June 7, 2017 and to authorize Chair Longman to execute any and all of the documents necessary to effectuate the instructions of the court based on the Authority's approval of the Plan.

f. Janitorial Services Agreement 2nd Amendment

Executive Committee requests ratification of its approval of an amendment to the Janitorial Services Agreement with C&L and Associates to extend the agreement one year until August 31, 2018,

increase the fee 3% as provided in the agreement, and provide that the vendor waive any claims it may have against the Authority related to the agreement prior to the date of the amendment.

Dave Ramsay offered a motion to approve the Consent Agenda items. Kimberly Moore seconded the motion, which passed unanimously.

7. Election of Officers for Fiscal Year 2017- 2018

Melissa VanSickle, General Counsel, presented the slate of officers reviewed by the Executive Committee on June 26, 2017: Dave Ramsay (Chair), Kim Williams (Vice-Chair), and April Salter (Treasurer). Kristin Dozier moved to accept the slate. There were no nominations from the floor. The slate of officers, as presented, was approved by unanimous vote of those present: Anne Longman, Eric Holmes, Dave Ramsay, Keith Bowers, Kristin Dozier, Paul Dean, Kim Moore, April Salter, and Kim Williams.

Dustin Daniels, Kim Dixon, and Shawnta Friday-Stroud joined the meeting after the vote.

8. Job Growth Fund Discussion/Brainstorming

Anne Longman reported that she and ED Ron Miller met with Department of Economic Opportunity Executive Director Cissy Proctor and the DEO staff on August 1, 2017. The Florida Job Growth Grant Fund is a new economic development program which in its first year will provide \$85 million for public infrastructure and job training projects that support growth and employment in Florida's targeted industries. DEO and Enterprise Florida will make project recommendations to the Governor who can approve projects for funding based on local and regional need. Chair Anne Longman asked for the Board's approval for staff to quickly draft and submit an initial application for public infrastructure funding for the Collins Building renovation, Park infrastructure upgrade, and the construction of a new incubator building. Dave Ramsay offered a motion to authorize the Executive Director and Chair to draft and submit the application. Kim Moore offered a friendly amendment to have all the Board of Governor members see the application prior to its submittal. Eric Holmes seconded the motion, as amended, which passed unanimously.

9. Executive Director Evaluation

The Board reviewed the evaluation. The Executive Committee meeting will review and consider the evaluation, and address any compensation adjustment at its next meeting. Any action will then come before the Board of Governors at its October meeting.

10. Collins Building Remodel—Kristin Dozier, Immediate Past Chair

a. Lewis+Whitlock Report

Ron Miller reviewed the July 27, 2017 Architects Lewis+Whitlock report. Kristin Dozier offered a motion to issue a Request for Proposal for a Design-Build Contract on the Collins Building based on the L+W Collins Building Study – Part Two, and including all the additional research that has been done at this point. Kim Williams seconded the motion, which passed unanimously.

Shawnta Friday-Stroud left the meeting at 9:45am.

11. Bylaws Changes

Executive Committee requests board consideration of proposed changes to the Authority Bylaws. The purpose of the changes is to clarify the conditions under which a member may participate in a meeting via electronic means, and the impact of such participation on quorum, discussion, and voting. The changes also address the impact on quorum and voting as a result of abstentions required by Florida Statute.

Kimberly Moore offered a motion to approve the Bylaws change. Kristin Dozier seconded the motion which passed unanimously.

12. RFP 17-01 for Professional Auditing Services

- a. Audit Committee Report, June 15, 2017
- b. Audit Committee Report, June 22, 2017
- c. Professional Auditing Services Agreement

Staff requests approval of an Agreement for Professional Auditing Services with Thomas Howell Ferguson procured by the Audit Committee in accordance with Florida Statute and LCRDA's RFP 17-01.

Dave Ramsay offered a motion to approve the Audit Committee agreement with Thomas Howell Ferguson for professional auditing services. Kim Williams seconded the motion, which passed unanimously.

13. Entrepreneurial Excellence Program Planning Meeting Report

Larry Lynch, EEP Program Director presented the results of a meeting held on July 18, 2017 with various community stakeholders involved in entrepreneurial education and support as directed by the Board at its June 1, 2017 meeting. He also presented draft job description for the Program Director. Dustin Daniels requested that the job description include the fundraising necessary to fund the position and support the Program.

14. Chair's Report—Anne Longman, Chair

None.

15. Staff Reports:

- a. Director of Programs and Communications Report
- b. Executive Director's Report

Ron Miller reported that Bing Energy is amending its plan of reorganization. The creditor committee has hired a lawyer and is challenging parts of it. The hazardous waste has been removed from the Collins Building. Project Campus is moving forward. FSU Department of Anthropology has moved into the Johnson Building.

- c. Property Manager's Report

16. New Business

Incoming Chair Dave Ramsay asked that Ron Miller provide a list of committees to the Board so that committee assignments can be made at the October 5, 2017 meeting.

17. Tour (optional)

The Board was given a brief tour of the Morgan, Johnson, and Collins buildings, following adjournment.

18. Adjourn

The meeting adjourned at 10:25am.

Next Meeting: October 5, 2017

(Subsequent meetings held the first Thursday of even numbered months.)