

Leon County Research and Development Authority
Executive Committee Meeting
Knight Administrative Centre
1736 W Paul Dirac Dr 32310
Tuesday, March 26, 2019, 2:00pm

Minutes

Members in Attendance:

Chair Dave Ramsay, Vice Chair Kim Williams, Immediate Past Chair Anne Longman, Member at Large Kristin Dozier, Treasurer April Salter.

Members Not in Attendance:

None.

Guests:

NAI Talcor: Stephanie Shoulet; LCRDA Staff: Ron Miller, Executive Director; Michael Tentnowski, Director of Entrepreneurship; Denise Bilbow, Director of Programs and Communications; Peggy Bielby, Administrative Coordinator.

1. Call to Order

The meeting was called to order at 2:03pm.

Kristin Dozier offered a motion to approve April Salter's participation in the meeting by electronic means. Kim Williams seconded the motion which passed unanimously without April Salter participating in the vote.

2. Introduction of Guests

All present introduced themselves.

3. Modifications to the Agenda

None.

4. Public Comment

None.

5. Approval of Draft Meeting Minutes, January 28, 2019

Kristin Dozier offered a motion to approve the January 28, 2019 Executive Committee meeting minutes. Kim Williams seconded the motion which passed unanimously.

6. Audited Financial Statements 2017-2018

The Audit Committee requests ratification of its approval of the Audited Financial Statements for the fiscal year ended September 30, 2018. The auditor's report included an unmodified opinion and they identified no issues related to internal controls, or recommendations to management.

The Executive Committee noted that auditors have offered an unmodified opinion for several years in a row, and commended staff on this achievement.

Kim Williams offered a motion to ratify the approval of the Audit Committee's approval of the Audited Financial Statements for FY 17-18. Anne Longman seconded the motion which passed unanimously.

7. Collins Building Repair & Renovation Agreement

Staff requests approval of the Reviewers recommendation to award to Oliver Sperry Renovation & Construction, Inc (OS) the contract in the amount of \$157,345 for RFP 19-02 for repair & renovation of

the Collins Building. Based on a preliminary estimate, the board approved a budget of \$70,000 for the project when approving the RFP. A report detailing the review and recommendation is attached.

After discussion the Committee agreed with the Executive Director's concern that the less-detailed lower bids were unreliably low, yielding the potential for extensive change orders. The Committee directed that this item be placed on the general business portion of the Board of Governors April 4, 2019 meeting agenda.

Kim Williams offered a motion to approve the recommendation of the award to Oliver Sperry Renovation & Construction, Inc. subject to ratification by the Board of Governors. Kristin Dozier seconded the motion which passed unanimously.

8. Big Bend Floor Covering, LLC Agreement

Staff requests approval of its recommendation to award to Big Bend Floor Covering, LLC a contract in the amount of \$22,497.95 for the replacement of carpet in the Johnson Building National Park Service leased space in compliance with GSA lease requirements. This amount was not budgeted for this fiscal year. The authority received the three attached bids for both roll carpet and carpet squares.

Anne Longman offered a motion to approve the recommendation to award Big Bend Floor Covering the contract. Kristin Dozier seconded the motion which passed unanimously.

9. Innovation Park TLH, Inc. Loan Agreement

Staff requests approval of a Loan Agreement with Innovation Park TLH, Inc. (IPTLH) for the periodic advancement of funds to meet the initial working capital needs of IPTLH. The loan shall be non-interest bearing, payable upon demand by the Authority, with a maximum amount of \$10,000. The maximum amount may be increased by agreement of the parties via amendment to the Loan Agreement.

After discussion the Committee directed that the loan should be reviewed by the Board of Governors at the end of every fiscal year.

Kim Williams offered a motion to modify the agreement to include annual review by the Board of Governors as lender of any amount due and repayment options. Anne Longman seconded the motion which passed unanimously.

Kristin Dozier offered a motion to approve the Loan Agreement, as modified. Kim Williams seconded the motion which passed unanimously.

10. Business Incubator Discussion

- a. Next steps related to the development of the Business Incubator.

Michael Tentnowski presented an overview of entrepreneurship continuum and reviewed the application of the continuum components to Innovation Park and its mission and programs.

- b. Governance structure

After discussion about the governance structure and next steps, the Committee directed that the matter should be further discussed with the full Board at the meeting on April 4, 2019.

11. Chair's Report

- a. Compensation Committee

Dave Ramsay asked the Committee to send recommendations to Ron for individuals from the community to serve on a Compensation Committee to review the total compensation for the Executive Director, and possibly for staff, and directed Ron to review proposals for how the committee should operate and review comparable organizations and comparable compensation structures and bring it to the Board for consideration at the April 4, 2019 meeting.

- b. Tech Grant Pitch Night Governor Participation

Dave Ramsay stated that increased participation by the Board in TechGrant and other signature programs is important. Denise Bilbow stated she had created a sign-up sheet for the May 16, 2019 TechGrant Pitch Night Event.

12. Staff Reports

- a. Executive Director

Ron Miller reported that the trail has been delayed due to permitting issues, and completion is likely in June. He is reviewing lease options with DOT for the Phipps Building. He is continuing work on the Collins renovation and the IRS Form 1023 for IPTLH.

b. Director of Entrepreneurship

Michael Tentnowski reported that he will conduct a SBIR seminar on March 27, 2019 with 20 expected attendees. He is seeking SBIR certification by the EDA, as only SCORE and SBDC are currently listed as SBIR resources in Florida.

c. Director of Programs and Communications

Denise Bilbow reported that TechGrant winners will be announced tomorrow, March 27, 2019. TechTopics was held at the MagLab on March 6, 2-19 with 30+ attendees. The next one will be held in late August.

13. New Business

None. Kristin Dozier left the meeting at 3:54pm

14. Adjourn

The meeting adjourned at 3:55pm.