

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

Thursday, July 11, 2019
11:00am to 12:00pm
Knight Administrative Centre
1736 West Paul Dirac Drive
Tallahassee, FL 32310

Minutes

Members in Attendance: Kimberly Moore, T. Paul Dean, Sherry Marson.

Members Not in Attendance: Linda Barineau, April Salter.

Guests: Ron Miller, Peggy Bielby; LCRDA Staff.

1. Call to Order

Chair Kimberly Moore called the meeting to order at 11:00am.

2. Agenda Modifications

None.

3. Public Comment

None.

4. Approval of Draft Meeting Minutes – May 30, 2019

*Paul Dean offered a motion to approve the May 30, 2019 Compensation Committee meeting minutes.
Sherry Marson seconded the motion which passed unanimously.*

5. Conclusions and Recommendations to the Board of Governors

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 (see item c. below.)

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. Estimated annual cost to LCRDA: \$ 3,526.
- 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). Estimated annual cost difference to LCRDA if current employees elected VBD at current participation levels: \$669.

- 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. All costs paid by employee.
- v. Provide access to Nationwide 457(b) deferred compensation plan for all staff without a match option (provide cost of match option to Board). All costs paid by employee.
- vi. Establish a section 125 premium only plan in the name of the Authority. Administrative costs to LCRDA less Annual FICA savings of \$408.
- vii. Provide local travel mileage reimbursement consistent with State of Florida statute. Evaluate cost after a year and compare to car allowance option. Annual cost to LCRDA estimated to be less than \$1,000 per year.
- viii. Provide \$45 per month cell phone allowance depending on staff position's work usage at the discretion of the ED. Annual cost to LCRDA for 2 employees ($\$45 \times 12 = \540×2) = \$1,080.
- ix. PROPOSED to committee: Cap sick leave hours to be paid out upon termination to employees with at least 3 years of service at 25% of accrued balance up to a maximum of 480 hours (payout not more than 120 hours).
- 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. Based on current FLSA classifications, only the Administrative Coordinator position is designated as non-exempt. Clarify in Personnel Policy 11-01 that exempt employees are excluded from any overtime or comp time.

6. New Business

None.

7. Adjourn

The meeting adjourned at 11:08am.

Next Meeting:

March 2021