

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

Collins Building  
2051 E Paul Dirac Drive  
Tallahassee, FL 32310

Tuesday, May 18, 2021  
11:00am – 1:00pm

**Minutes**

**Members in Attendance In-Person:** Kimberly Moore, Dave Ramsay, Kevin Graham. Sonjoy Goswami

**Members in Attendance Virtually:** None.

**Members Not in Attendance:** None.

**Guests:** Ron Miller, Bill Lickson, Naomi Molina, Peggy Bielby (LCRDA Staff); Steve Goudi, Nova Engineering and Environmental Consulting.

**1. Call to Order**

Kimberly Moore called the meeting to order at 11:03am.

**2. Introduction of Guests**

All present introduced themselves.

**3. Approval of Participation by Electronic Means**

As all members were in attendance, no approval of participation by electronic means was necessary.

**4. Modifications to the Agenda**

Dave Ramsay asked to add a fourth option proposing a counteroffer: Item 10 d., to be discussed when the General Counsel Contract was addressed by the committee.

*Kevin Graham offered a motion to approve the modification. Dave Ramsay seconded the motion which passed unanimously.*

**5. Public Comment**

None.

**6. Approval of Draft Meeting Minutes, November 17, 2020**

*Dave Ramsay offered a motion to approve the meeting minutes. Kevin Graham seconded the motion which passed unanimously.*

**7. Compensation Committee Conclusions and Recommendations**

The Authority's Compensation Committee recommends approval of the following:

- a. The Compensation Committee requests approval of its recommendation to amend the Employee Policy to include the attached Telework Policy section.

- b. As a result of the Compensation Committee questions regarding applicability of the Federal Family and Medical Leave Act (FMLA), staff requests approval of the attached FMLA policy.
- c. The Compensations Committee requests the approval of its changes to the attached Executive Director Evaluation Form and to engage the Board to edit section 10 “Goal achievement”.

Ron Miller and Kim Moore reviewed the items and explained the Compensation Committee’s discussions and recommendations. Dave Ramsay stated that Goal Achievement (section 10.a.–e.) should also include: f. achieving revenue generation and expense control and g. maintaining of internal controls. Since the current ED evaluation period ends in four months, these financial related goal changes will be implemented for the next ED evaluation period in FY21-22.

*After discussion, Kevin Graham offered a motion to approve all three items as modified and to be placed on the Board consent agenda. Dave Ramsay seconded the motion which passed unanimously.*

#### **8. Elevator Modernization Consulting Services**

The Board of Governors previously approved a budget item of \$70,000 for fiscal year 2021 to modernize the elevator in the Morgan Building. The same amount is expected to be budgeted in 2022 to modernize the elevator in the Johnson Building. The current year budget did not include funds for consulting services for the development of a technical scope of work and other services necessary for the development of a Request for Proposals to perform the modernization and oversight of the project. Due to the specialized complexity and safety requirements of the project, staff requests approval of a budget not to exceed \$15,000 to solicit informal bids to perform said consulting services for BOTH elevators.

*Kevin Graham offered a motion to approve an additional \$15,000 to procure the consulting services with direction that the amount be offset in either FY20-21 or FY 21-22 by adjusting some other deferred maintenance item that does not impact safety in the way that elevators do. Dave Ramsay seconded the motion which passed unanimously.*

#### **9. RFP 21-02 Paving Services**

Staff requests approval to advertise and issue RFP 21-02 for Paving Services as further described in the solicitation and in accordance with the budget previously approved by the Board of Governors.

*Dave Ramsay offered a motion to approve the RFP. Kevin Graham seconded the motion which passed unanimously.*

#### **10. General Counsel Contract**

General Counsel Melissa VanSickle’s prior firm Clark, Partington, et al. (now Nelson Mullins Broad and Cassel) was originally contracted for services October 1, 2014. Since that time, the Authority has agreed to annual renewals without any increase in hourly rates. Counsel has proposed to extend the agreement for one year along with the attached rate schedule to be effective October 1, 2021.

Staff requests approval of one of the following options:

- a. Accept the proposed rate schedule and amend the agreement to extend the term one-year effective October 1, 2021, and place on the consent agenda for the next Board of Governors meeting.
- b. Issue a Request for Qualifications to solicit responses from firms interested in providing General Counsel Services for the Authority beginning October 1, 2021.
- c. Refer the question to the full Board of Governors at its next meeting.

*Dave Ramsay offered a motion to modify the agenda to add and approve an additional option: item 10.d. “Make a counteroffer to the proposed hourly rates: \$300 for partners, \$220 for associates, \$125*

*for paralegals, effective October 1, 2021, and if accepted, extend the term for one year with an option for two additional one-year extensions. If the counteroffer is not accepted, then issue an RFQ as set forth in item 10.b.” Kevin Graham seconded the motion which passed unanimously.*

#### **11. Chair’s Report**

Kimberly Moore reported that at the next meeting she will ask the Board to discuss masking, virtual option and in-person meeting plans going forward, and officer nominations.

#### **12. Staff Reports**

a. Executive Director

Ron Miller thanked Sonjoy Goswami, who is resigning following the August 3, 2021 Board of Governors meeting, for his service. Leon County will begin the nominating process. The IPTLH 501(c)(3) application is currently being reviewed by Thomas Howell Ferguson. NFIL design development should be complete July 7, 2021 and will be reviewed by the NFIL Oversight Committee the following week. Both Nhu Energy and Danfoss are working with the NFIL project engineers to see if they can be a part of the design, or potentially build in options for the future.

b. Director of North Florida Innovation Labs

Bill Lickson reported that as of today, day 22, he is reviewing at current facilities and programs and explained how important the 501(c)(3) will be to funding. He also reviewed potential grants and other funding opportunities he is pursuing, as well as his ongoing community engagement and outreach efforts.

c. Director of Marketing & Engagement

Naomi Molina provided updates on the Tech Topics held on April 20, 2021 and scheduled for June 15, 2021. TechGrant applications are in and the judges are reviewing them. Finalists will be announced on June 2, 2021. She continues to work on TechGrant sponsorships and the marketing plan.

#### **13. New Business**

None.

#### **14. Adjourn**

The meeting adjourned at 12:12pm.