

Leon County Research and Development Authority
Board of Governors Meeting
Collins Building
2051 East Paul Dirac Drive
Tallahassee, FL 32310

June 1, 2021
11:00am to 1:30pm

Minutes

Members in Attendance In-Person: Kimberly Moore, Tom Allen, Ray Bye, John Dailey, Kristin Dozier, Sonjoy Goswami, Eric Holmes, Anne Longman, Shawnta Friday-Stroud.

Members in Attendance Virtually: Keith Bowers, Dave Ramsay.

Members Not in Attendance: None.

Guests: Mary Jo Spector, FSU Research Facilities Design, Construction and Maintenance; Melissa VanSickle, Nelson Mullins Broad & Cassel; Stephanie Shoulet, NAI Talcor; Ron Miller, Bill Lickson, Naomi Molina, Peggy Bielby, LCRDA Staff.

1. Call to Order

Chair 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

In accordance with the Bylaws, there being a quorum of members present in person, the members of the Board present in person are required to approve participation by those participating via Electronic Means acknowledging that the COVID-19 pandemic constitutes extraordinary circumstances.

Kristin Dozier offered a motion to approve participation by electronic means. Tom Allen seconded the motion which passed unanimously.

4. Modifications to the Agenda

None.

5. Public Comment

None.

6. Approval of Draft Meeting Minutes, April 1, 2021

Kevin Graham offered a motion to approve the meeting minutes. Ray Bye seconded the motion which passed unanimously.

7. Consent Agenda

- a. Treasurer's Report
- b. Monthly Financial Reports

- i. March 2021
- ii. April 2021
- c. Investment Reports
 - i. March 2021
 - ii. April 2021
- d. Compensation Committee Report
- e. NFIL Oversight Committee Report
- f. Executive Committee Report
- g. Telework Policy

The Compensation Committee recommended the attached policy, modeled after Leon County's Telework Policy and reviewed by Authority counsel, to provide direction regarding employee's working away from the Authority offices.

The Executive Committee requests ratification of its approval of the Compensation Committee's recommended amendment of the Employee Policy to include a Telework Policy.

- h. Family and Medical Leave Act Policy

The Compensation Committee recommended the attached policy, modeled after a sample policy from the Society of Human Resource Managers and reviewed by Authority counsel, to comply with Federal Family and Medical Leave Act requirements.

The Executive Committee requests ratification of its approval of the Compensation Committee's recommended new Family and Medical Leave Act policy.

- i. Executive Director Evaluation Form

The Compensation Committee reviewed the Executive Director Evaluation Form and recommended changes to be included in the current evaluation year. It further recommended that specific financial related goals be adapted into the form before the beginning of the next fiscal year.

The Executive Committee requests ratification of its approval of the Compensation Committee's recommended changes to the Executive Director Evaluation form.

- j. 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 unanticipated but necessary 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.

The Executive Committee requests ratification of its approval of a budget not to exceed \$15,000.00 to solicit informal bids to perform consulting services for the development of a technical scope of work and other services necessary to develop an RFP for the modernization of the Morgan and Johnson elevators, and that the Executive Director find budget adjustments to offset this added cost.

- k. RFP 21-02 Paving Services

The Executive Committee requests ratification of its approval of 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.

- l. Legal Services Contract Amendment

General Counsel'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 proposed rate increase terms and has agreed to the Executive Committee's counter proposal as reflected in the attached Amendment.

The Executive Committee requests ratification of its approval of the proposed Legal Services Contract Amendment with Nelson Mullins Broad and Cassel which increases hourly rates from \$250 to \$300, \$200 to \$220, and \$90 to \$125, for Partners, Associates and Paralegals, respectively. It also extends the term of the contract two years with two additional one-year options at the same rates.

Ray Bye offered a motion to approve the consent agenda items. Kristin Dozier seconded the motion which passed unanimously.

8. North Florida Innovation Labs Plan — Bill Lickson

Director Bill Lickson provided an update regarding initial program development planning for the North Florida Innovation Labs, best practices, prospecting, fundraising, equipment, and a design and construction update.

9. Committee Roles Discussion — Chair Moore

Chair Kimberly Moore facilitated a discussion regarding potential adjustments to the role of the Investment Advisory Committee and the potential need for new committees, including a new Finance Committee potentially combining the functions of the Budget and Investment Advisory Committees. The intent would be to better utilize the community professionals who currently serve on Investment Advisory and to expand revenue generating opportunities. Ron Miller, Anne Longman and Tom Allen will work together to provide some recommendations at the next Board of Governors meeting.

10. Chair's Report

- a. Return to in-person meetings: After discussion it was agreed that members feel comfortable returning to in-person meetings but would like to preserve the option to Zoom. Before lunch resumes staff will provide a survey to determine whether attendees prefer to pay a one-time contribution, or the Authority furnishes lunch, and how to serve it.
- b. Officers for next year: Anyone interested in serving as an officer for FY 2021-2021 should contact Ron Miller. Kevin Graham has agreed to serve as chair if elected, leaving the Vice Chair and Treasurer positions to fill.

11. Staff Reports

- a. Executive Director Ron Miller reported that he is working on completion of EDA required site certification. The IPTLH 501(c)(3) application has been submitted to the IRS. He has requested the construction schedule from Danfoss to plan for expenditure of the OEV MOU funds on milestone dates. He will explore minimal renovation of the Collins Building 10k sf unrenovated space as there has been interest in leasing it, and Florida Department of Agriculture extended its lease for 5 years.
- b. Director of Marketing & Engagement Naomi reported that she is moving into a new position later in June. On June 15 TechTopics will feature WeatherStem and WeatherTiger. TechGrant finalist are announced tomorrow, and planning for an in-person event on Oct. 21 is underway. Tallahassee Start-up Week is Nov 8 -12 and she and Bill have been involved on the planning. She thanked everyone for the opportunity to work together, and Ron Miller noted she had done a great job under very challenging circumstances.

- c. Property Manager Stephanie Shoulet reported on occupancy, non-routine repairs and maintenance including paving and elevator bids.

12. New Business

None.

13. Adjourn

The meeting was adjourned at 12:42pm.

UPCOMING MEETINGS AND EVENTS

TechGrant Finalists Announced

Wednesday, June 2, 2021

TechTopics

Tuesday, June 15, 2021

11:00am – 12:00pm

NFIL Oversight Committee Meeting

Wednesday, July 14, 2021

8:00am – 10:00am

Executive Committee Meeting

Tuesday, July 20, 2021

1:00am – 1:00pm

Board of Governors Meeting

Tuesday, August 3, 2021

11:00am – 1:30pm

Executive Committee Meeting

Tuesday, September 21, 2021

11:00am – 1:00pm

TechGrant 2021

Thursday, October 21, 2021

5:00pm – 7:30pm

Goodwood Museum & Gardens Carriage House