

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

Collins Building  
2051 E Paul Dirac Drive  
Tallahassee, FL 32310

Monday, August 1, 2022  
11:00am – 1:00pm

**Minutes**

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

**Members in Attendance by Electronic Means:** None.

**Members Not in Attendance:** None.

**Guests:** Ron Miller, Bill Lickson, Peggy Bielby, LCRDA Staff.

**1. Call to Order**

Chair Kevin Graham called the meeting to order at 11:00am.

**2. Introduction of Guests**

None.

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

No approval was needed as a quorum of members was present in person.

**4. Modifications to the Agenda**

None.

**5. Public Comment**

None.

**6. Executive Director Position, Recruiting, and Transition**

Kevin Graham led an open dialogue about the process, skillset, trajectory of the ED position, and reviewed an overview and general proposal from Opus Partners search firm. Bill Lickson reviewed North Florida Innovation Labs next steps, opportunities, and challenges. He listed the top priorities and functional pieces of the position and proposed that going forward it would function best as two positions dividing the responsibilities and duties between an ED and a Business Manager. Ron Miller reviewed the history of his 10 years as ED, and the challenges and changes. Having a Business Manager in place prior to his departure would allow him to transition key duties to that new position. After discussion, the Committee agreed that a national search for an ED should be conducted, while a Business Manager could be expeditiously recruited locally. The proposal from Opus Partners explains the standard fee is 33.3 percent of the successful candidate's first year total cash compensation, but it offers to reduce its

fee to 30 percent. The procurement process under LCRDA Purchasing Policy 11-03 for hiring the search firm depends on whether the cost is more or less than \$50,000. If less \$50k, then three informal bids can be sought without a formal Request for Proposals process. If more than \$50k, the formal competitive procurement RFP process must be utilized. However, the Purchasing Policy also allows for the Board to make a written determination that a particular service is only available from a single source, whereupon further compliance with the purchasing policy is not required. Kevin Graham asked staff to confirm with Counsel that the sole source justification is appropriate. The committee requested staff to prepare for Thursday's Board meeting a two-year back-of-the-envelope forecast incorporating changes in staff positions and available reserves, and other known changes.

*Tom Allen offered a motion to recommend to the Board that it hire a search firm to conduct a national search for an Executive Director candidate, and for the Board to simultaneously conduct a local search to secure a Business Manager candidate. Dave Ramsay seconded the motion which passed unanimously.*

*Dave Ramsay offered a motion to recommend to the Board that it engage Opus Partners to procure an Executive Director candidate at a fee of 30 percent of first year's total cash compensation not to exceed \$50,000. Tom Allen seconded the motion. After discussion, Dave Ramsay amended the motion to remove the \$50,000 fee cap and add a recommendation that the Board determine that the service provided by Opus Partners is available only from Opus Partners in accordance with Policy 11-03(3.) (d.). Tom Allen seconded the amended motion which passed unanimously.*

**7. New Business**

None.

**8. Adjourn**

The meeting was adjourned at 1:17pm.