

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

Collins Building
2051 E Paul Dirac Drive
Tallahassee, FL 32310

Thursday, September 22, 2022
11:00am – 1:00pm

Minutes

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

Members in Attendance by Electronic Means: None.

Members Not in Attendance: None.

Guests: Stephanie Shoulet, NAI Talcro; Dan Hunter, VDA Elevator Consulting; 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

All present introduced themselves.

3. Approval of Participation by Electronic Means

As all members were present no approval was needed.

4. Modifications to the Agenda

Kevin Graham and Dave Ramsay made three modifications:

Original Agenda Item 7 to be considered before Item 8.

Original Agenda Item 10 to be considered after Item 8.

Agenda Item 11.b. to include a discussion of Bill Lickson's compensation.

5. Public Comment

None.

6. Approval of Draft Meeting Minutes

a. July 21, 2022

b. August 1, 2022

Tom Allen offered a motion to approve the meeting minutes. Kimberly Moore seconded the motion which passed unanimously.

7. RFP 22-03 Elevator Modernization Agreement

Staff requests approval of the evaluation committee's recommendation to award RFP 22-03 to TK Elevators and the attached agreement between TK Elevators and the Authority.

Ron Miller, Stephanie Shoulet, and Dan Hunter (RFP evaluation committee members) explained that two bids were received in response to RFP 22-03. The TK Elevator bid was more responsive, included value engineering and superior support, and was also less than the other bid. Although the TKE 3-year maintenance plan was higher cost, the extensive local support is worth the difference.

Tom Allen offered a motion to approve the committee's recommendation to award the RFP to TK Elevators and to authorize staff to enter into an agreement consistent with the terms of the RFP and the awarded proposal. Kimberly Moore seconded the motion which passed unanimously.

8. Property & Casualty Insurance Renewal

Staff requests approval of Brown and Brown's proposal to renew property & casualty insurance.

Ron Miller explained that Brown and Brown proposed coverage continues to include windstorm and hail at \$25,000 per occurrence, per location rather than a 2-percent deductible, and that the umbrella liability coverage limit of \$10 million should be reduced to \$5 million considering the substantial cost increase and the applicability of sovereign immunity to the LCRDA.

Kimberly Moore offered a motion to accept the Brown and Brown proposal with an annual premium of \$61,120.77 subject to the reduction of the umbrella liability coverage limit from \$10 million to \$5 million. Dave Ramsay seconded the motion which passed unanimously.

9. Fiscal Year 2022-2023 Budget

The Budget Committee requests ratification of its approval of the draft budget for fiscal year 2022-23. The attached narrative explains any significant changes to the budget from prior years.

Dave Ramsay explained that the budget anticipates a loss of \$402,000, plus \$261,000 of capital expenditures, yields a negative cash flow before NFIL of \$664,000. He reviewed the Two-Year Cash and Investments Forecast. Revenue must be generated from leasing the available space and finding more grant opportunities. Further additional revenue is needed for furnishing and staffing NFIL.

After discussion, Kimberly Moore offered a motion to ratify the Budget Committee approval of the draft budget. Tom Allen seconded the motion which passed unanimously.

10. Executive Director Employment Agreement Termination and Letter of Agreement

On July 21, 2022, Executive Director Ron Miller gave notice to the Board of his intent to retire, and on August 4, 2022, indicated to the Board the Effective Date would be October 14, 2022, terminating the employment agreement between the Authority and Ron Miller as of that date. The Authority desires to retain Ron Miller's services on an at-will part-time hourly basis as of the Effective Date. Staff requests approval of a letter agreement between the Authority and Ron Miller outlining the agreed terms of this part-time employment.

After discussion, Dave Ramsay offered a motion to approve the letter as written, deleting the word "remotely." The motion was not seconded. Tom Allen offered a motion to approve the letter, subject to General Counsel's review, but modifying the terms to delete the word "remotely," and adding language that clarifies that the part time work will be performed at the date, time, and location of the employee's discretion. Dave Ramsay seconded the motion which passed unanimously.

11. Staffing Update

- a. Executive Director Search
- b. Interim Executive Director/Staffing Plan
- c. Business Manager

After discussion Tom Allen offered a motion to approve the draft position description submitted by Opus Partners for the ED search with the modification of deleting the reference to reporting to the NFIL Board of Directors "Advisory Group." Kimberly Moore seconded the motion which passed with three votes. Dave Ramsay voted "nay" because he disapproved of the language that the ED "reports" to both the LCRDA Board of Governors and the NFIL Board of Directors.

After further discussion, Dave Ramsay offered a motion to authorize the Chair to negotiate the terms of a contract with Michael Kramer to serve as Interim Executive Director and to work with Opus to defer the timing of the search for a permanent Executive Director, with the understanding that if Michael Kramer declines, Bill Lickson will serve as Interim Executive Director and Opus will proceed with the ED search apace. Kimberly Moore seconded the motion which passed unanimously.

The meeting was recessed for five minutes at 1:02pm, and Kimberly Moore left the meeting. The meeting reconvened at 1:05pm.

Tom Allen offered a motion to increase Bill Lickson's annual salary by 10 percent, effective October 1, 2022, considering his increased workload and performance. His new annual performance and salary review date will be October 1st. For the time period that he may serve as Interim Executive Director, if any, Bill's salary will be increased by \$2,000 per month. Dave Ramsay seconded the motion which passed unanimously.

12. Interim Executive Director Signature Authority

The attached report summarizes the signature authority for the Executive Director. Due to the resignation of the Executive Director, staff requests the board delegate signature and approval authority of the Executive Director to the Interim Executive Director, effective not later than October 14, 2022, consistent with the authority's bylaws, policies, and procedures.

Tom Allen offered a motion to delegate the signature and approval authority as described. Dave Ramsay seconded the motion which passed unanimously.

13. Future Structure of Innovation Park

Kevin Graham shared his draft letter on LCRDA letterhead to the Presidents of FAMU and FSU regarding the conversations as to the future structure of Innovation Park. Bill Lickson will speak with Board members and university appointees Shawnta Friday-Stroud and Eric Holmes to review the letter at his earliest opportunity.

14. Staff Reports

- a. Executive Director
 - b. Director of North Florida Innovation Labs
- None.

15. New Business

None.

16. Adjourn

The meeting was adjourned at 1:19pm.