

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

Collins Building
2051 E Paul Dirac Drive
Tallahassee, FL 32310

Tuesday, September 6, 2022
8:00am – 9:00am

Report

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

Members in Attendance by Electronic Means: Tom Allen.

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 8:15am.

2. Introduction of Guests

None.

3. Public Comment

None.

4. Approval of Participation by Electronic Means

Kimberly Moore offered a motion to allow participation by electronic means. Dave Ramsay seconded the motion which passed unanimously with Tom Allen not voting.

5. Modifications to the Agenda

Dave Ramsay asked to discuss the proposed budget from the Budget Committee's August 30, 2022, meeting.

Bill Lickson asked to review the ED job description/search and the LCRDA and NFIL objectives.

Dave Ramsay offered a motion to modify the agenda accordingly. Kimberly Moore seconded the motion which passed unanimously.

6. Budget Committee

Dave Ramsay and Ron Miller reviewed the Proposed Budget for FY 2022-23, and the Two-Year Cash & Investments Balance Forecast.

7. Executive Director Search and NFIL Planning

Bill Lickson discussed allocating the ED search and hiring resources to the two main objectives of completing and funding the NFIL facilities and programs, and to leasing the remaining 30,000sf of

LCRDA available space. The resources could be utilized for contract and temporary HR staffing needs, and Bill could serve as interim ED in addition to his current role.

The Committee agreed to bring ideas for discussion at the next meeting regarding a short-term staffing plan following the ED's retirement, while the ED search is underway, and the Business Manager position is not yet filled. Staff will present a written plan in advance of the meeting. Two applicants were interviewed for the Business Manager position. Since no viable candidates emerged, staff will pause the job posting and repost in a week in order to maximize placement and visibility.

8. Executive Director Position Search

The Executive Committee discussed a proposed Opus Partners Executive Director Position Search firm agreement, and other issues related to the search.

After discussion Dave Ramsay noted the Opus Partners Exhibit B to the agreement, "Service Commitment," provides for placed candidates to be "off-limits" for future recruitment by Opus for two years. He asked that Kevin Graham request to modify the period from two to three years if possible.

Dave Ramsay offered a motion to direct Ron Miller to execute the agreement with Opus Partners. Kimberly Moore seconded the motion which passed unanimously.

9. New Business

None.

10. Adjourn

The meeting was adjourned at 9:23am.

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

Collins Building
2051 E Paul Dirac Drive
Tallahassee, FL 32310

Tuesday, September 13, 2022
8:00am – 9:00am

Report

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

Members in Attendance by Electronic Means: Dave Ramsay.

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 8:15am.

2. Introduction of Guests

None.

3. Approval of Participation by Electronic Means

Kimberly Moore offered a motion to allow participation by electronic means. Tom Allen seconded the motion which passed unanimously with Dave Ramsay not voting.

4. Modifications to the Agenda

Ron Miller added an item following Item 5 to approve the Sept. 6, 2022 meeting minutes.

5. Public Comment

None.

6. Approval of Executive Committee meeting minutes, September 6, 2022.

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

7. Executive Director Position Search Update

Ron Miller reported that the contract with Opus Partners has been executed and they will begin a series of interviews with Staff and Board, gather information, and start the search process. Kevin Graham will take the lead with Opus going forward.

8. Business Manager Position Search Update

Two applicants were interviewed for the position, but neither was a good candidate. The job listing will be withdrawn and then re-posted in order to restart the search.

9. Interim Staffing Plan

Bill Lickson reviewed his proposed Interim Staffing Plan under which he would serve as Interim ED, Ron Miller would serve temporarily as a part-time consultant and other staffing needs would be assigned to independent contractors.

Kevin Graham proposed an alternate plan utilizing Michael Kramer as an Interim ED with the intent that he utilize his specific experience and skillset to assess and analyze the current structure and operations.

The Committee agreed unanimously that the present financial and personnel concerns constitute an emergency such that waiving the LCRDA policies and procedures governing procurement and hiring was essential.

Dave Ramsay offered a motion that the committee authorize the Chair approach Michael Kramer to determine his interest and expectations for an interim ED position, and also to consider modifying the compensation plan for Bill Lickson. Kimberly Moore seconded the motion, Tom Allen offered a friendly amendment that if Michael Kramer's engagement is not an option, Bill Lickson's interim plan will be implemented. Dave Ramsay and Kimberly Moore accepted the amendment. The motion, as amended, passed unanimously.

The Committee also directed Ron Miller and Bill Lickson to provide a proposal for transitioning signature authority upon Ron's departure for the Committee to consider at its next meeting.

10. New Business

None.

11. Adjourn

The meeting was adjourned at 9:30am.

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

Report

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 Talcor; 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.

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

Collins Building
2051 E Paul Dirac Drive
Tallahassee, FL 32310

Tuesday, September 27, 2022
8:00am – 9:00am

Report

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 8:00am.

2. Introduction of Guests

All present introduced themselves.

3. Approval of Participation by Electronic Means (if needed)

As all members were present in person no approval was needed.

4. Modifications to the Agenda

Ron Miller asked to add a discussion of the lease inducement proposal following Item 11.

5. Public Comment

None.

6. Interim Executive Director Position Update

Kevin Graham noted he has not sent his previously proposed letter to the University presidents and has not yet contacted Opus. He has spoken to Michael Kramer about the Interim Executive Director position, and he is amenable to accepting the position, and provided a timing and compensation proposal. After discussion, the terms of a counterproposal were agreed upon, which Kevin Graham will provide to Michael Kramer for his consideration.

Tom Allen offered a motion to offer the Interim Executive Director position, as described, to the candidate. Kevin Graham offered a friendly amendment, accepted by Tom Allen, that the position includes a part-time component commencing October 15, 2022 until the full time Interim position: January 1 – December 31, 2023. Terms of employment options as of January 1 - June 30, 2024 will depend on progress. Kimberly Moore seconded the motion which passed unanimously.

Dave Ramsay offered a motion that Kevin Graham advise Opus Partners that the Executive Director search is on hold for now pending the anticipated Interim ED hire. Kimberly Moore seconded the motion which passed unanimously.

7. Business Manager Position Candidate Update

a. Title Change Request

b. Maximum Salary Adjustment Request

Ron Miller, Bill Lickson, and Dave Ramsay interviewed a candidate on Sept. 22, 2022 who is highly qualified. In light of her experience, current position, and skills, she would like her title to be Director of Finance and Administration, and that her starting salary will be \$86,250.

Tom Allen offered a motion that the Authority offer the position, as described, to the candidate. Kimberly Moore seconded the motion which passed unanimously.

8. Interim Staffing Plan Decision

Bill Lickson discussed reclassing the open marketing position to Senior Administrative Assistant and Marketing Coordinator, and also engaging some level of Government Relations and using contract providers for other duties. No committee action was taken.

9. Revised Budget to Reflect Committee Approved Changes to be Presented to the Board

Ron Miller explained the impact the staffing changes would have on the draft budget as well as other adjustments. The revised draft budget reflects these adjustments.

Kimberly Moore offered a motion to allow Ron Miler to adjust the revised budget that will be presented to the Board of Governors for approval in accordance with the changes discussed. Tom Allen seconded the motion which passed unanimously.

10. Pre-employment Drug Testing Policy Change

Ron Miller explained that Leon County has modified its pre-employment drug testing policy, eliminating it for most new employees, and requested the Authority Policy No. 10-01 pre-employment testing requirement be waived for the upcoming new hires. Eventually the policy itself should be amended to fall in line with the current Leon County policy.

Dave Ramsay offered a motion to waive Policy No. 10-01 for the Interim Executive Director and Director of Finance and Administration hires. Kimberly Moore seconded the motion which passed unanimously.

11. Lease Inducement Proposal

Ron Miller and Tom Allen discussed a plan to offer reduced lease rates for the remaining vacant space in Johnson and/or Morgan Buildings. Ron Miller reviewed some potential lease discussions underway, and Kevin Graham advised he has met with incoming FSU VP for Research Dr. Stacey Patterson but has not yet had a detailed discussion about leasing the available space. He will continue to pursue different conversations at FSU and will report back. Dave Ramsay recommended a presentation to Dr. Patterson to familiarize her with the Park. Kevin Graham also expressed his desire that the Presidents of FSU and FAMU be included in discussions regarding the Park future structure.

12. New Business

Ron Miller conveyed Ray Bye's desire that any restructuring discussion at the Board of Governors level take place with adequate time for a full discussion, perhaps a half day meeting. Dave Ramsay noted that going forward holding Board of Governors Board meetings on a monthly basis may be advisable.

13. Adjourn

The meeting adjourned at 9:23am.