

**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

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 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.