

**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

DRAFT Minutes

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.