

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

Collins Building
2051 East Paul Dirac Drive
Tallahassee, FL 32310

Thursday, January 19, 2023
11:00am – 1:00pm

Agenda

Anyone wishing to address the Committee may appear in person or submit written comments by 9:00am the day before the scheduled meeting date so that the comments can be distributed to the Committee members. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting. Email comments to: publicinput@inn-park.com and reference the meeting title and date in the subject line. Include your name and contact information.

1. Call to Order
2. Introduction of Guests
3. Approval of Participation by Electronic Means (if needed)
In accordance with the Bylaws, there being a quorum of members present in person, the members of the Committee present in person are required to approve participation by those participating via Electronic Means acknowledging that the COVID-19 pandemic constitutes extraordinary circumstances.
4. Modifications to the Agenda
5. Public Comment
Any public comment received prior to the meeting will be provided to the Committee members in addition to any in-person public comment.
6. Approval of Draft Meeting Minutes
 - a. September 22, 2022 (Attachment A)
 - b. September 27, 2022 (Attachment B)
7. Staff requests approval of a resolution authorizing the new officers to sign the Participant Account Maintenance Form (PAMF) for the Florida PRIME account. (Attachment C)
8. Staff requests that the geographic range of TechGrant applicants be expanded beyond Leon County as currently required by the application. See the excerpted pages from the 2022 Application Packet (Attachment D).

9. Chair discussion: Bylaws Article II – Officers, Section 2.5, Election, Eligibility, Terms and Removal of Officers, provides “c.) Terms of Office. The Chair and Vice-Chair shall serve no more than two consecutive terms in office unless additional consecutive terms are approved by the affirmative vote of a majority of the Board Present at a meeting at which a quorum is present at any duly called regular or special meeting of the Board.” (Attachment E)
10. Staff requests approval to apply for and pursue grant opportunities for the remainder of fiscal year 2022-2023.
11. Staff requests authority to waive the pre-employment drug testing policy requirement for the remainder of fiscal year 2022-2023. (Attachment F)
12. Staff Updates
13. New Business
14. Adjourn

UPCOMING MEETINGS AND EVENTS

Board of Governors Meeting Thursday, February 2, 2022 11:00am – 1:00pm	Audit Committee Meeting Thursday, February 9, 2023 2:00pm – 3:00pm
Executive Committee Meeting Thursday, March 23, 2023 11:00am – 1:00pm	Board of Governors Thursday, April 6, 2023 11:00am – 1:00pm
<i>Save the Date</i> TechGrant 2023 Thursday, May 11, 2023 5:30pm – 7:30pm Goodwood Museum & Gardens Carriage House	

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

DRAFT 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 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

DRAFT 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.



**Disclosure Statement
For Participation in the Local Government Surplus Funds Trust Fund (Florida PRIME)**

This Disclosure Statement (the "Statement") is made and entered into by and between the State Board of Administration of Florida (the "SBA") and _____ (the "Participant").

WHEREAS, Chapter 218.405, Florida Statutes, creates a public funds investment pool to which any local government of the State of Florida may delegate by Authorizing Resolution, the authority to hold legal title as custodian and to make investments purchased with local surplus funds;

WHEREAS, the SBA is authorized pursuant to Chapter 218.409, Florida Statutes to receive, transfer, and disburse surplus money and securities belonging to "units of local governments" of the state (as defined herein);

WHEREAS, the Local Government Surplus Funds Trust Fund (Florida PRIME) is a public funds investment pool, which funds are invested in certain eligible investments as more fully described in the enrollment materials;

WHEREAS, the SBA is authorized pursuant to Section 215.44, Florida Statutes to invest the funds of state agencies, state universities and colleges and direct support organizations of any of the foregoing in Florida PRIME;

WHEREAS, the Participant has determined that it is authorized to invest in Florida PRIME created under the Florida Statutes and has adopted the required Authorizing Resolution to permit the SBA to invest and reinvest funds of the Participant in Florida PRIME;

WHEREAS, the Participant acknowledges that the SBA is not responsible for independently verifying the Participant's authority to invest under the statutes

WHEREAS, the Participant acknowledges that the performance of Florida PRIME is not guaranteed by the State of Florida, the SBA or any other governmental entities; and

NOW THEREFORE, for and in consideration of the mutual promises, covenants and agreements herein contained, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree with each other as follows:

The Disclosure Statement. The Participant must execute this Disclosure Statement, an Authorizing Resolution and a completed Participant Account Maintenance Form designating person(s) to serve as Authorized Representatives of the Participant before depositing any funds into Florida PRIME.

Acknowledgement of Disclosure. The following signatory is a duly appointed, acting, and qualified officer of the Participant, who, in the capacity set forth above is authorized to execute this Statement. Further the Participant hereby acknowledges receipt and review of these enrollment materials which include: the New Participant Enrollment Guide, Authorizing Resolution, this Disclosure Statement, Florida PRIME Investment Policy Statement, applicable Rules and other historical financial information also posted on the Florida PRIME website. At the SBA's discretion, modifications to these documents may be posted on the Florida PRIME website. The Participant will have up to 45 days to withdraw their funds from the Florida PRIME or the modifications will be deemed accepted by the Participant.

PARTICIPANT NAME:

DATE:

SIGNATURE:

TITLE:

PRINTED NAME:

EMAIL:



2022 INNOVATION PARK TECHGRANT

About the TechGrant

The Leon County Research and Development Authority (LCRDA) Technology Commercialization Grant (TechGrant) program was first launched in 2005 to demonstrate commitment to supporting the entrepreneurial ecosystem in Leon County. Since 2005, 30 companies have benefitted from \$512,000 in grants awarded for the commercialization of their technologies. Most of those companies are still flourishing in the local community today.

The TechGrant program is broken down into two rounds – the preliminary and final round. The five companies with the highest scores are invited to present their pitch on Pitch Night. The winners are announced at the end of this event.

In addition to a cash prize from a pool of \$25,000, winners are provided a 6-month co-working membership at North Florida Innovation Labs.

About the LCRDA

The LCRDA manages Innovation Park, a research and development park. The LCRDA is facilitated by a Board of Governors. The Board is comprised of prominent academic, business, and community leaders who work together to oversee the growth and development of research into high-tech businesses in Innovation Park. Its mission is to work in affiliation with Florida State University, Florida A&M University, and Tallahassee Community College to promote scientific research and development activities, foster economic development, and broaden the economic base of Leon County, Florida.

TechGrant Eligibility

The TechGrant program is for innovative, early-stage companies located in Leon County, Florida. Note: This is not a research grant, but rather a grant to help those who have or will soon be starting a company that focuses on commercializing new technology.

Companies and individuals with outstanding debt obligations to the Authority, other than regular timely lease payments, are not eligible for this grant.



2022 INNOVATION PARK TECHGRANT

Judging Criteria

Examples of how applications are judged might include, but are not limited to, the following criteria:

I. Innovative Quality

- The problem to be solved and the idea(s) presented are clearly described for an investor audience
- Compared to competitors in its field, the idea is clearly different, better, or will cost far less
- The technology is potentially disruptive or very risky, but also of potentially high reward if successful

II. Commercialization Plan

- Product development has been initiated
- A prototype is available and has been tested
- A company has been established
- The commercialization strategy is logical and feasible
- The management team has the expertise to execute the commercialization plan

III. Impact of TechGrant

- An award of up to \$15,000 will make a substantial difference to the project
- Local publicity will help the company significantly
- The company will foster job creation in Leon County

IV. Mission Fit and Investment Potential

- The project fits with the mission of the LCRDA
- The project inspires investment in the business

Frequently Asked Questions

Q: I hear the LCRDA and Innovation Park used interchangeably from time to time. Are they the same thing?

A: No. The LCRDA is the governing body of Innovation Park, a research and development park established by Florida Statutes as a State Special District. The LCRDA Board of Governors is comprised of representatives from FSU, FAMU, and TCC, appointees from the local business community, and appointees from the Leon County Board of County Commissioners and City of Tallahassee. Innovation Park is home to world-renowned research facilities, like the National High Magnetic Field Laboratory, the Florida Center for Advanced Aero-Propulsion and Danfoss Turbocor. Visit www.innovation-park.com to learn more.

Q: Is the TechGrant program only for university-affiliated technologies?

A: No. Anyone in Leon County who has an original idea for technology commercialization is encouraged to apply.



2022 INNOVATION PARK TECHGRANT

Frequently Asked Questions (cont'd.)

Q: Innovation Park is a global leader in materials science, aero-propulsion, and energy. Will I be disadvantaged if my product/service **doesn't** fit in one of these industry categories?

A: No. Our goal is to use the TechGrant to assist start-ups that we think will be future job creators for Leon County. All are encouraged to apply.

Q: Do I need to have an established company in order to be eligible for the TechGrant?

A: No, but you must form a company before you are eligible to receive funds.

Q: Can I apply if I'm doing research under a university?

A: Yes. however please keep in mind the funds may not be used for research. The purpose of the TechGrant is to assist companies that are in the start-up phase. Note: funds may not be collected until a company has been formed (see previous question).

Q: Are my scores weighted throughout the competition?

A: Yes. Last year's weighting percentage is provided below. The scoring methodology is reviewed annually and may be adjusted prior to the application submission deadline.

- Selection Committee's review of commercialization plan: 50%
- Judges' vote based on event night presentation: 40%
- Audience vote based on event night presentation: 10%

Q: Are applicants permitted to see previous winners' submissions?

A: Yes. A selection of past grant recipients' applications can be found on our website, Please contact Kaizsa Threatt (kgrant@inn-park.com) for the link. Note: Prior recipient applications may be inappropriate references, as application instructions have changed, or due to its plan being unique to its technology.

Q: Can I ask for more money than the amount defined in the application?

A: Yes, although we are very confident that no more than \$15,000 will be awarded to any one company.

BYLAWS

2. ARTICLE II - OFFICERS

2.5 Election, Eligibility, Terms and Removal of Officers.

- a.) **Election of Officers.** The election of the Officers of the Authority shall occur at the last meeting of the Board each fiscal year, with the term in office to begin October 1 of the next fiscal year. All Officers shall hold office strictly at the pleasure of the Board.
- b.) **Eligibility.** All members of the Board or their designees shall be eligible to be an officer of the Authority.
- c.) **Terms of Office.** The Chair and Vice-Chair shall serve no more than two consecutive terms in office unless additional consecutive terms are approved by the affirmative vote of a majority of the Board Present at a meeting at which a quorum is present at any duly called regular or special meeting of the Board.
- d.) **Removal of Officers.** Any officer may be removed with or without cause at any time by the affirmative vote of a majority of the Board Present at a meeting at which a quorum is present at any duly called regular or special meeting of the Board.

Leon County Research and Development Authority

Policy No. 10-01

Title: Pre-Employment Drug Testing July 20,
Date Adopted: 2010
Effective Date: July 20, 2010

It shall be the policy of the Leon County Research and Development Authority (LCRDA) that a new policy, Policy No 10-1, "Pre-Employment Drug Testing", is hereby adopted, to wit:

- 1. PURPOSE** - As a part of the LCRDA's commitment to safeguard the health of its employees, to provide a safe place for its employees to work, and to promote a drug-free community, the LCRDA has established this policy on pre-employment drug testing.
- 2. APPLICABILITY** - All job applicants not presently employed by the LCRDA shall be subject to pre-employment drug testing.
- 3. DRUG TESTING CATEGORIES** - The LCRDA requires that drug tests shall be conducted before job applicants are hired, or after an offer to hire but before the effective date of employment with the LCRDA. All offers of employment with the LCRDA shall be subject to a negative drug test result.
- 4. INTERPRETATION OF THE LABORATORY RESULTS** - All drug test results are reviewed and interpreted by a physician (Medical Review Officer (MRO)) before they are reported to the employer. If the laboratory reports a positive result to the MRO, the MRO contacts the job applicant (in person or by telephone) and conducts an interview to determine if there is an alternative medical explanation for the drugs found in the job applicant's urine specimen. For all the drugs except PCP, some limited, legitimate medical use may explain the positive test results. If the job applicant provides appropriate documentation and the MRO determines that it is legitimate medical use of the prohibited drug, the drug test result is reported as negative to the LCRDA.
- 5. CONFIDENTIAL RECORDS** - Job applicants' drug testing results and records are maintained, subject to the provisions of Chapter 119 of the Florida Statutes, by the LCRDA, the drug testing laboratory, and the medical review officer. They cannot be released to others without the written consent of the job applicant. Exceptions to these confidentiality provisions are limited to a decision maker in arbitration, litigation, or administrative proceedings arising from a positive alcohol or drug test.

**Pre-Employment Drug Testing
Policy No. 10-1**

6. REFUSAL TO COOPERATE WITH DRUG TEST - A job applicant's tampering with the drug test or failing to submit to the required pre-employment drug test shall be considered as a request for withdrawal from consideration for the position for which she/he applied. As a job applicant, you have refused to take a drug test if you:

- a. Fail to appear for any test within a reasonable time, as determined by the employer, after being directed to do so by the employer, and in no instance shall exceed four (4) hours;
- b. Fail to remain at the testing site until the testing process is complete;
- c. Fail to provide a urine specimen for any drug test required by this policy;
- d. In the case of a directly observed or monitored collection in a drug test, fail to permit the required medical evaluation, that there was no adequate medical explanation for the failure;
or
- e. Fail or decline to take a second test the employer or collector has directed you take.