



MEETING MINUTES

Board Members Present: T. Allegretti, M. Bishop, O. Barakat, M. Saylor, K. Harper Williams; and P. Perez

Board Members Not Present: D. Harris, J. Bailey, and R. Clements

Office of General Counsel: Jason Gabriel and Mary Jarrett

Attendees: Paul Crawford, Deputy Director; Eric Lindstrom, OED Staff; Michelle Stephens, Recording Secretary; and Diane Moser, Manager Personnel Services

I. CALL TO ORDER

Vice Chairman Barakat called the meeting to order at approximately 5:16 p.m.

II. ACTION ITEMS/INFORMATION ITEMS

The Special Meeting of the Downtown Investment Authority (DIA) was called in order for the Board to review and approve the Job Specification for the DIA Chief Executive Officer (CEO) position and proposed offer of employment letter to Mr. Aundra C. Wallace (copy of both attached).

Mr. Gabriel introduced Ms. Mary Jarrett, Labor and Employment Attorney Specialist with the Office of General Counsel and Diane Moser, Manager of Personnel Services, Employee Services Department for the City of Jacksonville. He reviewed briefly the contents of the Job Specification.

Referencing the Job Specification, Ms. Moser advised that every job in the city has a job description. She noted that the information in Ordinance 212-680-E adopted by Council on January 8, 2013, was used as Exhibit 1 to the ORD (DIA CEO Qualifications and Criteria Schedule) drafted, and unanimously approved by the DIA.

Ms. Jarrett commented relative to bonuses that there is a state law that requires if you want to give any kind of bonus it has to be a performance bonus and it has to be based upon what you told them at the beginning of the period they had to accomplish in order to get the bonus.

It was suggested that a Performance Evaluation of some sort should be established for the position. Ms. Jarrett offered to forward an evaluation instrument used by other authorities such as JEA or the Port Authority for the DIA to possibly use as a starting point for creating a performance evaluation.

Board Member Harper arrived at the meeting at approximately 5:26 pm.

A MOTION WAS MADE BY BOARD MEMBER BISHOP AND SECONDED BY BOARD MEMBER SAYLOR APPROVING THE JOB SPECIFICATION FOR THE DOWNTOWN

INVESTMENT AUTHORITY CHIEF EXECUTIVE OFFICER POSITION. THE MOTION PASSED UNANIMOUSLY 6-0-0.

Vice Chairman Barakat reviewed the offer of employment letter and advised that Mr. Wallace was generally in agreement with the specifics of the letter.

A MOTION WAS MADE BY BOARD MEMBER SAYLOR AND SECONDED BY BOARD MEMBER ALLEGRETTI APPROVING THE OFFER OF EMPLOYMENT LETTER ADDRESSED TO MR. AUNDRA C. WALLACE TO INCLUDE A REVISION TO THE FIRST PAGE, SECOND PARAGRAPH SECOND SENTENCE TO READ, "YOUR ANTICIPATED START DATE IS AUGUST 19, 2013 AND YOU WILL REPORT TO THE DOWNTOWN INVESTMENT AUTHORITY BOARD OF DIRECTORS, WORKING FULL TIME AND RESIDING IN THE JACKSONVILLE AREA." THE MOTION PASSED UNANIMOUSLY 6-0-0.

Referencing the offer of employment letter fifth paragraph regarding relocation expenses, Mr. Gabriel suggested that the DIA designate a board member to work with Mr. Wallace on his relocation expenses (process, etc.). Board member Kay Harper Williams, Secretary of the DIA effective July 1, 2013, offered to serve as the administrator with support from OED staff.

A MOTION WAS MADE BY BOARD MEMBER BISHOP AND SECONDED BY BOARD MEMBER SAYLOR DESIGNATING BOARD MEMBER KAY HARPER WILLIAMS AS THE REPRESENTATIVE TO REVIEW AND APPROVE THE REIMBURSABLE EXPENSES ASSOCIATED WITH MR. WALLACE'S RELOCATION TO JACKSONVILLE. THE MOTION PASSED UNANIMOUSLY 6-0-0.

For informational purposes, only information from the LeeValentGroup that relates to the transfer and new hire community integration programs offered by their firm was provided to the Board.

III. PUBLIC COMMENTS

The floor was open for public comments.

- Bruce Fouraker: Glad DIA has moved ahead with hire of a new DIA CEO. Docking of USS Adams suggest that the DIA consider supporting.
- Dick Jackson: Apartment related in general, need apartments that target young workers, workforce housing.

IV. ADJOURNMENT

There being no further business, Vice Chair Barakat adjourned the meeting at approximately 5:58 p.m.

Downtown Investment Authority

June 26, 2013

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The written minutes for this meeting are only an overview of what was discussed. For verbatim comments of this meeting, an audio CD is available upon request. Please contact Michelle Stephens, Office of Economic Development at (904) 630-1979 or by email at msteph@coj.net.