



## EXECUTIVE COMMITTEE MEETING AGENDA

*(Immediately Following BDB Nominating Committee Meeting)*

**Wednesday, September 7, 2022 – 10:00 – 11:00 am**

Indian River State College Chastain Campus – Wolf Technology, Building C  
2400 SE Salerno Road, Stuart, FL 34997

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1. 10:00 am **Welcome, Call to Order and Roll Call** – Jeff Leslie, President of the Board
2. 10:05 am **Public Comments**
3. 10:10 am **Partner Comments**
4. 10:15 am **Approval of August 3, 2022 Minutes (Action Item)**
5. 10:20 am **2 x 2 x 2.5 Board Initiative** – Jeff Leslie
6. 10:25 am **ED Performance Review Committee** – Jeff Leslie
7. 10:35 am **Public Record Requests** – Joan K. Goodrich, Executive Director
8. 10:40 am **Team Updates**
  - a. Year-End Activities, Staff and Investor Recruitment– Joan K. Goodrich
  - b. Business Development – Pierre Taschereau, Business Development Executive
  - c. 2022 Martin County Business Awards – Lynn Smith, Business-Partner Relations
9. 10:55 am **Officer Comments and Updates** – All
10. 11:00 am **Adjournment**

### Upcoming Meetings | Events

**BDB Executive Committee:** Wednesday, September 7, 9:00 am, IRSC Chastain – Bldg. C

**BDB Partner's Council:** Friday, September 9, 8:30 am, Location TBA

**BDB Board of Directors Meeting with Annual Board Photo Session (8:15 am):**

Wednesday, September 14, 8:30 am, IRSC Chastain – Bldg. C

**BDB Talent Advancement Team Meeting:** Monday, September 19, 1:00 pm, Stuart-MC Chamber

**EFI Stakeholder and Board Meetings:** September 28 – 29, 2022, Tampa, FL

**BDB Executive Committee:** Wednesday, October 5, 2022, 9:00 am, IRSC Chastain – Bldg. C

**BDB Board of Directors Meeting:** Wednesday, October 12, 2022, 8:30 am, IRSC Chastain – Bldg. C

**2022 MC Business Awards Luncheon:** Friday, December 9, 2022, 11:30 am – 1:30 pm, Hutchinson Shores

9/1/2022 2:10 PM

**A Stronger Economy is Everyone's Business.**



## BDBMC EXECUTIVE COMMITTEE MEETING MINUTES

Wednesday, August 3, 2022

Indian River State College Chastain Campus – Wolf Technology, Building C  
2400 SE Salerno Road, Stuart, FL 34997

**Present:** Jeff Leslie, Tommy Bueno, Patrick Gleason, Eric Kiehn  
**Of Council:** Ken Norman, Esq.  
**Staff:** Joan K. Goodrich, Ike Crumpler, Lynn Smith, Pierre Tashereau

1. **Call to Order & Welcome:** The meeting was called to order at 9:03 am by Jeff Leslie, President of the Board. A quorum was established with three of the four officers in attendance at roll call.
2. **Public Comments:** None
3. **Partner Comments:** None
4. **Approval of June 1, 2022, Executive Committee Minutes:** Eric Kiehn moved to accept minutes as presented. Seconded by Patrick Gleason. Approved 3 – 0.
5. **Discussion: BDB Director Position Description:** A draft Board Member Position Description was reviewed and considered which would provide clarity on expectations of the Board as a whole, set expectations of individual Board members which evolved during FY 2022 and help with future Board recruitment. Suggestions to add specifics around visits to local businesses, testimonials and securing funding were made to the draft document. Additionally, defining good attendance at a minimum of 75% was suggested to ensure the best and most consistent thought leadership could be achieved for the organization. Motion to update the draft with changes and recommend it to the Board was made by Patrick Gleason. Seconded by Eric Kiehn. Approved 4 – 0.
6. **Discussion: BDB Office Lease:** Joan K. Goodrich updated the Executive Committee of ongoing discussions with IRSC on a new memorandum of understanding and one that could include a proposed lease agreement to relocate the BDB from 1002 SE Monterey Commons Boulevard to IRSC's Chastain campus. The BDB's current lease is now operating month-to-month with notice given and permission granted by the current landlord. Following review of the occupancy side-by-side comparison, Tommy Bueno moved to direct staff to proceed with negotiations to finalize a new IRSC-BDB MOU with lease options. Seconded by Patrick Gleason. Approved 4 – 0.
7. **Discussion: Martin County Incentives Toolbox Project:** Pierre Tashereau, Business Development Executive, updated the committee on the BDB's progress to date and insights learned on the Martin County Incentives Toolbox project. He highlighted the timeline for the project and reviewed all existing tools including the MC Opportunity Fund; MC Job Creation Grant Program; Economic Development Impact and Building Fee Mitigation; Economic Development Ad Valorem Tax Exemption; Life Science, Technology and Research (LSTAR); and Industrial Development Revenue Bonds. While an update will be provided to the Board at next

week's meeting, incentives benchmarking and one-on-one meetings with subject matter experts will continue for the next few months and culminate with a BDB white paper to be released during the 1Q of FY 2023.

- 8. Officer Comments and Updates:** Joan K. Goodrich updated the committee on the hiring of The Gelinas Group, a bookkeeping firm, to help improve internal controls as recommended by the BDB's auditors. Additionally, Ms. Goodrich reported that approximately 30 candidates have applied for the open position of Economic Development Coordinator, and she will soon start first round interviews. Finally, it was suggested that PULSE visits be conducted with APP and Atlantic Aviation at Witham Field due to changing leadership.
- 9. Adjournment:** There being no further business, the meeting was adjourned at 11:03 am.



## Policy

### **Executive Director Annual Review and Compensation Adjustment**

The Business Development Board of Martin County shall review and evaluate the performance of the Executive Director during the 1<sup>st</sup> quarter of each calendar year for fiscal budget that begins April 1<sup>st</sup>. The Board may increase base salary and/or benefits of the Executive Director at time of review, in such amounts and to such extent as the Board may determine that it is desirable to do so.

As Per County and BDBMC 3 year contract; the BOCC, the BDBMC Board and Executive Director shall define 3 year goals and performance objectives that they determine necessary for the proper operation of the organization.

Prior to the Annual Review, the President of the organization shall select a "Review Committee" including themselves and 3 to 5 current BDBMC Board Members to meet in the Sunshine to discuss Executive Director's performance. The Executive Director may meet individually with Board Members prior to "Review Committee" meetings and all board members may attend "Review Committee" meetings for discussion. After said meeting or meetings are complete, the "Review Committee" shall make a recommendation to the full board at a regularly scheduled BDBMC Board Meeting for discussion and action of Executive Director performance.