

Subject: Chair Gaetz Memo - Outline for Committee Meeting Discussion
Date: Wednesday, October 18, 2017 at 6:31:48 PM Eastern Daylight Time
From: Susan Skelton
To: Allan Bense, Pam Dana, ph.D, Jason Shoaf
CC: Don Gaetz, Scott Remington
Attachments: Chair Gaetz Memo - Triumph notes for committee.docx

Good evening:

Senator Gaetz sent me the attached memo outlining proposed discussion points for the meeting on Friday. He has asked that the outline be distributed to committee members and the public for your consideration in advance of the meeting so that you will be able to prepare any questions, concerns, additions, or deletions that can be addressed at the beginning of the meeting.

As always, please do not respond to this group email. The attached document is provided for your information only.

Thank you,

Susan.

To: Susan Skelton
From: Don Gaetz
RE: Topics for Discussion at October 20 meeting

Susan, as I understand the task of our committee, we are to develop recommendations as to whom to select to receive, score and monitor the performance of projects as well as how a qualified economic advisor might guide the board and its awards.

After listening to Dr. Dana's and Legal Counsel's extensive presentation at the last board meeting and reviewing how some other funds and endowments operate, I've attempted to summarize early thoughts and potential options, as follows:

Program Administrator

1. Available to meet with prospective applicants to acquaint them with the application, evaluation, approval and performance process.
2. Triage "pre-applications" and assist applicants by identifying:
 - Projects that do not meet Triumph criteria and may be appropriately referred to other funding sources

- * Projects that generally meet Triumph criteria but require technical assistance; the program administrator would refer these applicants to Enterprise Florida, which has offered technical assistance.
 - Projects that meet Triumph criteria and appear ready to apply; the program administrator would ask these applicants to complete a formal application
3. Assist in developing performance agreements, monitor compliance with those agreements between Triumph and grantees and make performance reports to the Triumph Board

Options for fulfilling this function:

- A full-time contract employee reporting to the ED
- A contract for services with a firm or institution

Grant Evaluation Panel

Completed formal applications would be referred for evaluation and validation to a subject area expert.

One or more evaluators would review each application and apply a grade (A,B,C,D,F, Incomplete) along with narrative comments.

An application could be assigned to an evaluator based on the evaluator's expertise related to the nature of the proposed project (i.e. Education, transportation, health care) or to a business economist for overall analysis, or both.

Options for fulfilling this function:

Contract with an outside firm to provide or recruit evaluation services

Develop a "stable" of evaluators to whom applications/projects would be assigned on a one-off basis by the Economic Advisor.

Should evaluators be from outside the eight counties?

Economic Advisor to the Board

1. Provides the Board with ongoing advice and guidance as to economic needs, trends, futures and opportunities within the Triumph region
2. Recruits and assigns evaluators (see above option)
3. Makes an economic impact/return on investment recommendation to the Board for each project to be considered for funding

4. Explores and develops joint funding opportunities with local, state and federal government and private sources
5. Works with legal counsel to develop performance contracts with grantees

Options for fulfilling this function:

- Triumph could contract with a highly qualified and respected individual economist for part-time services
- Triumph could contract with an economic analysis “shop”

The contract administrator and economic advisor, whether individuals or firms, would report administratively to the Executive Director.

The individual evaluators might be chosen and managed by the economic advisor.

The forgoing outline is meant only as a summary of comments made by Board members at meetings and some research into how some other funds and endowments operate.