

**MINUTES**  
**Performance Review Committee**  
**Triumph Gulf Coast, Inc.**  
**Walton County BOCC Conference Room**  
**76 North 6<sup>th</sup> Street**  
**Defuniak Springs, Florida**  
**Tuesday, November 7, 2023**  
**9:00 a.m. CT**

**MEMBERS PRESENT:**

Collier Merrill, Chair  
Jay Trumbull, Sr.  
Leslie Weiss

**OTHER BOARD MEMBERS PRESENT:**

David Bear

Chair Merrill called the meeting to order at 9:03 a.m. He noted that Triumph is very fortunate to have such a great team to serve the organization.

**Annual Performance Review of Executive Director**

Committee voted to approve Ms. Susan Skelton's performance and to recommend offering her a three-year contract extension at a salary of \$120,000. Motion by Mr. Trumbull and seconded by Mrs. Weiss. Motion carried.

**Executive Director's Recommendations on Renewal of Letters of Engagement**

**Legal Services**

Committee voted to recommend an increase the Clark Partington Law Firm General Legal Services Contract from \$100,000 to \$110,000 and to maintain the Special Services Contract at \$100,000 and Litigation Services Contract at an hourly rate upon a vote of Board to activate the contract on a case-by-case basis. Motion by Mrs. Leslie Weiss and seconded by Mr. Jay Trumbull. Motion carried.

**CPA Services**

Committee voted to recommend maintaining General Services, Compliance 1 and Compliance 2 Contracts at an hourly basis not to exceed \$130,000 per contract with the Tipton, Marler CPA Firm. No action required for contract continuation.

**Construction Management Advisor**

Committee voted to recommend renewal of the Letter of Engagement with Randy Lewis, AIA, at \$210 per hour plus expenses not to exceed \$42,000. Motion by Mr. Trumbull and seconded by Mrs. Weiss. Motion carried.

## **Executive Director's Report on Annual Performance Reviews**

### Program Administrator

The Committee voted to recommend a three-year contract renewal with annual fee adjustment to \$112,120. Motion made by Mrs. Weiss and seconded by Mr. Trumbull. Motion carried.

### Economic Advisor

The Committee voted to recommend a three-year contract renewal with an annual fee adjustment to \$124,000. Motion made by Mrs. Weiss and seconded by Mr. Trumbull. Motion carried.

### Education Advisor

The Committee voted to recommend a three-year contract renewal with annual fee adjustment to \$70,000 commiserate with moving to a full-time work schedule. Motion made by Mr. Trumbull and seconded by Mrs. Weiss. Motion carried.

### Administrative Specialist

The Committee voted to recommend a three-year contract renewal with an annual contract at a rate of \$46,200 to begin immediately. Motion made by Mrs. Weiss and seconded by Mr. Trumbull. Motion carried.

### **Recommendation to approve new position**

The Committee voted to recommend approval of a new Education Program Coordinator– Not to exceed \$45,000. Motion made by Mrs. Weiss and seconded by Mr. Trumbull. Motion carried.

All contracts are effective January 1, 2024, except Ms. Baker contract update will be effective immediately. New position hiring may begin immediately.

Upon completion of business, the meeting was adjourned.