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Bringing Communities Together

MEMORANDUM

DATE: SEPTEMBER 25, 2018

TO: NORTHEAST FLORIDA REGIONAL COUNCIL BOARD OF DIRECTORS

THRU: BRIAN D. TEEPLE, CHIEF EXECUTIVE OFFICER 

FROM: SHERON FORDE, PERSONNEL SERVICES COORDINATOR 

RE: CEO RECOMMENDATION

The Executive Committee met on September 6th and interviewed the four finalists for the position of Chief Executive Officer. Chair Anderson will provide the Committee's recommendation to the Board at the October 4th meeting for consideration.

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EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT CONTRACT

CHIEF EXECUTIVE OFFICER

NORTHEAST FLORIDA REGIONAL COUNCIL

THIS CONTRACT, by and between the **NORTHEAST FLORIDA REGIONAL COUNCIL** (hereinafter called “**COUNCIL**”) and **ELIZABETH PAYNE** (hereinafter called “**CEO**”):

WITNESSETH:

WHEREAS, the **COUNCIL** is authorized and directed to employ a chief staff person for the **COUNCIL**; and

WHEREAS, the **COUNCIL** has determined that the **CEO**, by virtue of education, training, and experience, is well qualified to discharge the duties and responsibilities of the office of Chief Executive Officer for the **COUNCIL**; now, therefore,

IN CONSIDERATION, of the mutual covenants and agreements contained herein, it is agreed by and between the **COUNCIL** and the **CEO**, that the **COUNCIL** hereby employs the **CEO** of the **COUNCIL**, subject to the following:

SECTION 1. TERM. The term of this **CONTRACT** shall commence on **March 1, 2019** (or sooner if an earlier retirement is taken by the incumbent) and shall terminate on **May 31, 2020**.

SECTION 2. DUTIES. The **CEO** shall work to carry out the policies of the **COUNCIL**. She shall perform duties which shall include, but not be limited to: coordination of all programs and projects undertaken by the **COUNCIL**, development and management of the annual budget and work program of the **COUNCIL**, apprising the **COUNCIL** of the status of all programs and projects, and other duties which are normally performed by a **CEO**.

SECTION 3. COMPENSATION. The **CEO** shall receive a salary, for the first six months of employment, at a rate of \$110,000.00, payable in equal biweekly installments. Upon satisfactory completion of the first six months of employment, the salary shall increase to a yearly rate of \$115,000. The **CEO** shall be entitled to the same sick leave benefits as are provided for other employees of the **COUNCIL**, shall participate in the same group life insurance, group health and hospitalization plans, and other group benefits as are sponsored by the **COUNCIL** for its employees, and shall be entitled to observe the same holidays as are fixed for observation by the **COUNCIL**. Additionally, the **CEO** is hereby designated in the Senior Management Service classification in the Florida Retirement System. The **CEO** shall accrue leave at the following rate per pay period: 7.69 hours.

It is understood that the hours of work pursuant to this **CONTRACT** will fluctuate; and, therefore no work week will be established nor will overtime be authorized; provided, however, that the **CEO** shall be required to work a minimum average of eighty (80) hours per pay period, which shall include holidays and earned leave properly taken during any such pay period.

The **CEO** shall also receive, into a qualified 457(f) deferred compensation program, an annual sum of \$8,000.00.

In addition, the **CEO** shall be provided the business and personal use of a **COUNCIL** supplied vehicle, including all preventative and routine maintenance, consistent with applicable tax laws and regulations. Furthermore, the **CEO** shall be reimbursed for out-of-pocket **COUNCIL** business related expenses based upon properly documented receipts.

SECTION 4. TERMINATION. This **CONTRACT** shall become effective on **March 1, 2019** and shall terminate on the **May 31, 2020**, unless canceled by a 2/3 vote of the full **COUNCIL**. If terminated without cause, the **COUNCIL** shall provide the **CEO** one hundred eighty (180) days prior notice of such cancellation. Both parties to this **CONTRACT** hereby agree to provide each other one hundred eighty (180) days prior notice of any cancellation or non-renewal of this **CONTRACT**, except for termination with cause. However, the **COUNCIL'S** obligations under this clause shall cease to exist upon the event of the dissolution of the **COUNCIL** resulting in insufficient remaining assets necessary to fulfill this obligation.

DATED in Jacksonville, Duval County, Florida, this **4th day of October 2018**.

**NORTHEAST FLORIDA REGIONAL
COUNCIL**

ATTEST:

**HON. CATHERINE ROBINSON
PRESIDENT**

**HON. LEN KREGER
1st VICE PRESIDENT**

CHIEF EXECUTIVE OFFICER

WITNESSES:

ELIZABETH PAYNE, AICP

