

# **Emerald Coast Regional Council Executive Committee Meeting Agenda**

**March 14, 2025, 10:00am**

## **Virtual Meeting Location:**

<https://attendee.gotowebinar.com/register/4397489504455756640>

## **Physical Meeting Location:**

**Greater Fort Walton Beach Chamber of Commerce  
34 Miracle Strip Parkway  
Fort Walton Beach, FL 32548**

**Call to Order – Kurvin Qualls, Chair**

**Pledge of Allegiance**

**Roll Call – Kurvin Qualls, Chair**

## **PUBLIC FORUM**

## **DISCUSSION ITEMS**

### **1. CEO Position - Classification and Compensation Study Results**

*Katie Busch, HR Compensation Consultants*

### **2. CEO Position - Severance Package**

*Gary Huston, ECRC Counsel*

### **3. Annual Leave Policy**

*Renee Quick, HR Director*

# Agenda Item

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## **Agenda Item Number: 1**

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**SUBJECT:** CEO Position - Classification and Compensation Study Results

**BACKGROUND:** In the August 2024 ECRC board meeting, it was discussed that ECRC will be utilizing a 3<sup>rd</sup> party firm to conduct a classification and compensation study. That study was recently completed and is being brought before the executive committee for review and discussion.

**ATTACHED:**

- Presentation of Study Results for the CEO position from the HR Compensation Consultants, LLC

**RECOMMENDED ACTION:** For discussion and recommendation to ECRC full board

EXECUTIVE COMMITTEE  
PRESENTATION

MARCH 14, 2025

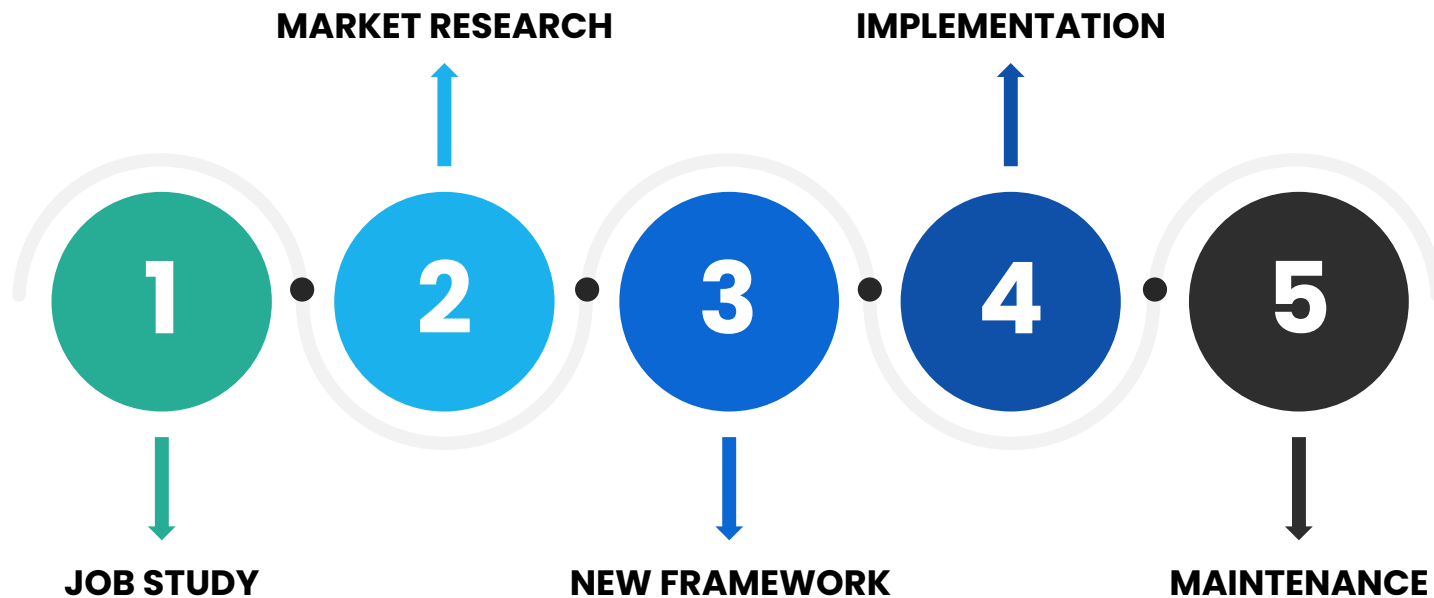
# Updates to Your Job and Pay Framework



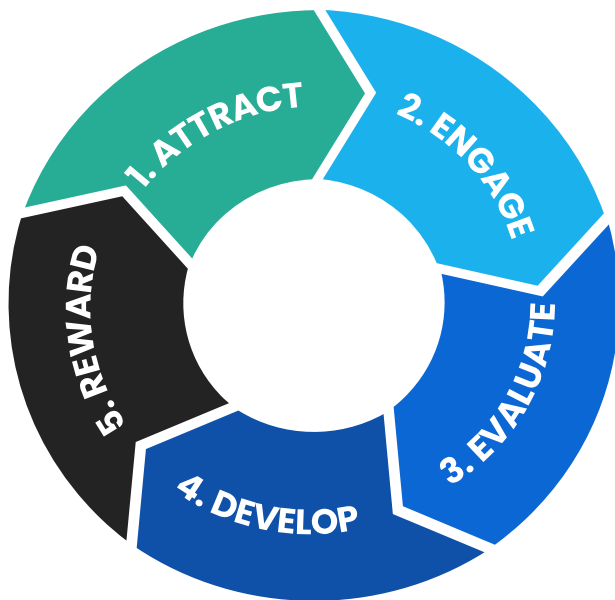
# OUR PROCESS

J O B   &   P A Y   F R A M E W O R K

2



# GOALS OF YOUR JOB & PAY FRAMEWORK

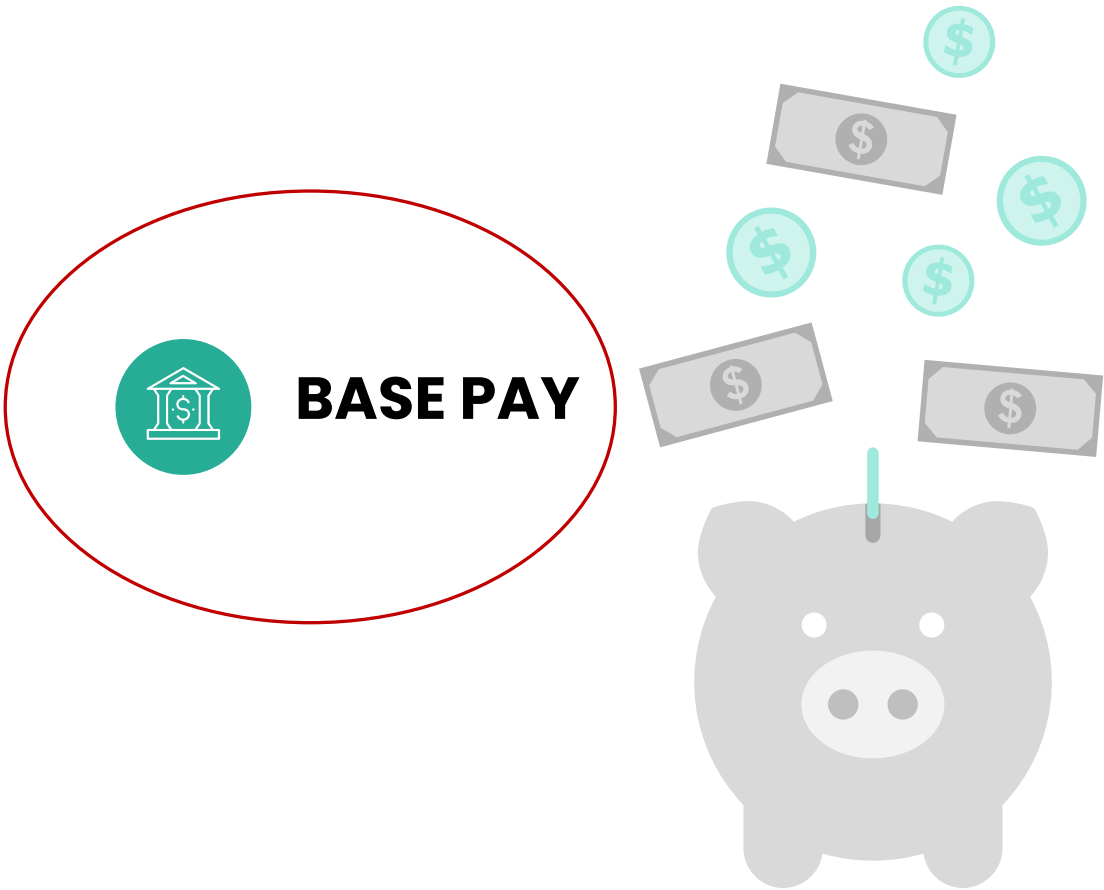


## MAINTAIN YOUR PLAN TO BE:

- ✓ internally equitable
- ✓ externally competitive
- ✓ align with the organization's mission and values
- ✓ fiscally responsible
- ✓ support the organization's total reward philosophy
- ✓ give managers good guidance on making pay decisions

# TOTAL REWARDS

FOCUS ON BASE PAY



**BENEFITS & PTO**

**RECOGNITION**

# SURVEY ORGANIZATIONS



1. Metroplan Orlando
2. North Central Florida Regional Planning Council
3. South Alabama Regional Planning Council
4. Destin City
5. Panama City
6. Pensacola City
7. Bay County
8. Escambia County

Support public-sector data with [private-sector info](#)

- Industry – All
- Geography – Pensacola, FL (Metro)
- Size – under 100 FTE



# CEO PAY

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## 2024 COMPENSATION SURVEY FOR EMERALD COAST REGIONAL COUNCIL

Position: Chief Executive Officer

### Sources

Bay County  
City of Destin  
City of Panama City  
City of Pensacola  
CompAnalyst - Chief Non-Profit Executive  
Escambia County  
Metroplan Orlando  
South Alabama Regional Planning Council

### Market Range

Highest Data Point	\$ 388,000
Average Pay Range Maximum	\$ 247,415
Average Pay Range Midpoint	\$ 200,985
Average Pay Range Minimum	\$ 171,265
Lowest Data Point	\$ 103,834

### Proposed Pay Range\*

Grade 12

<u>Current Pay Range</u>	<u>Market Position</u>	<u>Average</u>	<u>change</u>
\$ 227,500	Pay Range Maximum	\$ 262,300	15%
\$ 192,500	Pay Range Midpoint	\$ 222,000	15%
\$ 157,500	Pay Range Minimum	\$ 181,700	15%


Current Pay	\$ 225,000
Compa Ratio	101%

Prepared by: HR COMPENSATION CONSULTANTS, LLC

12/30/2024

\* aged by 3.25%



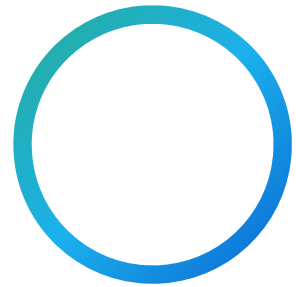


Katie Busch & Diana Spielman  
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# Agenda Item 2

## **Agenda Item Number: 2**

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**SUBJECT:** CEO Position - Severance Package

**BACKGROUND:** During the August ECRC Board meeting as part of the CEO Evaluation, it was brought to the Board's attention that ECRC does not currently have a formalized CEO Severance Package as do many organizations within the industry. Section 215.425, *Florida Statutes*, includes language that establishes a maximum twenty (20) weeks of severance and (20) weeks of health insurance.

The ECRC Board recommended further review by ECRC Legal Counsel. Those findings would be reviewed and discussed by the Executive Committee and presented to the ECRC board at a future meeting.

**ATTACHED:**

- Legal Review Letter

**RECOMMENDED ACTION:** To be discussed and a recommendation made by the Executive Committee.

**GARY W. HUSTON, PLLC**  
**ATTORNEY AT LAW**

GARY W. HUSTON, LL.M  
[GARY@GARYHUSTON.COM](mailto:GARY@GARYHUSTON.COM)

**BOARD CERTIFIED**  
WILLS, TRUSTS & ESTATES  
TAX

**ADMITTED TO PRACTICE**  
FLORIDA -- MISSOURI  
U.S. TAX COURT

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PENSACOLA, FL 32591-2751

TELEPHONE: 850-378-8442  
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March 7, 2025

Board of Directors  
Emerald Coast Regional Council  
P.O. Box 11399  
Pensacola, FL 32524

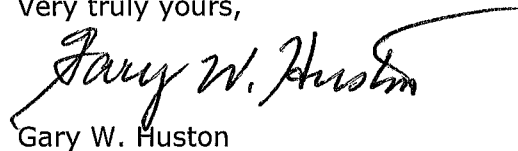
Re: Severance Pay

Dear Members of the Board:

At its meeting on August 5, 2024, a question was asked concerning a statutory limit on the severance pay that can be paid to employees. The answer to the question is that section 215.425, *Florida Statutes*, requires that severance pay (compensation for services yet to be rendered) must not exceed twenty (20) weeks of the employee's compensation. A 2011 opinion of Florida's Attorney General found that this statute and its restriction on severance pay applies to regional planning councils such as ECRC.

I appreciate the opportunity to be of service. Please call or e-mail if you have any questions or if you need any additional information.

Very truly yours,



Gary W. Huston

GWH/mn

# Agenda Item 3

## Agenda Item Number: 3

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**SUBJECT:** Annual Leave Policy

**BACKGROUND:** During a previous ECRC Board meeting, discussion of ECRC's annual leave policy ensued. The ECRC allows for 200 hours of earned annual leave to be carried over to the next fiscal year with any unused earned annual leave in excess of 200 hours be forfeited, and that all ECRC staff are strongly encouraged to use their earned annual leave.

As such, the Board recommended staff explore possible policy updates as well as develop a more specific earned annual leave policy. Staff has not identified a suitable alternative to current policy and therefore recommends maintaining the current policy.

Current policy reads:

**Annual Leave** – All regular full-time employees will accrue annual leave in the following amounts:

<u>Start Period</u>	<u>End Period</u>	<u>Potential Maximum Annual Accrual</u>	<u>Accrual Rate per Qualifying Pay Period</u>
From hire date	Up to two (2) years	80 hours	3.08 hours
More than two (2) years	Less than five (5) years	120 hours	4.62 hours
More than five (5) years	Less than ten (10) years	160 hours	6.15 hours
More than ten (10) years	Separation Employment	200 hours	7.69 hours

*Annual leave earned in excess of two hundred (200) hours must be used by the last day of the last pay period ending in September or will otherwise be automatically forfeited.*

*Annual leave is intended to be used for personal appointments, rest, relaxation, and vacation purposes; however, an employee who becomes ill or disabled while on annual leave will be allowed to use accrued sick leave to cover the period. The use of annual leave requires prior approval from the employee's manager and proper documentation accurately entered and maintained in the time-keeping system. The immediate manager may deny a request for annual leave, if the timing of such leave would adversely affect a production deadline of the work unit.*

*An employee resigning or retiring from the Council with appropriate two (2) weeks' notice will be paid for the accrued and credited annual leave up to a maximum of one hundred sixty (160) hours. If an employee*

*leaves the Council, any annual hours over one hundred sixty (160) are forfeited. Annual leave payment will be calculated based upon the employee's hourly wage as of the last day of employment. If an employee leaves the Council while on probation, all annual hours accrued are forfeited. Upon the death of an employee, payment for unused annual leave will be made to the employee's beneficiary, estate, or as provided by law.*

*Annual Leave accrual is based on hours worked (to include holidays, paid annual and sick leave, and other applicable paid benefit time); failure to work 80 hours per pay period may result in loss of this benefit.*

**ATTACHED:**

- None

**RECOMMENDED ACTION:** Staff recommends maintaining the current policy for annual leave.