

**Minutes  
Performance Review Committee  
Triumph Gulf Coast, Inc.  
Room 156 – Charles Hilton Center  
Gulf Coast State College  
Panama City, Florida 32401  
December 11, 2024  
9:30 a.m. CT**

**Members in attendance –**

Jay Trumbull, Chair  
Leslie Weiss  
Bryan Corr  
David Humphreys

**Guests**

Chair Trumbull called the meeting to order at 9:32 a.m.

**Annual Performance Review of Executive Director**

The members completed the Annual Performance Review for Ms. Susan Skelton. The importance of the 100% clean operational and financial audit shows her attention to detail.

**Comments:**

The Committee voted to approve Ms. Susan Skelton's performance and to recommend increasing her current contract to a salary of \$128,000. Motion by Mrs. Leslie Weiss and seconded by Mr. Jay Trumbull, Sr. Motion carried.

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

**Legal Services**

Ms. Skelton provided an overview of each of the three Clark Partington contracts. She noted that she and Chair Bear have discussed the current contracts as required in the contracts. She recommends the continuation of the General Legal Services Contract, the Special Legal Services Contract and the Litigation Services Contract at the current amounts.

On a motion by Mrs. Weiss, seconded by Mr. Humphreys, the committee voted to recommend continuation of the contracts

**CPA Services**

The 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. The motion to recommend was made by Mrs. Weiss and seconded by Mr. Corr.

#### Construction Management Advisor

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

On a motion by Mrs. Weiss and seconded by Mr. Humphreys, the committee voted to recommend renewal of the Letter of Engagement with Harold Branch at \$100 per hour plus expenses on an as needed basis not to exceed \$42,000. Mr. Branch is providing back up services to Triumph due to the health limitations on Mr. Lewis' ability to perform some duties.

### **Executive Director's Report on Annual Performance Reviews and Renewal of Letters of Engagement**

#### Program Administrator

On a motion by Mrs. Weiss and seconded by Mr. Bryan Corr, the committee voted to recommend a continuation of Ms. Cori Henderson's current contract with a pay adjustment to reflect additional workload and management responsibilities. The annual fee would be adjusted to \$120,000.

#### Economic Advisor

Due to time constraints, the committee will be conducting further review of the current contract.

#### Education Advisor

Due to time constraints, the committee will be conducting further review of the current contract.

#### Grant Compliance Manager (New Position)

On a motion by Mrs. Weiss and seconded by Mr. David Humphreys, the committee voted to recommend the promotion of Ms. Therese Baker to the position of Grant Compliance Manager with a commiserate pay increase to reflect additional workload and management responsibilities. Additionally, the committee voted to approve a \$75 monthly allowance for personal phone use due to increased management requirements. The committee voted to recommend an annual fee of \$60,000 and a monthly phone allowance for the promotion.

#### Grant Compliance Specialist (New Position)

Mrs. Margaret Hitchcock was hired to fill this newly created position. The hourly position is not to exceed an hourly rate of \$30 for no more than 100 hours per month. Ms. Hitchcock was hired at a rate of \$25 per hour on a provisional basis and the Executive Director will evaluate her performance after six months for consideration of a pay adjustment within the allowable rate.

#### Education Compliance Specialist

Mrs. Juliet Milam joined the Triumph team at the beginning of this year. Based on her increased workload and job responsibilities in assisting Dr. Fuller with his workload, The Committee voted to recommend a rate adjustment to \$28 per hour, not to exceed 100 hours per month. A motion was made by Mrs. Weiss and seconded by Mr. Corr. Motion carried.

#### Administrative Assistant

The Committee voted to recommend a rate adjustment to \$22 per hour not to exceed 100 hours per month based on the increased workload and job responsibilities that Ms. Cecily Kopytchak has taken on over the last year.

A motion was made by Mr. Humphreys and seconded by Mrs. Weiss to increase to an hourly rate of \$22 not to exceed 40 hours per month. Motion carried.

All contracts are effective January 1, 2025

There being no further business, the meeting was adjourned at 11 a.m. CT