

# Executive Summary

Board of Governors Meeting, December 6, 2023

## Approval of Increases as Required by Section 627.351(6)(jj), Florida Statute

### Topic

Section 627.351(6)(jj), FL Statute, requires that any proposed salary increase for an individual employee exceeding 10% of that employee's current salary must be approved by the board of governors.

### History

At our September 22, 2021 board meeting, the board supported an approval process to comply with the Florida statute requirement that the board approve any proposed salary increase exceeding 10% effective July 1, 2021, or later. There are four (4) increases that require the board's approval at the December board meeting. Details are included in the attached board supplemental document.

The proposed salary increases represent a promotion to a higher level of responsibility with salaries that are within the market value for the jobs. The increases take into consideration the employee's relevant skills and experience.

### Recommendation

Citizens' Staff proposes that the Board of Governors:

- a) Approve the Increases as Required by Section 627.351(6)(jj), Fla. Statute, as set forth in this Consent Item; and
- b) Authorize staff to take any appropriate or necessary action consistent with this Consent Item.

## Approval of Increases as Required by Section 627.351(6)(jj), Florida Statutes

### Consent Item

 ACTION ITEM

 New Contract

 Contract Amendment

 Other

 CONSENT ITEM

 Contract Amendment

 Existing Contract Extension

 Existing Contract Additional Spend

 Previous Board Approval \_\_\_\_\_

 Other Approval of Increases as Required by Section 627.351(6)(ii)

**Action Items:** Items requiring detailed explanation to the Board. When a requested action item is a day-to-day operational item or unanimously passed through committee it may be moved forward to the board on the Consent Index.

**Move forward as Consent:** This Action item is a day-to-day operational item, unanimously passed through committee or qualifies to be moved forward on the Consent Index.

**Consent Items:** Items not requiring detailed explanation to the Board of Governors. Consent items are contract extensions, amendments or additional spending authorities for items previously approved by the Board.

Item Description	Approval of Increases as Required by Section 627.351(6)(jj), Florida Statutes
<b>Purpose/Scope</b>	Section 627.351(6)(jj), Fla. Stat., requires that any proposed raise for an individual employee exceeding 10 percent of that employee's current salary must be approved by the Board of Governors.  This Consent Item requests approval of four (4) proposed salary increases that exceed 10% of the individual employee's salaries.
<b>Contract ID</b>	N/A
<b>Budgeted Item</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Procurement Method</b>	N/A
<b>Contract Amount</b>	N/A
<b>Contract Terms</b>	N/A

## Approval of Increases as Required by Section 627.351(6)(jj), Florida Statutes Consent Item

<b>Board Recommendation</b> (DOES NOT go through Committee)	Citizens' Staff proposes that the Board of Governors: <ul style="list-style-type: none"><li>a) Authorize the <b>Increases as Required by Section 627.351(6)(jj), Fla. Statutes</b>, as set forth in this Consent Item; and</li><li>b) Authorize staff to take any appropriate or necessary action consistent with this Consent Item.</li></ul>
<b>CONTACTS</b>	Violet Bloom, Chief Human Resources Officer James Taylor, Director, Total Rewards

# Recommendation for Board Approval of Increases Required by Section 627.351 (6) (jj), Florida Statutes

## Supplemental Document

PENDING SALARY ACTIONS >10% - BOARD OF GOVERNORS						
Employee Number	Effective Date	Division	Previous Position Title	New Position Title	% Increase	Rationale
10340	9/19/2023	Claims	Customer Care Rep 1	Claims Adjuster 1 (Field)	22.00%	Individual was selected for a posted position and will be advancing 2 levels. New role will have greater breadth of responsibility.
94314	10/16/2023	CPS	Customer Correspondence Rep 2	Customer Correspondence Rep 3	15.00%	Individual will be assuming additional responsibilities and will be advancing 1 level via in-line promotion. New role will have expanded scope of responsibility.
93380	11/13/2023	Claims	Workforce Management Analyst 3	Claims Analyst - Sr	18.70%	Individual was selected for a posted position and will be advancing 4 levels. New role will have greater breadth of responsibility.
96054	11/27/2023	CPS	Vendor Operations Coordinator 2	Customer Correspondence Rep 2	15.00%	Individual will be promoted into a posted position. New role will have expanded scope of responsibility.

<sup>1</sup>Report provided prior to the Board meeting included details of salary increases and Chief HR Officer addressed specific questions on an individual basis. All materials prepared in conjunction with the Consent Item remain subject to Chapter 119, Florida Statutes.