

Executive Summary

Board of Governors Meeting, April 10, 2024

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 FL Statute requirement that the board approve any proposed salary increase exceeding 10% effective July 1, 2021, or later. There are six (6) increases that require the board's approval at the April 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), FL 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

 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 |
|---------------------------|--|
| Purpose/Scope | Section 627.351(6)(jj), FL Statute, requires that any proposed raise for an individual employee exceeding 10% of that employee's current salary must be approved by the Board of Governors. This Consent Item requests approval of six (6) proposed salary increases that exceed 10% of the individual employee's salaries. |
| Contract ID | N/A |
| Budgeted Item | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| Procurement Method | N/A |
| Contract Amount | N/A |
| Contract Terms | N/A |

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

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|--|---|
| Board Recommendation (DOES NOT go through Committee) | Citizens' Staff proposes that the Board of Governors: <ul style="list-style-type: none">a) Authorize the Increases as Required by Section 627.351(6)(jj), FL Statutes, as set forth in this Consent Item; andb) Authorize staff to take any appropriate or necessary action consistent with this Consent Item. |
| CONTACTS | Jeremy Pope, Chief Administrative 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 |
| 95193 | 1/7/2024 | Enterprise Operations | Field Underwriter - Sr | Field Underwriter - Lead | 15.0% | Individual will be assuming additional responsibilities and will be advancing 1 level via in-line promotion. New role will have expanded scope of responsibility. |
| 96092 | 1/7/2024 | Enterprise Operations | IT Jr Associate | Software QA Analyst - Assoc | 15.0% | Individual will be assuming additional responsibilities and will be advancing 1 level via in-line promotion. New role will have expanded scope of responsibility. |
| 94697 | 1/21/2024 | CPS | Customer Correspondence Rep 2 | Customer Correspondence Rep 3 | 20.0% | Individual was selected for a posted position and will be advancing 1 level. New role will have greater breadth of responsibility. |
| 315 | 1/8/2024 | Enterprise Operations | Underwriter CL 4 | Underwriter CL - Sr | 20.0% | Individual will be assuming additional responsibilities and will be advancing 1 level via in-line promotion. New role will have expanded scope of responsibility. |
| 94629 | 1/29/2024 | Claims | Claims Adjuster (Field) - Interm | Claims Adjuster (Field) - Lead | 20.0% | Individual was selected for posted position and will be advancing 2 levels. New role will have greater breadth of responsibility. |
| 2419 | 2/18/2024 | CPS | Asst Director - Customer Experience & Advocacy | Director - Customer Experience & Advocacy | 15.0% | Individual will be assuming additional responsibilities and will be advancing 1 level via in-line promotion. New role will have expanded scope of responsibility. |

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