

Executive Summary

Board of Governors Meeting, September 24, 2025

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 is one (1) increase that requires the Board's approval at the September Board meeting. Details are included in the attached Board supplemental document.

The proposed salary increase represents promotion to a higher level of responsibility with a salary that is within the market value for the jobs. The increase takes into consideration the employee's relevant skills and experience.

Recommendation

Citizens' Staff proposes that the Board of Governors:

- a) Approve the Increase 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

ACTION ITEM

New Contract

Contract Amendment

Other _____

CONSENT ITEM

New Contract

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.

Purpose/Scope	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 one (1) proposed salary increase that exceeds 10% of the individual employee’s salary.
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
Board Recommendation <small>(DOES NOT go through Committee)</small>	Citizens’ Staff proposes that the Board of Governors: a) Authorize the Increases as Required by Section 627.351(6)(jj), Fla. Statutes , 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

Contacts	Jeremy Pope, Chief Administrative Officer Denise Bass, VP, Human Resources James Taylor, Senior Director, Total Rewards
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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
97219	7/7/2025	Insurance Operations	Claims Adjuster (Field) - Sr	Mgr - Claims (Field)	12.295%	Individual will be assuming additional responsibilities and will be advancing into the leadership levels through promotion via posted position. New role will have expanded scope of responsibility. This increase brings the employee to the minimum of the salary range.

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.