

ATTACHMENT 1: MINUTES

MEETING OF THE GOVERNOR AND CABINET

STATE OF FLORIDA

IN RE: MEETING OF THE GOVERNOR AND CABINET

CABINET MEMBERS:

GOVERNOR RON DESANTIS
ATTORNEY GENERAL ASHLEY MOODY
CHIEF FINANCIAL OFFICER JIMMY PATRONIS
COMMISSIONER OF AGRICULTURE WILTON SIMPSON

DATE: December 19, 2023

TIME: 8:00 a.m.

PLACE: CABINET MEETING ROOM
THE CAPITOL
TALLAHASSEE, FLORIDA

TRANSCRIBED BY: STEPHANIE NARGIZ
STENOGRAPHIC COURT REPORTER,
RPR, FPR-C
NOTARY PUBLIC,
State of Florida at large

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PROCEEDINGS

1
2 MR. BYRD: Good morning. I'm Cord Byrd, Florida
3 Secretary of State. It is 8:00 a.m. on Tuesday,
4 December 19, 2023, and I call to order of this meeting
5 of the Election Canvassing Commission. This Elections
6 Canvassing Commission consists of Governor Ron
7 DeSantis, Attorney General Ashley Moody, and Chief
8 Financial Officer Jimmy Patronis. All members are
9 participating by telephone. The purpose of this
10 meeting is to certify the official returns of the 2023
11 Special Election for State Representative District
12 118, held on December 5th, 2023. Copies of these
13 returns have been previously provided to the
14 Commissioners.

15 At this time, do I have a motion to certify the
16 official returns for the special election for State
17 Representative District 118?

18 MR. PATRONIS: This is Jimmy Patronis, I move to
19 certify.

20 MS. MOODY: This is Ashley Moody. I second that.

21 GOVERNOR DESANTIS: Vote, all those in favor.

22 (All say aye.)

23 MR. BYRD: Motion carries. I have here for the
24 Division of Elections the official certificates of the
25 Election Canvassing Commission for the 2023 Special

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1 Election State Representative District 118. I will
2 ensure that the certificates are provided to all
3 commissioners for signature. That concludes today's
4 Election Canvassing Commission certification.

5 And with that, I turn it over to Governor Ron
6 DeSantis for the Cabinet Meeting. Thank you, all.

7 GOVERNOR DESANTIS: Okay. Thank you, Secretary
8 Byrd.

9 I just wanted to make sure we have everyone. I
10 know I heard Ashley and Jimmy, is Commissioner Simpson
11 there?

12 MR. BYRD: No, Governor, it was just the three of
13 you who are participating in Elections Canvassing
14 Commission.

15 GOVERNOR DESANTIS: No, I know, but now that I'm
16 going to the Cabinet agenda, do we have everybody on?

17 UNIDENTIFIED SPEAKER: I'll get my office to
18 reach out to them.

19 GOVERNOR DESANTIS: I think we can still work
20 through some of these pro forma. So item 1, I move to
21 approve all outstanding minutes. Is there a second?

22 MR. PATRONIS: So moved.

23 GOVERNOR DESANTIS: Okay. Hearing no objection,
24 the motion carries.

25 Next, I'm going to move to approve our proposed

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1 meeting schedule for 2024. A copy has been provided
2 to all offices. Is he there? Okay. As a reminder,
3 the approval of the schedule does not preclude us from
4 canceling, rescheduling, or calling additional
5 meetings as necessary. Is there a second?

6 MS. MOODY: Seconded.

7 GOVERNOR DESANTIS: Hearing no objection, the
8 motion carries. As recommended, this will be on
9 appointment as recommended by the outgoing DOAH judge
10 Brian Newman. I move to appoint Darren Schwartz as
11 our interim director and chief judge of DOAH. Is
12 there a second?

13 MR. PATRONIS: Second.

14 GOVERNOR DESANTIS: And a third. Okay. Hearing
15 no objection, the motion carries. We'll table our
16 second appointment-related item until our next
17 meeting.

18 All right. Moving to the Department of Revenue,
19 we have Director Zingale. Can you present your item?

20 MR. ROGERS: Good morning, Governor, Cabinet,
21 Clark Rogers, Deputy Executive Director here for the
22 Department of Revenue. The Department has one item on
23 today's agenda. The Department respectfully requests
24 approval of published notices of proposed rule for
25 rules relating to general tax administration, property

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1 tax oversight, and the child support program, and it
2 further requests approval to file for final adoption
3 if the substance of the proposed rules remain
4 unchanged. Request approval.

5 GOVERNOR DESANTIS: All right. I move to
6 approve. Is there a second?

7 MR. SIMPSON: Second.

8 GOVERNOR DESANTIS: Hearing no objection, the
9 motion carries. Thank you.

10 MR. ROGERS: Thank you.

11 GOVERNOR DESANTIS: Moving to OFR, Commissioner
12 Weigel, please present your bundled item.

13 MR. WEIGEL: Good morning, Governor DeSantis, CFO
14 Patronis, Attorney General Moody, and Commissioner
15 Simpson. The OFR has two combined items on the agenda
16 today. The OFR respectfully requests approval to
17 publish a notice of proposed rule to amend 30, create
18 1, and repeal 5 consumer finance and securities rules;
19 and the OFR requests approval for final adoption of
20 these same proposed rules, if no change is necessary
21 after publication. These rules conform to recently
22 enacted law and industry standards and delete obsolete
23 terminology. The OFR requests approval.

24 GOVERNOR DESANTIS: I move to approve the items
25 as presented. Is there a second?

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1 MR. PATRONIS: Second.

2 GOVERNOR DESANTIS: Hearing no objection, the
3 motion carries. Thank you. Moving on to OIR,
4 Commissioner Yaworsky, please present your first item.

5 MR. FARRILL: Governor, Commissioner Yaworsky is
6 headed here, but we're going to go ahead and move
7 forward with the agenda item. Item 1 is approval for
8 publication of approved rule and for final adoption if
9 no member of the public timely requested a rule
10 hearing, or if a hearing is requested and no notice of
11 change is needed, for the adoption of Rule Number
12 69.0142.012 related to market regulation. And that's
13 the item.

14 GOVERNOR DESANTIS: Okay. I move to approve the
15 item. Is there a second?

16 MR. PATRONIS: Second.

17 GOVERNOR DESANTIS: Hearing no objection, the
18 motion carries.

19 MR. FARRILL: Governor, item 2 is a series of
20 request for change as requested by the joint
21 Administrative Procedures Committee and the Florida
22 Legislature, and that's the item.

23 GOVERNOR DESANTIS: This is item 2?

24 MR. FARRILL: Yes, sir.

25 GOVERNOR DESANTIS: Okay. I move to approve the

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1 items as presented. Is there a second?

2 MR. SIMPSON: Second.

3 GOVERNOR DESANTIS: Hearing no objection, the
4 motion carries.

5 Okay. Moving on to Bonds Finance, Ben Watkins,
6 please present your first item.

7 MR. WATKINS: Item number 1 is a report of award
8 on competitive bond sales. The first was 49.8 million
9 dollars for University of Florida research to renovate
10 their wet labs at the University of Florida was sold
11 at a true interest cost of 4.28 percent; and the
12 second item is 80.9 million dollars for the University
13 of North Florida dormitory revenue bonds for
14 construction of an honors dorm, which sold at a true
15 interest cost of approximately 4.92 percent.

16 Item 2, are authorizations for university
17 financing. The first is 381 million dollars for
18 Florida State University for renovation of their
19 football stadium and a football operations center.
20 Item B is Florida A & M University, dormitory revenue
21 bonds, 102.9 million dollars for participation in the
22 HBCU loan program.

23 Could I get authorization on those two items?

24 GOVERNOR DESANTIS: All right. I move to
25 approve. Is there a second?

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1 MS. MOODY: Second.

2 GOVERNOR DESANTIS: All right. Hearing no
3 objection, the motion carries.

4 MR. WATKINS: And lastly, authorizations for
5 State General Obligation Bonds. The first is 410
6 million dollars for PECO refunding for debt service
7 savings, and item B is 205 million dollars for
8 Department of Transportation right-of-way bonds in
9 order to advance transportation work program.

10 GOVERNOR DESANTIS: Okay. I move to approve. Is
11 there a second?

12 MR. SIMPSON: Second.

13 GOVERNOR DESANTIS: Hearing no objection, the
14 motion carries.

15 Okay. State Board of Administration, Lamar
16 Taylor, please present your first item.

17 MR. TAYLOR: Thank you, Governor. Good morning,
18 Trustees. So the first item is a multi-part item.
19 It's items 1A through 1D. They are four fiscal
20 sufficiencies. They relate to the two items just
21 approved by the Division of Bond Finance. I can go
22 through them individually or we can take them as a
23 collective item.

24 GOVERNOR DESANTIS: And that will be items 1
25 through 4.

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1 MR. TAYLOR: It will be item 1A through 1D. So
2 it's one item, four fiscal sufficiencies related.

3 GOVERNOR DESANTIS: Yeah. Yeah, we'll do that
4 collectively.

5 MR. TAYLOR: Okay.

6 GOVERNOR DESANTIS: All right. I move to approve
7 the items. Is there a second?

8 MR. SIMPSON: Second.

9 GOVERNOR DESANTIS: Hearing no objection, the
10 motion carries. Next item?

11 MR. TAYLOR: Thank you, sir. Item 2 -- there are
12 two items; items 2A and 2B, they both relate to
13 Florida PRIME. Item 2A are the monthly reports for
14 the quarter indicating that the SBA Trustees have
15 reviewed and approved the monthly Florida PRIME
16 summary reports and actions taken, if any, to address
17 any impacts for the third quarter of 2023. There were
18 no material impacts; and therefore, no associated
19 actions or escalations.

20 Item 2B, is the approval of the draft letter of
21 the Joint Legislative Auditing Committee affirming the
22 SBA Trustees have reviewed and approved the auditor
23 general's annual financial audit of local government
24 surplus trust funds report and any actions taken, if
25 any, to address any impacts. This was a clean audit

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1 opinion. There with no findings. I would recommend
2 approval for items 2A and B.

3 GOVERNOR DESANTIS: Okay. I move to approve the
4 items. Is there a second?

5 MR. SIMPSON: Second.

6 GOVERNOR DESANTIS: Hearing no objection, the
7 motion carries.

8 Item 3?

9 MR. TAYLOR: Thank you, Governor. Item 3 is a
10 standalone item. It is a request for approval of the
11 SBA quarterly reports required by protecting Florida's
12 Investment Act. Pursuant to Florida Statutes, the SBA
13 is required to submit quarterly reports and includes a
14 list of continued examination and scrutinized
15 companies with activities in Sudan, Iran, Anti-BDS,
16 Northern Ireland, Cuba, Syria, and Venezuela. We are
17 removing one company from the Iran's scrutinized
18 companies' list, and we are removing one company from
19 the anti-BDS continued examinations list this quarter.

20 I also would report, that I'm sure as the
21 trustees are aware, the legislature recently
22 significantly expanded the list of scrutinized
23 companies that the SBA administers under this statute
24 with Iran in the special session last month. We are
25 on track to be able to implement that legislation by

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1 the effective date of January 10th, 2024.

2 I'm happy to answer any questions on this item.
3 Otherwise, I recommend approval.

4 GOVERNOR DESANTIS: Okay. I move to approve. Is
5 there a second?

6 MR. PATRONIS: Second.

7 GOVERNOR DESANTIS: All right. Hearing no
8 objection, the motion carries. Next item?

9 MR. TAYLOR: Thank you, Governor. The next item
10 are two rules, item 4A and 4B. And if it's okay with
11 you, Governor, I'd like to take these items one at a
12 time.

13 GOVERNOR DESANTIS: Okay.

14 MR. TAYLOR: So item 4A is a request of approval
15 of and authority to file a notice of proposed rule for
16 Florida Hurricane Catastrophe Fund Rule 19-8.029,
17 insurer reporting requirements and responsibilities,
18 and to file this rule for adoption if no public in a
19 timely request of a rule hearing, or if a rule hearing
20 was requested and no notice of change is needed. This
21 rule relates to the annual Florida Hurricane
22 Catastrophe Fund data call. Each year insurance
23 companies in Florida are required to submit their
24 exposure to the Florida Hurricane Catastrophe fund by
25 September 1. This rule provides for updated forms and

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1 instructions for insurers to be able to do that for
2 the upcoming hurricane season.

3 If there are no questions, would recommend
4 approval.

5 GOVERNOR DESANTIS: All right. I recommend
6 approved. Is there a second?

7 MS. MOODY: Second.

8 GOVERNOR DESANTIS: All right. Hearing no
9 objection, the motion carries. 4B?

10 MR. TAYLOR: Thank you, Governor. That was item
11 4A. This is item 4B. Also, a rule related to the
12 investment plan that request for approval to file a
13 notice of proposed amendments to the following rule in
14 Rule Chapter 19-11, procedures for the FRS investment
15 plan and to further file the rules for adoption if no
16 member of the public timely requests a rule hearing
17 related to these rules. There are a number of rules
18 being amended related to the investment plan. These
19 amendments serve to update forms and instructions and
20 incorporate changes resulting from legislative and
21 other proceedings. There are no policies -- policy or
22 controversial issues associated with these amendments
23 and they serve simply as information updates.

24 If there are no questions, I would recommend
25 approval.

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1 GOVERNOR DESANTIS: Okay. I move to approve. Is
2 there a second?

3 MR. PATRONIS: Second.

4 GOVERNOR DESANTIS: All right. Hearing no
5 objection, the motion carries.

6 MR. TAYLOR: Thank you, Governor. Item 5 are
7 appointments. We have two appointments. The first is
8 a reappointment of Sam McCall, recommended by the
9 attorney General to the SBA Audit Committee. And the
10 second appointment is the appointment of Aaron
11 Shorstrum to the SBA Audit Committee recommended by
12 the Governor. She is being appointed to replace an
13 appointee whose term has expired.

14 If there's no questions, would recommend
15 approval.

16 GOVERNOR DESANTIS: All right. I move to
17 approve. Is there a second?

18 MS. MOODY: Second.

19 GOVERNOR DESANTIS: All right. No objection.
20 The motion carries.

21 Next item?

22 MR. TAYLOR: Thank you, Governor. This is our
23 last item on the agenda. It's the quarterly reports
24 pursuant to Section 215.442(e) Florida Statutes. It
25 includes all of the reports from the business units of

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1 the state board, from the chief audit executive,
2 inspector general, our general counsel, the audit
3 committee, our chief risk and compliance officer. It
4 also includes the financial reports for the last
5 quarter. Those reports show the performance has been
6 solid across all of our mandates and there are no
7 issues in the standing reports to the trustees.

8 If there are no questions, I would recommend
9 approval for this item.

10 GOVERNOR DESANTIS: All right. I move to
11 approve. Is there a second?

12 MR. PATRONIS: Second.

13 GOVERNOR DESANTIS: All right. Hearing no
14 objection, the motion carries.

15 MR. TAYLOR: Thank you, Governor. That completes
16 our agenda.

17 GOVERNOR DESANTIS: Moving to -- okay. Thanks so
18 much.

19 Moving to Secretary Shawn Hamilton coming up.

20 MR. HAMILTON: Thank you, Governor. Good
21 morning, Trustees. Items 1 and 2 are requests to
22 place conservation easements over nearly 3,000 acres
23 in the Caloosahatchee Ecoscape Myakka Ranchlands
24 Florida's Forever projects. These acquisitions will
25 protect Florida's natural lands to provide vital

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1 linkages for wildlife habitat. Both of these projects
2 are within the Florida Wildlife Corridor. The
3 Department recommends approval for items 1 and 2.

4 GOVERNOR DESANTIS: I move to approve the items.
5 Is there a second?

6 MS. MOODY: Second.

7 GOVERNOR DESANTIS: Hearing no objection, the
8 motion carries.

9 MR. HAMILTON: Item number 3 is the consideration
10 of a request to convey a 30.77 acre parcel of state-
11 owned non-conservation land to Bradford County.
12 Bradford County was designated as a rural area of
13 opportunity through Executive Order 23-132, and the
14 conveyance of this property will bolster economic
15 development in this region.

16 Substitute Item 4 is a consideration of an
17 exchange of 19 acres of state-owned land for 50 acres
18 of land owned by Walton County School Board. Item 4
19 is a substitute item, as the department now has the
20 executed exchange agreement. The 50 acres of land
21 proposed in exchange are within the South Walton
22 County Ecosystem Florida Forever project. The Walton
23 County School Board plans to expand South Walton High
24 School and build a new elementary school on the 19
25 acres they will be receiving in this exchange.

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1 And then item number 5, is a consideration to
2 waive deed requirements, specifically reverted
3 language contained in Section 253.025, paragraph 21,
4 Section D of Florida Statute as provided for within
5 the same chapter, and to delegate authority to the
6 Department to negotiate and approve terms which may
7 include the modification of removal of this deed
8 restriction. The delegation of authority is specific
9 to the conveyance of 8.4 acres of state-owned
10 non-conservation land for military base buffering in
11 Bay County to the United States Navy.

12 The Department recommends approval for items 3
13 through 5.

14 GOVERNOR DESANTIS: Okay. I move to approve the
15 items as presented. Is there a second?

16 MR. SIMPSON: Second.

17 GOVERNOR DESANTIS: Is there a third? I think I
18 did hear three. Okay.

19 MR. PATRONIS: Third.

20 GOVERNOR DESANTIS: Hearing no objection, the
21 motion carries.

22 MR. HAMILTON: Item 6 will be presented by Portia
23 Sapp with the Agriculture and Consumer Services,
24 Division of Aquaculture.

25 GOVERNOR DESANTIS: Are you there?

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1 MS. SAPP: Good morning, Trustees. Item 6 for
2 your consideration is a request by Oyster River
3 Ecology, Incorporated, for a new 10-acre management
4 agreement in the Manatee County Natural Resources
5 Department for a new 6.2 acre management agreement.
6 Both parcels are in the Manatee River in Manatee
7 County. The two parcels will be utilized for
8 restoration aquaculture using spat-on-shell and cultch
9 materials. The activities proposed are compliant with
10 our general permit; however, the permit is undergoing
11 renewal so final execution will be pending renewal.
12 Staff recommends approval of this item.

13 GOVERNOR DESANTIS: All right. I recommend
14 approval. Is there a second?

15 MR. PATRONIS: Second.

16 GOVERNOR DESANTIS: Third. Okay. Hearing no
17 objection, the motion carries.

18 Rural and family lands, please present item
19 7.

20 MS. MULLINS: Good morning, Governor and
21 Trustees, Sue Mullins, Rural and Family Lands Program.
22 We have two items for your consideration this morning.
23 The first is item 7, which is our proposed 2023 Rural
24 and Family Lands annual ranked project list. This
25 year we had 258 working farms, ranches, and forests

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1 for consideration of purchase of perpetual
2 conservation easement. That's 178 new projects just
3 applied for this year, and 80 that have rolled over
4 from previous cycle. Prior to the ranking of this
5 list, the selection committee heard presentations
6 across the state at three regional meetings.

7 We respectfully request approval of this list.

8 GOVERNOR DESANTIS: Okay. Move to approve. Is
9 there a second?

10 MR. SIMPSON: Second.

11 GOVERNOR DESANTIS: Okay. Hearing no objection,
12 the motion carries.

13 MS. MULLINS: Thank you, Governor and Trustees.
14 Second item is number 8. This is a Syfrett Ranch in
15 Highlands & Glades Counties. It's a request to
16 acquire perpetual rural lands protection easement.
17 This is about 2,100 acres for consideration of
18 \$8,195,000. This easement is intact with no cutouts
19 and is a working cattle operation. It's enrolled in
20 the best Management Practices, and it's in the Florida
21 Wildlife Corridor.

22 We respectfully request approval.

23 GOVERNOR DESANTIS: All right. I move to
24 approve. Is there a second?

25 MR. PATRONIS: Second.

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1 GOVERNOR DESANTIS: Okay. Hearing no objection,
2 the motion carries. Okay. Final portion of our
3 agenda. Mark Buckles with Florida Land and Water
4 Adjudicatory Commission.

5 MR. BUCKLES: Good morning. We have one agenda
6 item today. Item 1 is consideration of a petition to
7 amend the boundary of the Capron Trail Community
8 Development District in Saint Lucie County. The
9 petitioner, Premier Citrus, LLC, is the owner of the
10 majority of the real property within the district.
11 They seek to add 2 acres to the district to correct
12 for present actual acreage and also seek to add an
13 additional 456 acres. Pursuant to Florida law, the
14 directs board held a local hearing in August in Fort
15 Pierce and issued a report finding that all applicable
16 statutory requirements have been satisfied and the
17 petition should be granted.

18 Upon review of the report, the hearing record,
19 and the statutory requirements, staff recommends that
20 the Commission grant the petition and request
21 authorization for the Secretary to publish notices of
22 rulemaking to amend Rule 442G-1.002, the boundary for
23 the district, and file the rule for final adoption if
24 no requests for public hearing are received as a
25 result of the notices, or if no changes are needed in

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1 response to a public hearing.

2 GOVERNOR DESANTIS: Okay. I move to approve the
3 item. Do we have a second?

4 MR. PATRONIS: Second.

5 GOVERNOR DESANTIS: Hearing no objection, the
6 motion carries. That concludes today's meeting.
7 Merry Christmas to everybody, and have a happy New
8 Year.

9 (The proceedings were concluded at 8:21 a.m.)

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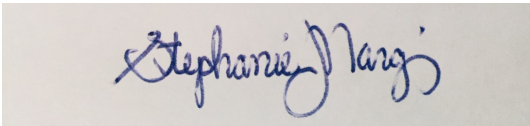
COURT CERTIFICATE

STATE OF FLORIDA)

COUNTY OF LEON)

I, STEPHANIE JORDAN NARGIZ, FPR-C, RPR, certify that I was authorized to and did stenographically report the foregoing proceedings and that the transcript is a true and complete record.

DATED this 29th day of December, 2023.



STEPHANIE J. NARGIZ
Court Reporter, RPR, FPR-C

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ATTACHMENT 2: APPOINTMENT

Christopher M. Spencer

PROFESSIONAL EXPERIENCE

EXECUTIVE OFFICE OF FLORIDA GOVERNOR RON DESANTIS

Director of Policy and Budget

July 2019 – Present

- Directed the implementation of over \$536 billion in appropriations of the annual General Appropriations Acts of Fiscal Years 2020 through 2024, and an additional \$116 billion-plus for Fiscal Year 2025.
- Prepared the annual state budget recommendations of the Governor for Fiscal Years 2020 through 2025.
- Developed a strategic plan to reduce the state's debt by more than 25% over 4 years.
- Managed a team of over 100 economists, budget technicians, and policy analysts in the process of revenue and economic forecasting, policy development, and executive agency oversight.
- Oversaw critical components of state government including the Division of Emergency Management, the State Board of Administration including the Florida Hurricane Catastrophe Fund, the Division of Bond Finance, the Governor's Office of Faith and Community Initiatives, and the Governor's Federal Office in Washington, D.C.
- Directed the budgetary and policy challenges of multiple significant emergencies affecting the state, including the COVID-19 Pandemic, Champlain Tower collapse in Surfside, Hurricanes Ian, Nicole, and Idalia, as well as the state's Israel Evacuation mission in late 2023.
- Oversaw the use of emergency funds to maintain state fiscal solvency during the pandemic and coordinated with the State Board of Administration and Division of Bond Finance to monitor market conditions during the pandemic to forecast economic and fiscal impacts to the state.
- Served as Secretary to both the Administration Commission and the Land and Water Adjudicatory Commission, assisting the Governor and Cabinet when they convened in those capacities.
- Served as a permanent board member of every finance corporation established for various state agencies as an issuer of bonds when those agencies were authorized to do so.

Policy Director

January 2019 – July 2019

- Oversaw policy development and implementation of the "First 100 Days" policy initiatives of the DeSantis-Nuñez Administration, including significant policy proposals on environmental protection, economic development, banking and insurance, public safety, and health and human services.
- Interfaced with legislators and stakeholder groups to secure passage of comprehensive legislative proposals advancing the policy objectives of the Administration.

Economic Advisor

November 2018 – January 2019

- Developed broad economic policy objectives for the incoming DeSantis-Nuñez Administration during the Gubernatorial transition following the November 2018 General Election.
- Coordinated the efforts of several advisory councils composed of public officials, members of the business community, and private stakeholders in the production of policy recommendations to Governor-Elect Ron DeSantis.

GRAY ROBINSON, P.A.

Government Consultant

October 2017 – November 2018

- Represented clients from a diverse range of industries and the public sector before the Florida Legislature and Executive Branch on policy matters and requests for appropriation in the annual budget.
- Directly engaged elected officials at the state and local level in furtherance of client advocacy.
- Specifically focused on matters related to transportation, economic development, banking and insurance, criminal justice, and general appropriations requests.

THE FLORIDA LEGISLATURE - SENATE

Chief Legislative Assistant

November 2012 – September 2017

- Managed the Legislative Office of State Senator Jeff Brandes (R-St. Petersburg), including the legislative office staff, and directed the Senator's legislative priorities.
- Presented legislation to multiple Legislative Committees on behalf of the Senator.
- Managed the Senator's media activity including strategic advocacy and communications with media.
- Interfaced with lobbyists and stakeholder groups on a wide range of policy issues. Specific policy focuses included transportation, economic development, energy, insurance, and education.

THE FLORIDA LEGISLATURE – HOUSE OF REPRESENTATIVES

Legislative Assistant

February 2011 – November 2012

- Managed the legislative priorities, media activity, and constituent services of Representative Clay Ingram (R-Pensacola).
- Interfaced with lobbyists and stakeholder groups on a range of policy issues. Specific policy focuses included criminal justice, energy, insurance, and regulated occupations and professions.

POLITICAL CAMPAIGNS

Campaign Manager

Various, from June 2012 – November 2018

- Managed the successful campaigns to elect Jeff Brandes (2012) and Dana Young (2016) to the State Senate, and reelection efforts of Senator Brandes in 2014 and 2016, and Senator Young in 2018.
- Managed a successful campaign to amend the state constitution in 2016 with the significant passage of 73% of voter approval.
- Directed the day-to-day operations of the campaigns, including the management of multiple field offices and dozens of political staff, and oversaw vendors and contractors through the implementation of campaign plans.

EDUCATION

The Florida State University

2009

Bachelor of Arts in Economics, focus on Monetary Policy and a Minor in Business
Bachelor of Arts in International Affairs, focus on History and a Minor in French
Bachelor of Arts in Political Science

St. Petersburg College

2006

Associates of Arts, Liberal Studies

Other Coursework

The Florida State University

Master of Science in Urban and Regional Planning, focus on Comprehensive Planning (*expected 2024*)

REFERENCES

Peter Collins, *Forge Capital, Co-Founder & Managing Partner*
Ben Watkins, *State Board of Administration, Director of Bond Finance*
Ash Williams, *J.P. Morgan Asset Management, Vice Chairman*
Jim Zingale, *Florida Department of Revenue, Executive Director*

State Board of Administration
Position Description

Position Number: 0000001
Position Title: Executive Director
Department: 100 Executive Director
Current Incumbent: -
Wage Class: Executive
Salary Grade: 018
Hiring Grade: 018 (midpoint of min and mid)

Job Responsibilities:

The State Board of Administration (SBA) is governed by the Board of Trustees, composed of the Governor as Chair, the Chief Financial Officer and the Attorney General. The Board of Trustees have delegated to the Executive Director (ED) the authority and responsibility for all administrative, operational and investment management functions in compliance with federal and state laws, administrative rules and policies of the SBA. The ED's responsibilities include overseeing the administration of the Florida Hurricane Catastrophe Fund; overseeing the SBA's operational and investment activities relating to the Florida Retirement System, the Local Government Surplus Fund Trust Fund, and other mandates and trusts; overseeing the administration of debt service on bonds issued under the State Bond Act; and administering certain financing corporations such as the Florida Water Pollution Control Financing Corporation. The ED must discharge his or her duties while adhering to the highest ethical, fiduciary and professional standards. In this capacity, the ED will be expected to:

- Develop and maintain relationships with key principals, advisory councils, oversight bodies and third-party agencies and organizations
- Maintain effective relationships with SBA Trustees, their respective staffs, Investment Advisory Council members, and Audit Committee members
- Oversees legislative activities of the SBA and develops and maintains relationships with legislative members, staff and leadership
- Interacts with third party organizations to communicate and advance the mission of the SBA and the programs it administers, including FRS Beneficiary organizations, peer pension plans, investment organizations, and national and statewide insurance and reinsurance organizations
- Works with the Director of the Division of Bond Finance as necessary to meet with Nationally Recognized Statistical Ratings Organizations regarding the State's credit rating and the ratings of any bonds issued by entities administered by the SBA
- Maintains good relations with other state-wide offices and cabinet agencies, including the Office of Insurance Regulation, the Department of Management Services and the Division of Retirement

Provides leadership, manage and oversee day-to-day operational, enterprise risk management and administrative functions of the SBA:

- Provides leadership to employees managing administrative procurement, human resources, budget, external communications, accounting, finance, corporate governance, audit, legal information technology, trust services, and risk and compliance functions

- Identifies and monitors key controls and risks and oversees prudent management and mitigation of operational and investment risks
- Maintains an appropriate and effective risk management and compliance program that identifies, evaluates and manages risks within business units and at an enterprise level
- Maintains an appropriate and effective control environment for the SBA
- Oversees negotiation and executes, amends and terminates key contracts, leases, licenses, account opening and maintenance forms and all other related documents and agreements necessary or appropriate to carry out the administrative, operational, investment and debt functions of the SBA
- Oversees all personnel matters and all other administrative matters including the preparation and administration of the SBA's budget and approving and reviewing compliance with all internal policies
- Oversees all activities subject to the Florida Administrative Code

Supervise investment activities and direct and oversee operations of the Florida Hurricane Catastrophe Fund, the Florida Retirement System Investment Plan, the Local Government Trust Fund, SBA trust services and various financing corporations administered by the SBA:

- Provides leadership and supervision to the Deputy Executive Director, the Chief Investment Officer and the Chief Operating and Financial Officer, the General Counsel and Chief Ethics Officer, the Senior Operating Officer of Human Resources, the Chief Risk and Compliance Officer, Chief of Defined Contributions Programs Officer and the Chief Operating Officer of the Florida Hurricane Catastrophe Fund; administratively supervise the Chief Audit Executive and Inspector General
- Reviews and approves investment policy statements after review by the Investment Advisory Counsel pursuant to Florida Statutes;
- Implements all approved investment objectives, policies and strategies, including approving tactical changes in particular portfolio holdings in accordance with approved policies and guidelines
- Reviews Florida Hurricane Catastrophe Fund rate making formula prior to submission to the Trustees pursuant to Florida Statutes
- Leads the Investment Advisory Council and SBA Audit Committee Meetings, attends Florida Hurricane Catastrophe Fund Advisory Council meetings and oversees administration of the Florida Commission on Hurricane Loss Projection Methodology
- Serves as Chief Executive Officer of the Florida Water Pollution Control Financing Corporation and the Florida Inland Protection Financing Corporation

Requirements:

Ten years of progressively complex experience in the oversight of public sector portfolios, with policy making responsibilities and a demonstrated understanding of fiduciary responsibilities. Five years of experience in a senior management role. Demonstrated familiarity with the securities and municipal finance industries are required. A postsecondary degree may be used as an alternative for years of direct experience; 2 years for an associate's degree, 4 years for a bachelor's degree, 6 years for a master's degree, 7 years for a professional degree, or 9 years for a doctoral degree.

Preferences:

- A bachelor's degree from an accredited college or university in finance, economics, accounting, or a related field
- Master of Business Administration or master's degree from an accredited college or university in finance, economics, accounting, or a related field; or Juris Doctor
- Experience in senior management with multibillion dollar portfolios in the public sector
- Experience working to pass legislation or in the legislative arena
- Experience with a large governmental or private sector agency

Knowledge, Skills and Abilities

- Exceptional leadership and mentoring skills with a commitment to colleague development
- Knowledge of and experience in investment and securities markets, including risk management, portfolio management, and operational and administrative oversight
- Excellent interpersonal skills with colleagues at all levels of the organization and external stakeholders to build trust and cooperation
- Exceptional verbal and written communications skills
- Ability to provide leadership effectively across functional areas and business units within the SBA
- Ability to adapt well to change and serve as a change agent within the SBA
- Strategic thinker with the ability to oversee the implementation of creative solutions to investment management
- Personal integrity, emotional intelligence, professionalism and accountability
- Exhibits the highest level of fiduciary care
- Travels frequently to various locations throughout the United States and/or internationally. Involves work outside of normal business hours and working remotely to maintain contact with others and normal office-related duties Employees must abide by the rules, procedures, and policies of the State Board of Administration.

The State Board of Administration is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the State Board of Administration will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Demands:

- Vision
- near acuity (continuously)
- far acuity (frequently)
- depth perception (frequently)
- color vision (continuously)
- peripheral vision (frequently)
- hearing (continuously)
- talking (continuously)
- manual dexterity (continuously)
- repetitive use of hands/arms (continuously)

- reaching (frequently)
- lifting and carrying
- 10 lbs or less (frequently)
- 11 lbs to 25 lbs (occasionally)
- pushing and pulling
- 10 lbs or less (frequently)
- 11 lbs to 25 lbs (occasionally)
- sitting (continuously)
- standing (frequently)
- walking (frequently)
- crouching (occasionally)
- stooping (occasionally)

For information related to accommodation due to a disability, please refer to the Reasonable Accommodation Request Guidelines or contact Human Resources.

General Requirements: Must be capable of executing all terms and conditions set forth in the State Board of Administration's policies and procedures manual, including, but not limited to:

- Works in a safety conscious manner, ensuring that safe work practices are used in order not to pose a risk to self or others in the workplace
- Complies with the State Board of Administration's policies and procedures, and local, state, and federal regulations
- Interacts in a tactful, diplomatic, and humanistic manner with supervisors, guests/visitors, and colleagues
- Maintains confidentiality of necessary information
- Maintains a dependable attendance record

Subordinate Title(s):

Chief Investment Officer
 Deputy Executive Director
 Director of External Affairs
 Chief Operating and Financial Officer
 General Counsel and Chief Ethics Officer
 Chief Audit Executive and Inspector General
 Chief Risk and Compliance Officer
 Chief of Defined Contributions Programs
 Chief Operating Officer – Florida Hurricane Catastrophe Fund
 Senior Operating Officer – Human Resources
 Executive Assistant to the Executive Director