



**State of Florida  
Department of Children and Families**

**Ron DeSantis**  
Governor

**Shevaun L. Harris**  
Secretary

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**DATE:** July 22, 2024

**TO:** Community Based Care Lead Agency CEOs

**FROM:** Kate Williams, Assistant Secretary for Child and Family Well-Being  
Chad Barrett, Assistant Secretary for Administration

*K. Williams*

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**SUBJECT:** Executive Salary Compensation Guidelines

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**PURPOSE:** The purpose of this memorandum is to provide guidance regarding updates to the executive salary compensation guidelines pursuant to the passage of Chapter 2024-183, Laws of Florida (HB 7089).

**BACKGROUND:** Effective July 1, 2024, s. 409.992 F.S., outlines that a community-based care lead agency administrative employee may not receive a salary, whether base pay or base pay combined with any bonus or incentive payments, in excess of 150 percent of the annual salary paid to the secretary of the Department of Children and Families from state-appropriated funds, including state-appropriated federal funds. This limitation applies regardless of the number of contracts a community-based care lead agency may execute with the Department. This does not prohibit any party from providing cash that is not from appropriated state funds to a community-based care lead agency administrative employee.

**ACTION REQUIRED:** Please share this memorandum with all staff and system partners who may be impacted. Agencies should submit all associated financial documents to confirm compliance to the Office of Financial Accountability by July 31, 2024, and annually thereafter.

**CONTACT INFORMATION:** If you have any questions or need clarification regarding this memorandum, please contact Chad Barrett, Assistant Secretary for Administration, at [Chad.Barrett@myflfamilies.com](mailto:Chad.Barrett@myflfamilies.com).

cc: Community Directors  
Office of Financial Accountability  
Contract Management

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2415 North Monroe Street, Suite 400, Tallahassee, Florida 32303-4190

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Mission: Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency