At 2:14 p.m., Chairman Price Dobernick called the meeting to order via Zoom audio/video conferencing.

**COMMISSIONERS PRESENT:** Tim Barron, Cindy Bowen, Price Dobernick, Charles A. Janssen, Larry Leatherwood, Charles Mickens, Brian McGrain (Ex-officio), and Shelbi Frayer (Ex-officio).

**COMMISSIONERS EXCUSED:** James W. Butler III and James Stajos.

**OTHERS PRESENT:** Heidi Brown, Scott Horgan, Scott Keith, Jennifer McFatridge, Paul Ntoko, Tristan Wright – Lansing Entertainment & Public Facilities Authority; Jim Smiertka – Lansing City Attorney.

I. **ESTABLISHMENT OF THE AGENDA:** There were no changes to the agenda.

II. **PUBLIC COMMENT:** None.

III. **APPROVAL OF THE FEBRUARY 25, 2020 MINUTES:** Chairman Price Dobernick requested a motion to approve the February 25, 2020 minutes as submitted. MOTION: Commissioner Barron SECOND: Commissioner Janssen; motion unanimously carried.

IV. **REPORTS:**

   A. **CHAIRMAN’S REPORT:**

      1. **CEO Evaluation:** Chairman Dobernick requested that the President & CEO’s evaluation be moved to next month or so because the Personnel Committee is unable to meet due to COVID-19.

      2. **Nominating Committee:** The committee will be appointed and convene in the near future.

   B. **FINANCE COMMITTEE:**

      1. **MARCH 2020 FINANCE REPORT:** Jennifer McFatridge, Vice-President of Finance, noted the Finance Committee met on Thursday, April 23, 2020 and reviewed the financials as shared and presented. The financial statements will not be reviewed in detail, due to the impact of COVID-19. In lieu of a detailed report, Jennifer indicated she would share a brief summary of the Basic Cash Position as presented.
Chairman Dobernick moved to approve the March, 2020 Financial Statements for Groesbeck Golf Course, Cooley Law School Stadium, and the Lansing Center and that they be received as published and further that the monthly expense or each entity be accepted as presented.

MOTION: Commissioner Mickens
SUPPORT: Commissioner Barron
Motion unanimously carried

2. REVIEW OF FINANCIAL POSITION: Jennifer McFatridge reviewed the “Basic Cash Position” as presented. The “Checking Account Balances” for the Lansing Center, Groesbeck Golf Course, and Cooley Law School Stadium total balance for all three properties as reported is $792,000; the amount as of today is $766,000. Accounts Payable is currently $477,866 and Accounts Receivable is $329,186 including fourth quarter subsidy. Jennifer noted scheduled events are very limited.

3. TEMPORARY AMENDMENT TO LEPFA PENSION PLAN: Jennifer McFatridge presented a temporary amendment to the Pension Plan (457 Plan only – employee contribution). Currently 25 LEPFA team members would be eligible and may choose to access funds through the end of the year, with limitations as to what the funding may be used for and there will also be taxes assessed. Scott Keith noted there are limitations, such as access is to the employee contribution portion of the plan only and cannot exceed $100,000, and there can be no loan against the amount borrowed. There are tax implications and Commissioner Bowen questioned the taxes, and it was noted that it can be spread out over a three-year period. Commissioner Bowen and Shelbi Frayer complimented Jennifer on her report and preparedness as did Finance Committee Chair Larry Leatherwood.

Motion was made to accept the temporary amendment to the LEPFA Pension – Savings Plan as presented: MOTION: Commissioner Bowen; SECOND: Commissioner Janssen; motion was unanimously approved.

C. PERSONNEL COMMITTEE: No report.

D. STRATEGIC PLANNING COMMITTEE: No report.

E. PRESIDENT & CEO: Scott Keith reported the following:

1. Legislative Meetings: Scott noted he continues to meet with Senators Hertel and Annanich regarding the pandemic and impact on the industry. At this time people still want to meet but the restrictions are not friendly to our industry.
2. **Staff Update:** Scott noted that staff remains focused and working on all things related to COVID-19. Scott thanked the team for their efforts and hard work. Scott reported he continues to keep in contact with staff who have been laid off and has sent letters regarding various topics including insurance, budget, and also has set up meetings via Zoom with the VPs and Management Staff.

3. **Golf:** Scott noted there were 135 golfers yesterday at Groesbeck and hopefully carts will be allowed soon. Golfers were following social distancing and wearing masks. Discussion ensued regarding one golfer per cart and ADA requirements.

4. **Events:** Margarita Fest and the Grand Concert Series has been cancelled. Based on discussions with the Lugnuts it may not be likely that the Lugnuts will play at Cooley Law School Stadium this season and there will be further discussion next week. Common Ground will also not take place this year and we are working with artists on re-booking for next year.

At 2:35 p.m. Paul Ntoko joined the meeting.

Commissioner Barron questioned if we are finding savings, based on the events we are not doing? Scott Keith noted at the stadium one of the saving would be lower utilities. Other facilities have savings on utilities and staffing. We are exploring all other savings options, including insurance.

F. **LEPFA VICE PRESIDENTS & STAFF REPORTS:**

1. **Scott Horgan:** Scott noted he is working closely with groups on rescheduling, cancellations and restructuring of events encompassing social distancing regulations. From March – June we have lost $1.7 million in event revenue. In June we have 3% of clients remaining. There are no groups scheduled for May. Next year 80% have rebooked ($1.3 million) and 17% is lost - they are not rebooking this year or next year. Scott reported some events are running out time to make their decisions on how they will proceed (grant restrictions). Fall groups are calling now on their events.

   Groesbeck had 135 people yesterday and 160 people today; 95% of the carts are at the course; however, there is no beverage cart yet.

2. **Tristan Wright:** Trane finished their chiller preventative work at the Lansing Center. Otis elevator has been performing their load tests. At the stadium, the water has been turned on and Mike Horning is working on de-winterizing the stadium. Tom
3. Heidi Brown: No hiring or workers comp claims during this time. One team member has returned from short-term disability and one team member has been moved to long-term disability. Communication with staff is on-going and is Important during this unprecedented time. VPs and Scott Keith have been instrumental in sharing information with our respective teams and we have all called, sent letters, emails, etc. and Scott Keith has weekly contact with all staff. We have shared information on various topics including: UIA; FFCRA (by April 1, 2020 via letters and posters); PHP coverage, etc. We are now addressing what the return to work will look like by department in consideration of restrictions such as social distancing, modifying offices, shifts, etc. Currently we are utilizing the wellness check sheet as provided by Ingham County. Tristan is purchasing PPE for returning staff. We continue to remind staff of wellness services provided to our team such as Employee Assistance Programs for covered staff and tele-med health services offered through PHP. Thanks, were extended to Scott, VPs and Board for support assistance and leadership.

4. Paul Ntoko: Paul reported he is working with Maureen on modifying menus; and is addressing what Foodservice may look like when the return to events/work begins considering all the new regulations. March 17-23, 2020 Food Movers received 3500 pounds of dairy, perishable, prepared and produce. Work continues on a recovery plan.

V. COMMISSIONERS COMMENTS:

1. Commissioner Janssen: Commissioner Janssen thanked the entire staff on a job well done during this balancing act time – having to deal with family/children at home; elderly parents; etc.

2. Chairman Dobernick: Thanked staff for their efforts during this time.

3. Commissioner Leatherwood: Thanked Scott Keith for his leadership during this difficult time.

VI. OLD BUSINESS: None.
VII. NEW BUSINESS: No report.

VIII. AJOURNMENT: At 3:03 p.m. Chairman Dobernick requested a motion for adjournment:

    Motion: Commissioner Barron
    Second: Commissioner Leatherwood
    Motion unanimously carried

THE NEXT MONTHLY MEETING IS SCHEDULED FOR:
    TUESDAY MAY 26, 2020
    VIA ZOOM

Respectfully Submitted,

Heidi Brown
Recording Secretary