At 3:00 p.m., Chairman Price Dobernick called the meeting to order via Zoom audio/video conferencing.

**COMMISSIONERS PRESENT:** Tim Barron, Cindy Bowen, Price Dobernick, Kenric Hall, 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 – Lansing Entertainment & Public Facilities Authority; and 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 APRIL 28, 2020 MINUTES:** Chairman Price Dobernick requested a motion to approve the April 28, 2020 minutes as presented. MOTION: Commissioner Leatherwood SECOND: Commissioner Bowen; motion unanimously carried.

IV. **REPORTS:**

A. **CHAIRMAN’S REPORT:**

1. **CEO Evaluation:** Chairman Dobernick reported an electronic evaluation for the President & CEO would be sent to the Board by Scott Keith when completed next week; and would automatically be returned to Chairman Dobernick. Chairman Dobernick suggested the committee may meet via Zoom next week.

2. **Nominating Committee:** No report.

B. **FINANCE COMMITTEE:** Committee Chairman Larry Leatherwood deferred to Jennifer McFatridge, VP of Finance, who reported the following:

1. **APRIL 2020 FINANCE REPORT:**

   - **Groesbeck Golf Course:** In April 300 rounds were played and this number is down compared to the prior year. Expenses have been kept to what is absolutely necessary and they have had no part-time staff. Review of the general ledger indicates 33% of the costs are variable costs and 66% are hard costs. The income
statement is adjusted based on the reduction of funds to zero. There is no subsidy for the fourth quarter, and we will need to adjust the expense line items.

- Cooley Law School Stadium: April had $13,000 in expenses of which 33% are hard costs; 66% are variable costs, which are attributed to utilities which fluctuate ($6,000 for utilities). The adjustment is attributed to the money returned to the City of Lansing based on the subsidy amendment.

- Lansing Center: Jennifer noted we settled with Holman Foundation for Silver Bells in April. The general ledger for the Lansing Center shows 66% of the expenses are hard costs; 33% are variable costs ($52,000 for utilities). The utilities will increase again in May and the subsidy was adjusted to accommodate for change based on the amendment.

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 $675,560.56. Accounts Payable is currently $451,931.86 and Accounts Receivable is $180,930.97. Jennifer noted the PPP funds are tracked separately as the loan forgiveness allows for a 56-day window; and Jennifer is attending several webinars on the topic.

Committee Chairman Leatherwood questioned the Mayor’s statement on the reduction of days and hours worked, with adjustments to be considered. Scott Keith responded that we have already implemented what the City is considering. Commissioner Bowen questioned the weeks for PPP; Jennifer clarified it is based on payroll. Commissioner Bowen asked Kenric Hall if he had questions or required clarification on the financial statements. Commissioner Hall noted he had questions, he questioned Labor Service – Jennifer explained it was for IATSE labor, i.e. build and take down. Commissioner Hall questioned Event Operations expense and Jennifer clarified it was anything purchased to put on an event (microphones, internet, food and beverage, labor, etc.). He also questioned the Food Service to Food Revenue goal and Paul Ntoko explained it changes based on events and time of the year. Discussion ended and Commissioner Hall indicated he would ask any further questions off-line.

Chairman Dobernick asked for an update from City Attorney Jim Smiertka on the status of the Lease Agreement with the City (rent) and Lugnuts for the stadium. Mr. Smiertka noted that a meeting was held with Lugnuts and the Mayor and his staff regarding their desire to exercise their rights under two clauses in the TMO – one is force majeure as it
pertains to a delay in payment with written notice; and the second clause is the destruction of the stadium. Mr. Smiertka also noted they are asking for forgiveness for utilities, carpet, outfield, etc. and he has asked for a list of the items they would like to be forgiven and is awaiting the list. At this point the city is extending the lease for payment consideration. Mr. Smiertka also noted there is no clear assurance that MLB will be back and if they will play. He noted they also discussed the protocol on events for October and the Lugnuts would consider joint partnering on events with LEPFA. Smiertka noted once he has the information/list he will meet with LEPFA staff and review a counter proposal. Scott Keith noted we shared our insurance options on our claims, most of which comes from the City. City Attorney Smiertka noted he was not thinking of LEPFA’s insurance and will ask the Lugnuts if they have business interruption coverage. Chairman Dobernick noted their requests did not sit well with him as they are not paying but are using the facilities.

C. PERSONNEL COMMITTEE: No report.

D. STRATEGIC PLANNING COMMITTEE: No report.

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

1. **Stay at Home Executive Order:** Scott noted the order has been extended which means nothing changes for LEPFA’s facilities/events. At this point, it would cost us more to open the facility for 10 people. We are hosting an event for the Republicans in mid-June that will include virtual activity. Scott Horgan noted events are moving and pushing back even further; the longer the mandate continues the more impact it will have on FY21.

2. **Return to Work Plan:** Scott noted he continues to work on the plan and has received the Lugnuts return to work plan.

3. **Staff Survey:** Scott noted he sent out a survey to staff with questions that would gage where staff is on returning to work and on a 1-5 scale the scores ranged in the 4/5 range on their sense of safety on returning to work. Scott noted we have been reviewing workspaces and social distancing guidelines. Our concern is the employees denying a return to work and how that will affect their unemployment, and how that will impact staffing. Scott noted we are also reviewing the coverage of health insurance for employees who are laid off and if LEPFA will be able to offer employer portion paid health Insurance past June 30 for laid off staff. Also under consideration are further reductions in salary and furloughing staff. Scott noted he will have further recommendations at the June Board of Commissioners meeting. Scott also reported that June 1 he will be reviewing MSAE’s “Safe Meetings Protocol” with Julie Pingston.
F. LEPFA VICE PRESIDENTS & STAFF REPORTS:

1. Scott Horgan: Scott noted the extension of the Executive Order to June 12th has moved events out of June entirely. The Republicans are in house on June 12 and 13 and they will have 50 people attend on a staggered basis in 6000 square feet with masks and social distancing enforced. The fall groups are now shifting, and Scott reported 8 conference calls this week to discuss groups. He is now looking at September, October and November groups with the GLCVB and the Radisson staff in an effort to be transparent. Scott noted we are especially appreciative of repeat business and the willingness to consider different options as well as hybrid options and their overall footprint. Scott noted we are providing options and groups are waiting and sitting on dates. The challenge is whether groups sizes will be relaxed in the fall and the turn around time. Scott noted he is working to share anything new.

Groesbeck Golf Course was slower in April compared to last year. May’s numbers will be down due to the food sales and one person per cart limitation. We are currently at 90-95% occupancy on the t-sheet. So far it has been a good season, we are hoping the weather continues to cooperate and it is great to see revenue coming in and is indicated in his weekly reports to Scott Keith.

2. Heidi Brown: No hiring or workers comp claims during this time. 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 team and we have all called, sent letters, emails, etc. and Scott Keith has weekly contact with all staff. Heidi is working with Tristan Wright on the COVID 19 Preparedness and Response Plan as well as trainings on how to use PPE, how to report unsafe working conditions based on job functions and social distancing to the maximum extent possible, etc. Currently we are utilizing the wellness check sheet provided by Ingham County. Tristan Wright continues to purchase PPE for returning staff.

3. Paul Ntoko: Paul reported the revenue for food service is changing on a daily basis as it has been for quite some time. The Republican’s have selected boxed lunches. Inventory for the Lansing Center is being moved to Groesbeck Golf Course, which is 20% less than last year and is looking at ways to fill the food gap. Paul noted an SDM license for Groesbeck will help us to sell items “to-go.”

V. COMMISSIONERS COMMENTS: No report.

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

VIII. AJOURNMENT: At 3:48 p.m. Chairman Dobernick requested a motion for adjournment:

   Motion: Commissioner Leatherwood  
   Second: Commissioner Janssen  
   Motion unanimously carried

THE NEXT MONTHLY MEETING IS SCHEDULED FOR:

   WEDNESDAY JUNE 24, 2020
   LOCATION: TBD

Respectfully Submitted,

Heidi Brown
Recording Secretary