



Vermilion County Metropolitan Exposition
 Auditorium and Office Building Authority
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**VERMILION COUNTY METROPOLITAN EXPOSITION
 AUDITORIUM AND OFFICE BUILDING AUTHORITY**

BOARD OF DIRECTORS MEETING

Wednesday, July 28, 2021

5:30 p.m.

Room 127 – David S. Palmer Arena

Anyone who would like to address the Board is welcome to do so

AGENDA

		Page	Presenter	Time Limit
I.	CALL TO ORDER		John Spezia	3 min
II.	PLEDGE OF ALLEGIANCE			
III.	ROLL CALL			
IV.	APPROVAL OF MINUTES (06.21.21)	2-5	All	3 min
V.	PUBLIC COMMENTS			5 min
VI.	COMMITTEE REPORTS			30 min
	o Finance Committee – Minutes of 7.21.21	6-9	Dean Shore	
	o June Deposits/Debits/Bills Paid	10-23		
	o Bobcats Sponsorships			
	o Employee Self-Funded Investment/Simple IRA			
	o Medicare Reimbursement			
	o Event Ticketing System			
	o Sign Proposal	24		
	o Flooring Proposal	25		
	o Human Resource Ad Hoc Committee	26-27	Scott Dowers	
	o Job Descriptions (previously distributed)			
	o Policies (previously distributed)			
VII.	OLD BUSINESS			10 min
	o Signage Bids			
	o ERTC Proposal		Dean Shore	
	o Board Retreat		Joe Dunagan	
VIII.	NEW BUSINESS			15 min
	o Discussion with Chief Yates			
	o Future Plans for Security		Joe Dunagan	
	o 2021-2022 Meeting Schedule	28		
IX.	OTHER BUSINESS			
	o Executive Session			30 min
X.	NEXT MEETING: August 25, 2021 - 5:30 p.m.		John Spezia	
XI.	ADJOURNMENT		All	

**Vermilion County Metropolitan Exposition Auditorium
And Office Building Authority**

Minutes of the Board of Directors

June 21, 2021 – 5:30 p.m.

- Present:** Scott Dowers, Vice Chair; Tara Auter, Bill Black, Carley Fredericks, O.J. Harrison, Bob Iverson, Ken Salomon, Maruti Seth, and Dean Shore.
- Absent:** Catlin Crozier and John Spezia.
- Attending:** Joe Dunagan, Janet Payne, Don Wright, Andrew Mudd, and Teri Gaffney.
- Guests:** None.
- Call to Order:** Scott Dowers called the meeting to order at 5:30 p.m.
- Pledge:** The Pledge of Allegiance was recited by the members.
- Roll Call:** The roll call was taken. A quorum was present.

Approval of Minutes: The Minutes of the meetings of the Board of Directors of May 26, 2021, and June 7, 2021, were reviewed. *It was moved by Dean Shore, seconded by Carley Fredericks, and carried to approve the Minutes of the meeting of the Board of Directors of May 26, 2021, and June 7, 2021, as presented. (8 Ayes; 0 Nays; 1 Abstain-Black)*

PUBLIC COMMENTS – None received.

COMMITTEE REPORTS –

Building & Grounds Committee – Mr. Seth reported that the Building & Grounds Committee had met on June 16, 2021, and a quorum was not available. The storage building is progressing, and it was reported that the building is due to be completed by the end of the month.

The Committee reviewed the Purpose of the Committee and recommended its approval. *It was moved by Ken Salomon, seconded by Dean Shore, and carried to approve the Purpose of the Building & Grounds Committee as presented. (8 Ayes; 0 Nays; 1 Abstain-Black)*

Mr. Seth reported that the request for bids will be going to the vendors for the sign. Mr. Seth suggested that the Board of Directors authorize an expenditure of up to \$75,000 for the sign. However, after discussion, it was determined that the bids will be opened thirty-minutes prior to the next regularly scheduled meeting and the Board will then act upon the expenditure at the meeting.

Mr. Dunagan reported that the key fobs have been distributed to the personnel and will soon be distributed to the Bobcats personnel. The General Manager maintains the listing of persons that have been distributed a key fob.

All Fobs have been handed out to the personnel and we are waiting for a listing of the Bobcats. The General Manager maintains the listing of all that have keys.

Don Wright stated that he has called companies to get information on what the causes of the roofing problems may be and then estimates.

Finance Committee - Dean Shore reported that we are still awaiting a final billing form Total Mechanical. There are still several items that need to be completed on the punch list. ***It was moved by Dean Shore, seconded by Ken Salomon, and carried to accept the May Deposits, Debits and Bills Paid as presented. . (8 Ayes; 0 Nays; 1 Abstain-Black)***

Ad Hoc Human Resources Committee: Scott Dowers reported that the committee had recently met to review Forms, Job Descriptions and Policies. *He recognized Janet Payne and Teri Gaffney for their work in organizing this process.* All of the documents had been reviewed by the committee and recommended for approval. The current job descriptions had not been updated for over 20 years. The job descriptions provided are not meant to indicate that all positions will be filled but that they are available if needed. We may be able to combine some areas. ***It was moved by Bob Iverson, seconded by Ken Salomon, and carried to approve the following as presented: (8 Ayes; 0 Nays; 1 Abstain-Black)***

Job Descriptions:

- Box Office Manager
- Facilities Lead
- Facilities Manager
- Facilities Staff Person
- General Manager
- Ice Rink Manager
- Pro Shop Supervisor

Forms:

- 100 – Employment Application
- 101 – Employee Status Confirmation
- 102 – Box Office Drawers
- 103 – Employee Call Report Form
- 104 – Notice of Employee Termination
- 105 – Individual Drawer Statement
- 106 – Key Control Form
- 107 – Ticket Outlet Consignment Form
- 108 – Complimentary Ticket List
- 109 – Human Resources Employee Record Audit
- 110 – Vacation and/or Time Off Request Form
- 111 – Employee Counseling Form

Policies:

- Appeal Policy
- Attendance
- EEOC
- Jury Duty
- Key Control
- Lockers and Desks
- Meal and Break Periods
- Risk Management
- Safety
- Social Media
- Violence in the Workplace

Going forward, the Human Resource Ad Hoc Committee does not believe that the forms need to come to the Board for approval and that only new job descriptions/positions come to the Board. Revisions to existing job descriptions will not need Board approval. New Policies will continue to be presented to the Board for approval. The Ad Hoc Committee will stay in place at the present time, but it is not believed that it will need to be long-term.

OLD BUSINESS:

ERTC: It was reported that the agreement has been completed and will be sent to Mr. Tissier for his review.

Status of Audit: No update was available.

Board Retreat: Dates for a retreat are being identified.

NEW BUSINESS –

Firearms in the Arena – Mr. Dunagan reported that as we begin to move to reopening for events, it has come to his attention that some of our Security personnel may have concealed carry permits and that the Authority may need to adopt a policy regarding concealed firearms. It is believed that it could be a liability issue if our personnel had firearms. It was the consensus of the members that firearms should not be allowed in the building and that a policy to that effect be drafted.

OTHER BUSINESS –

Mr. Black expressed concern that that he found it difficult to hear during the meeting and that he believed an amplification system may assist he and others during meetings. He also noted that he had not been able to attend a meeting for quite some time due to the health issues. He expressed some concern with management.

*Board of Directors
June 21, 2021
Page 4*

Bob Iverson asked that the Board consider further consolidating some meetings in the future or that all of the committee meetings be held one week prior to the Board meeting on the same day/evening.

No Executive Session was needed.

NEXT MEETING – The next meeting of the Board of Directors will be at 5:30 p.m. on Wednesday, July 28, 2021.

ADJOURNMENT – There being no further business, the meeting was adjourned at 6:20 p.m.

Scott Dowers, Vice Chairperson

**Vermillion County Metropolitan Exposition Auditorium
And Office Building Authority**

Minutes of the Monthly Meeting of the
Finance Committee

July 21, 2021

Present: Dean Shore, O.J. Harrison, Ken Salomon, and John Spezia.

Absent: Bill Black, Scott Dowers, Maruti Seth.

Guests: Jim Moore and Travis Mains.

Attending: Joe Dunagan, Stephanie Wilson, and Teri Gaffney

Mr. Shore called the meeting to order at 5:40 p.m.

APPROVAL OF MINUTES – The Minutes of the meeting of the Finance Committee meeting of June 16, 2021, were reviewed by the members. *It was moved by Ken Salomon, seconded by John Spezia, and carried to approve the Minutes as presented.*

REVIEW OF FINANCIAL INFORMATION:

Hegeler Bequest:

- **Signage for Arena** – The bids for the sign are to be opened at 5 p.m. on July 28th.
- **Storage Building** – The storage building has been erected. It is anticipated that the final payment will be approximately \$3,000 less than the original quote. Grading work around the building will be needed and we are awaiting pricing on that work.
- **Total Mechanical** – There are still some remaining open issues to be resolved prior to a final payment.

Debit Card Expenditures – The debit card transactions for the month of June were reviewed. Mr. Dunagan will send detail on the expense of \$585.36 to the Committee members.

June Deposits/Debits/Bills Paid – Ms. Wilson reviewed the deposits, debits and bills that were paid during the month of June for the Committee's information. It was reported that the City monies were received today in the amount of \$61,968.56.

Accounts Receivable – It was reported that the Arena has accounts receivable in the total amount of \$17,000.

OLD BUSINESS:

- **Finance Committee Purpose** – Deferred to next meeting.
- **Audit Update** – Mr. Shore reported that the Board of Directors will be updated as to the status of the Audit at the next meeting.

/s/

- **ERT Credit/Tissier** – Mr. Shore reported that the final paperwork has been completed and awaiting the final signatures.
- **Concerts/Events Status** – Mr. Dunagan reported that Grandstand is working on securing events for the Civic Center.
- **City Softball Fields** – Mr. Dunagan stated that he will be meeting with the Mayor as we are looking at setting up tournaments in the softball fields.
- **Unemployment Rate** – Ms. Wilson has provided information on the unemployment program to Mr. Shore. It was stated that the rate would not be determined until IDES does a review of the past 18-month history. Ms. Wilson was asked to see if IDES could provide an estimate.

NEW BUSINESS:

- **Bobcats Sponsorships** – A representative of the Bobcats had been expected to attend the meeting but was unable to join. In the contract with the Bobcats, the Arena is to receive 30% of the total sponsorship dollars. A vendor of the Bobcats has asked for some sponsorship opportunities in the form of services in lieu of payment of the services. There was discussion as to how the Arena would be able to track those arrangements. It was understood that this may need to be a case-by-case basis. This item will be added to the Board of Directors agenda for full discussion and recommendation.
- **Health Insurance Options** – Jim Moore and Travis Mains gave an overview of the insurance products that the Authority presently has in place for the employees.
 - o The life insurance through Principal Group Life is in force and has been transferred to CH Smith Insurance to service. Current coverage is \$30,000 per full time employee. Four employees are participating in the plan.
 - o Vision insurance is with VSP through Pathan LLC as Administrator. This will be rewritten through CH Smith Insurance. We are currently paying Pathian an administrative fee which will not be charge on the plan when written through CH Smith Insurance.
 - o Dental Insurance will be through Pekin Life effective August 1st. The Plan will have a \$1500/year maximum benefit with 100% coverage for preventative care, 80% minor restorative care and 50% major care.
 - o With regards to the Medical Insurance, it was noted that at one time there had been a group policy but that it had been changed to individual policies and that the Authority was to reimburse the employees at the rate of 50%. Apparently, this has changed to a higher reimbursement rate over the years.

Mr. Moore and Mr. Mains stated that the Authority would be considered a small group and that they could obtain an updated quote for the four eligible employees. Mr. Mains will reach out to Mr. Dunagan to get the updated information on the employees in order to obtain accurate premium quotes. The proposed group coverage would be through Aetna AFP plan or individual plans via ACA Marketplace.

There was an inquiry is the part-time employees could participate in the Vision and Dental Plans. It was learned that they could not be on the same plan. Mr. Moore and Mr. Mains will provide us information on another plan for those employees.

- **Employee Self-Funded Investment Accounts** – Currently, the full-time employees can participate in a self-funded investment account. It was suggested that the Authority move to offering the full-time employees the opportunity to participate in a Simple IRA through payroll deduction and that the Authority provide a standard 3% match. Mr. Shore will contact Devan Fox to get this set up and to determine how the existing funds could be moved over.
- **Medicare Reimbursement** – The Committee was asked to determine if the Authority should reimburse Medicare-eligible employees for their Medicare expenses. It had been the recommendation of Mr. Moore and Mr. Mains that to not cover employees once they have reached Medicare age. It was noted that most Medicare supplements and Medicare Advantage plans have very low premiums and out of pocket costs. The Committee members concurred with this and asked Management to develop a policy to present to the Board of Directors.
- **Event Ticketing System** – It was reported that the Authority currently utilizes the Etix system for ticketing. Under this system, \$2.50 is paid to Etix for every \$20 ticket sold and the Authority receives \$17.50. With the EventBrite system, the cost to the company would be added to the ticket price. Thus, the ticket price would be increased to the public and some members of the public may be concerned with the increase to the ticket pricing. It was asked if there may be some sponsor that would be willing to pay that additional pricing. It was suggested that discussions be held with that Bobcats regarding the possibility of changing vendors.
- **Sign Proposal** – Mr. Dunagan presented an estimate from American Dowell Sign Company to provide and install three (3) new LED lamp retrofit kits at the ice rink/Pro Shop entrance at a cost of approximately \$630.14 apiece. This will provide better exterior lighting. ***It was moved, by Ken Salomon, seconded by O. J. Harrison and carried to recommend that the Board of Directors approve the purchase and installation of three LED lamp retrofit kits as presented.*** Mr. Dunagan will confirm with American Dowell Sign Company that the pricing is still accurate. Discussion occurred that new signage at that entrance may be appropriate as the vendors listed are not paying for that signage any longer. Mr. Shore will make that recommendation at the Board meeting.

- **Flooring Proposal** – Estimate for flooring replacement in the Administrative offices was reviewed. ***It was moved by Ken Salomon, seconded by O. J. Harrison and carried to recommend that the Board of Directors approve the flooring replacement project through Danville Flooring Warehouse at a price of \$5,609.73.***
- **Fence Proposal** – Two proposals for fencing around the trash area on the west entrance were reviewed. It was noted that the cost of materials at the present time is excessive and it was the consensus of the members to delay this project for a few months due to the present high cost of materials.
- **2021-22 Meeting Schedule** – The 2021-2022 Meeting Schedule for the committees and Board of Directors was reviewed.

OTHER BUSINESS:

None reported.

NEXT MEETING – The next meeting of the Finance Committee will be August 18, 2021.

ADJOURNMENT – There being no further business, the meeting was adjourned at 7:05 p.m.

Dean Shore, Chairperson