MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY
BOARD OF DIRECTORS

Regular Meeting
August 5, 2021
4:00 PM
via In Person – Dayton Convention Center – Room 205
and Telephonic/Electronic Means

AGENDA

I. Roll Call

II. Approval of minutes of the July 1, 2021 Regular Meeting — Action

III. Reports and Communications

A. Finance Committee Report
- i. DCC Financing Options Update/Baird — Information
- ii. Telescoping Seating/Bleacher Replacement w/ASM — Action
- iii. Boom Lift Lease/Purchase — Action
- iv. Scissor Lift Purchase — Action
- v. DCC Lobby Carpet Replacement – Omnia Program — Action

B. Operations Committee Report
- i. LWC/LMC 90 Day Master Plan Agreement — Action

C. Fiscal Officer Report, Sean Fraunfelter, Interim Fiscal Officer
- i. DCC June Financials w/ASM Global — Action
- ii. The Shuttered Venue Operators Grant (SVOG) program — Information

D. Executive Director Report, Pam Plageman, MCCFA Executive Director
- i. Progress Report – Dayton Convention Center Improvements
- ii. Updates on Hotel/Motel Tax Collections

IV. Executive Session – If needed, to consider the purpose of conducting a conference with an attorney or attorneys for the Authority concerning disputes involving the Authority that are the subject of pending or imminent court action. Upon conclusion of the executive session, the Board will reconvene its meeting of the Board of Directors.

V. Other Business

VI. Next Meeting Date: September 2, 2021 4:00 PM – In Person at DCC

VII. Adjournment — Action

MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY
BOARD OF DIRECTORS

Regular Meeting Minutes
July 1, 2021 3:00 P.M.
Dayton Convention Center, Board Room 205

BOARD OF DIRECTORS

PRESENT: Walter Reynolds, Chair; David Abney; Elizabeth Connor; Belinda Kenley; Mike Stevens; LaShea Lofton, and Tom Whelley. Jacquelyn Powell attended via electronic means and consistent with Ohio's Open Meetings Law, did not vote on matters during the meeting;

EXCUSED: Jeff Gore, Kevin Weckesser and David Abney

GUESTS: Pam Plageman, Executive Director
Sean Fraunfelter, Fiscal Officer
Kelli Donahoe, John Page ASM Global
Vicki Giambrone, CBD Advisors
Shannon Martin, Bricker & Eckler

I. Roll Call

Chairman Reynolds called the meeting to order at 03:03 P.M. and Ms. Giambrone called the roll.

II. Approval of minutes of the May 6, 2021 Meeting Minutes

Chairman Reynolds asked members of the Board if they had any edits to the May meeting minutes. Ms. Powell stated there was an extra word under the Finance Committee report, Robert W. Baird & Co. Engagement Letter for Financial Services. With that change noted, Mr. Reynolds called for a motion to approve the minutes.

MOTION: It was then moved by Ms. Conner and seconded by Mr. Whelley and unanimously voted "to approve the May 6, 2021 meeting minutes with corrections."

III. Reports & Communication

A. Finance Committee Report

i. Procurement Policy

Ms. Lofton presented the procurement policy on behalf of the Finance Committee. She stated it outlines the process and scope of securing goods and services and notes the exceptions such as specialized services and/or emergencies. She went on to say that the policy establishes set spending levels and the policy is compliant with state rules. Ms. Lofton added they are still working on some minor wording changes to page 6 and that the Finance Committee recommends approval of the policy with those changes.

Mr. Reynolds asked if the policy is consistent with policies of other like public bodies. Ms. Lofton answered affirmatively and stated that there had also been a review by the legal team and that review found the policy was compliant and consistent with other public bodies.

MOTION: It was then moved by Ms. Kenley and seconded by Mr. Whelley and unanimously voted "to approve the adoption of the Procurement Policy as recommended by the Finance Committee."

ii. Bond Counsel RFQ Award

Mr. Whelley presented on behalf of the Finance Committee and stated that Robert W. Baird & Co. worked with the Finance Committee to establish and facilitate the process to select Bond Counsel. He stated that proposals were received, and the Finance Committee reviewed each proposal. Mr. Whelley went on to state that the proposal from Bricker & Eckler was the most responsive overall, and the Finance Committee recommends Bricker & Eckler to serve as Bond Counsel for the MCCFA.

MOTION: It was then moved by Ms. Kenley and seconded by Mr. Stevens and unanimously voted "to approve Bricker & Eckler as the Bond Counsel as recommended by the Finance Committee."

iii. DCC Elevator Cab Refurbishment/ASM Capital

Ms. Plageman stated that the Convention Center elevator cabs have been in need of refurbishment, and Oracle Elevator led a competitive bid process to improve the cabs. She stated the Finance Committee reviewed the bids and is recommending JSI as the firm to complete the work. Mr. Whelley asked how long the work is expected to take, and Ms. Plageman stated the project will take 8 to 12 weeks based on the availability of the materials.

MOTION: It was then moved by Ms. Lofton and seconded by Ms. Connor and unanimously voted "to engage JSI to complete the elevator cab renovations as recommended by the Finance Committee."

iv. DCC Lobby Furniture Replacements/ASM Capital

Ms. Plageman informed the Board that the team had been working to identify options for the replacement the lobby furnishings. She stated that through a competitive bidding process, the Finance Committee has elected Elements IV Interiors, a local MBE firm for that work.

MOTION: It was then moved by Ms. Kenley and seconded by Mr. Stevens and unanimously voted "to approve the lobby furniture replacement with Elements IV Interiors as recommended by the Finance Committee."

B. Operations Committee Report

i. Architect Design RFQ/Award

Ms. Kenley presented on behalf of the Operations Committee that David O'Neal had led the RFQ process to select an Architectural and Design firm to lead the renovation process. Ms. Kenley and Ms. Plageman described the evaluation process and the proposals received from the various responding firm and reported the recommendation of the committee to select LWC, Inc. and LMN Architects.

MOTION: It was then moved by Ms. Kenley and seconded by Ms. Lofton and unanimously voted "to select the partnership of LWC, Inc. and LMN Architects to serve as the Architects Design firm for the facility renovation as recommended by the Operations Committee."

C. Fiscal Officer Report

i. May Financial Report including DCC April Financials

Mr. Fraunfelter presented the financials and shared that hotel/motel tax collections are increasing and most of the collection issues have been resolved. He stated that the process of E-checks has worked well with 85% of collections coming through that process. Mr. Whelley asked about the need to add credit cards as a payment option and pass along a fee to those who choose that option. Ms. Lofton stated that the rules associated with governmental agencies are different. Mr. Fraunfelter stated the costs associated with that option make it less desirable and currently that has not been a regular request. Mr. Whelley then suggested the MCCFA staff do an update for the hotel/motel community, so they know how the funds are being utilized.

Mr. Fraunfelter informed the Board that the Finance Committee continues to review the financials as well.

MOTION: It was then moved by Mr. Whelley and seconded by Mr. Stevens and unanimously voted "to approve the May Financial Report and April Financials as presented."

ii. 2021 Revised Budget w/ASM Global

Mr. Fraunfelter presented to the Board the revised budget based on consultation with the ASM Global team. He noted that he will continue to include the financials for the joint account with ASM Global which includes the operating costs.

MOTION: It was then moved by Ms. Lofton and seconded by Ms. Connor and unanimously voted "to approve the 2021 Revised Budget as presented".

D. Executive Director Report

i. Progress Report – Dayton Convention Center Improvements

Ms. Plageman stated that repairs and improvements continue. She stated that both chiller units are now working for the first time in many years. She then added that repairs were made to the escalators and new signage is being installed.

Ms. Donahoe, the new General Manager of the Dayton Convention Center, reported that the new staff is in place, and they bring considerable sales and operations experience. They are already showing some success with 41 events booked for the remainder of 2021, and 47 events booked for 2022. She added that the new software will allow for a better booking and planning process and will be a huge improvement for those interested in booking an event.

Ms. Lofton asked now that the reopening had taken place, how will the Center reach out to groups. Ms. Donahoe stated that she is partnering with Ms. Powell's team to reach out to those who have booked in the past.

Ms. Plageman added that the plan is to host a stakeholder's event for the hotel/motel operators. She added that a separate event for other community leaders would also be held sometime in September.

ii. Cooperative Purchasing – Joint Powers Authority (JPA) R.C. 9.48(C).

Ms. Plageman shared that the City of Dayton staff had shared with her the opportunity to use Sourcewell and Omnia Partners for cooperative purchasing. She stated that the products and vendors they use are approved, Ohio State recognized, cooperative contracting methods that meet and satisfy the public bid process for products and vendors. The vendors and products have already gone through the competitive RFP process and are awarded contracts by procurement experts. She stated that this will provide the MCCFA the ability to speed up the process and also fulfill any state requirements for bidding or RFP process via Joint Powers Authority (JPA).

iii. Updates on Hotel/Motel Tax Collections – April/May 2021

Ms. Plageman reiterated Mr. Fraunfelter comments regarding the strong increases and collection of the Hotel/Motel excise tax. She noted that now that they have gotten the right addresses and contacts for some of the properties, much of the confusion or lack of payment has been resolved.

Ms. Plageman also stated that beginning July 10th the City of Dayton will also be transferring the first quarterly payment of City Hotel/Motel Excise tax over to the MCCFA.

IV. Executive Session

Ms. Kenley made a motion to adjourn to Executive Sessions for the purpose of conducting a conference with an attorney or attorneys for the Authority concerning disputes involving the Authority that are the subject of pending or imminent court action. The motion was seconded by Mr. Stevens.

After a roll call vote, the Board adjourned to executive session and invited Ms. Plageman, Ms. Martin, Mr. Fraunfelter and Ms. Giambrone to join the session. Following discussion with counsel, a motion and roll call vote, the Board returned to open session.

V. Other Business

Ms. Martin was asked to elaborate on the requirement of Ohio's Open Meetings Law now that the exception permitting use of virtual meetings has expired. Ms. Martin informed the Board that Members can still join virtually, but they will be unable to participate and vote on matters.

Mr. Reynolds announced that Mr. Brush had to resign his role on the Board due to work commitments. He noted that the County Commissioners will make a new appointment, and he has spoken with Commissioner Dodge.

Mr. Reynolds also asked if the Board would be willing to change the time of the meeting to meet Mr. Gore's request. He is a teacher, now that meetings are in person, he cannot make the 3:00 P.M. timeline. The group discussed changing the start time to 4:00 P.M.

Ms. Giambrone suggested that the Board host a legislative roundtable for the regional delegation so that they can see the progress since they passed the legislation last year to create the MCCFA. The Board agreed and asked Ms. Giambrone to assist.

Mr. Reynolds then reminded the Board the next meeting is August 5th at 4:00 P.M.

MOTION: It was motioned by Ms. Lofton and seconded by Ms. Kenley and unanimously approved to adjourn at 4:55 P.M.

CERTIFICATE

The undersigned Secretary of the Board of Directors of the Montgomery County Convention Facilities Authority hereby certifies that the foregoing is a true copy of the minutes of the July 1, 2021, meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on August 5, 2021.

Elizabeth Connor

Secretary, Board of Directors
Montgomery County Convention
Facilities Authority