



Erie County Gaming Revenue Authority

Minutes of the Board of Directors' Meeting

December 12, 2019

CALL TO ORDER

The Board of Directors' Meeting of the Erie County Gaming Revenue Authority was held on December 12, 2019 in the Board Room; 5240 Knowledge Parkway; Erie, PA 16510. Legal Notice of the meeting was given through an advertisement appearing in the Erie Times-News. The meeting was called to order by the Chair.

ROLL CALL

Mr. Barney, Mr. Bagnoni (via phone), Mr. Cleaver, Ms. Hess, Mr. Paris, and Mr. Sample. Mr. Wachter and Dr. Wood are also present.

APPROVAL OF THE AGENDA

Mr. Sample makes a motion to approve the agenda as presented. Mr. Cleaver seconds the motion. There is no discussion of the agenda. Motion carries 6-0.

APPROVAL OF MINUTES – November 2019

Mr. Cleaver makes a motion to approve the minutes as presented. Mr. Sample seconds the motion. There is no discussion on the minutes. Motion carries 6-0.

DIRECTOR'S COMMENTS

Mr. Sample: I would like to bring something up. I had sent an email out that I would really appreciate it if we could try to get together in early January; I will be gone January 13 through January 24. I would like to get it addressed. Hopefully we have gotten all the information out there that people need to be able to review what we're doing and then we'll be able to get some information from Perry and some other stuff.

COMMENTS BY THE CHAIR

Mr. Paris: That's what I was going to talk about in my comments. Let's try and see if we can nail that date down now. Does anybody have any objections to meeting sometime that week of January 6 – 10?

Mr. Cleaver: I may be gone later in January, but earlier is fine with me. If you pick three or four days, right now it sounds good to me.

Dr. Wood: Do you want Tammi to put out an email asking for dates and times that people are available?

Mr. Cleaver: If Tammi sends out a choice . . .

Mr. Sample: That early in January I can meet at almost any time.

Mr. Paris: Tammi, I'll talk to you afterward. The only other comments I have is I just want to say Merry Christmas, Happy New Year, Happy Hanukah!

PUBLIC COMMENT

There is no public comment.

PRESENTATIONS

There are no presentations.

COMMITTEE REPORTS

- a. Treasurer's Report: Mr. Barney: Good morning. Hopefully everyone has had a chance to review the Treasurer's Report; I don't see any major snafus. I'm just going to speak on a couple of things. You'll notice the gaming revenue 3rd quarter came in, which increased our revenue. When you look at other expenses, you'll see that the six municipality settlements have been sent. You'll also see a negative for the Summer Jobs Program because they returned some of the money for 2019 to the tune of \$6,828.00. You will also see under the Pilot Program an amount of \$5,000 – that was for the Jefferson and the Iconic Connection program that they put on.

The next page shows nothing out of the ordinary, but I just want to point out that we do keep the negative balance for the Uncollectable Reserve; we have never not collected from anyone, but we have to keep that there for auditing purposes. Statement of Cash Flow shows nothing out of the ordinary. Budget vs. Actual shows no accounting fees because we have fulfilled that obligation. Ridge Government – we paid that, Parker Philips for the media, paper, TV, and the different things they do for us for Professional Services. The Times News – we paid two months and there is a book in there – that's why the amount is \$109. Meeting Expenses – that amount is for the Jamestown Renaissance Block speaker that came to the Roundtable, as well as a Strategic Planning session that we had. Travel is Tom's amount

from last quarter. Does anyone see anything on the Budget vs. Actual that they would like to discuss?

If not, we will move onto the Schedule of Grant Reserve. You'll see the third quarter gaming money was posted and at the very top you see the Committed and Uncommitted Funds because certain money has to stay for a length of time before it can be utilized. On the back page at the bottom you'll see the municipalities and the amounts we gave out to each township. Nothing on the next page, but the back of that page shows the Summer Jobs refund. We allocated \$150,000 and the total we have given to date is \$132,000 so we have about \$18,000 to still distribute.

Mr. Cleaver: Other than us, what other organizations donate to that? Do they just take us only or do they break it down somehow?

Dr. Wood: The way they do it with Erie County is Erie County puts \$150,000 into the program, we put \$150,000 into the program, and I think Erie Insurance pays for its own interns to be a part of the program, GE and some other employers participate in that way.

Mr. Sample: Did the Community Foundation put any in last year?

Dr. Wood: They did; I believe it was like \$25,000 cash. But the way they do the accounting is GECAC draws down on the County's funds first. When those are exhausted they come to us and start drawing down. It's all done through the County Finance Department; they send us a notification when to send a check to GECAC. They are technically administering it.

Mr. Cleaver: Is that through Sparber's office?

Dr. Wood: It's the Director of Accounting, so yeah, Sparber's office.

Mr. Barney: That's a good question because how do they determine, "You get \$6,000; you get \$2,000."

Mr. Sample: In essence, if they're giving us money back, do they never hit the Community Foundation or do they take that at full . . . ?

Dr. Wood: I don't know the answer to that.

Mr. Cleaver: If County gave \$150,000, we gave \$150,000, I think they would take the small amount first.

Dr. Wood: The program budget is \$350,000/year. So, there's another \$50,000 coming from somewhere.

Mr. Sample: Maybe they just take those and put it with the County's funds and spend that out first.

Dr. Wood: I actually don't know how that happens, I just know that this is the second year we've gotten a refund.

Mr. Barney: Out of our \$150,000, they did \$132,626.96. You see the \$5,000 for the Iconic Connection. I did have a question about this because it doesn't match up - \$132,626 so we should have about \$18,000 left but under the Amount Remaining it shows \$21,600 that's due. I was just wondering which one it is.

Dr. Wood: We'll check that out. This Schedule of Grant Reserve is more for your reference; it's not an official accounting document for the organization. We will double check and find out why that doesn't match.

Mr. Barney: Next is the Check Detail Report. Are there any questions on this report? Then you see the Visas with Perry's on the front and Tammi's gives a listing of office supplies, phone, and things of that nature. Are there any questions?

There is no further discussion of the Treasurers Report. Mr. Sample makes a motion to accept the Treasurer's Report as presented. Ms. Hess seconds the motion. Motion carries 6-0.

- b. Strategic Planning Committee: Mr. Paris: We did have a meeting last week on December 4th where we went over the Parks, Fields, & Trails and the Community Centers grants. We have money to give out and resolutions to vote on later in the meeting.
- c. Update from County Council: Mr. Leone is not present so there is nothing to report.
- d. Update from County Executive's Office: Mr. Lee is not present to give a report.

REPORT OF THE EXECUTIVE DIRECTOR

Dr. Wood: There are a couple of hard documents I want to go over with you. Tammi, did you email these documents to Mr. Bagnoni?

Ms. Michali: Yes, I did.

Dr. Wood: Great. Mr. Bagnoni, if you look in your email, you'll see a couple of documents that we will review in this room so if you can follow along, that would be great. The first document is the 2020 Meeting Schedule. This has not been advertised yet; this is for your records.

Mr. Paris: I have one comment on that. The April meeting is scheduled on the 16th and I don't know if this will cause a problem for anyone else, but I will be out of town due to the Easter holiday and Spring Break.

Dr. Wood: Is that a conflict with anyone else? Are you asking for it to be rescheduled?

Mr. Wachter: It is your Annual Meeting.

Mr. Paris: I would like to have it rescheduled, but . . .

Mr. Cleaver: What do we do at the Annual Meeting?

Mr. Wachter: Reorganize.

Dr. Wood: Elect officers and pass the Annual Report, typically. And the budget.

Mr. Paris: Is there any objection to moving that back a week to the 23rd?

Dr. Wood: Does anyone object to moving it back?

Mr. Cleaver: Why don't we just hold off changing it because it's a little way off yet.

Mr. Paris: But it's for advertising purposes.

Mr. Sample: Why don't you go ahead and advertise it for the 23rd and then if we need to change it, we can do it then.

Dr. Wood: I'm sorry I wasn't clear why we were presenting this; it's because we're going to advertise this publicly.

Mr. Sample: That way, instead of advertising every month, we just do it once.

Mr. Barney: Is that how we do it – advertise them all at once?

Dr. Wood: It saves us a lot of time.

Mr. Wachter: The law says you have to advertise in January every regularly scheduled meeting for the year.

Mr. Barney: I didn't know you could do that; I thought you had to advertise per month. How do people get hit with, "You forgot to advertise?" If you did them all at once?

Mr. Wachter: You advertise all your regular meetings, but you are still allowed to have special meetings and change them with 24-hour notice advertisements. If you were to have a meeting without doing the 24-hour notice, a special meeting, that's when you can get pinched.

Mr. Barney: So, we do it all at once but if we come in here and decide we're going to have a meeting, we have to advertise that.

Dr. Wood: Are there any other comments on the meeting schedule for next year? We'll make a note to change the April meeting to the 23rd.

The second document you have in your hand is one that I've been working with the staff on. It is really important since we are a small staff of three people, so project management is really important to the operations of ECGRA. The first page is the first six months of the 2020 Grant schedule, the second page is the second six months of the 2020 Grant schedule, and the third page is the first six months of the 2021 Grant schedule. We're planning out, we're planning how we're going to manage these so we're not reviewing too many grants at one time. The grants are obviously staggered, and we never want to have more than 30-40 grants in any grant review. For example, the two resolutions today will be a rare time that you see two grants reviewed in the same month and that's because they're only adding up to about 29 grants. The two categories of Community Assets grants - Parks, Fields, & Trails and Community Centers - are ones we will review together. Everything else is done on a staggered basis.

This is generally a planning schedule for you to look at and understand how we're going to fit this all in as a staff and what you can expect as a Board as far as when you'll be asked to review grants and when you'll be asked to vote on grants. The grant application process is shown in the yellow blocks and that's the general amount of time that we are advertising this to our constituents that these are available. You'll also see the due date, the Board review period which is a little more

extensive, and then the Board voting on it. Whatever month that falls under, that's generally when you're going to be expected to vote on these in resolution form.

This is not set in stone; it is not any kind of legal document. It is a project management plan for the staff and it's a great reference for the Board as to when we'll be dealing with the business for these grants.

Ms. Hess: Perry, are the Parks, Fields, & Trails and the Community Centers – are those opened up anytime?

Dr. Wood: We only open those up every 18 months, as opposed to most grants which come up every 12 months. Those are only every 18 months.

Ms. Hess: Obviously we'll be voting on those today, so the community isn't going to be seeing those for another year and a half?

Dr. Wood: Yes. Those will come up again in 2021, so if you turn to page three of your project management plan, you'll see us revisiting those.

Ms. Hess: I see. Thank you.

Dr. Wood: That's consistent with our cash flow analysis. This is a great reference document. Keep in mind it is not set in stone, we can revisit this anytime you want. But this is how the staff makes sure that we have the capacity to address these grants.

Moving on in my Executive Director's Report, you will see a copy of this project management plan, you'll see an update from Ridge Policy Group and the stuff we're working on with North East right now. North East is in the RACP budget for two different projects. We are assisting them based on the fact that Mercyhurst North East is in the process of closing. You'll see a cumulative report from Ridge Policy Group.

You'll see an agenda for the Strategic Planning meeting as well as the summary proposals that were part of that meeting. Then you'll see communication we had with the public; there's a Goodell Gardens newsletter, there's a thank-you letter from the TALK Minority Action Group for the diversity conference we sponsored, there's a letter from Edinboro, the German Heritage Fest, and from Gannon University. We were admitted into the Old Main University Society.

Then there's some articles in here about Renaissance Block; Corry is going gangbusters right now getting ready for their Renaissance Block program that we're going to want to open up in the new year. Union City's Historic Preservation plan is in full swing; Tom has been in contact with the City Manager about that. There are a couple articles that have shown up in the paper along with some editorials, as well as Blue Zones funding. We had a press conference with the County Executive and National Fuel to announce our Blue Zones funding.

That's going to conclude my Executive Director's Report. While this is the year-end meeting, this is not the fiscal year-ending meeting for ECGRA, so there isn't a lot of summary information to bring to the table, but I'd be more than happy to answer any questions. Thanks for your attention everyone.

SOLICITOR'S REPORT

Mr. Wachter: Merry Christmas and Happy New Year!

Mr. Cleaver: When does the Solicitor's position come up? I'm always curious about that?

Mr. Wachter: With the pleasure of the Board.

Mr. Cleaver: So, in other words, four votes could swap him outta here?

Mr. Wachter: The way I do it with all my clients is I just do a simple engagement letter and if you tell me I'm done tomorrow, I'm done tomorrow.

Mr. Cleaver: I was just curious. It's nothing against you, I was just curious.

OLD BUSINESS

There is no old business to follow up on.

NEW BUSINESS

- a. Resolution Number 20, 2019 – Resolution to enter into agreement with ten (10) Erie County community organizations and municipalities engaged in Parks, Fields, & Trails as part of the Community Assets.

Dr. Wood reads the resolution.

Mr. Sample makes a motion to accept the resolution. Mr. Cleaver seconds the motion.

Mr. Cleaver: I do have a question. What about the ones we turn down? When do you hear from them or when do we? I noticed we turned down three.

Dr. Wood: Today is the official action to accept or turn them down.

Mr. Cleaver: Then they come knock on your door once you say no to them?

Dr. Wood: We send them an email notifying them that the Board did not act favorable on their grant application.

Mr. Cleaver: There's gotta be someone who says, "I don't agree." I don't know and that's why I'm asking.

Dr. Wood: It's rare, but every now and then someone does, and then we give them a deeper explanation.

Mr. Sample: Some of these that get turned down, they realize it's a reach when they apply.

Mr. Cleaver: I know if I was rejected, I would call and say, "I'd like a little better explanation. Can I take it to the next step?"

Dr. Wood: We do take notes during the Board meeting as to why the Board turned down a particular application, so we give them a summary.

Mr. Cleaver: Okay. That's fine. I understand it a little better now.

There is no further discussion. Motion carries 6-0.

- b. Resolution Number 21, 2019 – Resolution to enter into agreements with thirteen (13) Erie Community organizations and municipalities engaged in Community Centers as part of the Community Assets.

Dr. Wood reads the resolution.

Mr. Cleaver makes a motion to accept the resolution. Mr. Barney seconds the motion. There is no further discussion. Motion carries 6-0.

- c. Meeting Schedule for 2020 – Mr. Paris: We already went over that.

Mr. Samples moves to adjourn.