

Lancaster County Convention Center Authority
Meeting of August 19, 2021, 5:30 pm
Commons on Vine, Lancaster County Convention Center
Lancaster, Pennsylvania

Agenda

- 1) **Purpose of meeting:** Ratify expenses May, June & July 2021
Personnel Committee report and recommendations
Hire Office Manager
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Announcements
- 5) Chairman's Report: Chair Sharron V. Nelson
 - a. Meeting with Mayor Danene Sorace
 - b. Marketing Consortium Meeting
- 6) Executive Director's Report: Kevin R. Molloy
 - a. Update on Oversize Vehicle Lot
 - b. Thaddeus Stevens properties update
 - c. Economic Impact Study & Survey
 - d. LCCCA Insurance update
 - e. Impact of COVID update
 - f. LCCC operator Ambridge Hospitality new hires:
 - i. Director of Finance: Abigail Black
 - ii. Director of Sales & Marketing: Hans Schreiber
 - g. Merchant Marketing
 - h. Lancaster County Hotel Room Revenue Tax Collections through June 2021.
- 7) Solicitors Report: Julie B. Miller, Esq.
 - a. PA Sunshine Act amendments (Act 65)
- 8) Public Comment - This Authority provides a reasonable opportunity at each of our meetings for residents and taxpayers of Lancaster County to comment on matters of concern, official action, or deliberation that are or may be before this Authority.
People who wish to comment should state their name and address for the public.
- 9) LCCCA Board Comment Period
- 10) LCCCA Staff Comment Period
- 11) Consent Agenda – Motion to approve Board and Committee Meeting Summary Minutes as previously circulated to the board:
 - i. LCCCA Board Meeting minutes of May 20, 2021.
 - ii. LCCCA Operations Committee Meeting of July 15, 2021
 - iii. LCCCA Finance & Audit Committee Meeting of June 17, 2021
 - iv. Ratification of LCCCA May 2021 Operational Expenditures totaling \$ 135,723.54
 - v. Ratification of LCCCA May 2021 Capital Expenditures totaling \$202,598.06
 - vi. Ratification of LCCCA June 2021 Operational Expenditures totaling \$6,397.52
 - vii. Ratification of LCCCA June 2021 Capital Expenditures totaling \$184,609.20
 - viii. Ratification of LCCCA July 2021 Operational Expenditures totaling \$5,671.40
 - ix. Ratification of LCCCA July 2021 Capital Expenditures totaling \$59,227.70

12) Personnel Committee Report: Chair Patrick Snyder

i. Insurance renewal for 2021

ii. LCCCA Staffing

- Motion to hire Katlyn Arterburn as LCCCA Office Manager, a salaried full-time position.

iii. Juneteenth Federal Holiday

- Motion to add “Juneteenth” as an LCCCA holiday, and changes to LCCCA Employee Handbook include “Juneteenth” as a recognized holiday; Closure of LCCCA Office for holiday.

iv. LCCCA Staff Crime Insurance

- Motion to get and pay for “Crime Insurance” for all LCCCA staff, to protect LCCCA from loss by act of an employee.

13) Old Business

14) New Business

15) Other Business

16) Adjournment

*** Upcoming Board and Committee Meetings:

- Nominating Committee Meeting – Thursday, October 7, 2021 – 5 p.m.
- Operations Committee Meeting – Thursday, October 7, 2021 – 5:30 p.m.
- Finance Committee Meeting – Thursday, October 21, 2021 - 5:30 p.m.
- Board Meeting - Thursday, October 28, 2021 - 5:30 p.m.