

Oregon State Fair Council Meeting

Meeting Location: **Title of meeting:** Regular Full Council Meeting
Date: October 2, 2014
Time: 1:00 pm – 3:00 pm, following Executive Session
Location: Oregon State Fairgrounds, Floral building
Chair: Senator Gene Derfler
Scribe: Brenda Schorr

APPROVED
 11-20-14

Audio recorded: Yes No

Attendance:

<p>Anna Peterson <input type="radio"/> Present <input checked="" type="radio"/> Absent</p> <p>Austin McGuigan <input checked="" type="radio"/> Present <input type="radio"/> Absent</p> <p>Craig Smith <input checked="" type="radio"/> Present <input type="radio"/> Absent</p> <p>Gene Derfler <input checked="" type="radio"/> Present <input type="radio"/> Absent</p> <p>George Jennings <input checked="" type="radio"/> Present <input type="radio"/> Absent</p> <p>Kevin Cameron <input type="radio"/> Present <input checked="" type="radio"/> Absent</p> <p>Jon Chandler <input checked="" type="radio"/> Present <input type="radio"/> Absent</p>	<p>Kerry Tymchuk <input type="radio"/> Present <input checked="" type="radio"/> Absent</p> <p>Leah Perkins-Hagele <input checked="" type="radio"/> Present <input type="radio"/> Absent</p> <p>Loyal Burns <input checked="" type="radio"/> Present <input type="radio"/> Absent</p> <p>Linda Norris, Advisory <input type="radio"/> Present <input checked="" type="radio"/> Absent</p> <p>Rep. Vicki Berger, Advisory <input checked="" type="radio"/> Present <input type="radio"/> Absent</p> <p>Sen. Arnie Roblan, Advisory <input checked="" type="radio"/> Present <input type="radio"/> Absent</p>
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1. Meeting convened at 1:26 pm

2. Approval of minutes:

Chair Derfler asked if there were any changes or corrections to any of the minutes brought for approval. Hearing no objections, the Full Council meeting minutes of 07-03-14, 08-07-14, and 09-18-14, were unanimously accepted and approved as written.

3. Agenda Items:

Item #2, Sub-Committee Reports (Chair Derfler)

- Programming (Councilmember Perkins-Hagele)
Currently working with Don Hillman and existing staff on recommendations for the next meeting.
- Facilities (Councilmember Chandler)
Committee will be talking with existing staff in regards to the needed improvements to the Jackman-Long building before the next meeting. We also need to gather input from staff, fair participants and general public about facility ideas and/or repairs. A survey will be sent out to gather the information, to present ideas to the new CEO. Emails can be sent to Brenda Schorr and will be forwarded to the Councilmembers. Groups or organizations that might participate in those improvements are also going to be investigated.
- Business Operations (Vice-Chair Smith)
Efforts have been concentrated on the preparation of hiring a CEO. Also, in an effort to better communicate with the public, the Council is in the process of establishing three new websites for the State Fair, Expo events, and the Council. The goal is to have public access to materials, a calendar of meetings, and associated emails within each site.

Item #3, Public Comment (Chair Derfler)

- Gaye McCabe – Has held horse shows at the fairgrounds for a number of years. There is great potential revenue for holding these events at the fairgrounds, but would require a new “footing” be put in and maintained. Potential is three shows per year. A challenge is that the arenas are multi-use facilities. Program and Facilities committee will work with the new CEO to further investigate these possibilities.

- Roger Freeborn (Freeborn Racing Promotions) – During winter (November – April), the arena is used for indoor races. They have the necessary equipment on-site for their tracks, and with materials provided, could prepare the “footing” for horse use each year, at little to no cost. 2014-15 Master Schedule of indoor races is out and was shared with councilmembers. Building repairs they would suggest would be to strengthen the WiFi, roof leaks in several places, and the insulation is falling out.

Horse activities and other events do not cohabit well, simply because of the noise and potential spooking and risk it could cause to horse and/or rider. However, the horse schedule typically starts in the Spring, and would come in each year as the racers would be leaving.

- Judy Skinner – Would recommend a cell tower on grounds.
- Jacinda Roth (Salem Saturday Market) – They bring the Holiday Market to the fairgrounds in December. Currently, they use the facilities one weekend, but are hoping to be able to expand to two, and wanted to make the Council aware of their intent to continue for the future.

Item #4, Discussion on employee benefit package (Vice-Chair Smith)

In order to get the groundwork in place, a discussion over proposed benefits was shared and discussed. These benefits would be offered to full-time (working 30 + hours per week) employees. Decisions being made today will be part of the benefit package submitted to the CEO for consideration, with the understanding that he has the authority to amend or modify before hiring additional staff.

• VACATION

Recommendation would be a 4-step process in regards to how many vacation days per year were allowed. Step 1 (1-2 years) = 5 days, Step 2 (3-8 years) = 10, Step 3 (9-13 years) = 15, and Step 4 (14+ years) = 20. Accrued balance would be no more than two years.

• SICK LEAVE

Recommendation would be 8 days per year, which would be accruing at a pro-rated amount with each pay stub, with a maximum accrual of 90 days. At that time, Long-Term Disability would kick-in.

Discussion to look at the option of just having so many set days “off”, regardless of the reason (Paid Time Off “PTO” system), or to use a combination system. These benefits are a management tool and the Council would like to have the CEO assess and make the final determination. The CEO contract will have these two recommendations, “subject to change”, written into the hiring contract.

• HEALTH INSURANCE (MEDICAL AND DENTAL)

A health plan will be made available to CEO and all employees. The challenge is trying to get quotes on options, because the Council cannot provide any specifics on employees. The recommendation is that we provide a set dollar amount towards the cost of employee insurance.

Motion: Moved by Councilmember Jennings that the Council will make available group medical and dental plans, from which the employees may choose. The Council will pay up to a maximum of \$600.00 per month, per full-time employee, towards the policies each employee selects.

Second: By Councilmember Perkins-Hagele. Motion carried unanimously.

• HOLIDAYS

The recommendation is eleven (11) days, including one “floating” holiday in lieu of Labor Day, which is typically a working day during the Fair. If a holiday falls on a week-end, the CEO has the option to offer a replacement day off from the normal work week.

Discussion about next meetings took place because of the timing of the hiring of the CEO and making these benefit decisions.

Motion: Moved by Councilmember Jennings to meet on Wednesday, October 8th, and as needed, in order to work out the timing of finalizing a CEO hiring proposal and once hired, providing the CEO the opportunity to be included in the decisions about benefits.

Second: By Councilmember McGuigan. Motion carried unanimously.

• **RETIREMENT PLAN – Simple IRA proposal**

Council would make a retirement plan available to employees, with an employer match up to a maximum of 3% of their salary. The retirement plan requires the same plan for both CEO and employees.

Motion: Moved by Councilmember Jennings to adopt the Simple IRA proposal, which provides that after 6-months of consecutive service, the Council will match up to a maximum of 3% of the employee's base salary, to fund a Simple IRA, sponsored by Oregon State Fair Council.

Second: By Councilmember Perkins-Hagele. Motion carried unanimously.

• **GROUP LONG-TERM DISABILITY PLAN**

Recommendation is that the employee would pay the premiums, so that anything they get out of that would be tax-exempt. If premiums are paid by the employer, those monies are considered taxable income. Monies would be deducted from their check post-tax.

Motion: Moved by Councilmember Jennings to recommend to the CEO that after a 3-month waiting period, we provide to future employees, the opportunity to participate in a Group Long-Term Disability, Oregon State Fair Council plan, at employee's expense.

Second: By Councilmember Perkins-Hagele. Motion carried unanimously.

• **FLEXIBLE SPENDING (SECTION 125 PLAN)**

Recommend that the Council offer a flexible spending account to the employees. There are medical and child care optional plans. This is a pre-tax deduction for the employee.

Motion: Moved by Councilmember Jennings to present to the CEO that he include and recommend that we offer employees the Section 125, Flexible Spending Plan.

Second: By Councilmember Perkins-Hagele. Motion carried unanimously.

4. Discussion of Bylaws and Elections (Senator Arnie Roblan)

We need to look at potential changes and modifications to bylaws, our elections of officers, terms of service, rotations and possible extensions. Nominating committee could serve that purpose.

Chair Derfler appointed Councilmember Jennings, Burns and Senator Roblan to serve as the Nominating Committee. They are to determine what needs to be changed in the Bylaws.

5. Adjournment: The meeting was adjourned at 2:57 pm

Meeting Materials:

- Agenda
- Draft minutes from the 07-03-14, 08-07-14 and 09-18-14 full Council meetings
- ****handouts****

Next meeting: Wednesday, October 8, 2014
Oregon State Fairgrounds, Floral Building, 5:00 p.m.