



## Minutes of the Oregon State Fair Council Regular Meeting

April 22, 2021

By Zoom Due to COVID-19 and Social Distancing requirements

Audio Recorded: Yes

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- I. Call to Order:** The meeting convened at 1:30 p.m. with Chair Kevin Cameron presiding.
- II. Roll Call:** The attendance, both in person and by phone, was recorded as shown below:
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| <b>Present:</b>                     | <b>Non-Present:</b>                       |
| Kevin Cameron, Chair                | Jon Chandler, Council Member              |
| Vicki Berger, Vice Chair            | George Jennings, Council Member           |
| Loyal Burns, Council Member         | Rep. Paul Evans, Advisory Council Member  |
| Dana Jung, Council Member           | Steve Powers, Advisory Council Member     |
| Leah Perkins-Hagele, Council Member | Sen. Bill Hansel, Advisory Council Member |
| Austin McGuigan, Council Member     |   |
| Craig Smith, Council Member         |   |
| Kim Grewe-Powell, Director/CEO      |   |
- III. Pledge of Allegiance:** The Pledge of Allegiance was made by all parties present.
- IV. Report Out Regarding Executive Session:** Executive Session Convene April 22, 2021. Terms of the contract for the new CEO were discussed. The terms of the agreement go through the end of this year (2021). The starting salary is \$135,000 starting May 1, 2021, with some options to increase the salary now until the end of the year, based on having a fair. At the end of the year, the council will renegotiate a longer-term with the Executive. Chair Cameron opened the floor for further comment by Executive Members. No further comment.
- V. Possible Public Comments and Action Regarding Employment of a Director/CEO:** Former Senator Roblan commented that he thinks that the Council is doing a great job hiring Kim Grewe-Powell.
- Council Member Smith reiterated that Interim CEO Kim Grewe-Powell has done a great job in being responsive to the areas crisis(s) and keeping things going. Although the contract is through December, it is the Council's intention for a more extended contract. It is just temporary until they get some things figured out. He made a motion to approve the contract as discussed at the Executive Session, which was outlined earlier (IV). Vice-Chair Berger seconded the motion. Chair Cameron asked if there was any discussion. He stated that this contract would increase her salary and change her from interim to the official CEO of the Oregon State Fair and Exposition Center. Motion passed unanimously.
- VI. Approval of Minutes:**
- a.** Council Meeting of March 10, 2020: Chair Cameron asked if there were any changes or corrections to the minutes presented for approval. Hearing none, a motion was made by Vice Chair Berger and seconded by Council Member Smith to approve the minutes as presented. The motion carried unanimously.
- VII. Public Comment on Agenda Items:** None
- VIII. Council Chair's Report:** Chair Cameron wanted to thank Council Member Chandler, and Vice-Chair Berger for working on the CEO's contract, as he has been occupied dealing with the county emergencies. We want to keep Jon and his family in our thoughts and prayers. CEO Kim Grewe-Powell and Chair Cameron did an interview and walked the grounds with a Statesman Journal Journalist and are awaiting the article in the paper. The journalist
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was doing a report on fairs in general; how they responded and utilization for Covid, and wild fires. Chair Cameron thanked CEO Kim Grewe-Powell for taking the time to do the interview with Statesman Journal.

Council Member Smith stated the article was in this morning paper, and OSFEC and other County Fairs were painted in a positive light.

- IX. CEO's Report:** The Oregon State Fair and Exposition Center is hiring for two new positions; an Administrative Supervisor and Operations Supervisor. They received several qualified applicants. CEO Kim Grewe-Powell's goal is to fill these positions by May 1st. The tree damage from the ice storm is almost cleaned up. The bonds have been sold, and the money has been released to DAS. The IGA is in the process of being reviewed. OSFEC is also waiting for a proposal for project direction from LRS Architects. Tom Wood will be the Project Manager representing OSFEC. CEO Kim Grewe-Powell has signed the audit engagement letter with Boldt Carlisle & Smith. OSFEC staff are in the process of gathering requested documents for the audit. CEO Kim Grewe-Powell is happy to announce that the Oregon State Fair Foundation will be utilizing the same marketing firm as OSF, Royle Media, for their marketing purposes. She thinks this will boost and streamline the Foundation's marketing efforts. Kim is very excited about the direction the Foundation will be going in expanding and promoting the business. As the ramp-up for the increased activity for Expo events and the Oregon State Fair starts to happen, Kim will bring back more staff. Kim and Wayne will return full-time beginning May 1st.
- X. Information Items:**
- a. State Fair Report:** The staff are hard at work planning for the Oregon State Fair under the approved Scenario B and awaiting more direction from the Governor's office. As of today, under the current high-risk category guidelines, they would only be allowed 15% of our occupancy for Fair. They are hopeful that Marion County will move to the low risk category by the end of summer allowing for a 50% occupancy. CEO Kim Grewe-Powell has met with Oregon State Police, Faulk and CMS for the fair-time needs. She is waiting for proposals from each of them. CEO Grewe-Powell has confirmed with Travel Salem that they hadn't heard anything different. Council Member Perkins-Hagele shared that she has sat in on some panels where the discussion is still at a stall about events being able to proceed. Chair Cameron shared that Marion County should be moving to the Extreme Category, according to the current guidelines and has been communicating with the state about guidelines and risk level requirements. Chair Cameron noted that there is discussion if the state considers the State Fair on the status of Marion County, and how does that effect the State Fair due to participants come from all over, and will that effect how they proceed.
- b. Expo Report:** The homeless shelter moved out at the end of March. The Pavilion was left in good condition. It was a pleasure to work with Church in the Park and the City of Salem to help the community. The first Expo event, the Junk Hunt, was a success. The promoter did an excellent job of ensuring all guidelines were safely followed. The Covid Vaccination Center has expanded to the Columbia Hall as of Tuesday. They have given 148,000 vaccinations thus far. Salem Health is hopeful to start giving out 5,000 shots per day next week. They tentatively project to be finished at this facility by the end of June - beginning of July. CEO Kim Grewe-Powell explained that people are calling to book the venue for their events. They are currently putting events on the Calendar as a courtesy hold, informing the client that the fair is in a holding pattern waiting for the guidelines to allow events. If their event falls under the retail guidelines, it is easier to have the event. Staff still wants to be very careful and taking it one step at a time so that clients and the Fair don't get in trouble. Council Member Perkins-Hagele said Washington County Fair Grounds is doing the same thing.

**XI. Action Items**

**a. State Fair Council**

- i. **Financial Statement 1/1/2021-2/28/2021:** CEO Kim Grewe-Powell stated the statements reflect the limited staffing and reduced Expo events due to Covid guidelines.

Chair Cameron asked if there were any questions to the Financial Statement as presented for approval. Hearing none, a motion was made by Council Member Perkins-Hagele and seconded by Vice-Chair Berger to approve the Financial Statements as presented. The motion carried unanimously.

- ii. **Discussion and Action regarding DAS Risk Management Updated Proposal IGA Presentation by Marie Hansen-Wagnier and Karl Anderson:** Marie Hanson-Wagnier and Karl Anderson of DAS attended the meeting to give a brief overview of the proposal, IGA and answer any questions the Council may have.

Ms. Hanson-Wagnier shared that she has been working OSFEC since the beginning of the Council. She provided documents for the Council's review, including an outline of the cost affiliated with the charges for this biennium.

Karl Anderson, a Fiscal Analyst for DAS Risk Management, attended the meeting to explain the increase in costs and how the number came to be. He shared that the price includes liability, property, and worker comp coverage for two years, 2021-2023, for \$235,727. He explained that DAS reviews all the exposure claims and information of all the state's agencies every two years through the allocation process. Mr. Anderson shared that the numbers are based on the Governor's requested budget, which is the budget that the Governor put together back in November and December of 2020. These figures could change for all of the agencies depending on the decisions that the legislature makes. Most of the \$235,727 are for liability coverage. The numbers increased considerably due to the number of claims the Fair had over the last four years. The next biennium 2023-2025, may have some relief due to 2020 Fair being closed down and having little to no claims.

Chair Cameron asked Mr. Anderson to verify that the coverage is for 2021-2023. Mr. Anderson did. Chair Cameron asked Mr. Anderson to verify that the 2019-2021 cost was \$145,200, this biennium is \$235,727, and that the insurance premium has more than doubled. Mr. Anderson verified that is correct.

Vice-Chair Berger asked Mr. Anderson to verify if DAS allocates premiums as a pool or specific to an agency, based on claims filed. She also stated that this is an enormous sum, especially since the Fair could not run in 2020. Mr. Anderson clarified that it is a pool. The overall liability cost for the State gets divided between all of the agencies, about 130 of them. When the allocation is done, they look at claim history for the prior four years. OSFEC had a more significant share of the claims paid, and that is why the price has gone up significantly. There was a loss of about \$180,000 in the last four years.

Vice-Chair Berger asked if it is standard practice to look at all agencies, for example, if they would do the same for the Parks Department, as she sits on the board for Parks. She wants to make sure that OSFEC isn't singled out. Mr. Anderson assured the Council that all agencies are priced in the same manner.

Council Member Smith asked if OSFEC has looked at other insurance agencies for quotes. CEO Grewe-Powell shared that she researched and checked into different avenues for insurance and with the former CEO and DAS. They have found that other insurance agencies are not writing new policies due to the pandemic or are quoting much higher than DAS Risk Management.

Chair Cameron stated that as OSFEC goes forward that safety is emphasized as staff comes back.

CEO Grewe-Powell and Ms. Hanson-Wargnier shared that at this meeting, no action needs to be taken. Action will need to be taken before July 1, 2021, to avoid a lapse in coverage. Ms. Hanson-Wargnier assured the Council that OSFEC is not treated any differently than another state agency. They take great care to make sure that does not happen.

**b. State Fair:**

- i. **Discussion and action regarding Contract for Independent Contractor Services for 2021 Oregon State Fair Digital Outreach by Royal Media**
- ii. **Discussion and action regarding Contract for Independent Contractor Services for 2021 Oregon State Fair Advertising & Consumer Outreach by Trooper, LLC**
- iii. **Discussion and action regarding Contract for Independent Contractor Services for 2021 Oregon State Fair Sponsorship Recruitment and Sales by Green Cactus, LLC**

CEO Kim Grewe-Powell shared that she asked each contractor to tighten their budgets due to Covid, and having a smaller overall budget. Royal Media is giving OSF over \$20,000 of added value. Their 2021 contract is \$157,100 with a \$10,000 contingency in comparison to their approved 2020 contact of \$171,000. Trooper gave a 7.85% discount for their 2021 contract in the amount of \$390,700 with a \$12,000 contingency. Green Cactus has shared that their overall sponsorships will go down for 2021 due to Covid, their projections are \$150,000 in comparison \$348,000 in 2019. Each one of these contractors have worked outside of not having a contract for months. Each contract has the Force Majeure clause approved by legal last year.

Council Member Smith moved to accept all three contracts as presented. Council Member Burns seconded the motion. Motion passes unanimously.

**Expo Center:** None

**c. Committee Reports and Action Thereon**

- i. Executive Committee: None
- ii. Governmental Affairs Committee: None
- iii. Nominating Committee: Applications are waiting on Governor's desk for approval.

**XII. Public Comments on Non-Agenda items:** None

**XIII. Council Members' Comments:** Council Member Smith asked if there are any updates on the scheduling of concerts. CEO Kim Grewe-Powell said they are in a holding pattern until there are more answers toward the guidelines, then Eric Marcuse will start the negotiations. Council Member Perkins-Hagele asked if the drop date has changed. The end of May is what they are aiming for. Council Member Jung requested that CEO Grewe-Powell be inclusive in marketing hiring, especially in today's climate.

Next meeting May 20, 2021.

**XIV. Adjourn:** There being no further business the meeting was adjourned at 2:15 pm

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**Meeting Materials:**

Agenda

Council Meeting Minutes March 10, 2021

Financial Statement 1/1/2021-2/28/2021

DAS IGA

Memorandum Oregon State Fair Council State Self-Insurance Proposal

Contract for Independent Contractor Services for 2021 Oregon State Fair Digital Outreach by Royal Media

Contract for Independent Contractor Services for 2021 Oregon State Fair Advertising & Consumer Outreach by Trooper, LLC

Contract for Independent Contractor Services for 2021 Oregon State Fair Sponsorship Recruitment and Sales by Green Cactus, LLC