



**STATE OF NEVADA
COMMISSION ON ETHICS**

<http://ethics.nv.gov>

NOTICE OF PUBLIC MEETING

NAME OF ORGANIZATION: NEVADA COMMISSION ON ETHICS
DATE & TIME OF MEETING: Wednesday, January 16, 2019 at 10:00 a.m.
PLACE OF MEETING: This meeting will be held at the following locations:

**State of Nevada
Commission on Ethics
704 W. Nye Lane
Suite 204
Carson City, NV 89703**

***Commissioners may appear telephonically**

AGENDA

NOTES:

- Two or more agenda items may be combined for consideration.
- At any time, an agenda item may be taken out of order, removed or delayed.
- Public comment will be accepted at the beginning of the public meeting and again before the conclusion of the public meeting. Comment and/or testimony by the public may be limited to three (3) minutes. No action may be taken on any matter referred to in remarks made as public comment. Members of the public may also submit written public comment to the Commission at: NCOE@ethics.nv.gov.

	1. Call to Order, Roll Call, and Pledge of Allegiance to the Flag.
	2. Public Comment. Comment by any member of the public will be limited to three (3) minutes. No action will be taken under this agenda item.
For Possible Action	3. Approval of Minutes of the December 4, 2018 Commission Meeting.
For Possible Action	4. Discussion and approval of a Proposed Stipulation concerning Ethics Complaint No. 18-062C regarding Lawrence Weekly, Chair, Board of Directors, Las Vegas Convention and Visitors Authority, State of Nevada.

<p>For Possible Action</p>	<p>5. Report by the Executive Director on agency status and operations and possible direction thereon. Items to be discussed include:</p> <ul style="list-style-type: none"> • Education and Outreach by the Commission • Case and Opinion Status Update • Meeting Schedule • FY19 Budget Update • Commission’s 2019 Bill Draft Request No. 23-191
<p>For Possible Action</p>	<p>6. Consideration and approval for the Executive Director to pursue Requests for Enhancements from the Legislature for the Commission’s Biennial Budget (FY20 – FY21), including, without limitation:</p> <ul style="list-style-type: none"> • Salary Enhancements • Additional Staff Position • Travel funds for Investigations • Digital Training/ Outreach Platform • Travel funds for Outreach/ Training • Conversion to Enterprise Information Technology Services (EITS) • New Office Lease (Additional Space) • Equipment Replacement • Staff Cell Phones • Investigatory Resources • Additional Training funds to attend the annual Conference on Governmental Ethics Law (COGEL)
	<p>7. Commissioner comments and identification of future agenda items. No action will be taken under this agenda item.</p>
	<p>8. Public Comment. Comment and/or testimony by any member of the public may be limited to three (3) minutes. No action will be taken under this agenda item.</p>
	<p>9. Adjournment.</p>

NOTES:

- ❖ The Commission is pleased to make reasonable accommodations for any member of the public who has a disability and wishes to attend the meeting. If special arrangements for the meeting are necessary, please notify the Nevada Commission on Ethics, in writing at 704 W. Nye Lane, Ste. 204, Carson City, Nevada 89703; via email at ncoe@ethics.nv.gov or call 775-687-5469 as far in advance as possible.
- ❖ To request an advance copy of the supporting materials for any agenda item, contact Executive Director Yvonne M. Nevarez-Goodson, Esq. at ncoe@ethics.nv.gov or call 775-687-5469.
- ❖ This Agenda and supporting materials are posted and available not later than the 3rd working day before the meeting at the Commission’s office, 704 W. Nye Lane, Ste. 204, Carson City, Nevada, or on the Commission’s website at www.ethics.nv.gov. A copy also will be available at the meeting location on the meeting day.

This Notice of Public Meeting and Agenda was posted in compliance with NRS 241.020 before 9:00 a.m. on the third working day before the meeting at the following locations:

- Nevada Commission on Ethics, 704 W. Nye Lane, Suite 204, Carson City
- Nevada Commission on Ethics’ website: <http://ethics.nv.gov>
- Nevada Public Notice website: <http://notice.nv.gov>
- Nevada Legislative Counsel Bureau website: <https://www.leg.state.nv.us>
- State Library & Archives Building, 100 North Stewart Street, Carson City
- Blasdel Building, 209 E. Musser Street, Carson City
- Washoe County Administration Building, 1001 East 9th Street, Reno
- Grant Sawyer State Office Building, 555 E. Washington Ave., Las Vegas

Agenda Item 3



**STATE OF NEVADA
COMMISSION ON ETHICS**
<http://ethics.nv.gov>

**MINUTES
of the meeting of the
NEVADA COMMISSION ON ETHICS**

The Commission on Ethics held a public meeting on
Tuesday, December 4, 2018, at 9:00 a.m.
at the following location:

**Nevada Commission on Ethics
704 W. Nye Lane
Suite 204
Carson City, NV 89703**

These minutes constitute a summary of the above proceedings of the Nevada Commission on Ethics. Verbatim transcripts are available for public inspection at the Commission's office located in Carson City.

1. Call to Order and Roll Call.

Chair Cheryl A. Lau, Esq. appeared in Carson City and called the meeting to order at 9:00 a.m. Also appearing in Carson City were Commissioners P.K. O'Neill and Kim Wallin, CPA. Appearing telephonically were Vice-Chair Keith A. Weaver, Esq. and Commissioners Brian Duffrin, Barbara Gruenewald, Esq., Teresa Lowry, Esq., and Amanda Yen, Esq. Present for Commission staff in Carson City were Executive Director Yvonne M. Nevarez-Goodson, Esq., Commission Counsel Tracy L. Chase, Esq., Associate Counsel Judy Prutzman, Esq., Executive Assistant Kari Pedroza and Investigator Erron Terry.

The pledge of allegiance was conducted.

2. Public Comment.

The Chair asked for public comment. No members of the public were present and no public comment was provided.

3. Approval of Minutes of the October 17, 2018 Commission Meeting.

Chair Lau stated that Commissioner Yen was excused from voting on this matter as she was not present at the October meeting and that Commissioner Gruenewald could approve the minutes excluding Item 5 as she was a member of the review panel regarding that matter.

Executive Director Nevarez-Goodson commented that the verbatim transcript of the October Meeting is available for review by any member of the public at the Commission's office since the minutes are only summary.

Commissioner Wallin moved to accept the October 17, 2018 Minutes. Chair Lau seconded the motion. The Motion was put to a vote and carried unanimously with Commissioner Yen abstaining and Commissioner Gruenewald abstaining from the approval of Item 5.

4. Report by the Executive Director on agency status and operations and possible direction thereon. Items to be discussed include:
 - Education and Outreach by the Commission
 - Commission Meeting Schedule
 - Commission's 2019 Bill Draft Request No. 23-191

Education and Outreach by the Commission: Executive Director Nevarez-Goodson provided an updated list for the fiscal year for the Commission's outreach and education. She informed the Commission that since the publication of the list she has received numerous inquiries requesting Ethics in Government Law training and that she anticipates additional requests for training for the newly elected officials.

Commissioner Wallin asked Executive Director Nevarez-Goodson if Commissioners could assist with providing educational sessions to the public on a voluntary basis. The Executive Director confirmed that she would welcome input and assistance from Commissioners and that she looked forward to coordinating with interested Commissioners.

Commission Meeting Schedule: Executive Director Nevarez-Goodson referenced the 2019 Commission Meeting schedule provided to the Commission and reiterated that meetings would be scheduled for the third Wednesday of each month and asked that Commissioners be available on these days.

Commission's 2019 Bill Draft Request No. 23-191: The Executive Director provided an update to the Commission on the status of the proposed Bill Draft Request (BDR). She reported that staff has not yet received a draft of the proposed BDR from the Legislative Counsel Bureau (LCB), but the pre-filing deadline was extended. She informed the Commission that concerns had been raised by the drafters about the constitutionality of certain proposed provisions with respect to the issue of legislative privilege and immunity, and staff would be meeting with the LCB drafters to discuss their concerns. Executive Director Nevarez-Goodson stated that she anticipates receipt of a draft of the BDR shortly, she will review it with staff and provide it to the Commission.

Commissioner Yen made a motion to accept the Executive Director's report. Commissioner Gruenewald seconded the motion. The motion was put to a vote and carried unanimously.

5. Authorization for Commission Counsel to represent and defend the Nevada Commission on Ethics ("Commission") in legal proceedings filed by Frederick H. Shull, Jr., as plaintiff, identified as Case No. A-18-783874C, in the Eighth Judicial District Court, State of Nevada, naming the Commission, as defendant, including, without limitation, authority to file pleadings, motions, notices, writs, appeals, or any other documents in any court of competent jurisdiction. A court of competent jurisdiction includes any Nevada District Court, the Nevada Appellate Court, the Nevada Supreme Court and any Federal Court which accepts subject matter jurisdiction over the case or underlying controversy.

Commission Counsel Chase notified the Commission that while the Commission has not yet been served in the matter referenced on the Agenda, the Executive Director received an email about the complaint against the Commission. She asked the Commission for the authority to defend the Commission in any court of competent jurisdiction in which Mr. Shull may file, as well as the authority to file an appeal on behalf of the Commission if indicated.

Commissioner Lowry made a motion to provide full authorization to Commission Counsel to represent and defend the Commission in any legal proceedings filed by Mr. Shull in any court of competent jurisdiction. Commissioner Wallin seconded the motion. The Motion was put to a vote and carried unanimously.

6. Commissioner comments and identification of future agenda items. No action will be taken under this agenda item.

No commissioner comments.

7. Public Comment.

No public comment.

8. Adjournment.

Commissioner Wallin made a motion to adjourn the public meeting. Commissioner O'Neill seconded the motion. The Motion was put to a vote and carried unanimously.

The meeting adjourned at 9:15 a.m.

Minutes prepared by:

[/s/ Kari Pedroza](#)

Kari Pedroza
Executive Assistant

[/s/ Yvonne M. Nevarez-Goodson](#)

Yvonne M. Nevarez-Goodson, Esq.
Executive Director

Minutes approved January 16, 2019:

[/s/ Cheryl A. Lau](#)

Cheryl A. Lau, Esq.
Chair

[/s/ Keith A. Weaver](#)

Keith A. Weaver, Esq.
Vice-Chair

Agenda Item 4



**NEVADA COMMISSION ON ETHICS
ETHICS COMPLAINT**

[NRS 281A.700 to 281A.790 inclusive](#)

1. **SUBJECT OF THE COMPLAINT** (you allege violated provisions of NRS Chapter 281A, the Nevada Ethics in Government Law. *(Please use a separate form for each individual.)*)

NAME: <i>(Last, First)</i>			TITLE OF PUBLIC OFFICE: <i>(Position)</i>	
PUBLIC ENTITY: <i>(Name of the entity employing this position)</i>				
ADDRESS:		CITY, STATE, ZIP CODE		
TELEPHONE:	Work:	Other: <i>(Home, cell)</i>	E-MAIL:	

2. Describe in specific detail the public officer's or employee's conduct that you allege violated NRS Chapter 281A. *(Include specific facts and circumstances to support your allegation: times, places, and the name and position of each person involved.)*

Check here if additional pages are attached.

3. Is the alleged conduct the subject of any action or matter currently pending before another administrative, law enforcement or judicial body? If yes, describe:

4. NRS Chapter 281A requires public officers and employees to hold public office as a public trust and avoid conflicts between public duties and private interests. (NRS 281A.020) What provisions of NRS Chapter 281A are relevant to the conduct alleged? Please check all that apply.

	Statute	Statutory Summary:
	NRS 281A.400(1)	Seeking or accepting any gift, service, favor, employment, engagement, emolument or economic opportunity for himself or person to whom he has a commitment in a private capacity which would tend improperly to influence a reasonable person in his position to depart from the faithful and impartial discharge of his public duties.
	NRS 281A.400(2)	Using his position in government to secure or grant unwarranted privileges, preferences, exemptions or advantages for himself, any business entity in which he has a significant pecuniary interest, or any person to whom he has a commitment in a private capacity.
	NRS 281A.400(3)	Participating as an agent of government in the negotiation or execution of a contract between the government and himself, any business entity in which he has a significant pecuniary interest or any person to whom he has a commitment in a private capacity.
	NRS 281A.400(4)	Accepting any salary, retainer, augmentation, expense allowance or other compensation from any private source for himself or any person to whom he has a commitment in a private capacity for the performance of his duties as a public officer or employee.
	NRS 281A.400(5)	Acquiring, through his public duties or relationships, any information which by law or practice is not at the time available to people generally, and using the information to further the pecuniary interests of himself or any other person or business entity.
	NRS 281A.400(6)	Suppressing any governmental report or other document because it might tend to affect unfavorably his pecuniary interests, or any person to whom he has a commitment in a private capacity.
	NRS 281A.400(7)	Using governmental time, property, equipment or other facility to benefit his significant personal or pecuniary interest, or any person to whom he has a commitment in a private capacity. (Some exceptions apply).
	NRS 281A.400(8)	A State Legislator using governmental time, property, equipment or other facility for a nongovernmental purpose or for the private benefit of himself or any other person, or requiring or authorizing a legislative employee, while on duty, to perform personal services or assist in a private activity. (Some exceptions apply).
	NRS 281A.400(9)	Attempting to benefit his personal or pecuniary interest or any person to whom he has a commitment in a private capacity through the influence of a subordinate.
	NRS 281A.400(10)	Seeking other employment or contracts for himself or any person to whom he has a commitment in a private capacity through the use of his official position.
	NRS 281A.410	Representing or counseling a private person for compensation on an issue pending before a public agency while employed, or within 1 year after leaving the service of a public agency, including before any state agency of the Executive or Legislative Department. (State and local legislators and part-time public officers and employees may represent/counsel private persons before agencies they do not serve, except local legislators may not represent/counsel private persons before other local agencies within the same county.)
	NRS 281A.420(1)	Failing to sufficiently disclose his acceptance of a gift or loan, pecuniary interest, commitment in a private capacity to the interest of another person or the nature of any representation or counseling provided to a private person for compensation before another agency in the preceeding year that is reasonably affected by an official matter.
	NRS 281A.420(3)	Failing to abstain from acting on an official matter which is materially affected by his acceptance of a gift or loan, pecuniary interest, or commitment in a private capacity to the interest of another person.
	NRS 281A.430	Negotiating, bidding on or entering into a government contract in which he has a significant pecuniary interest. (some exceptions apply).
	NRS 281A.500	Failing to file or timely file a Nevada Acknowledgment of Ethical Standards for Public Officers form.
	NRS 281A.510	Accepting or receiving an improper honorarium.
	NRS 281A.520	Requesting or otherwise causing a governmental entity to incur an expense or make an expenditure to support or oppose a ballot question or candidate during the relevant timeframe.
	NRS 281A.550	Negotiating or accepting employment from a business or industry regulated by or contracted with former public agency within one year after leaving the service of the agency. (Failing to honor the applicable "cooling off" period after leaving public service).

* Pursuant to NRS 281A.065, a public officer or employee has a commitment in a private capacity to the following persons:

1. Spouse; domestic partner
2. Household member
3. Family member within 3rd degree of consanguinity/affinity
4. Employer or spouse/domestic partner/household member's employer
5. Substantial and continuing business relationship, i.e. partner or associate
6. Substantially similar relationships to those listed above

5. YOU MUST SUBMIT EVIDENCE TO SUPPORT YOUR ALLEGATIONS. (NRS 281A.710 through 281A.715.)
Attach all documents or items you believe support your allegations, including witness statements, public or private records, audio or visual recordings, documents, exhibits, concrete objects, or other forms of proof.

State the total number of additional pages attached (including evidence) _____.

6. Witnesses: Identify all persons who have knowledge of the facts and circumstances you have described, as well as the nature of the testimony the person will provide. Check here if additional pages are attached.

NAME and TITLE: (Person #1)				
ADDRESS:			CITY, STATE, ZIP	
TELEPHONE:		Work:	Other: (Home, cell)	E-MAIL:
NATURE OF TESTIMONY:				
NAME and TITLE: (Person #2)				
ADDRESS:			CITY, STATE, ZIP	
TELEPHONE:		Work:	Other: (Home, cell)	E-MAIL:
NATURE OF TESTIMONY:				

7. REQUESTER INFORMATION:

YOUR NAME:			
YOUR ADDRESS:		CITY, STATE, ZIP:	
YOUR TELEPHONE:	Day:	Evening:	E-MAIL:

NOTE*: Your identity as the Requester will be provided to the Subject if the Commission accepts jurisdiction of this matter, unless:

Pursuant to NRS 281A.750, I request that my identity as the requester of this Ethics Complaint remain confidential because (please check appropriate box):

I am a public officer or employee who works for the same public body, agency or employer as the subject of this Ethics Complaint. Provide evidence of your employment with the same public body, agency or employer.

OR

I can show a reasonable likelihood that disclosure of my identity will subject me or a member of my household to a bona fide threat of physical force or violence. Please describe in the text box below the facts and circumstances which support a reasonable likelihood of a bona fide threat of physical force or violence.

A copy of this Complaint will be provided to the Subject. If the request for confidentiality is approved by the Commission, the Complaint will be redacted to protect the identity of the Requester.

The Commission may decline to maintain the confidentiality of your identity as the Requester for lack of sufficient evidence of your employment status with the same public body, agency or employer, or proof of a bonafide threat of physical harm.

If the Commission declines to maintain my confidentiality, I wish to:

Withdraw my Complaint OR

Submit the Complaint understanding that the Subject will know my identity as the Requester.

By my signature below, I affirm that the facts set forth in this document and all of its attachments are true and correct to the best of my knowledge and belief. I am willing to provide sworn testimony regarding these allegations. I acknowledge that this Ethics Complaint, the materials submitted in support of the allegations, and the Commission's investigation are confidential unless and until the Commission's Review Panel renders a determination. Certain Commission proceedings and materials, including the Investigatory File remain confidential pursuant to NRS 281A.750 through 281A.760.

Signature: _____

Date: _____

Print Name: _____

You may file a Complaint using the Commission's **online form** submission at ethics.nv.gov (Preferred) or You must submit this form bearing your signature to the Executive Director via:
postal mail to Nevada Commission on Ethics, 704 W. Nye Lane, Suite 204, Carson City, Nevada, 89703,
email to NCOE@ethics.nv.gov, or **fax** to (775) 687-1279



Forensic Accounting Report
Report Date: June 8, 2018

Pisanelli Bice, PLLC
**Re: Las Vegas Convention and
Visitors Authority**

I. Introduction

In connection with the above-referenced matter, Eide Bailly, LLP was retained by Pisanelli Bice, PLLC to perform forensic accounting services related to the alleged personal use of airline benefits purchased or provided primarily by Southwest Airlines ("Southwest") and Delta Airlines ("Delta") to the Las Vegas Convention and Visitors Authority ("LVCVA").

The work performed and our observations and conclusions are set forth in this report. This report is based on information that has been gathered and reviewed to date and is subject to change, modification and/or addition, if and when additional facts and information become available.

The services provided in this matter adhere to the applicable American Institute of Certified Public Accountants' Statement on Standards for Consulting Services and the applicable Certified Fraud Examiner Code of Professional Standards established by the Association of Certified Fraud Examiners.

II. Background Information

The LVCVA is the destination marketing organization for Las Vegas and promotes tourism, conventions, meetings and special events throughout southern Nevada. Part of the LVCVA's mission is to develop and maintain relationships with airlines to expand and improve air service to Las Vegas and to increase visitation and hotel occupancy.

The LVCVA purchases and receives promotional gift cards and certificates annually to be used for business purposes from several airlines, including Southwest and Delta. In the past, Southwest gift cards were typically purchased by the LVCVA and sent directly to Brig Lawson ("Lawson"), Director of Business Partnerships, who maintained and distributed the cards at the request of various LVCVA departments. Delta electronic certificates are typically sent to Kelly Messina ("Messina") Director of Leisure Sales or her predecessor, Art Jimenez. The certificates are part of a sales agreement where Delta provides the LVCVA with travel certificates and the LVCVA includes Delta in certain promotional activities. The Business Meetings group, led by John Schreiber ("Schreiber") Senior Director of Business Sales, also receives Delta electronic certificates.

Jean Burdett ("Burdett") is the travel coordinator for the LVCVA and operates the LVCVA in-house travel agency. Burdett books all internal business travel for LVCVA employees and also books personal travel for LVCVA executives, and at times has used Southwest gift cards to pay for various airline flights. Rossi Ralenkotter ("Ralenkotter") is the President and CEO of the LVCVA.

Late in 2017, in a review of emails by Luke Puschnig ("Puschnig"), in-house counsel for LVCVA, he noted Southwest gift cards were potentially being used to pay for personal travel. The emails reviewed by Puschnig and the gift card usage was discussed with Ralenkotter. Puschnig also informed Ed Finger ("Finger"), CFO of the LVCVA and the LVCVA Chairman of the Audit Committee in early 2018 regarding the personal gift card use.

Finger joined the LVCVA as Senior Vice President of Finance in September 2016 and later became CFO in January 2018. When Finger became aware of the existence of Southwest gift cards in February 2017, he physically moved the gift card inventory from Lawson and the Business Partnerships area to the Finance Department and thereby could track and record gift card usage. Finger was unaware of the personal use of Southwest gift cards until he was notified by Puschnig. When Finger was notified, he performed an email search of travel booked through the LVCVA travel agency and prepared an analysis of Southwest gift cards used by LVCVA employees for personal travel.

The following timeline below summarizes the events that led to the LVCVA Audit Committee request for a forensic examination of gift card use:

- January to February 2017 – LVCVA Finance Group became aware that Brig Lawson was receiving Southwest gift cards.
- February 9, 2017 – Finance Group took into inventory of approximately \$14,000 gift cards and subsequently maintained custody of the gift cards.
- Fall 2017 – Approximately \$2,000 of additional Southwest gift cards were submitted to the Finance Group from the Travel Office.

- Late 2017 – Puschnig in review of emails became aware of potential personal travel purchased with LVCVA Southwest gift cards and discussed the issue with Ralenkotter.
- January 31, 2018 – Puschnig informed Finger about his concerns relating to personal use of gift cards.
- February 2018 – Finger prepared preliminary analysis of personal use of gift cards.
- February 2018- Puschnig informed the LVCVA Chairman of the Audit Committee of the issue who in turn, retained outside legal counsel to review the matter.
- March 5, 2018 – Eide Bailly retained to perform a forensic examination.

III. Scope of Engagement

Eide Bailly was retained by Pisanelli Bice, PLLC to investigate and document the use of gift cards, certificates and vouchers by LVCVA employees to purchase personal airline flights. Our examination focuses on gift cards and certificates provided to the LVCVA by Southwest and Delta to be used for promotional purposes.

Our analysis was prepared based on the information available to us, if additional information becomes available relevant to our analysis, Eide Bailly reserves the right to update this report.

IV. Findings

As previously stated, the LVCVA operates its own in-house travel agency (the “Agency”) that books internal business travel for LVCVA employees and executives in all departments. The Agency also books personal travel for LVCVA employees and executives who are responsible for payment of their personal travel costs. To determine the use and purpose of the Southwest gift cards and Delta certificates, we accessed LVCVA’s email server to retrieve gift card purchases and receipts as well as flight purchases and reservations that were booked through the Agency and compiled the information into a database.

LVCVA’s server retains approximately seven years of emails including deleted emails from 2010 through the present. Our analysis includes the time period beginning in October 2012, when the first Southwest reservation in the searched emails was made, through 2017.

During our examination we noted that Delta certificates were provided electronically to the Leisure Sales and Business Meetings departments through email with no specified dollar amount indicated with the exception of 22 electronic credit vouchers each valued at \$500. Travel using Delta certificates was not booked through the Agency. Instead, it appears the Director of Leisure Sales and Director of Business Sales distributed certificates to winners of promotional events or for promotional travel that was not used by the LVCVA. The Delta certificates analysis covers the period from 2010 through 2017.

A. Procedures Performed

We were provided access to the LVCVA’s email server where all emails, including deleted emails, are retained for approximately seven years. We used Quest Archive Manager Application to search the LVCVA server using key words developed through discussions with Finger. Our initial search focused on eight LVCVA employees listed below:

- Brig Lawson (Senior Director of Business Partnerships) – 10,759 results
- Jean Burdett (Travel Coordinator) – 8,764 results
- Rossi Ralenkotter (CEO and President) – 8,705 results
- Cathy Tull (Chief Marketing Officer) – 7,070 results
- Sheila Christensen (Executive Assistant to President) – 1,757 results
- Hilary Murphy (Analyst) – 6,197 results
- Tiffany Majors - Business Partnerships Department – 471 results

- Stacie-Lee Burgess - Business Partnerships Department – 3,816 results

Our initial search used the following criteria:

(Atlantic OR JetBlue OR American OR Continental OR Virgin OR Frontier OR United OR Southwest OR Delta) AND (Confirmation OR Voucher OR "Gift Card")

The initial search of emails for the eight employees produced 47,539 emails containing the search criteria.

A second search focusing on emails for an additional five employees utilized the following search criteria:

(Delta OR Southwest) AND ("Gift Card" OR Voucher)

The second search produced 4,104 emails for the five employees listed below:

- Kelly Messina (Director of Leisure Sales) – 1,794 results
- Chris Meyer (VP of Global Business Sales) – 284 results
- Julian Dugas (Director of Sports Marketing) – 157 results
- Jose Art Jimenez (Former Senior Director of Leisure Sales) – 1,519 results
- Michael Goldsmith (VP of International Marketing) – 350 results

With the combined 51,643 emails retrieved from the LVCVA server, we utilized our Indexed I/O ("IIO") software, an E-Discovery tool, to "tag" the documents to include related terms. Tagging the documents for related terms allows the search queries to produce emails as well as their corresponding attachments.

We focused on emails related to Southwest and Delta travel in the IIO searches. We searched Southwest emails on three search criteria: "Acct: AND Gift Card", "SouthwestGiftCard", and "Southwest AND GreenPass, Green Voucher AND Brig Lawson" and the Delta emails on "Delta AND US48 And Complimentary Ticket," "Delta AND US50/Canada," "Delta AND IVI0500," and "Jean Burdett AND Delta AND Travel Certificate." The Southwest searches returned 351 emails across 1,663 pages, 215 emails across 700 pages, and 2 emails across 5 pages respectively. The Delta searches returned 1,553 pages of emails and attachments. Additional queries were performed in IIO to determine the most conclusive search criteria for travel reservation and purchases for both airlines.

As part of our examination, we also interviewed the following LVCVA employees and executives on March 5, 2018 either in person or by teleconference:

- Jean Burdett – Travel Coordinator
- Luke Puschnig – In-house Counsel
- Brig Lawson - Senior Director of Business Partnerships
- Cathy Tull - Chief Marketing Officer
- Sheila Christensen - Executive Assistant to President
- Rossi Ralenkotter - CEO and President

In addition to the individuals identified above, we also communicated with Finger and outside counsel throughout the data gathering process of our examination.

B. LVCVA Travel Procedures

The Agency is managed by Jean Burdett who is the Travel Coordinator for the LVCVA and a licensed travel agent. The Agency books both domestic and international business travel for all employees and also personal

travel for LVCVA employees and executives. The request for business travel must be approved before travel is booked by the Agency. Business travel is processed and paid using the LVCVA Bank of America MasterCard. Employees must provide a credit card for personal travel and the Agency will not accept checks or cash. Commissions earned on personal travel are recorded in the LVCVA general fund. Commissions are not paid to Burdett, who receives a salary.

C. Southwest Airline Gift Card Purchases

Using the emails produced from the IIO search, we created a database of Southwest gift cards purchased by the LVCVA from 2012 through 2017. A total of 612 gift cards were purchased in increments of \$50, \$100, and \$200 for a total of \$90,000 for the five year period. A summary of gift cards purchased by year is presented in Table 1 below.

Table 1

Year	Number of Gift	
	Cards	Amount
2012	72	\$ 10,000.00
2013	61	12,000.00
2014	91	15,000.00
2015	216	27,000.00
2016	60	12,000.00
2017	116	14,000.00
Total	612	\$ 90,000.00

The 612 gift cards were purchased by Brig Lawson in his capacity as Senior Director of Business Partnerships. The emails containing purchase records include a field indicating the last four digits of the credit card used to purchase the gift cards. In all of Mr. Lawson’s purchases, no credit card number was provided.

Discussions with management indicate the gift cards were purchased with LVCVA funds by check and recorded as a promotional expense in the accounting records. Management provided check register detail for payments made to Southwest for the years 2012 through 2017 as well as the corresponding invoices for sponsorship and gift card purchases. During that time period, the LVCVA purchased and paid for \$90,000 of Southwest gift cards. Table 2 summarizes the gift cards purchased and paid for by the LVCVA by year and the stated purpose according to Mr. Lawson.

Table 2

Year	LVCVA Payment Amount	Gift Card Amount Included	Purpose
2012	\$ 10,000.00	\$ 10,000.00	Summer Travel Program
2013	12,000.00	12,000.00	Summer Travel Program
2014	65,000.00	15,000.00	Wright Amendment Deck Party and Wright Amendment Spirit Party Sponsorship
2015	69,000.00	27,000.00	SW Hanger Event Sponsorship and Planning Summit
2016	54,000.00	12,000.00	SWA Deck Event
2017	57,000.00	14,000.00	SW Deck Party
Total	\$267,000.00	\$ 90,000.00	

Email correspondence between Mr. Lawson and Southwest employees in 2012 indicate that \$10,000 in gift cards were purchased. Mr. Lawson referenced check number 86403 as the check issued as payment. Review of the LVCVA Payment Requisition submitted by Lawson describe the purpose of the payment as “Summer Travel

Program.” The accounting register and Southwest invoice also reference the “Summer Travel Program.” Documentation submitted to LVCVA for payment does not reference gift card purchases.

Email correspondence between Mr. Lawson and Southwest employees in 2013 indicates the purchase of gift cards totaling \$12,000 should be invoiced under the title “Summer Travel Program Sponsorship.” An email from Southwest employee to Lawson follows:

*Can't pull the invoice, but the request for invoice had this:
Summer Travel Program Sponsorship
Would you prefer it say this and not gift cards?*

Mr. Lawson's response follows:

Yes...that's perfect.

In 2015, Lawson submitted a request for payment along with an invoice from Southwest in the amount of \$54,000 for the “Hanger Event Sponsorship.” The invoice, payment request, and LVCVA accounting register reference the Hanger Event and make no reference to gift cards. Email correspondence between Lawson and Southwest included a budget for the event in the amount of \$42,000. Approximately 3 weeks after the check was issued for the event, Lawson received an email from Southwest confirming the purchase of \$12,000 of gift cards.

Later in 2015, Lawson submitted a request for payment along with an invoice from Southwest in the amount of \$15,000. The invoice, payment request and LVCVA accounting register all reference a “Planning Summit.” Less than two weeks after the check was issued, Lawson received an email from Southwest confirming the purchase of \$15,000 of gift cards.

In 2016, Lawson submitted a request for payment along with an invoice from Southwest in the amount of \$54,000. The invoice, payment request and LVCVA accounting register all reference a “Deck Event.” A few weeks after the check was issued, Lawson received an email from Southwest confirming a purchase of \$12,000 of gift cards.

Additionally, a January 4, 2017 email from Mr. Lawson to a Southwest employee specifically states the invoice needs to read “Sponsorship: 2017 Southwest Airlines Deck Event” for the sponsorship cost and the additional cost of the gift cards.

Ed Finger contacted Southwest to verify the quantity of gift cards purchased by the LVCVA each year and to determine if Southwest recorded a dollar amount or serial numbers of cards provided. Personnel at Southwest indicate that no records are maintained of gift cards issued to the LVCVA. As of the date of this report, we have made no additional inquiries to Southwest to determine if this information may become available at a later date. Additionally, if any enclosure or cover letter was provided with the box of gift cards received, this correspondence was not made available.

D. Additional Southwest Gift Card and Green Pass Observations

Additionally, the IIO search criteria returned two emails between Brig Lawson and Southwest employee in 2014 for the purchase of 57 green passes totaling \$22,800. The LVCVA purchased a sponsorship package from Southwest for the Wright Amendment Spirit Party. Mr. Lawson requested the original sponsorship package of \$50,000 be increased to \$73,000 to include Southwest green passes. The green passes do not have an associated value similar to the gift cards purchased, but allow for travel at any time to any Southwest destination. Southwest was not able to provide the green passes, therefore Mr. Lawson purchased \$15,000 of gift cards in addition to the sponsorship package as shown previously in Tables 1 and 2.

E. Southwest Airline Gift Card Travel Purchases

Using the emails produced from the IIO search criteria, we created a database of Southwest travel reservations and travel purchases booked by the Agency for LVCVA employees from October 2012 through December 2017. Finger reviewed the travel listed in the database to determine if travel on certain dates coincided with an LVCVA business function or event and was an appropriate business expense.

Southwest also has its own travel reservation system known as SWABiz that is utilized by the LVCVA Agency to book Southwest travel. However, SWABiz does not maintain travel records for more than thirteen months and therefore was not used in our search for gift card use.

Total Southwest Travel Purchases

LVCVA Southwest travel purchases with at least one gift card redeemed as a form of payment listed in the database constitute a total of \$55,374.62 from 2012 through 2017. Of this amount, \$39,611.61 of travel purchases were made with 298 individual Southwest gift cards, comprising approximately 72% of total LVCVA Southwest travel over the six-year period. At times, portions of gift cards were applied as payment resulting in 403 instances of travel payments made with a Southwest gift card.

The Southwest travel purchases listed in the database include at least one gift card as a form of payment for travel purchased from 2012 through 2017. Gift cards are issued in \$50, \$100 and \$200 values and a maximum of three cards can be combined to pay for a Southwest ticket along with other payment forms that included an LVCVA MasterCard.

The remainder of the Southwest purchases are personal travel paid with personal charge cards of LVCVA employees. The personal credit card account numbers contained in the emails examined were verified by Finger as employee credit cards and not LVCVA credit cards.

Of the 403 total instances of Southwest gift card redemptions from 2012 through 2017, 192 instances total \$19,631.80 for travel that was determined to be personal or non-business. In the other 211 instances, gift cards were redeemed totaling \$19,979.81, and were determined to be appropriate business related travel.

Table 3 below summarizes total personal and business travel purchased and paid with Southwest gift cards by year for 2012 through 2017:

Table 3

Description	2012	2013	2014	2015	2016	2017	Gift Card Redemption Amount	Instances Gift Cards Redeemed
Personal or Non-Business Travel	\$ 599.20	\$ 1,550.00	\$ 2,328.60	\$ 6,028.06	\$ 6,604.17	\$ 2,521.77	\$ 19,631.80	192
Business Travel	-	511.60	-	1,400.00	852.63	17,215.58	19,979.81	211
Total	\$ 599.20	\$ 2,061.60	\$ 2,328.60	\$ 7,428.06	\$ 7,456.80	\$ 19,737.35	\$ 39,611.61	403

Table 3 above demonstrates that personal travel purchases were at the highest levels in 2015 and 2016. When controls over gift cards were implemented in 2017, use of gifts cards for proper business travel purchases increased significantly and personal travel purchases declined. As previously stated, in 2017, Finger began to control and distribute the Southwest gift cards for business purposes only.

Table 3 further indicates that since controls were implemented over gift card usage in 2017, almost \$20,000 of Southwest travel was booked by the Agency and paid with gift cards. The new controls over inventory and distribution restricted the use of gift cards and insured the cards were used to purchase appropriate business travel.

We also sorted the gift card database to examine the sequence of gift card numbers used for LVCVA travel purchases. This procedure was performed to determine if cards were issued in blocks of serial numbers that could indicate the number of cards and amounts issued in each year. However, while some gift card numbers did follow a sequence, there were also many large gaps in sequence numbers suggesting the gift cards were not provided to the LVCVA in a sequential batch.

Personal or Non-Business Travel Purchases

Personal or non-business travel purchased with Southwest gift cards from 2012 through 2017 totals \$19,631.80 with 192 instances of Southwest gift cards used. Table 4 below summarizes the total amount of personal or non-business gift card purchases and the number of instances gift cards were used by year.

1

Table 4

Year	Gift Card Redemption Amount	Instances Gift Cards Redeemed
2012	\$ 599.20	6
2013	1,550.00	9
2014	2,328.60	20
2015	6,028.06	73
2016	6,604.17	56
2017	2,521.77	28
Total	\$ 19,631.80	192

We further analyzed travel purchases by individual passenger. Of the total \$19,631.80 personal travel purchases, Ralenkotter’s purchases were over half totaling \$10,019.62. Travel purchases on behalf of Ralenkotter’s wife, Mary Jo, accounted for an additional \$6,188.19 of the total personal or non-business travel purchases. The total of gift card travel for the Ralenkotters combined is \$16,207.81. The complete detail of personal or non-business travel purchases is summarized in Table 5 below by traveler:

Table 5

Traveler	2012	2013	2014	2015	2016	2017	Total
Rossi Ralenkotter	\$ 500.00	\$ 400.00	\$ 1,085.60	\$ 3,580.84	\$ 2,374.39	\$ 2,078.79	\$ 10,019.62
Mary Jo Ralenkotter	99.20	750.00	998.60	1,993.60	2,179.61	167.18	6,188.19
Lawrence Weekly and Family Members	-	-	-	-	1,399.32	-	1,399.32
Additional Travelers	-	400.00	244.40	-	405.90	275.80	1,326.10
Ralenkotter Family Members and Office Staff	-	-	-	453.62	244.95	-	698.57
	\$ 599.20	\$ 1,550.00	\$ 2,328.60	\$ 6,028.06	\$ 6,604.17	\$ 2,521.77	\$ 19,631.80

Discussions with Lawrence Weekly indicate gift card travel purchased for himself and his daughter, Kenya Weekly, to Dallas in 2016 totaling \$1,399.32 used non-LVCVA gift cards as payment. Travel for Lawrence Weekly totaling \$885.64 was purchased on gift cards ending 4927, 1174, 1190, 1208, and 1216. Mr. Weekly’s travel was purchased in two one way segments between Las Vegas and Dallas. Travel for Kenya Weekly was purchased on three gift cards ending 0945, 0952, and 0960 totaling \$513.68. Further, travel for Rossi Ralenkotter was also purchased on the same gift card ending 0945. As of the date of this report, outside counsel reported that Mr. Weekly has reimbursed the LVCVA for all amounts requested.

Additionally, LVCVA gift cards were used to purchase travel totaling \$698.57 for Mr. Ralenkotter’s family members, excluding his wife, and office staff.

Rossi and Mary Jo Ralenkotter Personal Travel Purchases

Rossi and Mary Jo Ralenkotter’s personal or non-business travel purchased with Southwest gift cards totals \$16,207.81 with 158 instances of Southwest gift cards and one LVCVA Southwest LUV voucher used. Table 6 below summarizes Mr. and Mrs. Ralenkotter’s personal or non-business travel from 2012 to 2017.

Table 6

Description	2012	2013	2014	2015	2016	2017	Total
Rossi Ralenkotter	\$ 500.00	\$ 400.00	\$ 1,085.60	\$ 3,580.84	\$ 2,374.39	\$ 2,078.79	\$ 10,019.62
Mary Jo Ralenkotter	99.20	750.00	998.60	1,993.60	2,179.61	167.18	6,188.19
Total	\$ 599.20	\$ 1,150.00	\$ 2,084.20	\$ 5,574.44	\$ 4,554.00	\$ 2,245.97	\$ 16,207.81

Mr. and Mrs. Ralenkotter’s travel purchases were greatest in 2015 and 2016, then declined by approximately half in 2017. Mr. and Mrs. Ralenkotter’s personal or non-business travel purchases ended by April 2017 after internal controls were implemented over the use of gift cards.

Mr. Ralenkotter made 35 trips purchased with 99 instances of Southwest gift cards used and one Southwest LUV voucher used from 2012 through 2017. Trips to Burbank accounted for the highest use of gift cards or 12 trips

totaling \$3,598.05 from 2014 through 2017. Ralenkotter's wife, Mary Jo, accompanied Ralenkotter on 14 out of the total 35 trips totaling \$4,598.17. Ralenkotter's travel by location is summarized in Table 7 below:

Table 7

Russel Ralenkotter	2012	2013	2014	2015	2016	2017	Amount	Number of Trips
Burbank	\$ -	\$ -	\$ 1,085.60	\$ 1,526.30	\$ 367.97	\$ 618.18	\$ 3,598.05	12
Chicago	-	-	-	233.98	1,095.74	-	1,329.72	4
Las Vegas	100.00	-	-	730.44	293.74	406.29	1,530.47	8
Orange County	-	-	-	713.96	295.02	-	1,008.98	3
Phoenix	-	-	-	376.16	321.92	1,054.32	1,752.40	5
San Francisco	100.00	-	-	-	-	-	100.00	1
San Diego	300.00	400.00	-	-	-	-	700.00	2
Total	\$ 500.00	\$ 400.00	\$ 1,085.60	\$ 3,580.84	\$ 2,374.39	\$ 2,078.79	\$10,019.62	35

Mrs. Ralenkotter made 21 trips purchased with 58 instances of Southwest gift cards used from 2012 through 2017. Travel to Burbank accounted for the largest total amount of \$2,650.44 or ten trips. Furthermore, Mrs. Ralenkotter took seven trips to Chicago totaling \$2,647.55. Mrs. Ralenkotter's personal travel by location is summarized in Table 8 below:

Table 8

Mary Jo Ralenkotter	2012	2013	2014	2015	2016	2017	Amount	Number of Trips
Burbank	\$ -	\$ 750.00	\$ 998.60	\$ 734.66	\$ -	\$ 167.18	\$ 2,650.44	10
Chicago	-	-	-	762.96	1,884.59	-	2,647.55	7
Las Vegas	-	-	-	495.98	-	-	495.98	2
Orange County	-	-	-	-	295.02	-	295.02	1
Oakland	99.20	-	-	-	-	-	99.20	1
Total	\$ 99.20	\$ 750.00	\$ 998.60	\$ 1,993.60	\$ 2,179.61	\$ 167.18	\$ 6,188.19	21

Burdett stated she was directed by Ralenkotter to use Southwest gift cards to pay for personal travel and that some of the gift cards were kept in Ralenkotter's top desk drawer. Lawson initially gave the gift cards to Ralenkotter and stated he was unaware that cards given to Ralenkotter were used for personal purposes and use of the gift cards was not questioned.

Prior to Eide Bailly's examination, Finger prepared a similar analysis of the Ralenkotter's personal travel totaling \$16,824.93 or \$617.12 more than Eide Bailly's total of \$16,207.81. The difference in totals is due to Finger's analysis including travel Mr. Ralenkotter's family members and office staff. Additionally, our analysis reflects differences in gift card amounts used in several instances.

Ralenkotter was presented Finger's list of personal travel that totaled \$16,824.93. As of the date of this report, outside legal counsel has reported that Ralenkotter has reimbursed all amounts that were identified as his responsibility.

F. Southwest Airline Gift Card Purchases and Travel Purchases

We compared the annual purchases of Southwest gift cards to LVCVA travel purchases made using Southwest gift cards from 2012 to 2017. Gift card amounts totaling \$50,188.39 cannot be traced to travel booked by the Agency based on the information produced in our search criteria. Based on the information available, we are unable to determine whether the \$50,188.39 was used for personal or business travel. Travel in 2015 reflects the largest difference of gift cards purchased compared to travel booked by the Agency and paid with a gift card. Table 9 below summarizes the difference of total LVCVA travel purchases made with Southwest gift cards and the total dollar value of Southwest gift cards purchased by the LVCVA for 2012 through 2017.

Table 9

Description	2012	2013	2014	2015	2016	2017	Gift Card Amount
Personal or Non-Business Travel Purchases	\$ 599.20	\$ 1,550.00	\$ 2,328.60	\$ 6,028.06	\$ 6,604.17	\$ 2,721.77	\$ 19,831.80
Business Travel Purchases	-	511.60	-	1,400.00	852.63	17,215.58	19,979.81
Travel Purchased with Southwest Gift Cards	599.20	2,061.60	2,328.60	7,428.06	7,456.80	19,937.35	39,811.61
Gift Cards Purchased from Southwest	10,000.00	12,000.00	15,000.00	27,000.00	12,000.00	14,000.00	90,000.00
Difference	\$ (9,400.80)	\$ (9,938.40)	\$ (12,671.40)	\$ (19,571.94)	\$ (4,543.20)	\$ 5,937.35	\$ (50,188.39)

G. Delta Airline Benefits

Using the IIO search criteria, we created a database of Delta certificates provided electronically to the LVCVA through employee email attachments from 2010 through 2017. Delta electronic certificates were received as part of a sales agreement with the LVCVA discussed below. Our IIO queries did not produce any actual flight reservations using the Delta certificates indicating the associated travel was not booked through the Agency. The certificates are not given in dollar amounts to be applied to a travel purchase. Instead, the certificates can be used for round trip fares in the 48 states or 50 states and Canada and are redeemed using a reference code, certificate number and redemption code within valid dates. We noted that 22 electronic credit vouchers were issued each with a value of \$500 which we included in the database.

Delta certificates were primarily sent to Art Jimenez former Director of Leisure Sales and Kelly Messina, the current Director. In all cases, the certificates were sent by Delta representatives, Jim Magrath or Jimmy Romo. Twenty certificates were received by Teri Forgue, assistant to Art Jimenez and later John Schreiber and nineteen certificates were received by Jean Burdett, Chris Meyer and Holly Dennis.

The LVCVA received a total of 343 Delta certificates from 2010 through 2017. In 2012, 12 of the total 40 and in 2016, 10 of the total 48 electronic certificates received were noted as electronic credit vouchers each with a value of \$500. The complete database of Delta certificates identified to date is summarized by year issued and recipient in Table 10 below:

Table 10

Description	2010	2011	2012	2013	2014	2015	2016	2017	Total
Art Jimenez	10	33	38	68	83	-	10	-	242
Kelly Messina	-	-	2	6	4	10	20	20	62
Teri Forgue	-	-	-	2	-	-	18	-	20
Jean Burdett / Chris Meyers	-	-	-	-	-	19	-	-	19
Total	10	33	40	76	87	29	48	20	343

Management provided a schedule of Delta certificates received by the LVCVA's Leisure Sales department from 2015 through 2017. When Messina assumed the position of Director of Leisure Sales, Delta certificates received and their ultimate use began to be recorded and logged. The LVCVA log of Delta certificates was compared to the database. The LVCVA inventoried 18 electronic certificates in 2015, 30 electronic certificates in 2016, and the same 20 certificates produced in the database in 2017. In 2016, the database produced 48 electronic certificates, however, 18 certificates were received by the Business Meetings department and the business purpose for those certificates was not recorded. Therefore, the database and the LVCVA log yielded the same 30 certificates in 2016. Presently it appears that the Leisure Sales department is appropriately recording the receipt and issue of Delta certificates.

The Business Meetings group also received Delta certificates in accordance with the agreement between LVCVA and Delta. Email correspondence shows the Business Meetings group received 19 electronic certificates in 2015 and 18 electronic certificates in 2016. The use of these certificates is unknown. These certificates are included in the database and 343 total Delta electronic certificates received by the LVCVA. John Schreiber, Director of Business Meetings, has overseen the certificate use for this group since Art Jimenez left the organization. Schreiber reported to management that use of the certificates by the Business Meetings group is challenging due to restrictions and blackout dates and that the Business Meetings group utilizes its own budget to satisfy flight requirements. Schreiber was not included in the initial searches of the LVCVA server, and his emails are not included in the database.

The emails produced in the IIO search criteria also include sales agreements between Delta and the LVCVA for the years 2011 to 2012 and 2014 to 2015. Finger provided the agreement for 2016 to 2017. The agreements include the following general terms:

- The LVCVA will include Delta in their ad campaigns.
- The LVCVA will provide Delta with shared space and promotion at tradeshow.
- The LVCVA will include Delta as an official "Preferred Partner" on their website.
- The LVCVA will include Delta in brochures, general information, and planning guides.
- The LVCVA will provide travel and entertainment costs for 50 people for agent on-site training in Las Vegas as well as host one joint sales mission quarterly in varying US locations.

In return, Delta will provide the LVCVA with the following travel certificates in each contract year:

- July 1, 2011 – June 30, 2012 - \$15,000 in travel certificates in \$400 increments.
- May 1, 2014 – April 30, 2015 - \$10,000 in travel vouchers plus five gold medallion status upgrades for each the Leisure Sales and Business Sales departments for a total of \$20,000 in Delta travel vouchers and 10 gold medallion status upgrades.
- July 1, 2016 – June 30, 2017 - \$15,000 in travel vouchers to the Leisure Sales department as well as \$15,000 in travel vouchers for the Business Sales department for a total of \$30,000.

Delta does not specify the total number of certificates provided to the LVCVA, therefore, the individual value of each certificate is unknown.

As of the date of this report, no further investigation of the use of the Delta certificates has been performed.

V. Recommendations

Controls have currently been implemented by the LVCVA over the use of promotional gift cards and certificates for airline travel. However, below is a list of recommendations to further strengthen controls over the receipt and use of gift cards and certificates:

- Record the purchase of gift cards in the LVCVA financial records as inventory and cash payment.
- Record the receipt of travel certificates in the LVCVA financial records as inventory and other income.
- Record the use of gift cards and travel certificates in the LVCVA financial records as an expense and reduction of inventory.
- Segregate duties and assign a designated custodian independent from the finance department the task of distributing the gift cards and travel certificates and maintaining a gift card/certificate log.
- Number the gift cards/certificates or record serial numbers in the log when received.
- Physically store and lock the gift cards in a secure area giving the custodian keys.
- Require written approval of gift card and travel certificate requests and document the recipient, date, business purpose and serial number in the log.
- Assign an employee other than the custodian the task of reconciling the log to the log requests and gift cards and travel certificates used monthly.
- Implement a written policy to inventory the gift cards and reconcile to the accounting subledger at fixed regular intervals (such as quarterly or semi-annual).

- Annual review of travel policies and guidelines to confirm implementation.

VI. Conclusion

Based upon the documentation provided and the analysis described in this report, the LVCVA, and primarily Brig Lawson, purchased a total of 616 Southwest gift cards totaling \$90,000 and paid for \$90,000 of gift cards with LVCVA funds from 2012 through 2017. During this time period, travel purchased with Southwest gift cards and booked by the Agency totaled \$39,811.61 leaving a total of \$50,188.39 of Southwest gift cards with no record of travel purchased. Personal or non-business travel purchased with Southwest gift cards totaled \$19,631.80 with 192 instances of gift cards used. Rossi and Mary Jo Ralenkotter used gift cards in 158 instances for 56 trips combined for a total of \$16,207.81 of travel purchased.

The LVCVA received a total of 343 Delta electronic certificates from 2010 through 2017. The email analysis indicates no flight reservations using the Delta certificates provided were booked by the Agency for business or personal use.

This report is based on information currently available. If additional information becomes available that is relevant to our analysis we reserve the right to supplement this report.



EIDE BAILLY LLP
Forensic and Valuation
June 8, 2018

PURPOSE OF BOARD POLICIES

Board policies are written rules, statements, principles, or directives for making decisions and taking action. Their purpose is to serve as a guide when the Board carries out its governance duties. They are not so specific as to eliminate management discretion within their delegated authorities. Policies also establish a standard and recommended way of acting in challenging situations. Board policies function as a protective mechanism for the organization and individuals when a decision is questioned and, by pointing to an approved policy, is the framework for explaining how a conclusion was reached. An adequate, functioning, and appropriate set of guiding policies is not a substitute for thinking and cannot eliminate mistakes, including simple oversights and poor judgment.

PREAMBLE

The nature and objectives of every organization materially affects its operations and related governing policies. Accordingly, this “Preamble” to the Policies summarizes the LVCVA mission and nature of its operations so that the Policies may be viewed in proper context.

Unlike a local municipality that provides water and sewer services to its citizens that have no alternative provider and virtually no promotion, advertising and public relations costs, LVCVA is a destination marketing organization that also operates one of the largest convention facilities in the world. The LVCVA competes for visitors with the largest and finest visitor destinations and convention facilities in the United States and around the world. As a marketing organization, it seeks and nurtures relationships that directly affect Clark County's revenues next month, next year, and for decades to come.

As the destination marketing organization for Clark County, Nevada, LVCVA's mission is to attract an ever-increasing number of visitors to Southern Nevada. The LVCVA is established by statute and is unlike a typical convention and visitor's bureau in that it is not a membership-based organization. Although the LVCVA is a political subdivision of the State of Nevada, the LVCVA Board is unique in that its 14 board members include 6 representatives from the private sector sharing the LVCVA's unique objectives. The LVCVA's Board oversees LVCVA's policies, internal and external audits, executive compensation, the Las Vegas Convention Center District, and, through a Chief Executive Officer referred to herein as the President/CEO, all other activities of the LVCVA. The activities that the President/CEO oversees directly within budgetary constraints and powers and duties delegated by the Board include, among others, marketing, operation of facilities, human resources, finance, and public affairs.

[Added November 14, 2017]

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BOARD POLICIES

LAS VEGAS CONVENTION AND VISITORS AUTHORITY

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BOARD POLICIES
LAS VEGAS CONVENTION AND VISITORS AUTHORITY

ARTICLE I – INTERNAL ADMINISTRATION OF BOARD OF DIRECTORS

Policy 1.01 – Number of Members.

The Board shall consist of the number of members provided in Nevada Revised Statutes (NRS) 244A.603.

[Adopted November 9, 2004; amended October 11, 2005]

Policy 1.02 – Term of Office.

The Board members' terms of office shall be conterminous with the term of office of elected members and for two (2) year terms for appointed members, and they shall be selected as provided by NRS 244A.603.

[Adopted November 9, 2004; amended October 11, 2005]

Policy 1.03 – Officers of the Board.

The officers of the Board shall be Chair, Vice-Chair, Secretary and Treasurer elected in January of each odd-numbered year, as provided by NRS 244A.605 and 244A.611. The term of office for all officers of the Board shall be two (2) years. Board officers may only serve for two (2) consecutive terms in any specific office.

[Adopted November 9, 2004; amended October 11, 2005; amended June 10, 2008 and November 14, 2017]

Policy 1.04 – Responsibilities of Board Members; Board Committees.

1. *Policy Making.* The Board serves as a policy-making body and employs a President/CEO to serve as LVCVA's chief executive officer. The Board has such other powers and duties as are imposed by the provisions of NRS 244A.597 through 244A.655. Each Board Member will be encouraged to attend a minimum of one (1) scheduled LVCVA promotion or event each fiscal year. Board Committees may be created by Board action and the size and membership determined by the Board with the Committee Chair and members to be selected by the Board Chair, subject to ratification by the Board.

2. LVCVA Mission Oversight Powers and Duties. The powers and duties of the Board are imposed by law and include the approval of:
 - a. the establishment, construction, purchase and / or other acquisition, reconstruction, improvement, extension and betterment of exposition buildings and convention halls and related financing thereof;
 - b. disposals of real and personal property, and assignment, transfer, or licensure of trademarks, service marks and other intellectual property; and
 - c. solicitation and promotion of tourism and gaming generally, including the leasing of the LVCVA's facilities pursuant to lease agreements for the holding of conventions, expositions, trade shows, entertainment, sporting events, cultural activities or similar uses reasonably calculated to produce revenue for the LVCVA and to enhance the local economy. The promotion of tourism, gaming or the use of facilities may include advertising and promoting the entire Southern Nevada area including facilities under control of the LVCVA and the resources of the entire community or area, including tourist accommodations, transportation, entertainment, and gaming and entering into contracts for advertising, including payment of a reasonable commission.
3. Delegation of Powers and Duties. The Board delegates to the President/CEO the authority to initiate, approve, and execute individual agreements and transactions valued under a certain dollar amount (currently \$100,000 including the value of subsequent amendments, if any), except that the Board must approve all acquisitions and dispositions of real property and the disposition of intellectual rights. When exercising such delegated authority, the President/CEO's reasonable intentions must be to further the LVCVA's mission within applicable budget constraints.
4. Review of Delegated Powers and Duties. For contractual commitments that have a dollar value that is less than the discretion granted to management, the Board shall inspect quarterly lists of such contractual commitments between \$50,000 and \$100,000 for possible questions and comments.
5. Performance and Compensation Reviews. Annually, the Board through its compensation committee shall review the performance and compensation of the President/CEO and Legal Counsel, and the compensation ranges for other "E" level employees. More specifically, the Compensation Committee performs the annual performance and compensation evaluations of the President/CEO and Legal Counsel, and the Board, based on recommendations of the Compensation Committee, is responsible for determining their compensation and benefits including bonus and goals. The President/CEO establishes salary, bonus and other benefit ranges for other "E" level employee positions that are reviewed annually by the Board through its Compensation Committee.

6. Committees of the Board. Board Committees may be created including establishing the number of members and membership by Board action with the Committee Chair and members to be selected by the Board Chair, after first soliciting the other Board Members' interest in serving in the various capacities and considering their relevant expertise, and subject to ratification by the Board. Each established committee shall have a separate charter approved by the Board that summarizes the committee's duties and responsibilities. All Board members must participate in at least one Committee, including all board committees and, if any, appointments to Las Vegas Events' Board.
7. Board Member Travel and Reimbursable Expenses. The purpose of this policy is: (1) to help Board Members understand the methods and processes used in LVCVA promotions and to better discharge the responsibilities imposed on them by statute; and (2) to conduct the business purposes of the LVCVA by representing the LVCVA and the Clark County destination. Direct observation is the most effective method for acquiring such knowledge. Board Members are encouraged to attend LVCVA events held in Clark County and one event outside of Clark County annually. Additional travel for domestic or foreign events is permissible dependent upon the educational need of the Board Member with concurrence of the Chairman and business purposes of the LVCVA. A Board Member who travels shall also report on the member's participation at the event attended outside of Clark County at the next regularly scheduled Board meeting.

Board Members shall adhere to the same travel and expense report policies as LVCVA's management, staff, and non-staff event participants. Such policies define and give examples and parameters of expenses that are reimbursable or not, incorporate the concept that business expenses must be reasonable, ordinary and necessary to LVCVA's mission, specify how to handle exceptions, and the nature and extent of required supporting documentation. Such policies also include the concept that travel is only authorized for a reasonable, typically minimum number, of persons necessary to carry out the business purpose and the route and mode of transportation must be consistent with scheduling needs. Such determinations typically consider the most direct, cost and time-efficient route, including, but not limited to, airfare and ground transportation availability and costs, alternate airports options, departure and travel times and their impact on work time, expediency, daily expenses, and similar measures of reasonable travel conditions.

8. Avoidance of Appearance of Conflict of Interest. Board Members shall avoid the appearance of conflict of interest. A Board Member shall not, except in de minimis amounts (less than \$400 annually):
- a) Seek or accept gifts, services, favors, employments, engagements, emoluments or economic opportunities from the LVCVA, its business partners, vendors and customers which would impair or, to a reasonable person, have the appearance of impairing the Board Member's professional honesty in the discharge of the Member's responsibility to further the mission of the LVCVA;
 - b) Use the Board Member's influence to secure or grant unwarranted privileges, preferences, exemptions or advantages for personal gain.
 - c) The above restrictions do not constrain the acceptance or request for tickets (maximum four tickets per event) to LVCVA and Las Vegas Events' sponsored events, meals and/or travel related to events and functions that the Board Member shall attend on behalf of and/or at request of the LVCVA. The prohibition does not extend to the acceptance of campaign contributions by elected representatives that serve as Board Members, pursuant to State laws.
9. Board Member Training. A Board Member shall have a sound working knowledge of the Policies and other information contained in orientation materials, including certain applicable provisions of the NRS and other laws pertaining to local government and the LVCVA. Each Board Member shall attend orientation training within 45 days of appointment. Legal Counsel shall provide the training and refresher training for each Board Member every 24 months. Board Members shall acknowledge receiving this training in writing. Similarly, executive and other management personnel responsible for the review and approval of transactions involving Board Members shall also attend similar bi-annual training and acknowledge receipt of such training in writing.
10. Hiring and termination of the President/CEO. The Board shall have sole authority for all decisions relating to the hiring and termination of the President/CEO.
11. Hiring and termination of the Legal Counsel. The Board shall have sole authority for all decisions relating to the hiring and termination of LVCVA's Legal Counsel. In making such decisions, the input and recommendation of the President/CEO will be considered. The Board may solicit and receive such other information as it deems appropriate for this purpose.
12. Approval of the Expense Reports of the President/CEO and Legal Counsel. The Board Treasurer or appropriately skilled Board Member designee (selection by the Chair) other than the Board Chair, shall review and approve the expense reports of the President/CEO and Legal Counsel.

13. Approval of Special Awards. The Board shall receive and approve annually recommendations from its Compensation Committee related to management's policy related to special awards, including but not limited to service awards and retirement gifts and approve the special awards policy. Prior Board approval is also required for any exceptions to the policy.
14. Las Vegas Convention Center District. The Board shall approve the strategic plans of the Las Vegas Convention District and all related development activities not delegated to the President/CEO or oversight panels appointed in accordance with laws and regulations.
15. Election of Officers. The process for the election of officers shall follow Robert's Rules and include the nomination of candidates "from the floor" for the positions of Chair, Vice-Chair, Secretary, and Treasurer and subsequent voting thereon by the Board members. Nominees for Chair and Secretary shall be from the elected board members and nominees for Vice-Chair and Treasurer shall be from the private sector members. Board Members shall receive notification of a scheduled reorganization at a regularly scheduled Board meeting and at least one month in advance of the election.

[November 9, 2004 and modified November 14, 2017]

Policy 1.05 – Responsibilities of the Chair of the Board.

The Chair shall:

1. Preside at all meetings of the Board and enforce the parliamentary rules.
2. Have the right to offer resolutions, and to discuss questions.
3. Have the power to vote on all matters.
4. Call special meetings of the Board whenever there is sufficient business to come before the Board, or upon written request of three (3) members of the Board.
5. Advise the President/CEO on agenda preparation for the meetings.
6. Sign all papers and documents as required by law or as authorized by action of the Board.
7. Have the power to administer oaths or affirmations to witnesses at personnel hearings.

8. Appoint chairs of Board Committees and members of Board Committees, subject to ratification by the Board.
9. Be an ex-officio member (non-voting) of any Board Committee.
10. Exercise such other powers as may be delegated to him/her by the Board.

[Adopted November 9, 2004; amended October 11, 2005]

Policy 1.06 – Responsibilities of the Vice Chair of the Board.

The Vice Chair shall, in the absence of the Chair, serve in the capacity and assume the duties of the Chair, taking action as appropriate to fulfill these responsibilities.

[Adopted November 9, 2004; amended October 11, 2005]

Policy 1.07 – Responsibilities of the Secretary and Treasurer of the Board.

There shall be separate Board Officers with the title of Secretary and one of Treasurer:

1. The Secretary shall cause to be kept a full and accurate record of the proceedings of the Board.
2. The Secretary shall be responsible to the Board for all matters pertaining to the care of the Board's records and documents.
3. The Secretary shall ensure that members of the Board are notified of meetings and that special meetings are called in conformance to law.
4. The Secretary shall call the Board meetings to order in the absence of the Chair and the Vice-Chair, and serve in the capacity of the Chair and assume the duties of the Chair.
5. The Secretary and the Treasurer shall have such duties as the Board may decide.
6. The Secretary and Treasurer shall perform such other duties as required by NRS 244A.611(2) and (3).

[Adopted November 9, 2004; amended October 11, 2005 and November 14, 2017]

Policy 1.08 – Statutes and Policies Governing Board Action.

1. The Board shall be governed by all applicable provisions of the law relating to “local government” and NRS 244A.597 *et seq.*, and by the Board policies adopted herein.

2. Policies:

The Board shall provide authorization and guidelines for the President/CEO. Implementation of such policies is the responsibility of the President/CEO. The formulation and adoption of written policies, particularly in regard to the proper authorization of transactions, and performance evaluation of the President/CEO constitute two methods, among others, by which the Board shall provide direction for the operation of LVCVA.

The President/CEO shall make recommendations on Board Policy adoption and revision of existing Policies at least annually. The Board Policies shall be collected and compiled in a separate record and maintained by the office of the President/CEO. Staff shall review these Policies annually and make modification recommendations to the Board for its consideration.

3. Indemnification: LVCVA shall indemnify the Board and staff against any and all costs incurred in legal actions that may be filed against such individuals based upon their performance of duties on behalf of LVCVA. The LVCVA shall maintain a sufficient amount of errors and omissions, or similar coverage, insurance to protect and indemnify Board members.

4. Exhibitor Policy: The Lessee shall secure compliance with all state and federal laws and/or regulations from any exhibitor who seeks to install its own booth (“Exhibitor”). The lessee shall ensure that the Exhibitor shall comply with all laws, rules and regulations related to booth installation and dismantling. The Lessee shall obtain from such Exhibitor a commercial general insurance policy in the amount of, at least, Two Hundred Fifty Thousand Dollars (\$250,000) which names LVCVA and Lessee as additional insureds.

[Adopted November 9, 2004; amended October 11, 2005 and November 14, 2017]

Policy 1.09 – Types of Meetings.

The Board shall hold the following types of meetings:

1. Regular Meetings, which are held on the second Tuesday of each month at 9:00 a.m. The meeting may be cancelled or another date set.

2. Recessed Meetings, which may be held at the discretion of the Board, since any legal meeting may be recessed to a specific time and place. Only items on the agenda of the meeting may be acted upon at the recessed meeting.
3. Special Meetings, which may be called by the Chair whenever there is sufficient business to come before the Board, or upon written request of three (3) members of the Board. Special Meetings are not official unless each member has been notified in writing of the time, place and purpose of the meeting by personal delivery of the notice at least three (3) working days before the meeting, or by notice deposited in the United States mails at least three (3) working days before the meeting, and posting notice as required by Nevada Open Meeting Law. Only those items of business contained in the notice of Special Meeting may be discussed and/or acted upon at such meeting.
4. Emergency Meetings, without notice, pursuant to Nevada Open Meeting Law.
5. Meetings may be closed to the public only when authorized by the Nevada Revised Statutes.
6. Biennial Organization Meeting. At the first meeting in January of each odd-numbered year, the Board meets and organizes by electing one of its members Chair; another, Vice-Chair; and a third, Secretary/Treasurer.
7. Committee meetings, on call of Committee Chair on three (3) working days notice to Committee members, and posting notice as required by Nevada Open Meeting Law.
8. Budget meetings as required by the Nevada Revised Statutes.

[Adopted November 9, 2004; amended October 11, 2005]

Policy 1.10 – Meetings of the Board.

All meetings of the Board and Committees are open to the public, with the exception of meetings, pursuant to the Nevada Revised Statutes, that the Board may close to the public. It is the policy of the Board that members of the public shall have the right to be heard at Board meetings.

[Adopted November 9, 2004; amended October 11, 2005]

Policy 1.11 – Agenda.

1. Development of the Agenda

A comprehensive agenda for regular and special Board meetings shall be prepared by the President/CEO and include sufficient backup detail to allow Board members to give prior consideration to items calling for action or discussion.

Any Board member who wishes to place an item on the agenda shall call the office of the President/CEO.

2. Any matter of business not on the agenda as herein provided shall be ruled “out of order” by the Board Chair.

[Adopted November 9, 2004; amended October 11, 2005]

Policy 1.12 – Quorum.

Unless otherwise specified in the Nevada Revised Statutes, in all meetings a majority of the members of the Board shall constitute a quorum for the transaction of business, and no action of the Board shall be valid unless such action shall receive the approval of a majority of all the members of the Board present.

[Adopted November 9, 2004; amended October 11, 2005]

Policy 1.13 – Parliamentary Procedure.

The Board meeting shall be conducted in compliance with Roberts Rules of Order, latest edition, with the exception that a second shall not be required for any motion to be put to a vote of the members, and the Board Chair, or in his/her place and stead, the presiding officer, may make a motion.

[Adopted November 9, 2004; amended October 11, 2005]

Policy 1.14 – Order of Business.

The order of business for each regular meeting of the Board shall be as follows. To change the order of business at any regular meeting of the Board for that meeting only, an affirmative majority vote of the Board members present at that meeting is required.

Call to Order

Invocation and Flag Salute

Approval of Including Tabled/Reconsideration Items to the Agenda

Approval of Agenda After Emergency Additions/Deletions

Approval of Minutes

Presentation – Discussion and Possible Action

Staff Reports (By Division)

Legal Counsel

Committees

Directors' Recognition/Travel Report

Questions from the Floor by the Public Adjournment

NOTE: All items on the agenda are for action by the Board unless otherwise noted.

[Adopted November 9, 2004; amended October 11, 2005, November 14, 2017]

Policy 1.15 – Board Minutes. The minutes of all official meetings of the Board and Committees are to be recorded and filed in the Board Office. Minutes are considered public records after approval by the Board and shall be available for inspection. A shorter version of the Board minutes will be drafted and used which would include the motions and indications of conversations which led to those motions, as opposed to verbatim minutes; the only exception being a closed session respecting personnel, for which verbatim minutes shall be prepared. Minutes of personnel items and meetings shall be recorded separately, and such minutes are not available for inspection by the public except as provided by the Nevada Open Meeting Law.

[Adopted November 9, 2004; amended October 11, 2005]

Policy 1.16 – Procedures for Contracts and Agreements Presented to Board. All contracts and agreements entered into in the name of LVCVA are required to have the approval (as to legality and form) of LVCVA's Legal Counsel before being presented to the Board for action. Notification of the approval of LVCVA's Legal Counsel will be made with the action item when it is submitted to the Board. Copies of all Board-approved contracts shall be lodged with the Secretary of the Board for safekeeping.

[Adopted November 9, 2004; amended October 11, 2005; amended July 10, 2012]

Policy 1.17 – Public Expenditures.

1. **Budget Requirements**

No expenditures shall be approved by the Board for which provision has not been made in the Budget. This shall not preclude such change or amendment to the Budget as shall be lawful.

2. Grants to Entities

- (a) Collection fee distributions to the contributing entities pursuant to NRS 244A.645 may be used by such entities for any purpose.
- (b) Annual grants for recreational purposes shall be used by such entities for capital improvements of recreation facilities.

[Adopted November 9, 2004; amended October 11, 2005]

BOARD POLICIES
LAS VEGAS CONVENTION AND VISITORS AUTHORITY

ARTICLE II – POWERS AND FUNCTIONS OF PRESIDENT/CEO

Policy 2.01 – Responsibilities of President /CEO.

The President/CEO shall act as LVCVA's chief executive officer. The President/CEO will formulate and implement policy in order to conduct LVCVA's day-to-day business within the budgetary and policy constraints set by the Board. The President/CEO shall also implement and administer all policies, plans and procedures approved by the Board. When necessary and appropriate, the President/CEO will bring policy recommendations and changes to the Board for approval.

Subject to any requirements set forth elsewhere in these Policies or under applicable law, the President/CEO shall:

1. Develop the objectives for LVCVA and submit said objectives to the Board for approval, adoption or revision.
2. Manage and supervise the business and affairs of LVCVA subject to the budget and policies approved by the Board.
3. Oversee management and operations of all departments of LVCVA, and make salary adjustments, bonus and salary range adjustments for all employees; provided that, the Board ultimately shall approve the compensation, bonus and salary range adjustments of LVCVA's Legal Counsel, after receiving the evaluation and recommendation of the President/CEO and Compensation Committee as provided in Policy 3.03. The President/CEO shall recommend to the Board for approval all title changes and salary range adjustments for "E" level positions.
4. Make recommendations to the Board regarding non-salary benefits that are obtained for LVCVA's employees.
5. Be responsible for establishing and adjusting car allowances for all LVCVA employees, except for the President/CEO.
6. Ensure that LVCVA policies are uniformly understood and administered by his/her subordinates.
7. Review, coordinate and submit to the Board all annual plans and operating budgets as required.

8. Take a leadership role in the promotion of the cultural aspects of the Las Vegas/Clark County community.
9. Analyze overall operating results of LVCVA departments relative to plans, recognize achievement and ensure that appropriate steps are undertaken to correct unsatisfactory conditions.
10. Provide leadership in maintaining and enhancing the good reputation of LVCVA, and its favorable reputation with clients, employees, colleagues and the public.
11. The President/CEO's responsibilities include establishment of the limits of subordinates regarding reimbursable expenses and other expenditures, contractual commitments, and all other internal operation and personnel policies not specified by the Board. Personnel policies related to Legal Counsel are at the sole discretion of the Board. (Rev. November 14, 2017)
12. Coordinate the efforts of all departments to ensure the most cost-effective delivery of service to the Las Vegas convention and travel industry.
13. Approve all LVCVA expenditures under \$100,000. (Rev. 8/8/06)
14. Be authorized to negotiate rental rates for non-profit organizations.
15. Attend all regular, recessed and special meetings of the Board and Board Committees, whenever possible.
16. Unless otherwise directed by Board action, formulate and conduct any and all lobbying efforts on issues that relate to or affect LVCVA and/or the destination.
17. Prepare a draft agenda for each regular, recessed and special meeting of the Board and Board Committees, submit such draft to the Board Chair or Committee Chair, as applicable, for input and thereafter give notice of such meeting together with the time, place and location, as required by the Nevada Open Meeting Law.
18. Negotiate and execute all facility leases for LVCVA.
19. Formulate and submit to the Board for approval building lease rates.
20. Establish and implement employee policies and procedures.
21. Recommend and implement an Investment Policy, as established by the Board, and submit to the Board an annual investment review as set forth in Section VI(C) of the Investment Policy at the annual budget meeting.

Recommend and submit for approval a Compensation Committee Charter or changes thereto, as established by the Board. Recommend and submit for approval changes to the Audit Committee Charter, as established by the Board.

22. Make recommendations to the Board regarding the following items, all of which shall require prior Board approval, subject to such exceptions and/or additional approvals as may be set forth elsewhere in these Policies or under applicable law:
- (a) Establish the name of the organization or its facilities.
 - (b) Set paid parking fees.
 - (c) Approve policies relating to exhibitor installation of their own booths.
 - (d) Approve policies regarding minutes of Board meetings.
 - (e) Approve policies regarding Board meeting frequency and location.
 - (f) Approve bond covenants and other related documentation.
 - (g) Approve Budget Transfers within the requirements of the Nevada Revised Statutes.
 - (h) Conduct the President/CEO's annual evaluation, set the President/CEO's goals and determine the President/CEO's salary and benefits.
 - (i) Approve write-offs individually in excess of \$100,000. (Rev. 8/8/06)
 - (j) Approve collection distributions.
 - (k) Approve grants and grant funding guidelines.
 - (l) Approve real property related activities, including purchases, sales and easements.
 - (m) Approve the Budget and Comprehensive Annual Financial Report(s).
 - (n) Approve debt service payments.

- (o) Select Independent Audit Firms, in consultation with the Board's Audit Committee.
 - (p) Approve or ratify (as applicable) any single Workers Compensation settlement over \$100,000. (Rev. 8/8/06)
 - (q) Approve any and all budget augmentations.
 - (r) Approve any document or action required by law to be approved by the Board.
23. The President/CEO shall be authorized to approve the procurement of emergency contracts, in accordance with NRS 332.115. The President/CEO or LVCVA's Legal Counsel shall be required to notify the Board at the first Board meeting following the procurement of any such emergency contract. (REV 11/14/17)
24. Perform such other duties as the Board may from time to time assign to the President/CEO.

[Adopted November 9, 2004; amended October 11, 2005 , 8/8/06, 11/14/17]

Policy 2.02 – Compensation and Evaluation of President/CEO.

The Compensation Committee of the Board shall be responsible for performing the annual evaluation of the President/CEO, and the Board, based on a recommendation of the Compensation Committee, shall be responsible for determining the compensation and benefits of the President/CEO, including, without limitation, the President/CEO's bonus and goals.

[Adopted October 11, 2005]

BOARD POLICIES
LAS VEGAS CONVENTION AND VISITORS AUTHORITY

ARTICLE III – POWERS AND FUNCTIONS OF LEGAL COUNSEL

Policy 3.01 – Responsibilities of Legal Counsel.

Subject to any requirements set forth elsewhere in these Policies or under applicable law, LVCVA's Legal Counsel shall:

1. Act as attorney representing the organization, and advise the Board, the President/CEO and other members of LVCVA staff regarding legal questions arising in the conduct of LVCVA's operations, and have primary responsibility for assuring the implementation of an effective legal compliance system under the oversight of the Board.
2. Make recommendations for Board policies, resolutions and other documents or procedures affecting LVCVA's legal position.
3. Give an opinion upon any legal matter or question submitted by the Board or the President/CEO.
4. Attend all regular, recessed and special meetings of the Board and Board Committees, whenever possible.
5. Assist the Board Chair and the President/CEO in the preparation of agenda for all regular, recessed and special meetings of the Board and Board Committees and the giving of notice thereof as required by the Nevada Open Meeting Law.
6. Review and approve as to form and legality all agreements, contracts, leases, bonds, insurance policies, instruments and other documents to which LVCVA proposes to become a party or otherwise bound.
7. Determine, in consultation with the President/CEO and professional advisers, as appropriate, when cease and desist letters should be sent, in accordance with Policy 4.04.
8. Oversee and report on litigation and other legal proceedings in which LVCVA is involved.
9. Inform the Board and the President/CEO of any legislation or other legal matters that could reasonably be expected to have a material effect on LVCVA.

10. Instruct Board Members regarding the policies contained herein, statutory responsibilities, and information in other orientation materials within 30 days of a Board Member's appointment and refresher training every 24 months thereafter. Legal Counsel shall also provide similar training to executive and other management personnel responsible for the review and approval of transactions involving Board Members. (Added November 14, 2017)
11. Manage LVCVA's legal affairs generally, including, but not limited to, the hiring/firing, evaluation and compensation of any associate attorneys and other legal personnel.
12. Receive and address notifications of suspected violations of LVCVA's conflict of interest policy, in accordance with Policy 8.02.
13. Make changes to LVCVA contracts with third parties when legally necessary as determined by the LVCVA's Legal Counsel. Any such changes shall not materially change the scope of the contract or change the monetary consideration under the contract. (Added November 14, 2017)
14. Legal Counsel shall act as risk manager of the LVCVA and be responsible for the acquisition of all insurance and acquisition of risk mitigation products or processes. (Added November 14, 2017)
15. Perform such other duties as the Board may from time to time assign to LVCVA's Legal Counsel.

LVCVA's Legal Counsel shall not engage in the private practice of law without the Board's prior approval, and then only upon such conditions as the Board may impose.

[Adopted October 11, 2005 and November 14, 2017]

Policy 3.02 – Reporting Relationship of Legal Counsel.

The following provisions shall govern the reporting relationship of LVCVA's Legal Counsel:

1. On a day-to-day basis, LVCVA's Legal Counsel shall report to the President/CEO and shall take direction from the President/CEO on strategic and business matters within the President/CEO's authority, consistent with requirements of law, these Policies and the current and future ethical standards of conduct adopted by the Supreme Court of Nevada applicable to lawyers licensed to practice law in Nevada. In order to perform their obligations to LVCVA, Board members shall have complete and open access to LVCVA's Legal Counsel.

2. On a quarterly basis, LVCVA's Legal Counsel shall report to the Board Chair regarding any material legal matters relating to LVCVA. These matters shall include, but are not limited to: (a) the status of any material legal proceedings to which LVCVA is a party or in which LVCVA is otherwise involved; (b) any significant issues or concerns relative to compliance with applicable legal requirements, including potential or ongoing material violations of law by, and breaches of fiduciary duty to LVCVA or violations of these Policies by, LVCVA or any of its directors, officers and/or employees; and (c) any matters of a legal nature which could result in a material risk of loss or liability to LVCVA.
3. In addition to the reporting requirements set forth above in this Policy 3.03 and below in Policy 8.02, if LVCVA's Legal Counsel becomes aware of (a) any material violation of law, breach of fiduciary duty or violation of these Policies or (b) any other legal matter that may present an imminent substantial risk to LVCVA's interests, then LVCVA's Legal Counsel shall report such violation, breach or other matter to the Board Chair as soon as is reasonably practicable.
4. To assure independence and candor, reporting by LVCVA's Legal Counsel under Items 1, 2, and 3 above shall be protected in accordance with the provisions of Item 12 of Policy 8.01.

[Adopted October 11, 2005 and revised November 14, 2017]

Policy 3.03 – Compensation and Evaluation of Legal Counsel.

The compensation of LVCVA's Legal Counsel is established by the Board. The President/CEO shall perform an annual evaluation of LVCVA's Legal Counsel, consistent with LVCVA's executive-level compensation program and practices, and based on such evaluation, the President/CEO shall make a recommendation to the Compensation Committee regarding the compensation of LVCVA's Legal Counsel. The Compensation Committee then shall perform its evaluation and make its recommendation to the Board regarding the compensation of LVCVA's Legal Counsel. The Board ultimately shall be responsible for approving the compensation of LVCVA's Legal Counsel after full consideration of such evaluation and recommendation. The Board may solicit and receive such other information as it deems appropriate for this purpose.

[Adopted October 11, 2005]

Policy 3.04 – Retention of Outside Legal Counsel.

LVCVA's Legal Counsel, after consultation with the President/CEO, shall be authorized to retain outside legal counsel, subject to ratification by the Board at its next meeting. At the conclusion of each significant legal action, LVCVA's Legal Counsel shall provide to the Board a summary of the important aspects of the legal action, including a report on the outcome of the legal action. Engagements of outside counsel to advise the Board, or by a Committee of the Board, for special investigations or independent advice should be made and structured to assure independence and direct reporting to the Board or the Committee.

[Adopted October 11, 2005]

BOARD POLICIES
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ARTICLE IV – INTELLECTUAL PROPERTY MANAGEMENT

Policy 4.01 – Ownership.

LVCVA always shall be identified as the owner of trademarks or service marks that LVCVA chooses to register, and LVCVA shall retain ownership of such marks.

[Adopted October 11, 2005]

Policy 4.02 – Registration.

The LVCVA Legal Counsel, with input from the President/CEO shall make the determination regarding whether particular trademarks and service marks should be registered with any state or the federal Patent and Trademark Office.

[Adopted October 11, 2005, Rev. November 14, 2017]

Policy 4.03 – Transfer.

Prior Board approval shall be required with respect to any permanent assignment, transfer, or license of trademarks, service marks and other intellectual property owned by LVCVA. Prior Board approval shall not be required if the license of such trademarks, service marks or other intellectual property is limited to integrated promotions and the President/CEO and Legal Counsel approve such license.

[Adopted October 11, 2005, Rev. 8/8/06, Rev. November 14, 2017]

Policy 4.04 – Cease and Desist Letters.

LVCVA's Legal Counsel, after consultation with appropriate professional advisers, shall determine when cease and desist letters should be sent. Only LVCVA (including its Legal Counsel) or outside legal counsel to LVCVA shall be authorized to send cease and desist letters relating to LVCVA-owned trademarks, service marks and other intellectual property.

[Adopted October 11, 2005, Rev. November 14, 2017]

Policy 4.05 – Litigation.

Board notifications shall be required prior to instituting litigation in Federal Court to enforce LVCVA's intellectual property rights, Board notification is not required to file and prosecute an administrative action. In the rare case where such prior approval is impractical, and delay would prejudice LVCVA's interests, the President/CEO, with the concurrence of LVCVA's Legal Counsel, shall be authorized to initiate litigation, subject to ratification by the Board at the first Board meeting thereafter.

[Adopted October 11, 2005, Rev. November 14, 2017]

BOARD POLICIES
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ARTICLE V – ACQUISITION AND DISPOSITION OF PROPERTY

Policy 5.01 – Acquisition of Personal Property.

Prior Board approval shall be required for any purchase or other acquisition of personal property involving an expenditure that is over the authority delegated by the Board to the President/CEO.

[Adopted October 11, 2005, Rev. 8/8/06, Rev. November 14, 2017]

Policy 5.02 – Disposition of Personal Property.

Prior Board approval shall be required for any sale and other disposition of personal property having an estimated fair market value that is over the authority delegated by the Board to the President/CEO.

[Adopted October 11, 2005, Rev. 8/8/06, Rev. November 14, 2017]

Policy 5.03 – Acquisition of Real Property.

Prior Board approval shall be required for any purchase or other acquisition of real property.

[Adopted October 11, 2005]

Policy 5.04 – Disposition of Real Property.

Prior Board approval shall be required for any sale or other disposition of real property.

[Adopted October 11, 2005]

BOARD POLICIES
LAS VEGAS CONVENTION AND VISITORS AUTHORITY

ARTICLE VI – PROCUREMENT OF GOODS AND SERVICES

Policy 6.01 – Procurement of Goods and Services Generally.

Prior Board approval shall be required for any procurement of goods or services, including professional services, for an amount that is over the authority delegated by the Board to the President/CEO, including the cost of subsequent adjustments, if any.

[Adopted October 11, 2005, Rev. 8/8/06, Rev. November 14, 2017]

Policy 6.02 – Sole Source Procurements.

Prior Board approval shall be required for any sole source procurement over \$100,000; In the rare case where such prior approval is impractical, and delay would prejudice LVCVA's interests, the President/CEO, with the concurrence of LVCVA's Legal Counsel, shall be authorized to enter into a sole source procurement involving an amount of more than \$100,000 subject to ratification by the Board at the first Board meeting after the award or purchase.

[Adopted October 11, 2005, Rev. 8/8/06]

Policy 6.03 – Amendments to Contracts and Agreements.

Prior Board approval shall be required for any amendment to a contract or agreement in cases where: (i) the amendment, together with any prior amendments not approved by the Board, involves an amount of \$100,000 or more; or (ii) the amendment is to a contract or agreement that was not originally approved by the Board and the amount of the amendment, together with the original contract or agreement amount and the amount of any prior amendments not approved by the Board, is \$100,000 or more. Subject to any requirements set forth elsewhere in these Policies or under applicable law, the President/CEO shall be authorized to approve any other amendments. The President/CEO shall notify the Board at its next meeting of any such amendment to a contract or agreement that was originally approved by the Board or for which a prior amendment was approved by the Board; provided, however, that Board notification shall not be required for any amendment that both (a) does not involve a change in the monetary amount of the contract and (b) does not otherwise materially affect either party's rights or obligations thereunder.

[Adopted October 11, 2005, Rev. 8/8/06]

BOARD POLICIES
LAS VEGAS CONVENTION AND VISITORS AUTHORITY

ARTICLE VII – PUBLIC WORKS PROJECTS

Policy 7.01 – Procurement of Public Works Projects.

Prior Board approval shall be required for any procurement of a public works project involving an amount that exceeds the authority delegated by the Board to the President/CEO, including subsequent amendments, if any.

[Adopted 11/14/17]

Policy 7.02 – Contingencies and Change Orders.

Subject to any requirements set forth elsewhere in these Policies or under applicable law, once the contingency amount for a public works project is approved by the Board, the President/CEO shall be authorized to approve uses of the contingency amount (by change order or otherwise) and shall notify the Board of any such use by way of a quarterly report to the Board. However, prior Board approval shall be required for any change orders that would cause the contingency amount to be exceeded, and therefore require an amendment in the total contract amount. With respect to any public works project for which the Board does not approve a contingency amount, subject to any requirements set forth elsewhere in these Policies or under applicable law, the President/CEO shall be authorized to approve any additive change orders involving an amount of less than 10% (net) of the original bid amount (taking into account any previous change orders not approved by the Board). The President/CEO shall notify the Board by way of a quarterly report to the Board of any such change order to a contract that was originally approved by the Board or for which a prior change order was approved by the Board.

[Adopted October 11, 2005, Rev. 7/12/16]

Policy 7.03 – Plans and Specifications.

Board or Committee approval of plans and specifications shall not be required prior to advertising for bids for any public works project.

[Adopted October 11, 2005]

BOARD POLICIES
LAS VEGAS CONVENTION AND VISITORS AUTHORITY

ARTICLE VIII – CODE OF CONDUCT & CONFLICTS OF INTERESTS POLICY

Policy 8.01 – Code of Conduct & Conflicts of Interests Policy.

1. Purpose.

The public that LVCVA serves is entitled to fair, ethical and accountable government. To this end, the Board has adopted this Code of Conduct & Conflicts of Interests Policy in effort to ensure that:

- (a) LVCVA's directors, officers and employees comply with both the letter and spirit of the laws, rules and regulations applicable to LVCVA;
- (b) LVCVA's operations are conducted in a manner that is independent, impartial and fair, for the public good and not for personal gain; and
- (c) LVCVA's deliberations are conducted openly, unless legally confidential, in an atmosphere of respect and civility.

[Adopted October 11, 2005, generally revised on 11/14/17 to eliminate references to NRS]

2. Act in the Public Interest.

Recognizing that stewardship of the public interest must be their primary concern, LVCVA's directors, officers and employees shall work for the common good of the public that LVCVA serves and not for any private or personal interest, and they shall endeavor to ensure fair and equitable treatment of all persons, claims and transactions coming before the Board.

[Adopted October 11, 2005]

3. Compliance with Laws, Rules and Regulations.

In the performance of their duties, directors, officers and employees shall comply with the laws of the United States and the State of Nevada and all applicable rules, regulations, ordinances, codes and policies. If a director, officer or employee has any question about the applicability or meaning of any such law, rule, regulation, ordinance, code or policy, he or she should consult with LVCVA's Legal Counsel or outside legal counsel retained by LVCVA, as appropriate.

[Adopted October 11, 2005]

4. Compliance with Nevada Open Meeting Law and Public Records Law.

For purposes of ensuring government that is open and accountable to the public, LVCVA shall comply at all times with all applicable requirements under the Nevada Open Meeting Law and the Nevada Public Records Law.

[Adopted October 11, 2005]

5. Non-Disclosure of Confidential Information.

Except as required by law, no director, officer or employee shall disclose any confidential information relating directly or indirectly to LVCVA or use any such confidential information for any purpose other than in connection with LVCVA business. This prohibition on disclosure of confidential information shall remain in effect notwithstanding the termination of any director's, officer's or employee's service. For purposes of this Policy 8.01, "confidential information" means information that is not subject to disclosure under the Nevada Public Records Law (NRS 239.005 *et seq.*) or is properly the subject of discussion in closed session under the Nevada Open Meeting Law.

[Adopted October 11, 2005]

6. Conflicts of Interests.

Directors, officers and employees shall be governed by the laws of the State of Nevada in regard to conflicts of interests. No director, officer or employee shall receive unlawful compensation, commission or personal profit in the course of performing his or her duties. No director, officer or employee shall use his or her office or position for unlawful purposes or personal gain. Unless otherwise permitted by this Policy 8.01 and applicable law a director, officer or employee shall disqualify himself or herself from participating in any decision in which he or she has a pecuniary or personal interest. Any such pecuniary or personal interest shall be disclosed in accordance with all applicable legal requirements.

Directors, officers and employees are subject to requirements under the Nevada Ethics in Government Law (promulgated to govern the conduct of public officers and employees. These requirements include, but are not limited to, requirements related to the acceptance of gifts and services voting bidding on contracts and honoraria. Additional requirements are contained in other sections of the Nevada Revised Statutes, such as the restriction on demanding or receiving free tickets and passes contained in LVCVA's organic statute.

[Adopted October 11, 2005]

7. Nepotism.

Nevada law prohibits generally the hiring of relatives within the third degree of consanguinity or affinity. Nevada law provides that any person violating any of its provisions is guilty of a gross misdemeanor. Consanguinity is a blood relationship within a family of the same descent. Affinity is a marriage or other legal relationship (such as adoption) formally recognized by the State of Nevada. Relationships within the third degree of consanguinity or affinity include:

- (a) a person's spouse, child, parent, sibling, half-sibling or step-relative in the same relationship;
- (b) the spouse of such person's child, parent, sibling, half-sibling or step-relative; and
- (c) such person's in-laws, aunt, uncle, niece, nephew, grandparent, grandchild or first cousin.

It is the policy of the LVCVA to comply with Nevada law and generally preclude the hiring of any person within the third degree of consanguinity of an LVCVA employee who works in the following divisions/departments: Executive Division, the Finance, Information Technology, Purchasing and Security Departments.

[Adopted October 11, 2005; amended June 10, 2008]

8. Receipt of Gifts, Use of LVCVA Position or Resources, etc.

As provided in Nevada law, no director, officer or employee shall (see also Board Policy 1.04(8)):

- (a) seek or accept gifts, services, favors, employments, engagements, emoluments or economic opportunities which would tend improperly to influence a reasonable person in his or her position to depart from the faithful and impartial discharge of his or her public duties;
- (b) accept any salary, retainer, augmentation, expense allowance or other compensation from any private source for the performance of his or her duties as a public officer or employee;
- (c) use his or her position in government to secure or grant unwarranted privileges, preferences, exemptions or advantages for himself or herself, any business entity in which he or she has a significant pecuniary interest, or any person to whom he or she has a commitment in a private capacity to the interests of that person; or

- (d) use governmental time, property, equipment or other facility to benefit his or her personal or financial interest.

[Adopted October 11, 2005, rev November 14, 2017]

9. Financial Disclosure Statements.

All directors who are subject to the requirements of Nevada law *et seq.* (and any other persons subject to such requirements) shall file statements of financial disclosure with the Nevada Commission on Ethics or Nevada Secretary of State, as applicable and/or all Board Members and the executive level employees of the LVCVA shall file with the Board Secretary a financial disclosure statement every two (2) years. Such statements of financial disclosure must include, among other things, a list of all gifts in excess of an aggregate value of \$200 from a donor during the preceding taxable year, subject to certain exceptions (*e.g.*, a gift received from a person who is a relative within the third degree of consanguinity or affinity). In addition, an acknowledgement that such director (or such other person) has received, read and understands the statutory ethical standards shall be filed in accordance with Nevada law.

[Adopted October 11, 2005 and November 14, 2017]

10. Accuracy of LVCVA Records.

With respect to any records that he or she creates in connection with the performance of his or her duties on behalf of LVCVA, each director, officer and employee shall endeavor to ensure that such records, including travel and expense reports, are created in a truthful and accurate manner, reflecting the true nature of any transactions that they record. The making of false or misleading entries in any record is strictly prohibited. No director, officer or employee shall make any payment or establish any account on LVCVA's behalf with the understanding that any part of such payment or account is to be used for a purpose other than as described by the supporting records. No director, officer or employee shall use any fictitious entities, sales, purchases, services, loans or other financial arrangements for any purpose relating to LVCVA.

[Adopted October 11, 2005]

11. Retention of LVCVA Records.

LVCVA shall retain records in compliance with all applicable laws, rules and regulations. All records that may be responsive to a subpoena or relevant to pending or imminent litigation or governmental investigation or audit shall be retained until LVCVA's Legal Counsel or outside legal counsel retained by LVCVA, as appropriate, instructs otherwise.

[Adopted October 11, 2005]

12. Interference with or Retaliation for Disclosure of Improper Governmental Action.

In accordance with the Nevada Law, no director, officer or employee shall directly or indirectly use or attempt to use his or her official authority or influence to intimidate, threaten, coerce, command, influence or attempt to intimidate, threaten, coerce, command or influence another director, officer or employee in an effort to interfere with or prevent the disclosure of information concerning improper governmental action. For these purposes, use of "official authority or influence" includes taking, directing others to take, recommending, processing or approving any personnel action such as an appointment, promotion, transfer, assignment, reassignment, reinstatement, restoration, reemployment, evaluation or other disciplinary action. In addition, for purposes of this Policy 8.01, "improper governmental action" shall include a violation or suspected violation of this Policy 8.01, in addition to the items included within the definition of "improper governmental action" under Nevada law.

[Adopted October 11, 2005]

13. Distribution and Acknowledgment of Policy.

Copies of this Policy 8.01 shall be distributed upon its adoption to all then-current directors, officers and employees, each of whom shall be asked to sign an acknowledgement to the effect that he or she has read this Policy 8.01 and agrees to abide by its terms. In addition, each newly-appointed director and each newly-hired officer and employee shall be given a copy of this Policy 8.01 and asked to sign such an acknowledgement in connection with the commencement of his or her service.

[Adopted October 11, 2005]

14. Waivers of Policy.

It is expected that waivers of this Policy 8.01 will rarely if ever be requested or granted. The grant of any such waiver must be approved by the Board at a duly-convened meeting thereof, at which there shall be an opportunity for public comment with respect to such proposed waiver.

[Adopted October 11, 2005]

15. Disciplinary Action for Violations.

Any person who violates this Policy 8.01 shall be subject to disciplinary action, including, without limitation, reprimand or dismissal, in addition to any applicable criminal, civil and administrative penalties.

[Adopted October 11, 2005]

Policy 8.02 – Notification of Violations.

Any director, officer or employee who becomes aware of any violation or suspected violation of Policy 8.01 shall report such alleged violation in writing to LVCVA's Legal Counsel. As appropriate, LVCVA's Legal Counsel shall report such alleged violation to the Board Chair, the full Board or a Committee designated by the Board to receive such reports, in addition to any other notification required by law. Any violation or suspected violation of Policy 8.01 involving LVCVA's Legal Counsel shall be reported directly to the Board Chair.

[Adopted October 11, 2005]



**NOTICE OF PUBLIC MEETING
AUDIT COMMITTEE MEETING**

**WEDNESDAY, APRIL 25, 2018
1:00 P.M.**

**Las Vegas Convention Center – Board Room
3150 Paradise Road
Las Vegas, NV 89109**

Audit Committee:

**Bill Noonan, Chair
Gregory Lee, Vice Chair
Councilwoman Michele Fiore
Mayor Pro Tem Peggy Leavitt
Councilman George Rapson
Mary Beth Sewald
Commissioner Lawrence Weekly**

**THIS MEETING IS IN COMPLIANCE WITH THE NEVADA OPEN MEETING LAW
AND HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:**

**Las Vegas Convention and Visitors Authority (LVCVA) – 1st Floor Administration Offices
3150 Paradise Road, Las Vegas, NV 89109**

**Clark County Government Center
500 South Grand Central Parkway, Las Vegas, NV 89155**

**Clark County Law Library
309 South 3rd Street, Las Vegas, NV 89101**

**Grant Sawyer State Office Building
555 E Washington Avenue, Las Vegas, NV 89101**

**LVCVA Website: www.lvcva.com/agenda
Nevada Public Notice Website: <https://notice.nv.gov/>**

**ITEMS ON THE AGENDA ARE FOR POSSIBLE ACTION BY THE COMMITTEE,
UNLESS STATED OTHERWISE.
ITEMS MAY BE TAKEN OUT OF ORDER.
ITEMS MAY BE COMBINED FOR CONSIDERATION.
ITEMS MAY BE REMOVED FROM THE AGENDA OR DELAYED AT ANY TIME.**

AGENDA

OPENING CEREMONIES

Call to Order
Pledge of Allegiance

COMMENTS FROM THE FLOOR BY THE PUBLIC

Items raised under this portion of the agenda cannot be deliberated or acted upon until the notice provisions of the Nevada Open Meeting Law have been met. If you wish to speak to the Board of Directors at this time, please step up to the podium and clearly state your name and spell your first and last name for the record. COMMENTS ARE LIMITED TO THREE (3) MINUTES IN LENGTH AND MUST PERTAIN TO AGENDA ITEMS ON THIS AGENDA.

APPROVAL OF AGENDA

Approval of, including in this Agenda, the consideration of tabled and/or reconsideration items.
For possible action.

Approval of this Agenda after adding emergency items/deleting items.
For possible action.

Approval of the Minutes from the February 27, 2018, Audit Committee Meeting.
For possible action.

STAFF REPORTS - DISCUSSION AND POSSIBLE ACTION

A. Staff Travel Policy Review Update

The Audit Committee Chair will provide a summary of reviewed staff travel policies that have been revised or will be revised in the near future and may have a report presented regarding the same.

This is an information item. Not an action item.

B. Update on Process of Hiring Vice President of Internal Audit

The Audit Committee Chair will provide an update and status on the hiring of a new Vice President of Internal Audit.

This is an information item. Not an action item.

SET NEXT MEETING DATE

The next Audit Committee meeting will be at the call of the Chair.

DIRECTORS' RECOGNITION

COMMENTS FROM THE FLOOR BY THE PUBLIC

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ADJOURNMENT

Persons are invited to submit written remarks for all matters, both on and off the agenda. Written remarks presented for inclusion in the Board of Directors' minutes must be flat, unfolded, on paper of standard quality, and 8½ by 11 inches in size. Written remarks shall not exceed five (5) pages in length. The LVCVA will not accept for filing any submission that does not comply with this rule. On a case-by-case basis, the Board of Directors may permit the filing of noncomplying [sic] written remarks, documents, and related exhibits pursuant to NRS 241.035(1)(e).

Board of Directors' meeting rooms are accessible to persons with disabilities. If special arrangements are required, please contact the Customer Safety Department at: 702-892-7400, which is a 24-hour Dispatch Control Center, or contact Courtney Lipski in the Board Office at: 702-892-7511.

Members of the Board may participate in this meeting via telephone conference call. The general public may listen to the conference call at the above-referenced meeting location.

For information or questions regarding this agenda please contact:
Courtney Lipski, Executive Assistant to the Board of Directors
3150 Paradise Road, Las Vegas, Nevada 89109
702-892-7511 or clipski@lvcva.com



**Audit Committee Meeting
April 25, 2018
Minutes**

The Audit Committee Meeting of the Board of Directors of the Las Vegas Convention and Visitors Authority (LVCVA) was held on April 25, 2018, at the Las Vegas Convention Center, 3150 Paradise Road, Las Vegas, Nevada 89109. This meeting was properly noticed and posted in compliance with the Nevada Open Meeting Law.

Audit Committee Members:

Present unless otherwise noted.

- Bill Noonan, Chair**
- Gregory Lee, Vice Chair**
- Councilwoman Michele Fiore
- Mayor Pro Tem Peggy Leavitt
- Councilman George Rapson.....*via telephone*
- Mary Beth Sewald
- Commissioner Lawrence Weekly

LVCVA Executive Staff in Attendance

- Rossi Ralenkotter, Chief Executive Officer
- Steve Hill, President/COO
- Luke Puschnig, Esq., CEM, Legal Counsel
- Barbara Bolender, Chief People Officer
- Ed Finger, Chief Financial Officer
- Jacqueline Peterson, Chief Communications & Public Affairs Officer
- Cathy Tull, Chief Marketing Officer
- Terry Jicinsky, Senior Vice President of Operations

OPENING CEREMONIES

Chair Bill Noonan called the meeting to order at 1:00 p.m.

FLAG SALUTE The Pledge of Allegiance was performed.

COMMENTS FROM THE FLOOR BY THE PUBLIC

There were no comments from the floor by the public.

APPROVAL OF AGENDA

**APPROVAL OF
THE AGENDA
AND MINUTES**

Vice Chair Gregory Lee moved and it was carried by unanimous vote of the voting members present, including Member George Rapson via telephone, to approve the April 25, 2018, Audit Committee Meeting agenda and the February 27, 2018, Audit Committee Meeting minutes.

Chair Bill Noonan thanked the Audit Committee members for their participation in the meeting.

STAFF REPORTS – DISCUSSION AND POSSIBLE ACTION

ITEM A. Staff Travel Policy Review Update

Chair Bill Noonan provided a summary of reviewed staff travel policies regarding the use of donated travel benefits, as well as implemented best practices and policy amendments. Chair Noonan discussed the necessary outside review of such policies and introduced the LVCVA's external legal counsel Todd Bice, Founder/Partner of Pisanelli Bice.

Mr. Bice discussed the review process of staff's use of the donated travel benefits, specifically travel cards, as outlined in the attached memorandum, and recognized Eide Bailly as the outside auditing firm retained for the review. Mr. Bice delivered an overview of the findings and provided his recommendations for future policies relating to the use of donated travel benefits.

Chair Noonan welcomed Members Michele Fiore and Mary Beth Sewald to the Audit Committee.

Chair Noonan noted that this report would be provided to the Board of Directors at the May 8 regular meeting and asked Rossi Ralenkotter, Chief Executive Officer, to share his remarks.

Mr. Ralenkotter emphasized his commitment to the LVCVA and Las Vegas, discussed the informal donation of travel cards from airlines to the LVCVA, recognized the lack of proper handling procedures of such benefits in the past, acknowledged his misuse of the travel benefits, apologized for his lack of judgement, and assured the Committee that policies had been implemented to ensure the proper use of such benefits in the future.

Member Lawrence Weekly expressed his appreciation to Mr. Ralenkotter for his comments, entrusted the LVCVA to remedy the situation, and stated that Mr. Ralenkotter had "exemplified nothing but great character and integrity" during Member Weekly's service on the Board.

Member Peggy Leavitt noted that she would like to learn more about the issue prior to commenting.

Member Michele Fiore thanked Mr. Ralenkotter for his comments and recognized how such conflicts may occur without proper procedures in place.

Member Mary Beth Sewald expressed her appreciation to Chair Noonan for his work and comments, as well as Mr. Ralenkotter for his comments.

Vice Chair Gregory Lee inquired about staff's utilization of the LVCVA's Corporate Travel Department. Mr. Ralenkotter discussed the use of the Corporate Travel Department for business travel, stated that staff may also utilize the services for personal travel, and acknowledged his personal utilization of such services. Vice Chair Lee also questioned the use of travel perks such as frequent flyer miles, to which Mr. Ralenkotter stated that the frequent flyer miles and travel points belonged to the personal traveler. Mr. Ralenkotter elaborated that such benefits could be utilized for upgrades on business travel, with remaining points allotted for personal use.

Chair Noonan asserted that the Board held "the highest responsibility of ensuring that every dollar is spent in the service of the destination," assured that future travel benefits would be utilized solely for business travel, recognized that policies had been implemented to ensure proper utilization of travel benefits, stressed the imperativeness of the implementation of best practices, and recognized that future misuse of such benefits would "result in disciplinary action." Chair Noonan expressed his appreciation to Mr. Ralenkotter for his acceptance of responsibility and recognized Mr. Ralenkotter's service and impact to the success of Las Vegas. Chair Noonan also recommended that Mr. Bice's report be presented to the Board and recognized the Finance Department for their findings.

Member George Rapson inquired about the value of travel cards utilized for personal travel. Mr. Bice referenced the findings stated in his memorandum and noted that Mr. Ralenkotter had reimbursed the LVCVA the total amount utilized for his personal travel of \$17,152.17. Mr. Bice also noted that Member Weekly had reimbursed the LVCVA the total amount utilized for his personal travel of \$699.66. Mr. Bice recognized that other instances of the use of travel benefits had been reviewed and determined to be for business purposes.

Member Weekly expressed his gratitude for the opportunity to serve as Chairman of the Board and thanked Mr. Bice for his work. Member Weekly discussed his lack of awareness of the use of travel cards for his personal travel and accepted full responsibility for neglecting to reconcile the amount at the time of his travel.

This was an information item. Not an action item.

ITEM B. Update on Process of Hiring Vice President of Internal Audit

Chair Bill Noonan discussed the status of the hiring of a new Vice President of Internal Audit and recognized the interim work of Jerry Carroll, Internal Audit Consultant.

Barbara Bolender, Chief People Officer, announced that a candidate had been selected and that an offer would be extended. Ms. Bolender summarized the resume of the Vice President of Internal Audit candidate and acknowledged staff's confidence in his depth of knowledge.

This was an information item. Not an action item.

SET NEXT MEETING DATE

The next Audit Committee will be at the call of the Chair.

DIRECTORS' RECOGNITION

There were no comments from the Directors.

COMMENTS FROM THE FLOOR BY THE PUBLIC

Mr. Carroll thanked Chair Bill Noonan and the Audit Committee for the opportunity to work with the LVCVA.

ADJOURNMENT

Chair Bill Noonan adjourned the meeting at 1:30 p.m.

Respectfully submitted,

Date Approved: TBD

Courtney Lipski
Executive Assistant to the Board of Directors

Bill Noonan
Audit Committee Chair



NOTICE OF PUBLIC MEETING

**REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, MAY 8, 2018
9:00 A.M.**

**Las Vegas Convention Center – Board Room
3150 Paradise Road
Las Vegas, Nevada 89109**

BOARD OF DIRECTORS:

Commissioner Lawrence Weekly, Chair
Mr. Chuck Bowling, Vice Chair
Mr. Bill Noonan, Secretary
Commissioner Larry Brown, Treasurer
Councilwoman Michele Fiore
Mayor Carolyn Goodman
Mr. Tom Jenkin

Mayor Pro Tem Peggy Leavitt
Mr. Gregory Lee
Mayor John Lee
Councilman John Marz
Councilman George Rapson
Ms. Mary Beth Sewald
Mr. Maurice Wooden

THIS MEETING IS IN COMPLIANCE WITH THE NEVADA OPEN MEETING LAW AND HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

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3150 Paradise Road, Las Vegas, NV 89109

City Hall, City of Las Vegas
495 South Main Street, Las Vegas, NV 89101

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AGENDA

OPENING CEREMONIES

Call to Order

Invocation

Pledge of Allegiance

COMMENTS FROM THE FLOOR BY THE PUBLIC

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APPROVAL OF AGENDA AND MINUTES

Approval of, including in this Agenda, the consideration of tabled and/or reconsideration items.
For possible action.

Approval of this Agenda after adding emergency items/deleting items.
For possible action.

Approval of the Minutes from the April 10, 2018, Regular Meeting of the Board of Directors
For possible action.

PRESENTATIONS – DISCUSSION AND POSSIBLE ACTION

Presentation by Applied Analysis: Economic Impact Series

Jeremy Aguero, Principal, Applied Analysis, will present an update entitled "The Fiscal Impacts of Tourism."

This is an information item. Not an action item.

Presentation of U.S. Travel Association's National Travel and Tourism Week

Staff will present an update of National Travel and Tourism Week 2018 activities in support of the U.S. Travel Association.

This is an information item. Not an action item.

Presentations by the Las Vegas Convention and Visitors Authority Staff

The LVCVA staff will deliver presentations on People & Possibilities, Operations, Marketing destination achievements, and General Government highlights.

This is an information item. Not an action item.

STAFF REPORTS – DISCUSSION AND POSSIBLE ACTION

MARKETING DIVISION

1. IMEX America - Las Vegas, NV - October 16-18, 2018

The Marketing Division is requesting the Board of Directors: 1) Approve an estimated expenditure of \$400,000 to enter into an agreement with IMEX America Ltd. for sponsorship and booth space rental at the IMEX America trade show; 2) Authorize the Chief Executive Officer to sign and execute the contract documents; and 3) Authorize any residual unexpended balances from this authorization to revert to available general funds.

For possible action.

2. International Representative Office Contracts

The Marketing Division is requesting the Board of Directors: 1) Authorize the LVCVA CEO to execute the attached two-year contracts with a possible two-year extension if mutually agreed beginning July 1, 2018, through June 30, 2020; and 2) Authorize any residual unexpended balances from this authorization to revert to available general funds.

For possible action.

GENERAL GOVERNMENT DIVISION

3. **Quarterly Budget and Statistical Report**

The LVCVA Budget and Statistical Report for the quarter ending March 31, 2018, is presented to the Board of Directors for their information and review.

This is an information item. Not an action item.

4. **Quarterly Collection Allocation**

The Finance Department is notifying the Board of Directors that room tax collection allocation amounts for the third quarter of fiscal year 2018 total is \$6,426,082.

This is an information item. Not an action item.

5. **2018-19 Revenue Bond Resolution**

The Finance Department is requesting the Board of Directors: 1) Approve the 2018-19 Bond Resolution authorizing the issuance of the LVCVA, Nevada Convention Center Expansion Revenue Bonds, Series 2018B/C [2019A/B] in the combined maximum principal amount of \$500,000,000; 2) Authorize the Chair of the Board to sign the Resolution; 3) Authorize the Chief Executive Officer or the Chief Financial Officer to arrange for the sale(s) of the bonds and to execute agreements for issuance costs; and 4) Provide for authorization for all other matters relating thereto as defined in the Resolution.

For possible action.

6. **Legal Counsel's Report and Recommendation(s)**

Legal Counsel will present a report and recommendation(s) regarding ratification of staff action, litigation, arbitration, threatened litigation, administrative hearings, and other legal matters.

This is an information item. Not an action item.

COMMITTEES

7. **Audit Committee Report**

The Audit Committee met on April 25, 2018, to discuss items A and B.

The Audit Committee Chair will present a report to the Board of Directors for item A and provide a recommendation.

Item A. Staff Travel Policy Review Update - The Audit Committee Chair recommends that the Board of Directors instruct staff to draft and implement staff policies consistent with the recommendations on page 3 of the April 25, 2018, report from Pisanelli Bice and report back to the Audit Committee on such actions.

For possible action.

No action required on item B.

Item B. Update on Process of Hiring Vice President of Internal Audit

DIRECTORS' RECOGNITION

COMMENTS FROM THE FLOOR BY THE PUBLIC

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702-892-7511 or clipski@lvcva.com



**Regular Meeting of the Board of Directors
May 8, 2018
Minutes**

The Regular Meeting of the Board of Directors of the Las Vegas Convention and Visitors Authority (LVCVA) was held on May 8, 2018, at the Las Vegas Convention Center, 3150 Paradise Road, Las Vegas, Nevada 89109. This meeting was properly noticed and posted in compliance with the Nevada Open Meeting Law.

Board of Directors

Present unless otherwise noted

Commissioner Lawrence Weekly, Chair	Mayor Pro Tem Peggy Leavitt
Mr. Chuck Bowling, Vice Chair	Mr. Gregory Lee
Mr. Bill Noonan, Secretary	Mayor John Lee
Commissioner Larry Brown, Treasurer	Councilman John Marz..... <i>absent</i>
Councilwoman Michele Fiore	Councilman George Rapson.....via telephone
Mayor Carolyn Goodman	Ms. Mary Beth Sewald
Mr. Tom Jenkin..... <i>absent</i>	Mr. Maurice Wooden

LVCVA Executive Staff in Attendance	Rossi Ralenkotter, Chief Executive Officer
	Steve Hill, President/COO
	Luke Puschnig, Esq., CEM, Legal Counsel
	Ed Finger, Chief Financial Officer
	Jacqueline Peterson, Chief Communications & Public Affairs Officer
	Barbara Bolender, Chief People Officer
	Cathy Tull, Chief Marketing Officer
	Terry Jicinsky, Senior Vice President of Operations

OPENING CEREMONIES – CALL TO ORDER

Chair Lawrence Weekly called the meeting to order at 9:00 a.m.

INVOCATION The invocation was delivered by Reverend Mary Bredlau, Chaplain of the County Coroner’s Office.

FLAG SALUTE The Pledge of Allegiance followed the invocation.

COMMENTS FROM THE FLOOR BY THE PUBLIC

Dale Davidson, President of Las Vegas Tonight Media Group, discussed the international reach of the television program Las Vegas Tonight, his request for sponsorship by the LVCVA, and his disagreement of the denial of the request. Mr. Davidson also complimented the LVCVA on its advertising campaigns.

Member John Lee entered the meeting at 9:03 a.m.

Aleta Dupree expressed her support of item 5, 2018-19 Revenue Bond Resolution, discussed the importance of the expansion of the Las Vegas Convention Center for the community, recognized the necessity of awareness for diversity and disabilities, and noted the growing sports industry in Las Vegas. Ms. Dupree also discussed transportation in Las Vegas.

Chair Lawrence Weekly recognized U.S. Travel Association's National Travel and Tourism Week and applauded the resort partners. Chair Weekly also wished the mothers in the audience a happy Mother's Day.

APPROVAL OF AGENDA AND MINUTES

APPROVAL OF THE AGENDA AND MINUTES

Vice Chair Chuck Bowling moved and it was carried by unanimous vote of the voting members present to approve the May 8, 2018, Regular Meeting of the Board of Directors' agenda and the April 10, 2018, Regular Meeting of the Board of Directors' minutes.

PRESENTATIONS – DISCUSSION AND POSSIBLE ACTION

PRESENTED

Presentation by Applied Analysis: Economic Impact Series

Jeremy Aguero, Principal, Applied Analysis, presented an update entitled "The Fiscal Impacts of Tourism."

Chair Lawrence Weekly inquired about the cannabis industry's potential impact on the state revenue. Mr. Aguero noted the industry's relatively small generated revenue, its contribution to education and other state programs, and explained that further analysis of the industry's impact was necessary. Chair Weekly also inquired about the impact of professional sports and entertainment in Las Vegas, to which Mr. Aguero outlined the significant impact on visitation to the destination resulting from the growth of the professional sports industry in Las Vegas.

Member Carolyn Goodman inquired about the allocation of the room tax dollars distributed to education. Mr. Aguero explained that the room tax dollars are utilized for school capital improvement and operation. Member Goodman also asked if Mr. Aguero's presentation considered employee spending, to which Mr. Aguero answered that his report did not include the indirect impact of employee spending and that it was specific to visitor spending. Member Goodman requested Mr. Aguero provide further details pertaining to local employee spending in the destination.

Secretary Bill Noonan asked if the resort industry was paying its fair share in commerce tax. Mr. Aguero requested that he provide such information on a future date to allow for proper analysis of the estimates provided by the Nevada Department of Taxation and stated that "the commerce tax is operating exactly how it was intended to."

Member Gregory Lee requested Mr. Aguero explain the impact of increased online retail outlets in comparison to the taxes generated from traditional retail stores. Mr. Aguero explained the history of taxes generated from retail sales, its progression over time, the online retail industry's role in generating state taxes, as well as the State of Nevada's progressive fiscal policy that aims to "promote economic development and fiscal diversification."

Member John Lee inquired about consolidated tax received by local governments and the assessed value of those taxes, to which Mr. Aguero detailed the calculated tax assessment and distribution or impact to local governments. Member John Lee questioned the accuracy of determined assessment value, to which Mr. Aguero referred Member John Lee to a lawyer who may better analyze the assessment process.

This was an information item. Not an action item.

Presentation of U.S. Travel Association's National Travel and Tourism Week

Jacqueline Peterson, Chief Communications & Public Affairs Officer, presented an update of National Travel and Tourism Week 2018 activities in support of the U.S. Travel Association.

This was an information item. Not an action item.

Presentations by the Las Vegas Convention and Visitors Authority Staff

Barbara Bolender, Chief People Officer, recognized LVCVA ambassadors Julie Childs, Jeremy Handel, Lisa Jacob, and Steve Patterson for receiving the Star of Tourism Award at the International Tourism Security Conference on April 15-18. Ms. Bolender also recognized Hospitality Heroes Stacie Lee Burgess, Administrative Secretary, Corinne Carr, Business Services Specialist, Geno Jahrling, Perimeter Security Supervisor, and Sunshine Smith, Administrative Secretary, for their efforts and contributions to the industry.

Terry Jicinsky, Senior Vice President of Operations, delivered a video presentation on the following operations highlights:

- National Hardware Show - May 8-10
- ICSC RECon - May 20-23

Cathy Tull, Chief Marketing Officer, delivered a video presentation on the following marketing highlights:

- Vegas Uncork'd - May 10-13
- Billboard Music Awards - May 20
- 16th Annual Mesquite Amateur - May 28
- Airline Updates
 - British Airways begins annual three times weekly service from Gatwick Airport in London, United Kingdom, to Las Vegas
 - Southwest Airlines first-of-five prize planes, two-day trip to Las Vegas
- Marketing Initiatives
 - Tokyo activation featuring virtual reality technology
 - Entertainment Tonight Canada coverage of Las Vegas' headliner Gwen Stefani and the 53rd Annual Country Music Awards
 - United Kingdom local newspaper feature of Las Vegas
- LVCVA third quarter awards

Ms. Peterson delivered a PowerPoint presentation on the following public affairs highlights:

- Yucca Mountain legislation and LVCVA opposition lobbying
- April media coverage in print and television
- Global Meetings Industry Day - April 12
- 49th Annual World Trade Centers Association General Assembly - April 22-27

This was an information item. Not an action item.

STAFF REPORTS – DISCUSSION AND POSSIBLE ACTION

MARKETING DIVISION

ITEM 1. **IMEX America - Las Vegas, NV - October 16-18, 2018**

Ms. Tull requested the Board of Directors: 1) Approve an estimated expenditure of \$400,000 to enter into an agreement with IMEX America Ltd. for sponsorship and booth space rental at the IMEX America trade show; 2) Authorize the Chief Executive Officer to sign and execute the contract documents; and 3) Authorize any residual unexpended balances from this authorization to revert to available general funds.

Fiscal Impact

FY 2019 \$400,000 Estimated expenditure

Chair Lawrence Weekly encouraged Board participation at the IMEX America trade show.

Vice Chair Bowling moved and it was carried by unanimous vote of the voting members present, including Member George Rapson via telephone, to: 1) Approve an estimated expenditure of \$400,000 to enter into an agreement with IMEX America Ltd. for sponsorship and booth space rental at the IMEX America trade show; 2) Authorize the Chief Executive Officer to sign and execute the contract documents; and 3) Authorize any residual unexpended balances from this authorization to revert to available general funds.

ITEM 2.

International Representative Office Contracts

Ms. Tull requested the Board of Directors: 1) Authorize the LVCVA CEO to execute the attached two-year contracts with a possible two-year extension if mutually agreed beginning July 1, 2018, through June 30, 2020; and 2) Authorize any residual unexpended balances from this authorization to revert to available general funds.

Fiscal Impact

FY 2019	\$2,390,000	Estimated expenditure
FY 2020	\$2,390,000	Estimated expenditure

Vice Chair Chuck Bowling discussed the decline in international visitation and suggested utilizing partnerships, such as the U.S. Travel Association, to determine causes and impacts of the decline in international visitation to the destination. Ms. Tull answered that the LVCVA and U.S. Travel Association worked collaboratively to determine that the decline was reflective of the United States overall. Vice Chair Bowling requested a comparison report, to which Rossi Ralenkotter, Chief Executive Officer, discussed the U.S. Travel Association's *Welcome to America* campaign, partnerships with McCarran International Airport to determine ways to increase international visitation, the incorporation of air service initiatives within advertising campaigns, and more advanced analyses of Las Vegas visitors' countries of origin.

Member Maurice Wooden inquired about international seat capacity fluctuations, to which Ms. Tull outlined the percentage increases as well as international consumer advertising efforts.

Member Carolyn Goodman discussed government representative travel to Las Vegas and asked about potential direct flights from Australia and Japan. Mr. Ralenkotter answered that negotiations were underway and noted interest from Europe for nonstop flights to Las Vegas.

Member Michele Fiore inquired about the decline in international visitation, noted potential hospitality necessities for international tourists from China, and asked about the creation of air service partnerships with sister cities. Ms. Tull outlined initiatives aimed to increase the ease of traveling to the United States, including China's visa program, and noted partnerships with hotels in the destination to cater to markets such as China through the China Ready Program. Ms. Tull noted Kevin Bagger, Executive Director of the Research Center, and the research team for their efforts identifying visitor count. Member Fiore suggested working with international college students to provide translation for international guests.

Mr. Ralenkotter commented on the importance of the support for the Open Skies program to increasing the volume of flights to the destination.

Vice Chair Chuck Bowling moved and it was carried by unanimous vote of the voting members present, including Member George Rapson via telephone, to: 1) Authorize the LVCVA CEO to execute the attached two-year contracts with a possible two-year extension if mutually agreed beginning July 1, 2018, through June 30, 2020; and 2) Authorize any residual unexpended balances from this authorization to revert to available general funds.

GENERAL GOVERNMENT DIVISION

ITEM 3. **Quarterly Budget and Statistical Report**

Ed Finger, Chief Financial Officer, presented the LVCVA Budget and Statistical Report for the quarter ending March 31, 2018, to the Board of Directors for their information and review.

This was an information item. Not an action item.

ITEM 4. **Quarterly Collection Allocation**

Mr. Finger notified the Board of Directors that room tax collection allocation amounts for the third quarter of fiscal year 2018 total is \$6,426,082.

Fiscal Impact

FY 2018 \$6,426,082

This was an information item. Not an action item.

ITEM 5. **2018-19 Revenue Bond Resolution**

Mr. Finger requested the Board of Directors: 1) Approve the 2018-19 Bond Resolution authorizing the issuance of the LVCVA, Nevada Convention Center Expansion Revenue Bonds, Series 2018B/C [2019A/B] in the combined maximum principal amount of \$500,000,000; 2) Authorize the Chair of the Board to sign the Resolution; 3) Authorize the Chief Executive Officer or the Chief Financial Officer to arrange for the sale(s) of the bonds and to execute agreements for issuance costs; and 4) Provide for authorization for all other matters relating thereto as defined in the Resolution.

Fiscal Impact

FY 2019 or FY 2020 \$1,750,000 Estimated expenditures for cost of issuance (paid for out of bond proceeds)

Secretary Bill Noonan inquired about the interest rate modeling, to which Mr. Finger explained the municipal bond interest rates.

Secretary Bill Noonan moved and it was carried by unanimous vote of the voting members present, including Member George Rapson via telephone, to: 1) Approve the 2018-19 Bond Resolution authorizing the issuance of the LVCVA, Nevada Convention Center Expansion Revenue Bonds, Series 2018B/C [2019A/B] in the combined maximum principal amount of \$500,000,000; 2) Authorize the Chair of the Board to sign the Resolution; 3) Authorize the Chief Executive Officer or the Chief Financial Officer to arrange for the sale(s) of the bonds and to execute agreements for issuance costs; and 4) Provide for authorization for all other matters relating thereto as defined in the Resolution.

ITEM 6. **Legal Counsel's Report and Recommendation(s)**

Luke Puschnig, Legal Counsel, disclosed that on or about November 12, 2017, the LVCVA was served with a lawsuit filed by California resident Calvin Chen for injuries allegedly sustained at the 2015 Superkarts! USA race. Mr. Chen claimed he was injured at a race. The LVCVA tendered the defense of the action to Superkarts! USA and they accepted the tender. The LVCVA was dismissed from the case on May 4, 2018, without prejudice. Mr. Puschnig noted that the LVCVA did not expend funds on representation in this case and acknowledged the aggressive insurance defense work of attorney James Silvestri.

This was an information item. Not an action item.

COMMITTEES

ITEM 7. Audit Committee Report

The Audit Committee met on April 25, 2018, to discuss items A and B.

Committee Chair Bill Noonan presented a report to the Board of Directors for item A and provide a recommendation.

Item A. Staff Travel Policy Review Update - The Audit Committee Chair recommends that the Board of Directors instruct staff to draft and implement staff policies consistent with the recommendations on page 3 of the April 25, 2018, report from Pisanelli Bice and report back to the Audit Committee on such actions.

Todd Bice, Founder/Partner of Pisanelli Bice, summarized the external audit review of LVCVA travel policies and the recommendations of staff.

Vice Chair Chuck Bowling thanked Committee Chair Noonan and the Audit Committee for their review of the policies and stressed the importance of ensuring the following of best practices.

Vice Chair Chuck Bowling moved and it was carried by unanimous vote of the voting members present, including Member George Rapson via telephone, to approve the Audit Committee Chair's recommendation that the Board of Directors instruct staff to draft and implement staff policies consistent with the recommendations on page 3 of the April 25, 2018, report from Pisanelli Bice and report back to the Audit Committee on such actions.

No action required on item B.

Item B. Update on Process of Hiring Vice President of Internal Audit

Committee Chair Noonan requested Ms. Bolender provide an update on the hiring of a Vice President of Internal Audit.

Ms. Bolender announced that Alan Moorhead had been hired as the Vice President of Internal Audit and discussed Mr. Moorhead's experience.

This was an information item. Not an action item.

DIRECTORS' RECOGNITION

Member Michele Fiore recognized the Las Vegas Lights FC soccer season, the Fremont Street Canopy renovation, plans for new Las Vegas signage, the development plans of Derek Stevens, owner of the D Las Vegas Hotel and Casino, for a new downtown casino hotel, development property at Symphony Park, the Downtown Loop, development in the Las Vegas Medical District, and the 2018 Helldorado Days Parade on May 12.

Member Mary Beth Sewald announced the Customer Service Excellence Awards on May 9, the Business Power Luncheon featuring U.S. Senator Dean Heller on May 29, Eggs & Issues featuring U.S. Congresswoman Dina Titus on May 30, and the Las Vegas Metro Chamber of Commerce Washington D.C. Fly-In July 14-20.

Member John Lee left the meeting at 10:42 a.m.

Member Gregory Lee acknowledged the success of the Las Vegas Golden Knights, recognized Owner Bill Foley, and noted the team's impact on community togetherness. Member Lee also recognized Len Jessup, President of the University of Nevada, Las Vegas, for his service to Las Vegas.

Secretary Bill Noonan requested an updated version of the resolution supporting the opposition to the use of Yucca Mountain as a nuclear waste repository, approved by the Board on February 13, 2001, be placed on the agenda for the June 12, 2018, Regular Meeting of the Board of Directors.

Member Sewald left the meeting at 10:46 a.m.

Member Peggy Leavitt noted the success of the Boulder City Spring Jamboree on May 4-5 and delivered a brief PowerPoint presentation recapping Showcase Boulder City on April 20. Member Leavitt discussed the many offerings of Boulder City, thanked Meg McDaniel, LVCVA Senior Manager of Extended Destinations, and Jill Lagan of the Boulder City Chamber of Commerce for their support with the event. Member Leavitt also recognized Hugh Sinnock, LVCVA Vice President of Customer Experience, as the keynote speaker and Former Boulder City Councilman Mike Pacini for his participation in the event.

Member Carolyn Goodman also noted the 2018 Hellsdorado Days Parade, discussed her lobbying efforts opposing the disposal of nuclear waste at Yucca Mountain, and encouraged the Board and the public to voice their concerns on the issue. Chair Lawrence Weekly encouraged other municipalities and the private sector to also voice their concerns for Yucca Mountain. Member Goodman also discussed the Urban Areas Security Initiative (UASI) funding for Las Vegas.

Vice Chair Chuck Bowling discussed the welcoming of Bill Laimbeer, President of Basketball Operations and Head Coach of the Las Vegas Aces, and the team to Mandalay Bay, A'ja Wilson as the team's draft pick, upgrades to the Mandalay Bay Events Center, as well as events surrounding the team's season, and the team's game schedule. Vice Chair Bowling encouraged the public to support the team by attending a game.

Chair Weekly noted the public service efforts of the Las Vegas Aces players. Chair Weekly also recognized Derek Pinnock, Former LVCVA ambassador, in the audience.

COMMENTS FROM THE FLOOR BY THE PUBLIC

Ms. Dupree encouraged the LVCVA to provide video coverage of the Board meetings, advocated for the Board to be mindful of the needs of diverse convention attendees, and discussed the importance of wayfinding and alternative energy technology.

Kelly Goebel, Security Sergeant, addressed the Board on behalf of the Service Employees International Union (SEIU) regarding the power of perception and the imbalances of LVCVA ambassador compensation.

Bruce Radel, Security Officer, discussed the LVCVA spending on the Las Vegas Ballpark, the importance of ambassador longevity and fair benefits, as well as wage disparities between executive level ambassadors and union ambassadors.

ADJOURNMENT

Chair Lawrence Weekly adjourned the meeting at 11:01 a.m.

Respectfully submitted,

Date Approved: June 12, 2018

Courtney Lipski
Executive Assistant to the Board of Directors

Lawrence Weekly
Chair



NOTICE OF PUBLIC MEETING

**REGULAR MEETING OF THE BOARD OF DIRECTORS
TUESDAY, JUNE 12, 2018
9:00 A.M.**

**Las Vegas Convention Center – Board Room
3150 Paradise Road
Las Vegas, Nevada 89109**

BOARD OF DIRECTORS:

Commissioner Lawrence Weekly, Chair
Mr. Chuck Bowling, Vice Chair
Mr. Bill Noonan, Secretary
Commissioner Larry Brown, Treasurer
Councilwoman Michele Fiore
Mayor Carolyn Goodman
Mr. Tom Jenkin

Mayor Pro Tem Peggy Leavitt
Mr. Gregory Lee
Mayor John Lee
Councilman John Marz
Councilman George Rapson
Ms. Mary Beth Sewald
Mr. Maurice Wooden

THIS MEETING IS IN COMPLIANCE WITH THE NEVADA OPEN MEETING LAW AND HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

**Las Vegas Convention and Visitors Authority (LVCVA) – 1st Floor Administration Offices
3150 Paradise Road, Las Vegas, NV 89109**

**City Hall, City of Las Vegas
495 South Main Street, Las Vegas, NV 89101**

**Clark County Government Center
500 South Grand Central Parkway, Las Vegas, NV 89155**

**Clark County Law Library
309 South 3rd Street, Las Vegas, NV 89101**

**Grant Sawyer State Office Building
555 E Washington Avenue, Las Vegas, NV 89101**

**LVCVA Website: www.lvcva.com/agenda
Nevada Public Notice Website: <https://notice.nv.gov/>**

**ITEMS ON THE AGENDA ARE FOR POSSIBLE ACTION BY THE BOARD OF DIRECTORS,
UNLESS STATED OTHERWISE.**

ITEMS MAY BE TAKEN OUT OF ORDER.

ITEMS MAY BE COMBINED FOR CONSIDERATION.

ITEMS MAY BE REMOVED FROM THE AGENDA OR DELAYED AT ANY TIME.

AGENDA

OPENING CEREMONIES

Call to Order

Invocation

Pledge of Allegiance

COMMENTS FROM THE FLOOR BY THE PUBLIC

Items raised under this portion of the agenda cannot be deliberated or acted upon until the notice provisions of the Nevada Open Meeting Law have been met. If you wish to speak to the Board of Directors at this time, please step up to the podium and clearly state your name and spell your first and last name for the record. COMMENTS ARE LIMITED TO THREE (3) MINUTES IN LENGTH AND MUST PERTAIN TO AGENDA ITEMS ON THIS AGENDA.

APPROVAL OF AGENDA AND MINUTES

Approval of, including in this Agenda, the consideration of tabled and/or reconsideration items.
For possible action.

Approval of this Agenda after adding emergency items/deleting items.
For possible action.

Approval of the Minutes:

- May 8, 2018, Regular Meeting of the Board of Directors.
- May 24, 2018, Public Hearing on the Budget

For possible action.

PRESENTATIONS – DISCUSSION AND POSSIBLE ACTION

Presentation by Centerplate, Inc.

Richard Ginzler, Vice President of Centerplate, will present an update on the recent upgrades to Luckys/Aces, as well as the improvements in food options and customer experience.

This is an information item. Not an action item.

Presentations by the Las Vegas Convention and Visitors Authority Staff

The LVCVA staff will deliver presentations on People & Possibilities, Operations, Marketing destination achievements, and General Government highlights.

This is an information item. Not an action item.

STAFF REPORTS – DISCUSSION AND POSSIBLE ACTION

MARKETING DIVISION

1. Only Vegas Moments Campaign Update

The Marketing Division will update the Board of Directors on the latest domestic marketing efforts.

This is an information item. Not an action item.

2. Fiscal Year 2019 Marketing Preview

The LVCVA Board of Directors will receive a fiscal year 2019 marketing plan overview.

This is an information item. Not an action item.

3. Corporate Event Marketing Association (CEMA) Summit Networking Event - Rancho Palos Verdes, CA - July 23, 2018

The Marketing Division is requesting the Board of Directors: 1) Approve an estimated expenditure of \$163,000 for expenses associated with the LVCVA sponsoring the Corporate Event Marketing Association (CEMA) Summit Networking Event on July 23, 2018; 2) Authorize the Chief Executive Officer to execute the contract documents; and 3) Authorize any residual unexpended balances from this authorization to revert to available general funds.

For possible action.

4. **Las Vegas Events Agreement - July 1, 2018 - June 30, 2019**

The Marketing Division is requesting the Board of Directors: 1) Approve the attached Las Vegas Events, Inc. (LVE) agreement in the estimated amount of \$9,825,300 for the period of July 1, 2018, through June 30, 2019; 2) Authorize the LVCVA CEO to execute the attached agreement; and 3) Authorize any unexpended balances from this authorization to revert to available general funds.

For possible action.

5. **Las Vegas Events - Event Approval - World Series of Team Roping - December 10-16, 2018**

The Marketing Division is requesting the Board of Directors approve the distribution of funds to LVE in the amount of \$100,000 to fund the World Series of Team Roping December 10-16, 2018. The event will be held at South Point Equestrian Center.

For possible action.

OPERATIONS DIVISION

6. **Chiller #14 Motor Rebuild, Bid #18-4520**

The Operations Division is requesting the Board of Directors: 1) Award Bid #18-4520, Chiller #14 Motor Rebuild to Emcor Services Nevada, Las Vegas, Nevada, in the estimated amount of \$128,980; 2) Authorize the CEO to execute the contract documents; and 3) Authorize any residual unexpended balances from this authorization to revert to available capital funds.

For possible action.

7. **Purchase of Replacement Flatbed/Utility Carts (Joinder)**

The Operations Division is requesting the Board of Directors: 1) Award the Flatbed/Utility Cart Fleet Replacement to Southwest Toyota Lift of Las Vegas, Nevada, in the estimated amount of \$301,232; 2) Authorize the CEO to execute the contract documents; and 3) Authorize any residual unexpended balances from this authorization to revert to available capital funds.

For possible action.

8. **Las Vegas Convention Center District Phase Two Steel Mill Order No. 1**

LVCVA staff is requesting the LVCVA Board of Directors to: 1) Authorize an amount not to exceed Forty Million Dollars (\$40,000,000) for the initial purchase of structural steel for the LVCC District Phase Two Expansion Project; 2) Authorize the CEO or his designee to execute the contract documents of the purchase order; and 3) Authorize any residual unexpended balances from the Purchase Order to revert to available LVCCD funds.

For possible action.

GENERAL GOVERNMENT DIVISION

9. **Board Retention of the Law Firm of Kamer Zucker Abbott for Union Negotiations**

LVCVA staff requests that the Board of Directors: 1) Retain the services of the law firm of Kamer Zucker Abbott for the continuation of the union negotiations and potential fact-finding mediation and arbitrations; 2) Authorize Legal Counsel to approve expenditures up to a total of \$200,000 for such services; and 3) Authorize any residual unexpended balances from this authorization to revert to available general funds.

For possible action.

10. **Resolution Opposing the use of Yucca Mountain as a Nuclear Waste Repository**

LVCVA staff recommends the Board of Directors approve a resolution that provides formal opposition to the use of Yucca Mountain as a nuclear waste repository.

For possible action.

11. **Replacement Two-Way Radio System**

The Executive Division is requesting the Board of Directors: 1) Award the contract for the purchase and installation of a Motorola two-way radio system to Bearcom Communications, Inc. dba, Bearcom, in the estimated amount of \$439,594; award a communications recording solution to Goserco, Inc., in the estimated amount of \$28,308; and award a radio frequency communication diagnostic monitor to Tessco, in the estimated amount of \$26,481; 2) Authorize the Chief Executive Officer to execute the contract documents; and 3) Authorize any residual unexpended balances from this authorization to revert to available capital funds.

For possible action.

12. **Resolution to Augment Fiscal Year 2018 Budget**

The Finance Department is requesting that the Board of Directors recommend approval of the proposed budget augmentation and the associated resolution to augment the FY 2018 budget.

For possible action.

13. **Real Property Acquisition - Parcel Numbers 162-09-802-001, 162-09-703-004, 162-09-703-005 and 162-09-803-001, 8.3 Acres Near Convention Center Drive and Kishner Drive**

Staff recommends that the Board of Directors: 1) Approve the attached Asset Purchase and Sale Agreement to purchase various parcels of real property for \$49,800,000; 2) Authorize staff to expend up to \$1,000,000 for real property transaction costs, tenant relocation, apartment management, litigation expenses, and testing; and 3) Authorize the Chief Executive Officer and/or the President/Chief Operating Officer to execute the necessary documents.

For possible action.

14. **2018B Bond Sale Resolution**

The Finance Department is requesting the Board of Directors: 1) Approve and adopt the 2018B Bond Sale Resolution providing for the issuance of LVCVA, Nevada Revenue Bonds, Series 2018B in the maximum principal amount of \$80,000,000; 2) Authorize the Chair of the Board to sign the Resolution; 3) Authorize the CEO or the Chief Financial Officer to arrange for the sale of the bonds and to execute agreements for issuance costs; and 4) Provide for authorization for all other matters relating thereto as defined in the Resolution.

For possible action.

15. **Review Audit Report Regarding Travel Expenses and Adopt Additional Recommendations**

It is recommended that the Board of Directors: 1) Review the audit report regarding certain travel expenses; and 2) Adopt additional recommendations to internal policies, if any.

For possible action.

16. **Legal Counsel's Report and Recommendation(s)**

Legal Counsel will present a report and recommendation(s) regarding ratification of staff action, litigation, arbitration, threatened litigation, administrative hearings, and other legal matters.

This is an information item. Not an action item.

COMMITTEES

DIRECTORS' RECOGNITION

COMMENTS FROM THE FLOOR BY THE PUBLIC

Items raised under this portion of the agenda cannot be deliberated or acted upon until the notice provisions of the Nevada Open Meeting Law have been met. If you wish to speak to the Board of Directors at this time, please step up to the podium, clearly state your name, and spell your first and last name for the record. COMMENTS ARE LIMITED TO THREE (3) MINUTES IN LENGTH.

ADJOURNMENT

Persons are invited to submit written remarks for all matters, both on and off the agenda. Written remarks presented for inclusion in the Board of Directors' minutes must be flat, unfolded, on paper of standard quality, and 8½ by 11 inches in size. Written remarks shall not exceed five (5) pages in length. The LVCVA will not accept for filing any submission that does not comply with this rule. On a case-by-case basis, the Board of Directors may permit the filing of noncomplying [sic] written remarks, documents, and related exhibits pursuant to NRS 241.035(1)(e).

Board of Directors' meeting rooms are accessible to persons with disabilities. If special arrangements are required, please contact the Customer Safety Department at: 702-892-7400, which is a 24-hour Dispatch Control Center, or contact Courtney Lipski in the Board Office at: 702-892-7511.

Members of the Board may participate in this meeting via telephone conference call. The general public may listen to the conference call at the above-referenced meeting location.

For information or questions regarding this agenda please contact:
Courtney Lipski, Executive Assistant to the Board of Directors
3150 Paradise Road, Las Vegas, Nevada 89109
702-892-7511 or clipski@lvcva.com

MINUTES

Regular Meeting of the Board of Directors

May 8, 2018



**Regular Meeting of the Board of Directors
June 12, 2018
Minutes**

The Regular Meeting of the Board of Directors of the Las Vegas Convention and Visitors Authority (LVCVA) was held on June 12, 2018, at the Las Vegas Convention Center, 3150 Paradise Road, Las Vegas, Nevada 89109. This meeting was properly noticed and posted in compliance with the Nevada Open Meeting Law.

Board of Directors

Present unless otherwise noted

Commissioner Lawrence Weekly, Chair
Mr. Chuck Bowling, Vice Chair.....*via telephone*
Mr. Bill Noonan, Secretary
Commissioner Larry Brown, Treasurer
Councilwoman Michele Fiore
Mayor Carolyn Goodman
Mr. Tom Jenkin

Mayor Pro Tem Peggy Leavitt
Mr. Gregory Lee.....*absent*
Mayor John Lee
Councilman John Marz
Councilman George Rapson.....*via telephone*
Ms. Mary Beth Sewald
Mr. Maurice Wooden

LVCVA Executive Staff in Attendance

Rossi Ralenkotter, Chief Executive Officer
Steve Hill, President/COO
Luke Puschnig, Esq., CEM, Legal Counsel
Ed Finger, Chief Financial Officer
Jacqueline Peterson, Chief Communications & Public Affairs Officer
Barbara Bolender, Chief People Officer
Cathy Tull, Chief Marketing Officer
Terry Jicinsky, Senior Vice President of Operations

OPENING CEREMONIES – CALL TO ORDER

Chair Lawrence Weekly called the meeting to order at 9:00 a.m.

INVOCATION The invocation was delivered by Mary Lou Anderson of Spirit and Serve, LLC.

FLAG SALUTE The Pledge of Allegiance followed the invocation.

COMMENTS FROM THE FLOOR BY THE PUBLIC

R.J. Liepins, LVCVA Security Officer, referenced agenda Item 9 in relation to Service Employees International Union (SEIU) negotiations. Officer Liepins praised former Vice President of Human Resources Mark Olson's past involvement in union negotiations for the LVCVA and voiced his concerns for the level of involvement from C-Suite Executives and outside lawyers, as well as the amount of spending on negotiations.

Daniel Braisted expressed his appreciation to Ms. Anderson for her invocation, discussed the limited local participation in the Inventors Spotlight at the National Hardware Show, May 8-10, encouraged the Board to attend future Inventors Spotlight events, and suggested moving the event to the North Hall in a more accessible location.

Jacob Smith, LVCVA Security Officer, expressed his support of a fair union contract and shared an inquiry from his daughter regarding fair wages and negotiations.

APPROVAL OF AGENDA AND MINUTES

APPROVAL OF THE AGENDA AND MINUTES **Secretary Bill Noonan moved and it was carried by unanimous vote of the voting members present, including Vice Chair Chuck Bowling and Member George Rapson via telephone, to approve the June 12, 2018, Regular Meeting of the Board of Directors' agenda, the May 8, 2018, Regular Meeting of the Board of Directors' minutes, and the May 24, 2018, Public Hearing on the Budget minutes.**

Rossi Ralenkotter, Chief Executive Officer, recognized a handout for the Board providing information about the current trade shows in the building.

PRESENTATIONS – DISCUSSION AND POSSIBLE ACTION

PRESENTED **Presentation by Centerplate, Inc.**
Richard Ginzal, Vice President of Centerplate, presented an update on the recent upgrades to Luckys/Aces, as well as the improvements in food options and customer experience.

Mr. Ginzal thanked Hugh Sinnock, Vice President of Customer Experience, Jennelle Brewer, Senior Manager of Customer Experience, and their team for their partnership and collaboration.

Member Maurice Wooden inquired about guest surveys regarding food service at the Las Vegas Convention Center (LVCC), to which Mr. Ginzal replied that the survey comments had been very favorable. Mr. Sinnock also noted the Customer Experience Survey administered by the LVCVA and said that the feedback had been very positive.

Chair Lawrence Weekly asked if Centerplate was responsible for the vendors at Cashman Field. Chair Weekly shared his experience at a community outreach event at the Las Vegas 51s game on June 11 and said that he was impressed by the service of the vendors. Mr. Ginzal confirmed that Centerplate was responsible for food and beverage at Cashman and recognized that all vendors were local.

This was an information item. Not an action item.

Presentations by the Las Vegas Convention and Visitors Authority Staff

Barbara Bolender, Chief People Officer, introduced LVCVA ambassador Alan Moorhead, Vice President of Internal Audit. Mr. Moorhead expressed his excitement for furthering the successes of the LVCVA and stated how welcoming the LVCVA ambassadors had been thus far.

Terry Jicinsky, Senior Vice President of Operations, delivered a video presentation on the following operations highlights:

- Infocomm – June 6-8
- World Tea Expo – June 12-14
- International Esthetics, Cosmetics & Spa Conferences – June 23-25
- Amazing Las Vegas Comic Con – June 29-July 1
- Magic Grand Prix Las Vegas (Modern) - June 15-16
- International Bowl Expo - June 17-21
- 19th World Veteran Table Tennis Championships - June 18-24
- American National IBJJF Jiu-Jitsu Championship - June 28-30

Cathy Tull, Chief Marketing Officer, delivered a video presentation on the following marketing highlights:

- National Hockey League Awards – June 20
- Elvis Rocks Mesquite – June 21-23
- World Trade Centers Day – June 12

- Ms. Tull acknowledged Karen Gerwitz, CEO and President of World Trade Center Denver, and Cindy Hoag, Senior Director CES Projects of Consumer Technology Association, in the audience and recognized their partnership as members of the World Trade Center team.
- Airline Updates
 - LATAM Airlines inaugural nonstop flight from San Paulo, Brazil, to Las Vegas on June 25.
 - LATAM Airlines begins seasonal three-times weekly nonstop flights.
 - Sun Country Airlines begins seasonal nonstop service from Santa Rosa, California, to Las Vegas in August.
 - Frontier Airlines begins three-times weekly nonstop service from Sacramento, California, to Las Vegas in August and daily nonstop service from Jacksonville, Florida, to Las Vegas in August.
- Marketing Initiatives
 - *What Happens Here Stays Here* broadcast spot celebrating the inaugural season of the Vegas Golden Knights.

Jacqueline Peterson, Chief Communications & Public Affairs Officer, delivered a PowerPoint presentation on the following public affairs highlights:

- May media coverage in print and television
- Vegas Uncork'd by bon appétit media and broadcast coverage - May 10-13
- Global Exhibitions Day - June 6

This was an information item. Not an action item.

STAFF REPORTS – DISCUSSION AND POSSIBLE ACTION

MARKETING DIVISION

ITEM 1. Only Vegas Moments Campaign Update

Ms. Tull introduced Billy Vassiliadis, R&R Partners (R&R) Chief Executive Officer, to present an update to the Board of Directors on the latest domestic marketing efforts.

Mr. Vassiliadis delivered a presentation on the latest advertising campaign, *Only Vegas Moments*, emphasizing adult freedom and noted positive early responses.

This was an information item. Not an action item.

ITEM 2. Fiscal Year 2019 Marketing Preview

Ms. Tull discussed the previous marketing plan from fiscal year (FY) 2018 and introduced the FY 2019 marketing plan.

Mr. Vassiliadis delivered a presentation outlining the marketing strategy of HyperVegas 2020.

Rob Dondero, R&R Executive Vice President, recognized the collaboration and partnership of the LVCVA and R&R teams working on the account, emphasized the marketing reach of the plan, and outlined the various markets of focus. Mr. Dondero also invited the Board to R&R for a tour.

Member John Lee inquired about marketing initiatives for wedding tourism, to which Ms. Tull answered that the initiative with Clark County was moving forward. Ms. Tull noted the funding from the weddings license fee increase for marketing initiatives and the LVCVA's obligation to meet with the County Clerk quarterly to report on marketing efforts.

Member Carolyn Goodman inquired about net neutrality aggressiveness and its impact on the future. Mr. Vassiliadis recognized Matt Mason, R&R Chief Strategist, as an expert in the area and noted the data privacy protection laws throughout Europe and Asia and its future trending to the United States. Member Goodman requested a presentation on the subject be made at the July 10 Board meeting.

Chair Lawrence Weekly referenced Member Lee's inquiry on marketing initiatives for weddings and recognized a presentation made to the Clark County Board of County Commissioners on June 5 by Ramon Montez, LVCVA Advertising Manager, discussing guerrilla marketing. Chair Weekly requested that Mr. Montez collaborate with Mr. Mason to present at the July 10 Board meeting.

Secretary Bill Noonan said that it was a great and innovative presentation and inquired about media advertising rates, to which Mr. Dondero answered that media costs were rising overall. Lindsey Patterson, R&R Corporate Media Director, discussed media cost inflation and R&R's efforts to counteract the inflation.

Member Michele Fiore referenced the *Only Vegas Moments* spots and inquired about marketing efforts to bring families and traditional marriages into Las Vegas, to which Mr. Vassiliadis suggested that Member Fiore visit R&R to understand the spectrum of advertising efforts for Las Vegas. Mr. Vassiliadis emphasized the cultural and generational shift and the importance of showcasing acceptance of all cultures, to which Member Fiore recognized and noted that the traditional culture should not be overshadowed.

Member John Marz encouraged the Board to spend time with R&R to understand their work and marketing efforts. Member Marz also suggested that Ms. Tull, along with R&R, deliver a presentation to the Board outlining the diverse marketing efforts in various markets demographically, socially, and geographically. Mr. Vassiliadis suggested that the information be presented along with Member Goodman's request.

Member Mary Beth Sewald asked how the success of the campaign would be measured and inquired about the domestic and international reach of the campaign. Mr. Vassiliadis introduced Justin Gilbert, R&R Vice President of Strategy & Insight, who outlined how variables are measured.

Mr. Vassiliadis recognized the talent of the team working on the LVCVA marketing efforts.

This was an information item. Not an action item.

ITEM 3. **Corporate Event Marketing Association (CEMA) Summit Networking Event - Rancho Palos Verdes, CA - July 23, 2018**

Ms. Tull requested the Board of Directors: 1) Approve an estimated expenditure of \$163,000 for expenses associated with the LVCVA sponsoring the Corporate Event Marketing Association (CEMA) Summit Networking Event on July 23, 2018; 2) Authorize the Chief Executive Officer to execute the contract documents; and 3) Authorize any residual unexpended balances from this authorization to revert to available general funds.

Fiscal Impact

FY 2019 \$163,000 Estimated expenditure

Secretary Bill Noonan moved and it was carried by unanimous vote of the voting members present, including Member George Rapson via telephone, to 1) Approve an estimated expenditure of \$163,000 for expenses associated with the LVCVA sponsoring the Corporate Event Marketing Association (CEMA) Summit Networking Event on July 23, 2018; 2) Authorize the Chief Executive Officer to execute the contract documents; and 3) Authorize any residual unexpended balances from this authorization to revert to available general funds.

ITEM 4. **Las Vegas Events Agreement - July 1, 2018 - June 30, 2019**

Ms. Tull requested the Board of Directors: 1) Approve the attached Las Vegas Events, Inc. (LVE) agreement in the estimated amount of \$9,825,300 for the period of July 1, 2018, through June 30, 2019; 2) Authorize the LVCVA CEO to execute the attached agreement; and 3) Authorize any unexpended balances from this authorization to revert to available general funds.

Fiscal Impact

FY 2019 \$9,825,300 Estimated expenditure

Secretary Bill Noonan moved and it was carried by unanimous vote of the voting members present, including Member George Rapson via telephone, to 1) Approve the attached Las Vegas Events, Inc. (LVE) agreement in the estimated amount of \$9,825,300 for the period of July 1, 2018, through June 30, 2019; 2) Authorize the LVCVA CEO to execute the attached agreement; and 3) Authorize any unexpended balances from this authorization to revert to available general funds.

ITEM 5. **Las Vegas Events - Event Approval - World Series of Team Roping - December 10-16, 2018**

Ms. Tull requested the Board of Directors approve the distribution of funds to LVE in the amount of \$100,000 to fund the World Series of Team Roping December 10-16, 2018. The event will be held at South Point Equestrian Center.

Fiscal Impact

FY 2019 \$100,000 Estimated expenditure

Secretary Bill Noonan moved and it was carried by unanimous vote of the voting members present, including Vice Chair Chuck Bowling and Member George Rapson via telephone, to approve the distribution of funds to LVE in the amount of \$100,000 to fund the World Series of Team Roping December 10-16, 2018. The event will be held at South Point Equestrian Center.

Chair Lawrence Weekly inquired about opportunities to sponsor events in North Las Vegas, to which Ms. Tull explained how North Las Vegas, like Henderson, was marketed as part of the Las Vegas Valley. Ms. Tull emphasized the importance of the partnership with North Las Vegas to collaborate on expanding event and tourism opportunities in the city. Chair Weekly discussed how North Las Vegas and Henderson are accountable for their own activities, to which Ms. Tull explained the marketing dollars based on room tax dollars from each jurisdiction and the benefits of desegregating marketing dollars for the Las Vegas Valley as a whole.

Member John Lee addressed his concerns about the limited sponsorship for North Las Vegas events and emphasized the potential for success in North Las Vegas if partnerships and assistance was offered from the LVCVA and LVE. Mr. Ralenkotter explained how the programs for Mesquite and Laughlin were funded based on the amount of room tax dollars collected in the destinations, encouraged conversations to occur to identify any potential benefits of sponsoring events in North Las Vegas, and stressed the LVCVA's mission of attracting visitors to the destination.

Member John Marz stated that the destination should be marketed as a whole, rather than each jurisdiction, and noted Henderson's success at marketing events specific to Henderson.

OPERATIONS DIVISION

ITEM 6. **Chiller #14 Motor Rebuild, Bid #18-4520**

Mr. Jicinsky requested the Board of Directors: 1) Award Bid #18-4520, Chiller #14 Motor Rebuild to Emcor Services Nevada, Las Vegas, Nevada, in the estimated amount of \$128,980; 2) Authorize the CEO to execute the contract documents; and 3) Authorize any residual unexpended balances from this authorization to revert to available capital funds.

Fiscal Impact

FY 2018 \$128,980 Estimated expenditure

Secretary Bill Noonan moved and it was carried by unanimous vote of the voting members present, including Vice Chair Chuck Bowling and Member George Rapson via telephone, to 1) Award Bid #18-4520, Chiller #14 Motor Rebuild to Emcor Services Nevada, Las Vegas, Nevada, in the estimated amount of \$128,980; 2) Authorize the CEO to execute the contract documents; and 3) Authorize any residual unexpended balances from this authorization to revert to available capital funds.

ITEM 7. **Purchase of Replacement Flatbed/Utility Carts (Joinder)**

Mr. Jicinsky requested the Board of Directors: 1) Award the Flatbed/Utility Cart Fleet Replacement to Southwest Toyota Lift of Las Vegas, Nevada, in the estimated amount of \$301,232; 2) Authorize the CEO to execute the contract documents; and 3) Authorize any residual unexpended balances from this authorization to revert to available capital funds.

Fiscal Impact

FY 2019 \$301,232 Estimated expenditure

Chair Lawrence Weekly inquired about the replacement and repair of dated utility carts, to which Mr. Jicinsky explained that the carts were very aged and would be sent to the Clark County Public Auction as required by law.

Secretary Bill Noonan moved and it was carried by unanimous vote of the voting members present, including Vice Chair Chuck Bowling and Member George Rapson via telephone, to 1) Award the Flatbed/Utility Cart Fleet Replacement to Southwest Toyota Lift of Las Vegas, Nevada, in the estimated amount of \$301,232; 2) Authorize the CEO to execute the contract documents; and 3) Authorize any residual unexpended balances from this authorization to revert to available capital funds.

ITEM 8. **Las Vegas Convention Center District Phase Two Steel Mill Order No. 1**

Vice Chair Chuck Bowling outlined the time sensitivity of the purchase of the first steel mill order for the Las Vegas Convention Center District (LVCCD) Phase Two Expansion Project.

Mr. Jicinsky requested the LVCVA Board of Directors to: 1) Authorize an amount not to exceed Forty Million Dollars (\$40,000,000) for the initial purchase of structural steel for the LVCC District Phase Two Expansion Project; 2) Authorize the CEO or his designee to execute the contract documents of the purchase order; and 3) Authorize any residual unexpended balances from the Purchase Order to revert to available LVCCD funds.

Fiscal Impact

FY 2019 \$40,000,000 Estimated expenditure

Treasurer Larry Brown inquired about the residual unexpended balances stated in the recommendation, to which Mr. Jicinsky noted that any return funds would revert to the LVCCD project fund rather than the general fund.

Vice Chair Bowling reemphasized the importance of staying on time and on budget.

Secretary Bill Noonan moved and it was carried by unanimous vote of the voting members present, including Vice Chair Chuck Bowling and Member George Rapson via telephone, to 1) Authorize an amount not to exceed Forty Million Dollars (\$40,000,000) for the initial purchase of structural steel for the LVCC District Phase Two Expansion Project; 2) Authorize the CEO or his designee to execute the contract documents of the purchase order; and 3) Authorize any residual unexpended balances from the Purchase Order to revert to available LVCCD funds.

GENERAL GOVERNMENT DIVISION

- ITEM 9. **Board Retention of the Law Firm of Kamer Zucker Abbott for Union Negotiations**
Ms. Bolender requested that the Board of Directors: 1) Retain the services of the law firm of Kamer Zucker Abbott for the continuation of the union negotiations and potential fact-finding mediation and arbitrations; 2) Authorize Legal Counsel to approve expenditures up to a total of \$200,000 for such services; and 3) Authorize any residual unexpended balances from this authorization to revert to available general funds.

Fiscal Impact
FY 2018-19 up to \$200,000

Chair Lawrence Weekly asked for an explanation of the necessity of spending the requested amount on such services, to which Ed Finger, Chief Financial Officer, addressed the potential spend on services through arbitration.

Secretary Bill Noonan moved and it was carried by unanimous vote of the voting members present, including Vice Chair Chuck Bowling and Member George Rapson via telephone, to 1) Retain the services of the law firm of Kamer Zucker Abbott for the continuation of the union negotiations and potential fact-finding mediation and arbitrations; 2) Authorize Legal Counsel to approve expenditures up to a total of \$200,000 for such services; and 3) Authorize any residual unexpended balances from this authorization to revert to available general funds.

- ITEM 10. **Resolution Opposing the use of Yucca Mountain as a Nuclear Waste Repository**
Ms. Peterson recommended the Board of Directors approve a resolution that provides formal opposition to the use of Yucca Mountain as a nuclear waste repository.

Member Carolyn Goodman announced the endorsement of the U.S. Conference of Mayors to oppose the use of Yucca Mountain as a nuclear waste repository.

Chair Lawrence Weekly inquired about the next steps of the signed resolution, to which Mr. Ralenkotter explained that the resolution would be communicated to congressional delegations.

Member Michele Fiore asked if she could tour Yucca Mountain, to which Mr. Ralenkotter confirmed that staff would organize a site visit.

Secretary Bill Noonan moved and it was carried by unanimous vote of the voting members present, including Vice Chair Chuck Bowling and Member George Rapson via telephone, to approve a resolution that provides formal opposition to the use of Yucca Mountain as a nuclear waste repository.

ITEM 11. **Replacement Two-Way Radio System**

Mr. Finger requested the Board of Directors: 1) Award the contract for the purchase and installation of a Motorola two-way radio system to Bearcom Communications, Inc. dba, Bearcom, in the estimated amount of \$439,594; award a communications recording solution to Goserco, Inc., in the estimated amount of \$28,308; and award a radio frequency communication diagnostic monitor to Tessco, in the estimated amount of \$26,481; 2) Authorize the Chief Executive Officer to execute the contract documents; and 3) Authorize any residual unexpended balances from this authorization to revert to available capital funds.

Fiscal Impact

FY 2018 \$494,383 Estimated expenditure

Member Carolyn Goodman asked if upgrades were included in the contract, to which Mr. Finger explained that the purchase was for the ownership of the physical hardware that would inevitably age over time. Member Goodman stressed how technology rapidly changed and asked if upgrades or replacements should be included as an option. Mr. Finger acknowledged the burden of aging technology, but emphasized the state of the art technology in the proposed purchase.

Secretary Bill Noonan moved and it was carried by unanimous vote of the voting members present, including Vice Chair Chuck Bowling and Member George Rapson via telephone, to 1) Award the contract for the purchase and installation of a Motorola two-way radio system to Bearcom Communications, Inc. dba, Bearcom, in the estimated amount of \$439,594; award a communications recording solution to Goserco, Inc., in the estimated amount of \$28,308; and award a radio frequency communication diagnostic monitor to Tessco, in the estimated amount of \$26,481; 2) Authorize the Chief Executive Officer to execute the contract documents; and 3) Authorize any residual unexpended balances from this authorization to revert to available capital funds.

ITEM 12. **Resolution to Augment Fiscal Year 2018 Budget**

Mr. Finger requested that the Board of Directors recommend approval of the proposed budget augmentation and the associated resolution to augment the FY 2018 budget.

Fiscal Impact

Increase FY 2018 General Fund budgeted resources and appropriations by \$3,025,000

Secretary Bill Noonan moved and it was carried by unanimous vote of the voting members present, including Vice Chair Chuck Bowling and Member George Rapson via telephone, to approval of the proposed budget augmentation and the associated resolution to augment the FY 2018 budget.

ITEM 13. **Real Property Acquisition - Parcel Numbers 162-09-802-001, 162-09-703-004, 162-09-703-005 and 162-09-803-001, 8.3 Acres Near Convention Center Drive and Kishner Drive**

Steve Hill, President/COO, presented the opportunity to purchase additional property for the LVCCD expansion project and outlined the use of the property proposed for purchase.

Luke Puschnig, Legal Counsel, explained the details of the purchase agreement and recommended that the Board of Directors: 1) Approve the attached Asset Purchase and Sale Agreement to purchase various parcels of real property for \$49,800,000; 2) Authorize staff to expend up to \$1,000,000 for real property transaction costs, tenant relocation, apartment management, litigation expenses, and testing; and 3) Authorize the Chief Executive Officer and/or the President/Chief Operating Officer to execute the necessary documents.

Fiscal Impact

FY 2019 \$49,800,000 Estimated expenditure
FY 2019-21 \$ 1,000,000 Estimated expenditure

Vice Chair Chuck Bowling emphasized the importance of the purchase and made a motion to approve.

Chair Lawrence Weekly inquired about the prior land acquisition on Sierra Vista Drive, to which Mr. Puschnig noted the use of professional services for the tenant relocation executed in the apartments on the property and stated that a bid process for professional services for tenant relocation would be conducted for the apartments on the proposed property. Chair Weekly also inquired about the potential of additional land acquisition on Sierra Vista Drive, to which Mr. Puschnig stated that the proposed land acquisition was more critical.

Vice Chair Chuck Bowling moved and it was carried by unanimous vote of the voting members present, including Vice Chair Bowling and Member George Rapson via telephone, to 1) Approve the attached Asset Purchase and Sale Agreement to purchase various parcels of real property for \$49,800,000; 2) Authorize staff to expend up to \$1,000,000 for real property transaction costs, tenant relocation, apartment management, litigation expenses, and testing; and 3) Authorize the Chief Executive Officer and/or the President/Chief Operating Officer to execute the necessary documents.

ITEM 14.

2018B Bond Sale Resolution

Mr. Finger requested the Board of Directors: 1) Approve and adopt the 2018B Bond Sale Resolution providing for the issuance of LVCVA, Nevada Revenue Bonds, Series 2018B in the maximum principal amount of \$80,000,000; 2) Authorize the Chair of the Board to sign the Resolution; 3) Authorize the CEO or the Chief Financial Officer to arrange for the sale of the bonds and to execute agreements for issuance costs; and 4) Provide for authorization for all other matters relating thereto as defined in the Resolution.

Fiscal Impact

FY 2019 \$350,000 Estimated expenditures for costs of issuance

Secretary Bill Noonan moved and it was carried by unanimous vote of the voting members present, including Vice Chair Chuck Bowling and Member George Rapson via telephone, to 1) Approve and adopt the 2018B Bond Sale Resolution providing for the issuance of LVCVA, Nevada Revenue Bonds, Series 2018B in the maximum principal amount of \$80,000,000; 2) Authorize the Chair of the Board to sign the Resolution; 3) Authorize the CEO or the Chief Financial Officer to arrange for the sale of the bonds and to execute agreements for issuance costs; and 4) Provide for authorization for all other matters relating thereto as defined in the Resolution.

ITEM 15.

Review Audit Report Regarding Travel Expenses and Adopt Additional Recommendations

Staff recommended that the Board of Directors: 1) Review the audit report regarding certain travel expenses; and 2) Adopt additional recommendations to internal policies, if any.

Secretary Bill Noonan introduced Todd Bice, Founder/Partner of Pisanelli Bice, who provided an update detailing the audit conducted in relation to the utilization of airline gift cards by LVCVA ambassadors.

Member John Lee noted his time as Chair of the Policy Committee and inquired about policies for penalizing mistakes of Board members and staff. Mr. Bice outlined the responsibilities of the Board and management in relation to consequences of certain activities and noted his recommendations to ensure the appropriateness and operation of internal controls. Member

Lee asked if there should be a designee to work with staff to ensure that policies were being followed. Mr. Bice explained that his recommendations were on the basis of accounting and internal control and noted that the recommendations would be adequate to "safeguard" the LVCVA from future issues.

Secretary Noonan added that Mr. Moorhead would communicate with the LVCVA's external auditors to understand the audit process moving forward. Mr. Bice noted that the LVCVA's external auditors were not utilized for this audit to ensure the verification of appropriate procedures in the future.

Secretary Noonan thanked the Audit Committee and Mr. Bice for their hard work, recognized Mr. Ralenkotter for accepting full responsibility, and noted Mr. Ralenkotter's lack of awareness of the purchase of the gift cards. Secretary Noonan outlined the policies and practices established internally, recognized the work of the Finance Department, and noted the significant changes to travel and spending practices of the LVCVA staff. Secretary Noonan also requested staff use good judgement and best practices and made a motion to approve Mr. Bice's recommendations.

Vice Chair Chuck Bowling thanked Secretary Noonan and the Audit Committee for their thorough work on the matter, acknowledged the cooperation of staff, specifically Mr. Ralenkotter, and thanked Southwest Airlines for partnering with the LVCVA to promote travel to Las Vegas. Vice Chair Bowling addressed the importance of transparency moving forward and encouraged staff to continue to fulfill the mission of the LVCVA.

Secretary Bill Noonan moved and it was carried by unanimous vote of the voting members present, including Vice Chair Chuck Bowling and Member George Rapson via telephone, to 1) Review the audit report regarding certain travel expenses; and 2) Adopt additional recommendations to internal policies, if any.

Member Carolyn Goodman left the meeting at 11:19 a.m.

ITEM 16. **Legal Counsel's Report and Recommendation(s)**
There were no new legal items to report.

This was an information item. Not an action item.

Mr. Ralenkotter discussed his history as President/CEO of the LVCVA, succeeding Manuel Cortez in 2004, and outlined the development of his vision plan. Mr. Ralenkotter shared how his experiences fighting cancer forced him to reevaluate his future with the LVCVA and expressed his gratitude to his family and staff for their support. He also outlined the accomplishments of the LVCVA regarding the expansion of the convention center and referenced the completion of his succession plan, Las Vegas' 24 years as the No. 1 trade show destination according to the Trade Show News Network (TSNN), the renewal of the National Finals Rodeo contract, the additional NASCAR race in Las Vegas beginning in September, International Council of Shopping Centers (ICSC) RECon continuing to reside in Las Vegas, the LVCVA's relationship with McCarran International Airport, as well as the various future projects and conventions in the destination. Mr. Ralenkotter announced that the National Association of Home Builders would make Las Vegas their permanent convention location beginning in 2026, discussed LVCVA involvement in advocacy issues, recognized the LVCVA's relationship with industry partners, and said that he was engaging in conversations with Board members regarding his future retirement plans.

COMMITTEES

DIRECTORS' RECOGNITION

Member Peggy Leavitt thanked Mr. Ralenkotter for detailing his career and history with the LVCVA. Member Leavitt recognized the future completion of Interstate 11, discussed local participation in Boulder City Day on I-11 on June 2, and announced the 70th Annual Boulder City Damboree Celebration on July 4.

Member George Rapson discussed his positive experience flying on Virgin Atlantic's nonstop flight from Las Vegas to London, as well as his experiences witnessing the global reach of Las Vegas through conversations with European locals.

Chair Lawrence Weekly thanked Member Rapson, the Mesquite Mayor, and City Council members for the ribbon cutting ceremony of the new Mesquite Library, as well as the One Stop Career Center located in the library. Chair Weekly also thanked Vice Chair Chuck Bowling for his involvement in bringing the Las Vegas Aces to Mandalay Bay, as well as their involvement with youth in the community.

Vice Chair Bowling encouraged the Board to attend a Las Vegas Aces basketball game and support the team.

Vice Chair Bowling left the call at 11:39 a.m.

Chair Weekly also recognized Treasurer Larry Brown for the community outreach event at the Las Vegas 51s game on June 11.

Secretary Bill Noonan acknowledged the Washington Capitals for their sportsmanship and the team's recognition of the efforts of the Vegas Golden Knights during the Stanley Cup playoffs.

Member John Lee commended Mr. Ralenkotter for his strength in fighting cancer and acknowledged his contributions to the destination. Member Lee requested tickets to future ICSC's RECon shows be provided to the local municipalities for use by their economic and development departments.

Member Mary Beth Sewald thanked Mr. Ralenkotter for sharing his career highlights, the accomplishments of the LVCVA, and for his years of service.

Chair Weekly thanked Member Sewald for her attendance at an event at the Alexander Library in North Las Vegas.

Member Michele Fiore shared her experience traveling with the LVCVA to Brazil, thanked LVCVA staff for the opportunity, and detailed the extensive itinerary and volume of work accomplished on the trip. Member Fiore also acknowledged the Stick Salute event at the D Las Vegas on June 13, the grand opening of the first sensory wall in the City of Las Vegas at Gilcrease Brothers Park on June 23, and the first Fourth of July fireworks show at Skye Canyon Park. Member Fiore also encouraged the Board and audience to vote.

Chair Weekly encouraged the Board to remind their constituents that illegal fireworks usage would be cited.

COMMENTS FROM THE FLOOR BY THE PUBLIC

Mr. Braisted encouraged the LVCVA to include multiple drone ports in the design of the new expansion.

Member Maurice Wooden left the meeting at 11:47 a.m.

Ed Uehling expressed his gratitude to Secretary Bill Noonan for recognizing the Washington Capitals. Mr. Uehling also encouraged the Board to reconsider their opposition to Airbnb in the destination and referenced Member George Rapson's comments about the global reach of Las Vegas by stating that "everyone does want to come here to Las Vegas."

Stanley Washington, Diversity Advocate, extended his congratulations to the new members of the LVCVA Executive team and noted that he would be discussing a celebration opportunity with the LVCVA staff and the Board in the future.

Bruce Radel, LVCVA Security Officer, expressed his concerns with the union negotiations, the amount of funds being expended during the negotiations, and the importance of longevity in the organization.

David Sizemore, LVCVA Building Engineer, shared his history working for the LVCVA, his wife's diagnosis of cancer, the limits of health insurance, the decrease in benefits offered by the LVCVA, and the importance of appreciating the value of workers by providing them with fair benefits and wages.

ADJOURNMENT

Chair Lawrence Weekly adjourned the meeting at 11:55 a.m.

Respectfully submitted,

Date Approved: July 10, 2018

Courtney Lipski
Executive Assistant to the Board of Directors

Lawrence Weekly
Chair

Las Vegas convention staff fails to track more than \$125K in gifts



Senior vice president of finance Ed Finger gives a tour of the Las Vegas Convention and Visitors Authority warehouse in Las Vegas, Tuesday, Oct 31, 2017. The LVCVA warehouse is filled with

By Arthur Kane, Jeff German and Brian Joseph Las Vegas
Review-Journal
November 3, 2017 - 6:00 am

Updated November 5, 2017 - 12:40 am

Las Vegas convention officials handed out more than \$125,000 worth of iPads, golf clubs, Bose headphones and other pricey merchandise without noting who received the items or the business purpose of the gifts.

The handouts were among about \$4.7 million worth of gifts distributed by Las Vegas Convention and Visitors Authority officials since mid-2013 at taxpayer expense.

Most of the giveaways cost only a few dollars or mere cents, but about 10 percent of items worth \$50 or more received only vague descriptions from staff such as "in-house client meeting," "community outreach" and "VIP clients gifts," a Las Vegas Review-Journal investigation found.

The inventory of items distributed from the public agency's warehouse also at times omitted client names and instead identified staff members as the recipients of some goods, such as nearly \$6,000 in Thanksgiving baskets that authority CEO Rossi Ralenkotter received in 2013.

Some costly items were given to government officials and LVCVA board members who are responsible for overseeing authority staff, records show.

The lax warehouse inventory controls fit a pattern of reckless, unaccountable LVCVA spending uncovered by the Las Vegas Review-Journal since April.



SPONSORED CONTENT

How to pay off your house ASAP (It's so simple)

by Lending Tree

Without complete inventory records, items can be stolen or go missing, said Ron Lembke, an associate business professor at the University of Nevada, Reno who has taught inventory management.

"That does not sound like the best practices," he said. "With high-value items, you want to manage them super carefully because that's where all the money is."

No interview

Grab bag

The Las Vegas Convention and Visitors Authority maintains a warehouse of items to hand out to clients and visitors' but about 10 percent of the higher-priced items have only vague descriptions of who received the gifts. Here are some of the items the authority bought with taxpayer money since 2013.

Bose earphones	\$119,000
iPads	91,000
Golf bags	38,000
Faberge glasses	29,000
Apple watches	21,000

Source: Review-Journal analysis of the LVCVA's warehouse inventory database

Las Vegas Review-Journal

Authority spokeswoman Jacqueline Peterson declined requests for interviews, but she issued a statement saying gifts help build relationships that attract conventions and visitors to Las Vegas. The LVCVA operates the Las Vegas Convention Center.

"Convention sales is highly competitive," Peterson wrote.

"One such example were the iPads provided to the site selection committee members of an organization (who had just voted to move their show to another destination), this effort brought the convention, the nearly 40K attendees and \$73M of economic impact back to Las Vegas."

She did not address the vague notations in the warehouse inventory but said the facility is well-managed.

"Our records account for all receipts and distributions from the warehouse," she wrote. "The annual inventory count is observed and verified by the independent auditors, accounting for 99.9% of materials."

Boyd Gaming executive Bill Noonan, who is the chairman of the authority board's audit committee, and North Las Vegas Mayor John Lee, who chairs the policy committee, also declined comment, saying they do not know about the warehouse practices and policies.

Expensive gifts

About \$1.2 million worth of warehouse items were valued at \$50 or more. Some \$35,000 worth of headphones and speakers, \$6,498 worth of iPads and nearly \$17,000 of Tumi bags were distributed without records noting client names or purposes for the gifts, records show.

More than \$11,000 worth of Crystal Faberge alcohol glasses, which cost up to \$391 for a set of four, were marked "For Executive and Building Teams Use Only." Staff said they stopped ordering the glasses in 2007, but a couple of the sets were still on warehouse shelves as recently as last week.

The majority of the warehouse items were worth a few dollars or less, such as visitor guides, Las Vegas-branded lip balm and luggage tags with the Welcome to Las Vegas sign printed on them.

Some of the most expensive gifts went to LVCVA board members or former elected or appointed officials. Many of those items were handed out with no description of the benefit to taxpayers or Las Vegas tourism.

A \$219 Tumi bag was a retirement gift for Las Vegas City Manager Betsy Fretwell, records show. And Wynn Las Vegas President Maurice Wooden was part of a group of

casino employees who received \$348 Tumi bags and \$217 Bose speakers as "thank you" gifts the month before he joined the board, records show.

Staff gave away three sets of Bose headphones worth nearly \$900 and noted them as "Board member Community outreach gift bags – Las Vegas Brand." Authority staff gifted six \$126 rolling computer bags to new board members in 2014 and 2015, the inventory log shows.

"It's 100 percent improper for the convention authority to be giving taxpayer-funded gifts to officials that oversee it," said Curtis Kalin, a spokesman for Washington, D.C.-based Citizens Against Government Waste. "I think taxpayers would find it ethically dubious that that kind of conduct took place."

Board members also took advantage of the gifts to distribute to likely voters. Some were minor items like Welcome to Las Vegas keychains.

But Clark County Commissioner Larry Brown distributed two \$294 golf range finders and a nearly \$400 set of Faberge martini glasses at an ALS golf tournament in 2015. He joined the authority board this year.

Fretwell and Brown did not respond to requests for comment.

Wynn spokesman Michael Weaver said the gift to Wooden was for speaking at a leadership event and ended up being used for an employee incentive promotion at the resort.

The Review-Journal is owned by the family of Las Vegas Sands Corp. Chairman and CEO Sheldon Adelson. Las Vegas Sands Corp. operates the Sands Expo and Convention Center, which competes with the LVCVA-operated Las Vegas Convention Center.

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Las Vegas tourism boss misused travel cards for personal trips

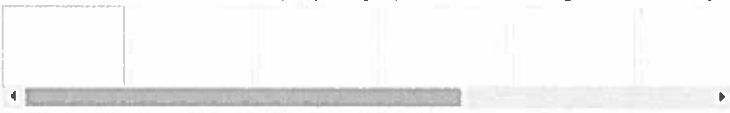
LVCVA's audit committee discusses policy changes

Las Vegas Convention and Visitors Authority board membe ...

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LVCVA's audit committee discusses policy changes (Chase Stevens/Las Vegas Review-Journal)



By Jeff German, Arthur Kane and Brian Joseph
Las Vegas Review-Journal
April 25, 2018 - 5:34 pm

Updated April 25, 2018 - 10:32 pm

Longtime tourism boss Rossi Ralenkotter used \$17,152 in airline gift cards given to the Las Vegas Convention and Visitors Authority for personal travel for himself and his family, an audit showed Wednesday.

The benefits were detailed in a report ordered by audit committee chairman Bill Noonan in February, more than a year after the Las Vegas Review-Journal requested employee gift and travel records from the publicly funded agency. The convention authority did not provide the records.

Auditors also found that board chairman Lawrence Weekly used \$699 in airline gift cards for a trip with his daughter.

The agency did not track the use of the gift cards, which were provided by Southwest Airlines from 2012 to 2017.

"Your personal use of those rewards was highly inappropriate and we would have expected you to use better judgment," Noonan told Ralenkotter at an audit committee meeting on Wednesday.

Ralenkotter, the publicly funded agency's CEO, apologized at the meeting for his actions and accepted "full responsibility." He has already paid back the money to the convention authority and prohibited employees from using the cards for personal trips.



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"I should have shown better judgment, and for that I am sorry," Ralenkotter told the committee. "I hope you know me well enough now to know my love for this authority, this industry and this city and to know that I would never intentionally do anything to tarnish or embarrass this great organization."

LVCVA President and CEO Rossi Ralenkotter talks abo...

Ralenkotter earned nearly \$900,000 last year in salary, bonus and benefits, according to government watchdog group Transparent Nevada.

Weekly, a member of the audit committee, also took responsibility for his actions. He did not disclose the travel cards in his campaign finance reports. State law requires elected officials to report gifts worth more than \$200.

In July 2016, Weekly said, he asked Brig Lawson, the agency's director of business partnerships, for help in finding cheaper airline tickets for a trip to Texas on authority business. Weekly said he also took his daughter on the trip to visit her college.

Lawson took care of the matter, and Weekly said he later learned that Lawson used gift cards toward the purchase of the tickets.

Weekly said he should have followed up with Lawson about paying for the tickets but never did.

"This is no one else's fault but mine," Weekly said. "I dropped the ball."

Weekly returned a call Thursday and said he didn't put the \$699 ticket for his daughter on his financial disclosures because he didn't consider it a gift and planned to reimburse it. He said he got busy and forgot to pay back the money. He only reimbursed the ticket Tuesday.

Lawson, who was not available for comment, is the convention authority executive who received the gift cards from Southwest Airlines and distributed them within the agency.

There were no rules prohibiting the use of the cards for personal travel, the report said.

The authority's in-house travel agency kept the only record of the cards when staff used them to book flights. The audit, which is ongoing, did not address how many cards could have been misused or how many employees had access to them.

"Unfortunately, the lack of appropriate internal controls over the years led to a mistaken practice that these cards were available for non-LVCVA business use," Las Vegas attorney Todd Bice said in the report.

Bice, who is leading the inquiry, said the convention authority discovered the unfettered use of the cards in February 2017 and only then started tracking them.

Still, Bice recommended several ways to monitor the cards, including storing them under lock and key and requiring written approval of any gift card requests and recording receipts. The authority's 14-member board will discuss the misuse of the cards next month.

Southwest Airlines spokesman Dan Landson declined to comment, but issued a statement saying: "Southwest Airlines provided gift cards to the Las Vegas Convention and Visitors Authority as part of various marketing programs over the last several years to support the airline's growth in Southern Nevada. We do not comment on who uses gift cards or the purpose of their individual trips."

The Review-Journal filed a records request in December 2016 asking for "any gifts, grants, gratuities or other consideration provided to employees" worth more than \$300.

Convention Authority spokesman Jeremy Handel justified the lack of disclosure by saying the problem was not discovered until February 2017.

"Central administration provided all available documents in response to (the Review-Journal request) and the item was closed in January 2017," he said.

But Handel wrote in a Jan. 20, 2017, response to the request that the authority "may provide more after further research."

Barry Smith, executive director of the Nevada Press Association, said the authority should have released the records in response to the request.

"The Review-Journal tried to uncover this type of information because there were issues with LVCVA spending," he said. "Transparency and accountability is the whole idea behind the records statute."

While state law says it is a felony to conceal public records, Smith said he does not know of any cases that were prosecuted for that reason.

The new disclosures follow a Review-Journal investigation that questioned the agency's spending and cozy relationship with board members.

An April 2017 Review-Journal story, based on more than 32,000 pages of receipts from convention authority executives over three fiscal years, showed lavish expenses on high-end entertainment, gifts for employees and first-class trips overseas for board members.

The Review-Journal also found that convention security officers were providing rides to Ralenkotter and former Las Vegas Mayor Oscar Goodman, who was paid \$72,000 a year to serve as the agency's tourism ambassador. The ongoing investigation showed lax controls over iPads, speakers and other gifts at the authority's warehouse.

The agency has an operating budget of about \$251 million, funded mostly by hotel room taxes, and uses it to promote tourism and operate the Las Vegas Convention Center.

Authority executives, directors and contractors responded to the newspaper's investigation last year by planning aggressive damage control rather than addressing the spending concerns, emails show.

A consultant hired by the agency also recommended delving into the campaign donations of a key critic, Clark County Commission Chairman Steve Sisolak, now a Democratic candidate for governor. Authority President and CEO Rossi Ralenkotter later rejected that advice.

But board members eventually changed the travel policy for themselves.

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LVCVA executive bought travel gift cards in secret



Brig Lawson, senior director of Business Partnerships, is pictured during a Las Vegas Convention and Visitors Authority monthly board meeting on Tuesday, July 11, 2017. (Bizuayehu)

By Jeff German
Las Vegas Review-Journal
June 11, 2018 - 11:41 am

A former Las Vegas Convention and Visitors Authority executive hid the purchase of \$90,000 in Southwest Airlines gift cards in records at the agency, an audit report shows.

In funding requests between 2012 and 2017, Brig Lawson, senior director of business partnerships, said the money was for promotional events and did not disclose that it was for the gift cards, the report shows.

Lawson also instructed Southwest employees to submit invoices to the publicly funded convention authority without mentioning the purchases were for the cards.

"Discussions with management indicate the gift cards were purchased with LVCVA funds by check and recorded as a promotional expense in accounting records," the report states.

Auditors could not account for more than \$50,000 of the cards, and they learned that longtime CEO Rossi Ralenkotter and his wife used \$16,207 in cards for personal travel.

In a 2013 email conversation, Lawson told a Southwest employee to provide an invoice identifying a \$12,000 gift card purchase as a special travel program.



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"Can't pull the invoice, but the request for invoice had this: Summer Travel Program Sponsorship," the Southwest employee wrote. "Would you prefer it say this and not gift cards?"

Lawson responded, "Yes...that's perfect."

LVCVA purchase of gift cards hidden

A former LVCVA executive hid the purchase of \$90,000 in S...

The report shows that Lawson submitted a request for \$54,000 in 2015 to sponsor a Southwest event, but he did not mention that \$12,000 of those funds were for buying airline gift cards. Emails reviewed by auditors show the budget for the hanger event was only \$42,000.

A second \$15,000 gift card purchase from Southwest in 2015 was described as a "planning summit," the report shows.

In 2017, Lawson told a Southwest employee in an email that the invoice for a \$14,000 gift card purchase needed to say "Sponsorship: 2017 Southwest Airlines Deck Event," according to the audit report.

Ed Finger, the convention authority's chief financial officer, told auditors that Southwest officials indicated they did not keep records of any gift cards issued to the agency.

"As of the date of this report, we have made no additional inquiries to Southwest to determine if this information may become available at a later date," auditors said in the report.

Southwest Airlines spokesman Dan Landson declined to comment on Monday.

Auditors also discovered that there was little agency tracking of the gift cards.

Bill Noonan, who chairs the convention authority board's audit committee, ordered the audit amid a Review-Journal investigation into the agency's spending and perks for board members and staff.

The Review-Journal had requested employee gift and travel records months before the original gift card disclosure in 2017, but the authority did not provide any records of the airline cards. It maintains there was no process in place at the time to track use of the cards.

Personal use

Ralenkotter and his wife used the Southwest gift cards on a combined 56 trips to several cities, including Burbank, Calif., Chicago, Phoenix, San Diego and San Francisco, the report says.

Ralenkotter, who has stepped up retirement plans, has apologized for his actions and paid back the money to the agency. The cards can no longer be used for personal travel.

The report does not address whether any other authority staff knew the agency had bought the gift cards.

"I believe (Lawson) hid it from the CEO as well," Noonan said. "I don't believe Rossi Ralenkotter had a clue at all."

Jean Burnett, the authority's travel coordinator, told auditors that Ralenkotter directed her to "use Southwest gift cards to pay for personal travel and that some of the gift cards were kept in Ralenkotter's top desk drawer."

Lawson, who resigned as auditors finalized their review, admitted to auditors that he gave the cards to Ralenkotter, but was unaware Ralenkotter used them for personal travel.

Lawson could not be reached for comment Monday, and convention authority spokeswoman Jacqueline Peterson has declined to discuss his resignation, calling it a personnel matter.

Ralenkotter and Peterson on Monday declined to discuss the latest findings in the audit report.

Auditors said they were unable to determine whether \$50,188 in cards were used for personal or business travel.

Nearly \$20,000 of the \$90,000 in cards went toward legitimate business travel, the report says.

Lawson purchased a total of 612 cards valued at \$50, \$100 and \$200 between 2012 and 2017, the report says.

The 14-member authority board is expected to take up the audit report at its monthly meeting on Tuesday.

Following preliminary audit findings last month, the board approved several recommendations to curb the abuse, including storing the cards under lock and key, requiring written approval of any card requests and recording receipts.

In April 2017, the newspaper's review of financial records over three years showed lavish expenses on high-end entertainment, gifts for employees and first-class trips overseas for board members.

The newspaper also found convention security officers were providing rides to Ralenkotter and former Las Vegas Mayor Oscar Goodman, who was paid \$72,000 a year to serve as the agency's tourism ambassador. Other records revealed lax controls over iPads, speakers and other warehouse items handed out as gifts.

Ralenkotter, 71, who has headed the high-profile tourism agency since 2004, has been preparing to retire after a year of battling cancer and criticism of the agency's misspending and cozy relationship with board members.

Authority financial executives learned of the Southwest gift cards between January and February 2017, but it took more than a year to get that information to the board, according to the audit report.

Finger, the chief financial officer, was informed on January 31 of this year that Ralenkotter and others had used the cards for personal trips. Days later, Noonan, the audit committee chair, ordered the review.

In their three-month examination of the cards, auditors searched more than 51,000 emails of 13 staffers, including Lawson, Ralenkotter and Cathy Tull, the chief marketing officer.

The trio was among a half-dozen people, including the agency's counsel, Luke Puschnig, who were interviewed by auditors.

The Review-Journal is owned by the family of Las Vegas Sands Corp. Chairman and CEO Sheldon Adelson. Las Vegas Sands Corp. operates the Sands Expo and Convention Center.

Contact Jeff German at jgerman@reviewjournal.com or 702-380-4564. Follow @JGermanRJ on Twitter.

Attorneys: LVCVA gift card scandal warrants criminal probe



Las Vegas Convention and Visitor Authority President Rossi Ralenkotter gives his retirement speech during a board meeting at the Las Vegas Convention Center in Las Vegas, Tuesday.

By Jeff German
Las Vegas Review-Journal
June 18, 2018 - 3:57 pm

Updated June 18, 2018 - 4:40 pm

A criminal investigation should examine the mishandling of \$90,000 worth of Southwest Airlines gift cards secretly purchased by the Las Vegas Convention and Visitors Authority, local lawyers said.

"It looks like there could be potentially a theft from the public," said Las Vegas Assemblyman Ozzie Fumo, D-Las Vegas, a defense lawyer and part-time professor at UNLV's Boyd School of Law. "There's a host of criminal charges that could come from this."

Defense lawyer Todd Leventhal, a former prosecutor, said the gift card scandal looks like an example of "deplorable greed" by people in power with little oversight.

"If these guys actually conspired to purchase these cards with publicly funded money to use for personal activities," Leventhal said, "then they have clearly crossed the line and have committed numerous criminal offenses, including conspiracy to defraud the taxpayers, theft of public funds and embezzlement."

Authority executive Brig Lawson hid the gift card purchases, and auditors could not account for more than \$50,000 of the cards, an audit report showed earlier this month. The tourism agency's CEO, Rossi Ralenkotter, used \$16,207 in cards to take personal trips with his wife.

Lawson has since resigned as the authority's senior director of business partnerships, and Ralenkotter reimbursed the authority for the cards he used.



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by Landing Tree

Last week, the convention authority board tightened controls in response to the Southwest purchases, which occurred between 2012 and 2017.

Rossi Ralenkotter's tenure at the Las Vegas Conventio...

Rossi Ralenkotter has been CEO of * ~ Vegas Conven...

Defense lawyer Chris Rasmussen said the audit findings are concerning but might only amount to agency policy violations.

"Some things could be unethical, but it doesn't mean that it rises to a criminal violation," he said. "We haven't heard the complete story from the convention authority."

Bill Noonan, who chairs the authority board's audit committee, said Monday that the board would cooperate in any criminal investigation.

"We would provide any documents requested," said Noonan, who ordered the gift card audit. "We want total transparency."

Noonan acknowledged that the audit left some questions unanswered.

"These were auditors, not investigators," he said.

Thomas Pitaro, a defense attorney and part-time Boyd law professor, said the findings should have been turned over immediately to law enforcement authorities.

"This agency is the voice and face of Las Vegas," Pitaro said. "I think everyone hopes it was just sloppy and can be cured within the agency, but we have a right to know."

Chip Siegel, a defense lawyer and former prosecutor, agreed.

"The bottom line is when taxpayer money is used in an improper or potentially untoward manner, there needs to be an investigation by law enforcement," he said.

A Las Vegas police spokeswoman said the department has not received any information about the audit findings and does not have an active investigation.

Second airline deal

In funding requests, Lawson said the gift card purchases were for promotional events with Southwest. He did not disclose that the requests were for the cards, the audit showed. Lawson also instructed Southwest employees not to mention the cards in invoices submitted to the convention authority, the report showed.

Efforts to reach Lawson for the past two weeks have been unsuccessful, and his lawyer, Christian Gabroy, did not return calls.

Lawson told auditors he did not know that Ralenkotter used the cards for personal travel, and auditors did not uncover evidence that Ralenkotter knew Lawson had bought the cards with agency funds. Ralenkotter indicated during the audit that he thought the cards were given to the authority for promotional purposes. The agency's travel coordinator told auditors that Ralenkotter, whose annual compensation and benefits package approaches \$1 million, kept Southwest gift cards in his office desk.

Another major company, Delta Airlines, gave the authority thousands of dollars in travel certificates in return for being included in the agency's ad campaigns and receiving shared space at trade shows. The authority also agreed to list Delta as a "preferred partner" on its website, auditors said.

But the trade was done in the open and the agency did not book any flights for business or personal use with the certificates, the audit showed.

Most of the 343 Delta certificates were given to the agency's leisure sales and business meetings departments, which had struck deals with Delta to use the certificates to attract tourists to Las Vegas, the report showed. Written agreements between 2011 and 2017 read by auditors showed the certificates were part of the deals. The agreements called for Delta to give the authority at least \$65,000 in certificates and travel upgrades.

The authority did not track all of the Delta certificates, the report found. Auditors said they were unable to determine the use of 37 certificates provided to the business meetings department in 2015 and 2016.

A Delta spokesperson could not be reached for comment.

Practice stopped

Ralenkotter, who has been talking with board members about his retirement and a potential separation payment, has apologized for his personal use of the Southwest cards. The convention authority no longer allows the cards to be used for personal travel.

Ralenkotter and authority spokeswoman Jacqueline Peterson declined to comment on whether the agency's handling of the gift cards might warrant a criminal investigation.

Attorney Todd Bice, who oversaw the audit, told board members last week that because of poor record keeping it would cost more than the amount of the \$50,188 in missing cards for auditors to try to find out what happened to them. He recommended closing the audit, which the board approved.

Dan Landson, a Southwest Airlines spokesman, would not discuss the audit's findings or the involvement of any company employees with Lawson.

"The gift cards were provided to the Las Vegas Convention Visitors Authority as part of various marketing programs over the last several years," Landson said. "We do not comment on who uses gift cards or the purpose of their individual trips. We also will not comment on personnel matters involving our employees."

Assistant Clark County District Attorney Chris Lalli, whose office prosecutes such criminal cases, declined to comment.

"At present, we have nothing to say regarding the LVCVA matter," he said.

Noonan, the audit committee chair, ordered the airline gift card audit in February amid a Review-Journal investigation into lavish agency spending and perks for board members and staff.

The Review-Journal had requested employee gift and travel records more than a year before the board hired the auditors, but the authority did not provide any records of the airline cards. It maintains there was no process in place at the time to track use of the cards.

The authority has an annual operating budget of about \$251 million, funded mostly by hotel room taxes, and uses it to promote tourism and operate the Las Vegas Convention Center.

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More needs to be done about missing Southwest gift cards at LVCVA



Las Vegas Convention and Visitors Authority board members. Erik Verduzco Las Vegas Review-Journal @Erik_Verduzco

Ron Branson Las Vegas
June 22, 2018 - 9:00 pm

I read in Tuesday's Review-Journal that Todd Bice, the attorney who oversaw the audit of the Las Vegas Convention and Visitors Authority, recommends not doing an additional audit for the missing \$50,188 in airline gift cards because he says it would cost more to do the review than the amount missing. I find that interesting and questionable.

The cost should not determine the need for an audit. Maybe an audit would uncover additional examples of the misuse of gifts.

But perhaps some of the costs can be covered by recovering funds that were paid to staff members to run personal errands or to drive the CEO and others to events, even though the CEO is given a car allowance.

The integrity of a public organization is the issue. Who knows what else may surface in an audit?

LVCVA boss pursues retirement payout amid criminal investigation



Las Vegas Convention and Visitor Authority CEO Rossi Ralenkotter during a board meeting at the Las Vegas Convention Center in Las Vegas, Tuesday, June 12, 2018. Erik Verduzco Las

By Richard N. Velotta
Las Vegas Review-Journal
July 22, 2018 - 7:21 am

Las Vegas Convention and Visitors Authority CEO Rossi Ralenkotter is taking steps to collect a retirement settlement that could cost taxpayers tens or hundreds of thousands of dollars, even as Las Vegas police conduct a criminal investigation into the tourism agency's spending practices.

Ralenkotter is the third-highest-paid public official in the state, with a salary and benefits package valued at \$863,000 annually. He does not have an employment contract, and the LVCVA has no legal obligation to pay Ralenkotter a retirement settlement. Based on his tenure, Ralenkotter will begin collecting a state pension of about \$400,000 a year upon retirement.

He has hired an attorney to negotiate a retirement payment with the authority's 14-member board of directors, which includes local elected officials and gaming industry representatives. The board has evaluated Ralenkotter annually and awarded him pay raises and bonuses.

His retirement date has not been set, and he told the Las Vegas Review-Journal he is no closer to developing his expectations of a retirement settlement than he was at the board's June 12 meeting, when he announced plans to retire.

"I'm still just analyzing everything and waiting to make a decision, so I'm just in the same position," Ralenkotter said as he left the boardroom. "I come to work every day. I'm still in charge."

Ralenkotter said that when he's ready to move on, he will schedule a session with the board's seven-member compensation committee.



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Adventure Starts Here

by HSBC

"There will be a conversation with the comp committee, and when I make a decision as to when the date will be, then we'll coordinate around that," he said. "I have to look at my schedule and what's happening at the building (the Las Vegas Convention Center). But we haven't made anything definitive yet."

The compensation committee's chairman, Wynn Las Vegas LLC President Maurice Wooden, declined to be interviewed by the Review-Journal in late June. He didn't attend the July 10 board meeting.

Taxpayer-funded LVCVA boss negotiating exit pay desp...

CEO Rossi Ralenkotter is the third-highest-paid public offici...

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Other members of the compensation committee — vice chairwoman Mary Beth Sewald, CEO of the Las Vegas Metro Chamber of Commerce; Clark County Commissioners Larry Brown and Lawrence Weekly; MGM Resorts International executive Chuck Bowling; Caesars Entertainment Corp. executive Tom Jenkin; and Boyd Gaming Corp. executive Bill Noonan — either declined comment or did not return calls or emails requesting information on a retirement settlement for Ralenkotter.

Unanswered questions

Ralenkotter, 71, has led the LVCVA since 2004 and has been a staff member since 1973. He said at the June 12 meeting that, after reflecting on his accomplishments and his battle with cancer, he was ready to talk about retirement.

He has rejected multiple requests to be interviewed about his retirement and about an audit involving \$90,000 of Southwest Airlines gift cards secretly purchased by the LVCVA, which is funded primarily by Clark County hotel room taxes. The cards were used for personal travel by Ralenkotter and Weekly, but \$50,000 is not accounted for.

Ralenkotter and his family used \$16,207 of cards for personal travel, but when an audit determined the cards were paid for with tax money, he reimbursed the agency and apologized for using them. Noonan criticized Ralenkotter's poor judgment for the inappropriate use of the gift cards in an April audit committee meeting.

Ralenkotter and LVCVA representatives are not investigating the use of the unaccounted-for \$50,000 of gift cards, saying they believe the cost of an investigation would exceed the loss.

Audit investigators said they believed Ralenkotter was unaware the cards had been purchased, thinking they were given to the LVCVA as part of a promotion.

Since discovering the misuse, the board has approved policy changes to prevent the future use of gift cards without proper accounting.

Las Vegas police began a criminal investigation of the handling of the gift cards in late June.

A representative for Southwest said the airline can identify the passengers whose flights were purchased with the gift cards, but the company's privacy policy prevents it from disclosing that information publicly. It's not clear whether auditors asked for that information from Southwest or whether police have requested it as part of their investigation.

The executive responsible for the secret gift card acquisitions, Brig Lawson, senior director of business partnerships, has since left the LVCVA and could not be reached for comment.

Uncharted waters

The LVCVA board is in uncharted waters regarding a retirement settlement for Ralenkotter. The issue is further clouded by other recent scandals uncovered by the Review-Journal as part of a rolling 18-month investigation of the agency.

The Review-Journal's investigation found:

Ralenkotter quietly modified a contract with former Las Vegas Mayor Oscar Goodman as head of a ceremonial tourist host committee that enabled Ralenkotter to administratively approve pay raises and contract extensions without board scrutiny. Goodman is a former LVCVA board chairman.

LVCVA security officers were directed to leave their posts to chauffeur Ralenkotter and Goodman to various locations, even though it isn't authorized in Goodman's contract and Ralenkotter receives a \$9,000 annual vehicle allowance.

The LVCVA warehouse staff gave away thousands of dollars of iPads, Bose speakers and other gifts intended to promote tourism without noting the recipient or business purpose. Warehouse staff also provided about \$6,000 of gift baskets to Ralenkotter.

The authority allowed lavish spending on high-end entertainment, gifts for employees and first-class trips overseas for board members. Some of those expenditures had no business purpose. Policies capping some of this spending have since been imposed.

Ralenkotter confirmed he has hired an attorney, Terry Coffing of Las Vegas-based Marquis Aurbach Coffing, to help him obtain a retirement settlement.

Coffing did not return calls Friday seeking comment about his representation of Ralenkotter.

Retirement negotiations

In the past decade, retiring local government leaders haven't normally hired lawyers to negotiate retirement settlements with government boards.

Two long-serving public employees had no legal representation when they retired. Pat Mulroy, who retired in March 2014 after serving 30 years with the Southern Nevada Water Authority and the Las Vegas Valley Water District, retiring as general manager, said she didn't have an attorney representing her interests in developing a retirement package.

Neither did retired Las Vegas City Manager Betsy Fretwell, a spokesman for the city of Las Vegas said.

But an expert in executive compensation said it would be appropriate for Ralenkotter to be represented.

Michael Melbinger, a partner in the employee benefits and executive compensation practice of Winston & Strawn LLP in Chicago, said many companies still like to reward a longtime senior executive with what they might call a "golden goodbye."

"Ever since the golden parachute rules (emerged) in 1982, everything that's a little extra is now called 'golden.' There's a golden handshake, golden goodbye, a golden coffin even," Melbinger said.

"That's an issue for the board of directors, obviously, and something that presumably they'd be keeping in mind when they negotiate this. It's all the more reason he needs a lawyer to help him out here," he said. "Trying to think of this objectively based on not knowing too much, if I'm advising the board of directors, you have fiduciary duties here, and you better think hard about them when you make this payment or agreement for something that's not currently contractually required."

Accountability

Two members of a Review-Journal panel of registered voters, while on opposite sides of the political aisle, are united in their thoughts about Ralenkotter and the LVCVA.

Previous payouts

Rossi Ralenkotter does not have an employment contract, and the Las Vegas Convention and Visitors Authority does not have a legal obligation to pay him a retirement settlement. When he retires, he will collect a state pension of at least \$400,000 a year. Other officials in the

... a year. Some officials in the state have retired with a one-time buyback amount determined by their contracts in addition to an annual state pension fund amount.

■ Buyback amount

■ PERS

(Public Employees Retirement System of Nevada)

LVCVA CEO
Rossi Ralenkotter

Negotiated amount TBD

\$ 400,000.00 +

Former Southern Nevada Water Authority Manager
Pat Mulroy

\$ 459,003.51

213,858.36

Former Clark County Manager
Don Burnette

\$ 450,929.55

211,003.00

Former Henderson City Manager
Mark Calhoun

\$ 242,165.00

170,461.92

Former Las Vegas City Manager

Betsy Fretwell



\$ 108,693.00



198,798.72

Note: Pat Mulroy's annual retirement payment comes out of the Las Vegas Valley Water District Retirement Plan, not the state pension fund.

Sources: Transparent Nevada, Southern Nevada Water Authority, Review-Journal research

Las Vegas Review-Journal

"I think they should suspend him right now without pay pending an investigation," said William Bradley, a 49-year-old commercial airline pilot who is a Republican.

"It's part of the reason people have lost confidence in their government, when you have something like the visitors authority where people are way overpaid and they're spending ridiculous amounts of taxpayers' money on lavish gifts and things like that. It needs to be reformed."

LVCVA board members have granted Ralenkotter raises in the past five years after surveys of executives in similar positions nationwide found his salary to be below average.

"Maybe something will happen now that there's a criminal investigation," Bradley said. "I'm sure that gives them more access to information than just a news story. Nobody likes to see somebody arrested, but if this can lead to a governmental body being held accountable for their actions, their past actions and their future actions, it's got to improve their performance."

Jim Sida, a 68-year-old Democrat, expressed a similar view. "I would generally say that the convention bureau needs to be cleaned up and moved to a more modern sense of management and that this Las Vegas good-old boy-stuff reeks," the retired law enforcement officer said.

"My general feeling is that the convention and visitors authority has been extremely tone-deaf about this to the extent that they continue to do this," he said, "and it can only create bad feelings on the part of the general public, especially if they ever need public support on something."

Sida believes Ralenkotter doesn't deserve anything beyond the pension he will get upon retirement.

"Basically, I don't know why he or any other CEO that's had a rough time in their position should receive an off-the-chart golden parachute. That, in and of itself, is kind of fraudulent," he said.

The Review-Journal is owned by the family of Las Vegas Sands Corp. Chairman and CEO Sheldon Adelson. Las Vegas Sands operates the Sands Expo & Convention Center.

Contact Richard N. Velotta at rvelotta@reviewjournal.com or 702-477-3893. Follow @RickVelotta on Twitter.

LVCVA Compensation Committee members:

- Chairman Maurice Wooden, Wynn Las Vegas Ltd.
- Vice Chair Mary Beth Sewald, Las Vegas Metro Chamber of Commerce
- Chuck Bowling, MGM Resorts International
- Tom Jenkin, Caesars Entertainment Corp.
- Bill Noonan, Boyd Gaming Corp.
- Clark County Commissioner Lawrence Weekly
- Clark County Commissioner Larry Brown

Board member urges LVCVA boss Rossi Ralenkotter to leave



North Las Vegas Mayor John Lee delivers his State of the City address on Thursday at the Texas Station in North Las Vegas, Jan. 18, 2018. Andrea Comejo Las Vegas Review-Journal



By Jeff German
Las Vegas Review-Journal
July 27, 2018 - 5:59 pm

Updated July 27, 2018 - 6:15 pm

A key board member at the Las Vegas Convention and Visitors Authority called on CEO Rossi Ralenkotter to immediately step down amid growing concerns about misuse of public funds and a police investigation into abuse of airline gift cards bought by the agency.

"In light of the criminal investigation, in light of some of the malfeasance within the organization, it has become more and more apparent that we need a change of leadership," said North Las Vegas Mayor John Lee, the former chairman of the board's policy committee. "We need to move past this cloud."

LVCVA board member calls on CEO to immediately ste...

A key LVCVA board member has call... CEO Rossi Rale...

00:00

01:03

Lee is the first board member to publicly challenge Ralenkotter's management. The 14-member board has come under criticism for lax oversight of the taxpayer-funded agency, which has a \$251 million annual operating budget.

The convention authority needs new leadership to do a better job of tracking its spending, and the board must strengthen policies to ensure that happens, Lee said.

Ralenkotter, who has been trying to negotiate a retirement agreement with the board, did not respond directly Friday to Lee's call for him to leave the board now.



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by Lending Tree

"As I announced in the June Board meeting, I am in talks about my retirement as the building blocks of our succession plan are all in place," Ralenkotter said in a statement. "Until then, I won't be sharing any details or timing out of respect for my board of directors."

Lee said a national search should be conducted for Ralenkotter's successor, because no one at the authority, including newly hired President and COO Steve Hill, has enough experience to take the agency to a higher level.

Lee acknowledged that Ralenkotter has done good things for Las Vegas tourism over the years, but he also said the reports of misconduct during the CEO's tenure have harmed the authority's image.

"Right now, I think the perception is that it's an elite agency that is operating above the law and not being concerned about the taxpayers and the responsibility it has to the state," Lee said.

Private confrontation

Las Vegas police are investigating the mishandling of \$90,000 of gift cards the authority secretly bought from Southwest Airlines. Ralenkotter, who has run the agency since 2004, used nearly \$17,000 of cards on personal trips, often with his wife. He paid back the money after an audit uncovered the trips.

Lee said he privately confronted Ralenkotter about resigning or retiring roughly three months ago in response to an ongoing Las Vegas Review-Journal investigation into the agency's spending.

"It was a culmination of the continued drip, drip, drip of misconduct allegations that had taken place that were more than I could continue to bear, and realizing that more were coming," Lee said.

Ralenkotter said he did not recall that conversation.

The newspaper found lavish convention authority expenses on high-end entertainment, gifts for employees and first-class trips overseas for board members.

Last week the Review-Journal reported that Ralenkotter secretly gave former Las Vegas Mayor Oscar Goodman, the agency's chief tourism ambassador, a \$12,000 raise in 2015 without board approval. Ralenkotter increased Goodman's salary to \$72,000 a year but reduced the length of his contract from two years to one, avoiding a \$100,000 threshold that triggers board scrutiny.

Lee said Ralenkotter told him three months ago that he wanted to stay in charge until the expected completion of a \$1.4 billion expansion of the Las Vegas Convention Center in 2021.

On June 2, weeks after the airline gift scandal erupted, the Review-Journal reported that Ralenkotter had been discussing retirement with his family and friends and had consulted a lawyer to help him seek a financial package. A close friend told the newspaper that Ralenkotter was looking at life without the convention authority after learning he was free of the cancer he had battled for years.

Days later on June 8, a follow-up report on the audit showed more than \$50,000 of the \$90,000 of Southwest Airlines gift cards was missing.

The audit also found that an LVCVA executive hid the purchase of the Southwest cards as part of the cost of promotional events with the airline.

The board, which includes elected leaders and casino executives, received the report at a public meeting June 12. At that time, Ralenkotter disclosed that he was talking with board members about retirement but had not set a date to leave. Despite the lingering scandal, board members praised Ralenkotter and applauded him after he presented a long list of accomplishments.

Two weeks later, police showed up at the agency's offices and obtained records related to the gift card audit.

More criticism

Board member Bill Noonan, a gaming executive who ordered the audit, later publicly criticized Ralenkotter for his poor judgment in using the cards for himself.

The Review-Journal had requested employee gift and travel records more than a year earlier, but the authority did not provide any records of the airline cards. It maintained that there was no process in place at the time to track who used the cards.

Ralenkotter said Friday that "policies have been ramped up to eliminate any prospect" of staff using airline gift cards again for personal travel.

"Mentions of this issue without noting the corrective actions taken to prevent any re-occurrence, and the auditors' determination that there was no intent, are misleading and inflammatory," he said.

In recent weeks, Ralenkotter and his lawyer Terry Coffing have been trying to negotiate a retirement package with the board's lawyer, Todd Bice. But they have not reached a deal, and Ralenkotter still has not set a retirement date. As part of his package, Ralenkotter has sought a lucrative performance bonus, longevity pay and health insurance, informed sources said. All this would be on top of an annual state pension of at least \$350,000.

Bice could not be reached for comment Friday. Coffing declined to comment.

Lee said this week that very few public officials in the state, if any, receive golden parachutes when they leave office and that it would be "immoral" to give Ralenkotter one funded by taxpayers.

The mayor said he decided to speak out because he was frustrated by the constant revelations of wasteful spending at the convention authority and little response from the board.

"I felt like there was some foot-dragging and it was going to keep bothering me," Lee said. "If I just sit quietly back and say nothing, I'm part of it. I'm complicit in it. When you do nothing, you're agreeing with what's going on. I'm not agreeing with what's going on, and I'm not agreeing that we are moving in the right direction."

Lee cited his experience in turning around the image of North Las Vegas.

"I've been involved in a city with a bad reputation and know how hard it is to change its reputation," he said. "If this board starts getting a reputation as a cover-up board, it's going to be a long time before the public is going to trust us again."

The Review-Journal is owned by the family of Las Vegas Sands Corp. Chairman and CEO Sheldon Adelson. Las Vegas Sands operates the Sands Expo & Convention Center.

Contact Jeff German at jgerman@reviewjournal.com or 702-380-4564.
Follow @JGermanRJ on Twitter.



STATE OF NEVADA

BEFORE THE NEVADA COMMISSION ON ETHICS

In re **Lawrence Weekly**, Chair,
Board of Directors, Las Vegas
Convention and Visitors Authority,
State of Nevada,

Ethics Complaint
Case No. **18-062C**

Subject. /

DRAFT

PROPOSED STIPULATED AGREEMENT

1. **PURPOSE:** This Stipulated Agreement resolves Ethics Complaint Case No. 18-062C (“Complaint”) before the Nevada Commission on Ethics (“Commission”) concerning Lawrence Weekly (“Weekly”), Chair of the Board of Directors of the Las Vegas Convention and Visitors Authority (“LVCVA”) in Nevada.

2. **JURISDICTION:** At all material times, Weekly was a public officer as defined in NRS 281A.160. The Ethics in Government Law (“Ethics Law”) set forth in NRS Chapter 281A gives the Commission jurisdiction over elected and appointed public officers and public employees whose conduct is alleged to have violated the provisions of NRS Chapter 281A. See NRS 281A.280. Accordingly, the Commission has jurisdiction over Weekly in this matter.

3. **PROCEDURAL HISTORY BEFORE COMMISSION**

a. On August 20, 2018, the Commission initiated this Complaint and issued its *Order Initiating an Ethics Complaint, Accepting Jurisdiction and Directing an Investigation*, alleging that Weekly accepted various improper gifts and used his official position and/or government time/resources to acquire airline gift cards purchased with LVCVA funds to pay for personal travel, in violation of the following provisions of the Ethics Law:

- 1) NRS 281A.400(1) – Seeking or accepting any gift, service, favor, employment, engagement, emolument or economic opportunity which would tend improperly to influence a reasonable person in his position to depart from the faithful and impartial discharge of his public duties;

- 2) NRS 281A.400(2) - Using his public position to secure or grant an unwarranted advantage for himself or any person to whom he has a commitment in a private capacity;
 - 3) NRS 281A.400(5) - Acquiring through his public duties or relationships, any information which by law or practice is not at the time available to people generally, and using the information to further a pecuniary interest of himself or any other person or business entity;
 - 4) NRS 281A.400(7) - Using governmental resources to benefit a significant personal or pecuniary interest; and
 - 5) NRS 281A.400(9) - Attempting to benefit his personal or financial interest through the influence of a subordinate.
- b. On August 20, 2018, staff of the Commission issued a *Notice of Complaint and Investigation* pursuant to NRS 281A.720 and Weekly was provided an opportunity to provide a written response to the Complaint.
 - c. On September 24, 2018, Weekly submitted a written response to the Complaint.
 - d. On October 25, 2018, the Executive Director presented a recommendation relating to just and sufficient cause to a three-member review panel pursuant to NRS 281A.720.
 - e. A Panel Determination issued on December 6, 2018 concluded that:
 - 1) Credible evidence supports just and sufficient cause for the Commission to render an opinion in the matter regarding the allegations pertaining to NRS 281A.400(1), (2), (7) and (9) related to Weekly's use of Southwest gift cards purchased with LVCVA funds for personal travel.
 - 2) Sufficient credible evidence does not support a determination that just and sufficient cause exists for the Commission to render an opinion in the matter regarding the allegations pertaining to 281A.400(1), (2), (7) and (9) (regarding Weekly's receipt of any items from the LVCVA warehouse of promotional products/merchandise) and NRS 281A.400(5).

f. In lieu of an adjudicatory hearing before the Commission, Weekly now enters into this Stipulated Agreement acknowledging his duty as a public officer to commit himself to protect the public trust and conform his conduct to Chapter 281A of the Nevada Revised Statutes.

4. **STIPULATED FACTS:** At all material times, the following facts were relevant to this matter:¹

- a. Weekly is the Chair of the LVCVA Board of Directors (“Board”) and also serves as a Member of the Board’s Audit Committee. Weekly is also an elected member of the Clark County Board of Commissioners.
- b. The LVCVA is a political subdivision of the State of Nevada and is a statutorily created public entity responsible as the destination marketing organization for Las Vegas to promote tourism, conventions, meetings and special events throughout Southern Nevada.
- c. The LVCVA is a governmental entity subject to Nevada’s Open Meeting Law (NRS Chapter 241), Public Records Law (NRS Chapter 239) and Ethics Law.
- d. The LVCVA obtains its funding, in part, from a percentage of hotel taxes and fees in Southern Nevada. Its primary goal is to increase tourism in the region for economic development purposes.
- e. The LVCVA is governed by a 14-member Board comprised of 8 elected officials representing the municipalities and counties in Southern Nevada and 6 representatives from the private sector.
- f. The LVCVA Board hires a President and Chief Executive Officer (“CEO”) and this position was held by Rossi Ralenkotter (“Ralenkotter”) during the relevant time periods. The CEO is responsible for carrying out all policy directives of the Board, including marketing, operation of facilities, human resources, finance and public affairs.
- g. The LVCVA maintains Board Policies, which include Policy 8.01 - Code of Conduct and Conflicts of Interest Policy (the “Policy”). The Policy in effect

¹ Stipulated Facts do not constitute part of the “Investigative File” as that term is defined by NRS 281A.440(17). All statutory and common law protections afforded to the Investigative File shall remain and are not affected by this Stipulated Agreement.

- during the relevant time period required compliance with the Ethics Law and states that LVCVA's directors, officers and employees shall work for the common good of the public that LVCVA serves and not for any private or personal interest. The Policy also prohibits Board members from seeking or accepting gifts, services, favors, employments, engagements, emoluments or economic opportunities that would improperly influence their public duties; using their position in government to secure unwarranted privileges; or using governmental property to benefit their personal or financial interests.
- h. The LVCVA maintains a Travel Policy that governs travel arrangements and expenses for LVCVA staff, non-staff and Board Members. The Travel Policy in effect during the relevant time period indicates that Board Member travel for LVCVA business must be authorized by the President/CEO and arranged by the division responsible for the trip. The Travel Policy contemplates that Board Members will retain proper receipts and complete expense reports for business travel.
 - i. Part of the LVCVA's mission is to develop and maintain relationships with airlines to expand and improve air service to Las Vegas and to increase visitation and hotel occupancy. To support that mission, the LVCVA purchases and receives promotional gift cards and certificates annually to be used for business purposes from several airlines, including Southwest Airlines.
 - j. The LVCVA has an in-house travel agency operated by LVCVA staff that books all business travel for LVCVA employees and Board Members and also books personal travel for certain LVCVA executives.
 - k. In late 2017, Luke Puschnig, Esq. ("Puschnig"), legal counsel for the LVCVA, discovered that Southwest gift cards received or purchased by the LVCVA were potentially being used to pay for personal travel.
 - l. In February of 2018, Puschnig informed the Chair of the Board's Audit Committee of the LVCVA of his discovery of the personal travel purchases with LVCVA-funded Southwest gift cards.

- m. The Audit Committee retained Todd Bice, Esq. (“Bice”) to look into the matter and Bice retained Eide Bailly to perform a forensic accounting audit regarding the personal use of Southwest gift cards.
- n. Eide Bailly prepared a June 8, 2018 Forensic Accounting Report (“Report”), which was presented by Bice to the LVCVA Board during a June 12, 2018 meeting.
- o. The Report revealed that Brig Lawson (“Lawson”), the former Senior Director of Business Partnerships, received and distributed approximately 612 Southwest gift cards that were purchased and paid for by the LVCVA between 2012 and 2017. Lawson had no system for tracking and recording the distribution or usage of the Southwest gift cards.
- p. The Report also revealed that personal/non-business travel totaling \$19,631.80 had been booked through the LVCVA travel agency and paid for with 192 Southwest gift cards purchased by the LVCVA for Ralenkotter, Weekly and others.
- q. On or around July 22, 2016, the LVCVA travel agency staff purchased roundtrip flights for Weekly and his daughter from Las Vegas to Dallas with eight Southwest gift cards totaling \$1,399.32 (\$699.66 for Weekly’s daughter and \$699.66 for Weekly). The travel occurred on July 25, 2016 and July 27, 2016.
- r. The gift cards used to purchase the airline travel to Dallas for Weekly and his daughter were provided by Lawson. Seven of the gift cards were purchased by the LVCVA, though Lawson, on March 22, 2016 and one of the gift cards was purchased by the LVCVA, though Lawson, on March 26, 2015.
- s. Because a travel authorization for Weekly’s travel had not been received from Ralenkotter and Weekly’s travel was being arranged/requested by Weekly himself, the LVCVA travel staff did not perceive that Weekly was traveling to Dallas on behalf of the LVCVA for business purposes.
- t. After Weekly and his daughter completed their travel to/from Dallas, Weekly did not submit a travel expense form to the LVCVA and did not provide any receipts or documentation related to his travel.

- u. When the forensic accounting audit revealed that personal travel had been purchased for Weekly and his daughter using the LVCVA's Southwest gift cards, Weekly provided a \$700 check to the LVCVA on April 25, 2018 as reimbursement for the cost of his daughter's travel to Dallas in 2016.
- v. The Meeting Minutes of an April 25, 2018 public meeting of the Audit Committee reflect that Weekly "discussed his lack of awareness of the use of travel cards for his personal travel and accepted full responsibility for neglecting to reconcile the amount at the time of his travel."

5. **TERMS / CONCLUSIONS OF LAW**: Based on the foregoing, Weekly and the Commission agree as follows:

- a. Each of the stipulated facts enumerated in Section 4 of this Stipulated Agreement is agreed to by the parties.
- b. Weekly is a public officer, which constitutes a public trust to be held for the sole benefit of the people of the State of Nevada (in particular, the citizens of Las Vegas).
- c. As a public officer, Weekly may not seek or accept any gift, service, favor, emolument or economic opportunity which would tend improperly to influence a reasonable person in his position to depart from the faithful and impartial discharge of his public duties (NRS 281A.400(1)). Weekly also must not use his public position to secure unwarranted privileges, preferences, exemptions or advantages for himself (NRS 281A.400(2)) or use government resources to benefit a significant personal or financial interests (NRS 281A.400(7)).
- d. The Commission considers whether an action is unwarranted pursuant to NRS 281A.400(2) if the action was illegal or otherwise against written policies that are applicable to the public officer.
- e. Weekly did not adequately avoid the conflict of interest between his public duties and private interests when he accepted free travel for himself and his daughter paid for with LVCVA airline gift cards.
- f. Weekly violated NRS 281A.400(1) because his acceptance of free personal travel from the LVCVA would tend to improperly influence a reasonable person

- in his position as a Board Chair to depart from the impartial discharge of his public duties.
- g. When Weekly accepted free air travel to and from Dallas, he used his position as an LVCVA Board Member to secure an unwarranted privilege or advantage for himself, in violation of NRS 281A.400(2). Additionally, Weekly used government property (Southwest Airlines gift cards purchased by the LVCVA) to benefit his significant personal or pecuniary interest, in violation of NRS 281A.400(7) and (9).
 - h. Weekly's actions constitute a single course of conduct resulting in one violation of the Ethics Law, implicating the provisions of NRS 281A.400(1), (2), (7) and (9), as interpreted and applied in accordance with the provisions of NRS 281A.020.
 - i. Weekly's violation was willful pursuant to NRS 281A.170 because he acted intentionally and knowingly, as those terms are defined in NRS 281A.105 and 281A.115, respectively.
 - j. For an act to be intentional, NRS 281A.105 does not require that Weekly acted in bad faith, or with ill will, evil intent or malice. However, Weekly acted voluntarily or deliberately when he accepted the free travel. *See In re McNair*, Comm'n Op. Nos. 10-105C, 10-106C, 10-108C, 10-109C and 10-110C (2011) ("the relevant inquiry regarding willful misconduct is an inquiry into the intentional nature of the actor's conduct . . . The fact that an actor may have acted with the best of intentions does not relieve the actor of liability.") (citation omitted).
 - k. NRS 281A.115 defines "knowingly" as "import[ing] a knowledge that the facts exist which constitute the act or omission." NRS Chapter 281A does not require that Weekly had actual knowledge that his conduct violated the Ethics Law, but it does impose constructive knowledge when other facts are present that should put an ordinarily prudent person upon inquiry. *See In re Stark*, Comm'n Op. No. 10-48C (2010). Even if Weekly was deemed to have no actual knowledge that his conduct would violate the provisions of NRS 281A,

Weekly's long career in public service should have made him aware of the statutes and regulations governing public officers.

- I. Pursuant to the factors set forth in NRS 281A.775 in determining whether a violation is willful and the penalty to be imposed, the Commission has considered the following factors:
 - 1) Weekly has not previously violated the Ethics Law.
 - 2) Weekly has been diligent to cooperate with and participate in the Commission's investigation and resolution of this matter.
 - 3) Weekly was instrumental in initiating the forensic accounting audit that resulted in the discovery of other instances of personal travel purchased with Southwest gift cards owned by the LVCVA.
 - 4) During an open public meeting of the Board's Audit Committee, Weekly acknowledged his use of the gift cards and accepted full responsibility for his failure to reconcile the amount at the time of his travel.
 - 5) Weekly has already provided \$700 reimbursement to the LVCVA.
- m. However, these mitigating factors are offset by the following considerations:
 - 1) The seriousness of the conduct is significant when measured against the public's trust that public officers will not use their public position or influence to acquire economic opportunities or advantages for themselves that are not available to the general public.
 - 2) Weekly waited almost two years to provide any reimbursement to the LVCVA for the free travel and he has not yet provided full reimbursement.
- n. For the willful violation, Weekly will pay a civil penalty of \$1,000.00 pursuant to NRS 281A.790(1)(a). Pursuant to NRS 281A.790(3), Weekly will pay an additional civil penalty in the amount of \$1,398.64, which penalty equals twice the unreimbursed financial benefit (\$699.32) realized by Weekly for his free travel. Weekly may pay the penalty in one lump sum payment or in monthly installment payments as arranged with the Commission's Executive Director.
- o. This Stipulated Agreement depends on and applies only to the specific facts, circumstances and law related to the Ethics Complaint now before the

Commission. Any facts or circumstances that may come to light after its entry that are in addition to or differ from those contained herein may create a different resolution of this matter.

- p. This Agreement is intended to apply to and resolve only this specific proceeding before the Commission and is not intended to be applicable to or create any admission of liability for any other proceeding, including administrative, civil, or criminal regarding Weekly. If the Commission rejects this Stipulated Agreement, none of the provisions herein shall be considered by the Commission or be admissible as evidence in a hearing on the merits in this matter.

6. WAIVER

- a. Weekly knowingly and voluntarily waives his right to a hearing before the full Commission on the allegations in Ethics Complaint Case No. 18-062C and all rights he may be accorded with regard to this matter pursuant to NRS Chapter 281A, the regulations of the Commission (NAC Chapter 281A), the Nevada Administrative Procedures Act (NRS Chapter 233B) and any other applicable provisions of law.
- b. Weekly knowingly and voluntarily waives his right to any judicial review of this matter as provided in NRS Chapter 281A, NRS Chapter 233B or any other applicable provisions of law.

7. ACCEPTANCE: We, the undersigned parties, have read this Stipulated Agreement, understand each and every provision therein, and agree to be bound thereby. The parties orally agreed to be bound by the terms of this agreement during the regular meeting of the Commission on January 16, 2019.²

DATED this ____ day of _____, 2019. _____
Lawrence Weekly

///

² Subject waived any right to receive written notice pursuant to NRS 241.033 of the time and place of the Commission's meeting to consider his character, alleged misconduct, professional competence, or physical or mental health.

The above Stipulated Agreement is approved by:

FOR YVONNE M. NEVAREZ-GOODSON, ESQ.
Executive Director, Commission on Ethics

DATED this ____ day of _____, 2019.

Judy A. Prutzman, Esq.
Associate Counsel

Approved as to form by:

FOR NEVADA COMMISSION ON ETHICS

DATED this ____ day of _____, 2019.

Tracy L. Chase, Esq.
Commission Counsel

The above Stipulated Agreement is accepted by the majority of the Commission.



STATE OF NEVADA
COMMISSION ON ETHICS
 704 W. Nye Lane, Suite 204
 Carson City, Nevada 89703
 (775) 687-5469 • Fax (775) 687-1279
 ethics.nv.gov

RECEIVED
 SEP 24 2018
 COMMISSION
 ON ETHICS

In re **Lawrence Weekly**, Chair,
 Board of Directors, Las Vegas
 Convention and Visitors Authority,
 State of Nevada,

Ethics Complaint
 Case No. 18-062C
Confidential

 Subject. /

WAIVER OF STATUTORY TIME REQUIREMENTS: ADJUDICATORY HEARING

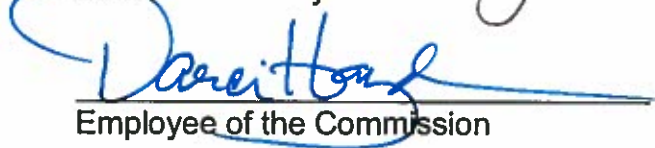
INITIAL


I, Lawrence Weekly, the above Subject, affirm that I have read the provisions of NRS 281A.745 and hereby freely and voluntarily waive the statutory time limit therein, which requires the Commission to hold an adjudicatory hearing and render an opinion in this matter within 60 days after the determination of just and sufficient cause issued by the review panel.

Dated: September 14, 2018


 Lawrence Weekly

Date received: 9/24/18


 Employee of the Commission



RECEIVED

SEP 24 2018

COMMISSION ON ETHICS

STATE OF NEVADA
COMMISSION ON ETHICS

704 W. Nye Lane, Suite 204
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ethics.nv.gov

In re Lawrence Weekly, Chair,
Board of Directors, Las Vegas
Convention and Visitors Authority,
State of Nevada,

Ethics Complaint
Case No. 18-062C
Confidential

Subject. /

**WAIVER OF STATUTORY TIME REQUIREMENTS:
INVESTIGATION & REVIEW PANEL**

Please initial any that apply:

INITIAL
HERE

I, Lawrence Weekly, the above Subject, affirm that I have read the provisions of NRS 281A.725, and hereby freely and voluntarily waive the statutory time limit therein, which requires the Executive Director to complete the investigation required by NRS 281A.720 and present a recommendation to a review panel within 70 days after the Nevada Commission on Ethics ("Commission") directed the Executive Director to investigate this Ethics Complaint.

INITIAL
LW

I, Lawrence Weekly, the above Subject, affirm that I have read the provisions of NRS 281A.730 and hereby freely and voluntarily waive the statutory time limit therein, which requires the review panel to determine whether there is just and sufficient cause for the Commission to render an opinion in this matter within 15 days after the Executive Director provides the review panel with the recommendation required by NRS 281A.725.

Dated: September 14, 2018

Lawrence Weekly
Lawrence Weekly

Date received: 9/24/18

Daritt
Employee of the Commission



STATE OF NEVADA

BEFORE THE NEVADA COMMISSION ON ETHICS

In re **Lawrence Weekly**, Chair,
Board of Directors, Las Vegas
Convention and Visitors Authority,
State of Nevada,

Request for Opinion No. **18-062C**

Subject. /

**REVIEW PANEL DETERMINATION
AND REFERRAL ORDER**
NRS 281A.725; NAC 281A.440

The Nevada Commission on Ethics ("Commission") initiated this Ethics Complaint No. 18-062C ("Complaint") on August 15, 2018, regarding the alleged conduct of Lawrence Weekly ("Weekly"), the Chair of the Board of Directors of the Las Vegas Convention and Visitors Authority ("LVCVA"), in violation of the Ethics in Government Law set forth in NRS Chapter 281A ("Ethics Law"). The Complaint alleges that Weekly accepted various improper gifts and used his official position and/or government time/resources to acquire airline gift cards purchased with LVCVA funds to pay for personal travel. The Commission issued its *Order Initiating an Ethics Complaint, Accepting Jurisdiction and Directing an Investigation* on August 20, 2018, instructing the Executive Director to conduct an investigation regarding alleged violations of NRS 281A.400(1), (2), (5), (7) and (9).

Weekly is a public officer as defined in NRS 281A.160. The Commission has jurisdiction over this matter pursuant to NRS 281A.280 because the allegations contained in the Complaint relate to Weekly's conduct as a public officer and have associated implications under the Ethics Law.

On December 4, 2018, a Review Panel ("Panel") consisting of Commissioners Barbara Gruenewald, Esq. (Presiding Officer), Kim Wallin, CPA, and Amanda Yen, Esq., reviewed the following: 1) Ethics Complaint No. 18-062C; 2) Order Initiating Complaint, Accepting Jurisdiction and Directing an Investigation; 3) Subject's Response to the Complaint; 4) Investigator's Report; and 5) Executive Director's Recommendation to the Review Panel.¹

Under NAC 281A.430, as amended by Section 55 of Approved Regulation R108-18, the Panel unanimously finds and concludes that there is just and sufficient cause for the Commission to render an opinion in the matter regarding the allegations pertaining to NRS 281A.400(1), (2), (7) and (9) related to Weekly's use of airline gift cards purchased with LVCVA funds for personal travel.

¹ All materials provided to the Panel, except the Ethics Complaint, represent portions of the investigatory file and remain confidential pursuant to NRS 281A.725.

However, the Panel unanimously finds and concludes that there is not just and sufficient cause for the Commission to render an opinion in the matter for alleged violations pertaining to NRS 281A.400(5) regarding misuse of nonpublic information and NRS 281A.400(1), (2), (7) and (9) regarding Weekly's acceptance of various gifts. Therefore, there will be no further action regarding these allegations.

IT IS HEREBY ORDERED:

Based upon the just and sufficient cause determination, the Review Panel refers Ethics Complaint No. 18-062C to the Commission to render an opinion regarding the alleged violations of NRS 281A.400(1), (2), (7) and (9) regarding the use of the LVCVA airline gift cards.

Dated this 6th day of December, 2018.

NEVADA COMMISSION ON ETHICS

By: /s/ Barbara Gruenewald
Barbara Gruenewald, Esq.
Commissioner/
Presiding Officer

By: /s/ Amanda Yen
Amanda Yen, Esq.
Commissioner

By: /s/ Kim Wallin
Kim Wallin, CPA
Commissioner

CERTIFICATE OF MAILING

I certify that I am an employee of the Nevada Commission on Ethics and that on this day in Carson City, Nevada, I transmitted a true and correct copy of the **PANEL DETERMINATION** regarding **Ethics Complaint No. 18-062C** via U.S. and electronic mail addressed as follows:

Lawrence Weekly
4270 Estate Ranch Street
North Las Vegas, NV 89031-5114

Email: info@lawrenceweekly09.com

Dated: 12/6/18



Employee, Nevada Commission on Ethics



STATE OF NEVADA

BEFORE THE NEVADA COMMISSION ON ETHICS

In re **Lawrence Weekly**, Chair,
Board of Directors, Las Vegas
Convention and Visitors Authority,
State of Nevada,

Ethics Complaint No. **18-062C**

_____ Subject. /

FIRST-AMENDED NOTICE OF HEARING AND SCHEDULING ORDER
NRS 281A.745

PLEASE TAKE NOTICE, the Nevada Commission on Ethics ("Commission") will hold a public meeting to consider a **Proposed Stipulated Agreement** regarding the allegations submitted in Ethics Complaint No 18-062C at the following time and location:

When: Wednesday, **January 16, 2019** at **10:00 a.m.**

Where: The Nevada Commission on Ethics
704 W. Nye Lane, Suite 204
Carson City, Nevada 89703

Subject has waived the personal notice requirements of NRS 241.033 (Nevada's Open Meeting Law) and was provided the opportunity to appear at the hearing telephonically.

If the Proposed Stipulated Agreement is approved, it will serve as the final written opinion in this matter pursuant to NRS 281A.135. If the Proposed Stipulated Agreement is not approved, the Commission will issue a second-amended Notice of Hearing and Scheduling Order setting the date, time and location for an adjudicatory hearing to consider the matter.

DATED: January 9, 2019

/s/ Tracy L. Chase
Tracy L. Chase, Esq.
Commission Counsel

CERTIFICATE OF SERVICE

I certify that I am an employee of the Nevada Commission on Ethics and that on this day in Carson City, Nevada, I transmitted a true and correct copy of the **First-Amended Notice of Hearing and Scheduling Order** in Ethics Complaint No. 18-062C via electronic mail to the Parties as follows:

Yvonne M. Nevarez-Goodson, Esq.
Executive Director
Judy A. Prutzman, Esq.
Associate Counsel
704 W. Nye Lane, Suite 204
Carson City, NV 89703

Email: ynevarez@ethics.nv.gov

Email: jprutzman@ethics.nv.gov

Lawrence Weekly
4270 Estate Ranch Street
North Las Vegas, NV 89031-5114

Email: info@lawrenceweekly09.com

DATED: January 9, 2019



Employee of the Nevada Commission on Ethics



RECEIVED

JAN 09 2019

COMMISSION ON ETHICS

STATE OF NEVADA
BEFORE THE NEVADA COMMISSION ON ETHICS

In re Lawrence Weekly, Chair,
Board of Directors, Las Vegas
Convention and Visitors Authority,
State of Nevada,

Ethics Complaint
Case No. 18-062C

Subject: /

**WAIVER OF NOTICE REQUIRED UNDER NRS 241.033(1)
TO CONSIDER CHARACTER, MISCONDUCT, OR COMPETENCE
OF PERSON IN ETHICS COMPLAINT ADJUDICATORY HEARING AND
OTHER PROCEEDINGS TO BE HEARD
BY THE STATE OF NEVADA COMMISSION ON ETHICS**

The Nevada Commission on Ethics ("Commission") will be holding various public meetings, hearings and other proceedings (collectively "Proceedings") to consider the Subject's character, misconduct or competence as related to the above referenced Ethics Complaint. If the Proceedings are not exempt from Nevada's Open Meeting Law pursuant to NRS Chapters 241 or 281A, NRS 241.033(1) requires notice be personally served on Subject of the time and place of the meeting at least 5 working days before the meeting or sent by certified mail to the last known address at least 21 working days before the meeting. Subject has agreed to comply with all deadlines and scheduled dates for the Proceedings, including those set forth in the Notice of Hearing and Scheduling Order and any issued amendments thereto.

I, Lawrence Weekly, understand the statutory notice requirements of NRS 241.033 and hereby knowingly and voluntarily waive my rights thereto associated with any Proceedings. In doing so, I expressly consent to any discussion of my qualifications, competence and character in the Proceedings. Prior to signing this waiver, I either had the opportunity to discuss this matter with my attorney or have voluntarily determined to proceed on my own accord, thereby waiving the right to consult with an attorney.

Dated this 8th day of January, 2019.

Subject:

By: 
Lawrence Weekly

Agenda Item 5

RFO No.	Date Filed	Jurisdiction	Subject of RFO	Requester	Status
19-003A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Hearing 1/16/19
19-002C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn (see 19-001C Duplicate)
19-001C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Pending Jurisdictional Review
18-145A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Stayed by Order of the Commission pending related Ethics Complaint Matter
18-144C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Pending Jurisdictional Review
18-143C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Pending Jurisdictional Review
18-142C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Pending Jurisdictional Review
18-141C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Pending Jurisdictional Review
18-140C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Pending Jurisdictional Review
18-139C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Investigation Pending
18-138C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Pending Jurisdictional Review
18-137A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Pending Review by Submission
18-136A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 12/18/18; No Abstract Opinion
18-135C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-134C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-133C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-132C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-131A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-130C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Investigation Pending
18-129A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Pending Hearing
18-128A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Pending Hearing
18-127C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)

18-126C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-125C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-124C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-123A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn
18-122A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn
18-121C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Investigation Pending
18-120C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-119C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-118A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 12/18/18 confidentiality waived
18-117C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-116A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 11/1/18; Abstract Opinion issued 11/28/18
18-115C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-114C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Investigation Pending
18-113C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-112C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Investigation Pending
18-111C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-110C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-109C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-108A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn (see 18-107A Duplicate)
18-107A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 11/1/18 confidentiality waived

18-106C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Investigation Pending
18-105C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-104C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-103C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-102C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-101C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-100C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-099C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-098C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-097C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-096C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-095C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-094C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-093C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-092C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-091C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-090C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)

18-089C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-088C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-087C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-086C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-085C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-084C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn (see 18-085C Duplicate)
18-083C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn (see 18-082C Duplicate)
18-082C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-081C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Caution (Jurisdiction; No Investigation)
18-080A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 11/21/18, Abstract Opinion Pending
18-079C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-078A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 10/10/18, Abstract Opinion issued 11/7/18
18-077C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Investigation Pending
18-076C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn (see 18-075C Duplicate)
18-075C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Caution (Jurisdiction; No Investigation)
18-074C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed by Panel
18-073C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn (see 18-072C Duplicate)
18-072C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Deferral Agreement 1/16/19
18-071C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-070C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)

18-069C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-068C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-067C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-066C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn (see 18-065C Duplicate)
18-065C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-064C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Investigation Pending
18-063C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-062C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Stipulation 1/16/19
18-061C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Investigation Pending
18-060C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Investigation Pending
18-059C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Caution (Jurisdiction; No Investigation)
18-058C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn (see 18-057C Duplicate)
18-057C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Stipulation 2/20/19
18-056C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-055C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn (see 18-056C Duplicate)
18-054C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-053C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-052C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Investigation Pending
18-051C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Instruction (Jurisdiction; No Investigation)
18-050C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Instruction (Jurisdiction; No Investigation)
18-049C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Investigation Pending
18-048C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (Jurisdiction; No Investigation)

18-047C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn (see 18-046C Duplicate)
18-046C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-045C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn (see 18-046C Duplicate)
18-044C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn (see 18-046C Duplicate)
18-043C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Investigation Pending
↑ FISCAL YEAR 2019 ↑					
18-042C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-041C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-040C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-039C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Investigation Pending
18-038C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-037C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Caution (Jurisdiction; No Investigation)
18-036C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-035A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Stayed by Order of the Commission pending related Ethics Complaint Matter
18-034C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-033A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn (see 18-032C Duplicate)
18-032A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 7/18/18, Abstract Opinion issued 7/26/18
18-031C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Panel Determination Pending 2/20/19
18-030C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (Improper Filing)

18-029A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 7/18/18, Abstract Opinion issued 8/9/18
18-028C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Panel Determination Pending 2/20/19
18-027A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 7/18/18, Abstract Opinion issued 10/10/18
18-026C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
18-025C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (Jurisdiction; No Investigation)
18-024C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed by Panel
18-023C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Instruction (Jurisdiction; No Investigation)
18-022C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (Jurisdiction; No Investigation)
18-021A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 6/1/18, Abstract Opinion issued 7/26/18
18-020C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn (see 18-019C Duplicate)
18-019C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Caution (Jurisdiction; No Investigation)
18-018C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (Jurisdiction; No Investigation)
18-017C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (Jurisdiction; No Investigation)
18-016C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (Jurisdiction; No Investigation)
18-015C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 5/30/18 Abstract Opinion issued 7/30/18
18-014C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Caution (Jurisdiction; No Investigation)
18-013A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn
18-012A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn
18-011C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Investigation Pending

18-010C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (Jurisdiction; No Investigation)
18-009A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Closed with Notice of Jurisdiction
18-008A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn
18-007A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Closed with Notice of Jurisdiction
18-006A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 4/26/18, Abstract Opinion issued 6/27/18
18-005C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Investigation Pending
18-004C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Instruction (Jurisdiction; No Investigation)
18-003C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Instruction (Jurisdiction; No Investigation)
18-002C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn (see 18-004C)
18-001C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Withdrawn
17-56C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (Jurisdiction; No Investigation)
17-55C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Instruction (Jurisdiction; No Investigation)
17-54C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Caution (Jurisdiction; No Investigation)
17-53C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (Jurisdiction; No Investigation)
17-52C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Caution (Jurisdiction; No Investigation)
17-51C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (Jurisdiction; No Investigation)
17-50C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
17-49A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
17-48C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 12/19/17 Abstract Opinion issued 2/13/18
17-47A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 12/5/17 confidentiality waived

17-46C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (Jurisdiction; No Investigation)
17-45C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Instruction (Jurisdiction; No Investigation)
17-44C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
17-43C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
17-42A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 12/14/17, Abstract Opinion issued 2/13/18
17-41A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 12/11/17 Abstract Opinion issued 2/13/18
17-40C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Instruction (Jurisdiction; No Investigation)
17-39A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 12/14/17, Abstract Opinion issued 2/13/18
17-38C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (No Jurisdiction; No Investigation)
17-37C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Stipulation Executed 1/22/18
17-36C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Deferral Agreement 3/27/18, Compliance Pending
17-35C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed by Panel with Letter of Caution 1/17/18
17-34C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Caution (Jurisdiction; No Investigation)
17-33C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Instruction (Jurisdiction; No Investigation)
17-32C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (Jurisdiction; No Investigation)
17-31C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed (Jurisdiction; No Investigation)
17-30C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed with Letter of Caution (Jurisdiction; No Investigation)
17-29C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed by Panel 11/20/17

17-28A	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion issued 10/5/17, Abstract Opinion issued 2/13/18
17-27C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Deferral Agreement 1/16/18, Compliance Pending
17-26C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Stipulation Executed 5/29/18, Compliance Pending
17-25C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Dismissed by Panel with Letter of Instruction 3/29/18
↑ FISCAL YEAR 2017-2018 ↑					
17-23C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Deferral Agreement 11/7/17, Compliance Pending
17-21C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Opinion Pending 2/20/19
↑ FISCAL YEAR 2016-2017 ↑					
16-54C	XXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	Pending Litigation
↑ FISCAL YEAR 2015-2016 ↑					