



# POLICY COMMITTEE MEETING

WEDNESDAY, NOVEMBER 20, 2024



## Board of Directors



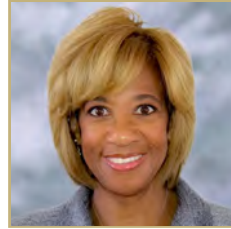
**JIM GIBSON**

*Chair*  
Commissioner  
Clark County  
Commission Office



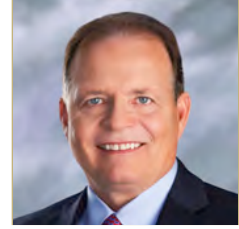
**BRIAN GULLBRANTS**

*Vice Chair*  
COO  
Wynn North America



**PAMELA GOYNES-BROWN**

*Secretary*  
Mayor  
City of North Las Vegas



**STEVE THOMPSON**

*Treasurer*  
Chief Administrative Officer  
Boyd Gaming Corporation



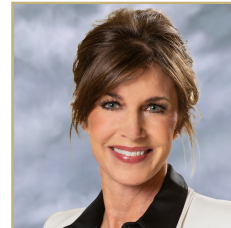
**CEDRIC CREAR**

Councilman  
City of Las Vegas



**CAROLYN G. GOODMAN**

Mayor  
City of Las Vegas



**ANN HOFF**  
President & COO  
Bellagio | Park MGM | Nomad



**JAN JONES BLACKHURST**

Caesars Entertainment  
Board of Directors  
Chief Executive in Residence,  
UNLV International  
Gaming Institute



**MICHAEL NAFT**

Commissioner  
Clark County  
Commission Office



**MICHELLE ROMERO**

Mayor  
City of Henderson



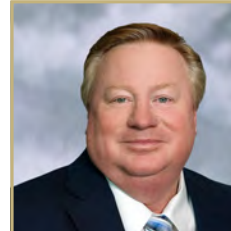
**MARY BETH SEWALD**

President and CEO  
Vegas Chamber



**STEVE WALTON**

Councilman  
City of Boulder City



**BRIAN WURSTEN**

Councilman  
City of Mesquite



## NOTICE OF PUBLIC MEETING AND AGENDA

### POLICY COMMITTEE MEETING

WEDNESDAY, NOVEMBER 20, 2024

1:00 P.M.

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

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#### Policy Committee:

**Ms. Jan Jones Blackhurst, Chair**

**Mayor Pamela Goynes-Brown, Vice Chair**

Councilman Cedric Crear

Commissioner Jim Gibson

Councilman Steve Walton

Councilman Brian Wursten

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THIS PUBLIC MEETING IS PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

Las Vegas Convention and Visitors Authority (LVCVA) – 2<sup>nd</sup> Floor Administration Offices – South Hall  
3150 Paradise Road, Las Vegas, NV 89109

LVCVA Website: [www.lvcva.com/agenda](http://www.lvcva.com/agenda)

Nevada Public Notice Website: <https://notice.nv.gov/>

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*THE POLICY COMMITTEE (COMMITTEE) MAY:  
CONSIDER AGENDA ITEMS OUT OF ORDER;  
COMBINE TWO OR MORE AGENDA ITEMS FOR CONSIDERATION; AND  
REMOVE OR DELAY DISCUSSION ON ANY AGENDA ITEM AT ANY TIME.*

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## AGENDA

### **OPENING CEREMONIES**

Call to Order

Roll Call

Pledge of Allegiance

### **COMMENTS FROM THE FLOOR BY THE PUBLIC**

The first public comment period is limited to comments on items on the agenda. 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 Committee 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.

### **APPROVAL OF AGENDA AND MINUTES**

Approval of the Agenda.  
For possible action.

Approval of the Minutes from the November 29, 2023, Policy Committee Meeting.  
For possible action.

## **LVCVA STAFF REPORTS AND REQUESTED ACTIONS**

**A. Review and Approval of Proposed Amendments to Board Policies**

That the Committee review, and approve for recommendation to the Board of Directors, proposed amendments to Board Policies.

For possible action.

**B. Policy Committee Charter Review and Evaluation of Committee**

That the Committee perform: 1) its annual review of the Committee's Charter for possible changes to recommend to the Board of Directors; and 2) its evaluation of the Committee's performance.

For possible action.

## **SET NEXT MEETING DATE**

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

## **COMMENTS FROM THE FLOOR BY THE PUBLIC**

This public comment period is for any matter that is within the jurisdiction of the Committee. 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 Committee 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.

## **ADJOURNMENT**

Persons are invited to submit written remarks for all matters, both on and off the agenda. Written remarks presented for inclusion in the Committee's 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 Committee may permit the filing of noncomplying [sic] written remarks, documents, and related exhibits pursuant to NRS 241.035(1)(e).

To submit ideas to the LVCVA, please visit <https://www.lvcva.com/who-we-are/meetings-and-minutes/>

Committee 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 Silvia Perez in the Board Office at: 702-892-2802 or [sperez@lvcva.com](mailto:sperez@lvcva.com)

Members of the Committee may participate in this meeting via telephone conference call.

For information or questions regarding this agenda please contact:  
Silvia Perez, Executive Assistant to the Board  
3150 Paradise Road, Las Vegas, Nevada 89109  
702-892-2802 or [sperez@lvcva.com](mailto:sperez@lvcva.com)

Supporting materials for this meeting are available at 3150 Paradise Road, Las Vegas, NV 89109 or by contacting Silvia Perez at 702-892-2802 or [sperez@lvcva.com](mailto:sperez@lvcva.com)

**MINUTES**  
**Policy Committee Meeting**  
**November 29, 2023**



**Policy Committee Meeting**  
**Wednesday, November 29, 2023**  
**Minutes**

The Policy Committee Meeting of the Board of Directors of the Las Vegas Convention and Visitors Authority (LVCVA) was held on November 29, 2023, 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.

**Policy Committee Members:**

*Present unless otherwise noted*

- Ms. Jan Jones Blackhurst, Chair**
- Mayor Pamela Goynes-Brown, Vice Chair**.....*virtual*
- Councilman Cedric Crear
- Commissioner Jim Gibson
- Councilman Steve Walton
- Councilman Brian Wursten.....*absent*

LVCVA Executive Staff in Attendance

- Steve Hill, CEO/President
- Caroline Bateman, General Counsel
- Ed Finger, Chief Financial Officer
- Brian Yost, Chief Operating Officer
- Kate Wik, Chief Marketing Officer
- Lori Nelson-Kraft, Sr. VP of Communications
- Nadine Jones, Senior Vice President of People & Culture

**OPENING CEREMONIES**

Chair Jan Jones Blackhurst called the meeting to order at 2:33 p.m.

Caroline Bateman, General Counsel, acknowledged that all Committee members were present except Member Brian Wursten.

The Pledge of Allegiance was performed.

**COMMENTS FROM THE FLOOR BY THE PUBLIC**

There were no comments from the floor by the public.

Member Cedric Crear noted that he was not on the Committee at the time of the December 8, 2022 Policy Committee Meeting and would abstain from voting on the Minutes from that meeting. Member Jim Gibson noted that he was also not yet on the Committee at that time. Ms. Bateman clarified that all Committee members are permitted to vote unless they have reason to believe that there is inaccuracy in the Minutes.

**APPROVAL OF THE AGENDA & MINUTES**

**Member Gibson moved, and it was carried by unanimous vote of the voting members, to approve the November 29, 2023 Policy Committee Meeting agenda and the minutes from the December 8, 2022, Policy Committee Meeting.**

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**LVCVA STAFF REPORTS AND REQUESTED ACTIONS**

ITEM A. **Review and Approval of Proposed Amendments to Board Policies**

Ms. Bateman described the purpose of the Board Policies (Policies) and described Staff's efforts to consult with Committee members and internal team members regarding proposed revisions to the Policies. She provided that under the supervision of the Committee, the Policies underwent significant revisions that the Board of Directors (Board) approved in 2021. Ms. Bateman noted that one of the revisions that took place at that time was the revision of the CEO's Signature Authority under term 1.04 in page 7 of the Policies. She explained that the CEO's Signature Authority to execute contracts remained at \$100,000 for more than 15 years and pertained to the value of a contract over a rolling calendar year. She provided that the 2021 increase of the CEO's Signature Authority to \$250,000 changed the calculation of the cumulative lifespan of contracts and their pertinent amendments and/or extensions. Ms. Bateman noted that changing the contract value from a rolling calendar year calculation to a lifespan value has resulted in low annual contract value items being presented to the Board for approval due to reaching the CEO Signature Authority over the lifespan of the contracts. She stated that Staff proposes to maintain the CEO Signature Authority at \$250,000 and revert to the pre-2021 "per rolling calendar year" calculation. Ms. Bateman provided examples of contracts that would have been executed under the CEO's Signature Authority instead of having been presented to the Board for its approval including those for sanitary, cleaning, lighting, first aid supplies, copiers, and uniform rentals. She noted that the proposed policy revision includes a provision that Staff will present contracts exceeding five years for Board approval, which is in alignment with the LVCVA's general policy of not executing contracts that are longer than five years in length. She noted that exceptions include certain Information Technology (IT) and other related contracts that would be presented for Board approval regardless of the proposed change in Policies. Ms. Bateman provided that a Committee member requested that language be inserted to reflect an annual adjustment of the CEO's Signature Authority in accordance with the applicable published Consumer Price Index (CPI). She noted that this would take place on January 1 of each year beginning in January 2025 and that corresponding changes would be made to the Authorization Basis portion of the Procurement section of Policy 5.01.

Member Cedric Crear referenced a question he asked during his briefing prior to the Committee meeting pertaining to making the Board aware when rolling contracts reach certain threshold amounts. Ed Finger, Chief Financial Officer, referenced that the provision related to the presentation of contracts that exceed five years, as discussed by Ms. Bateman, was introduced as a result of Member Crear's inquiry. Mr. Finger noted that the previous iteration would have allowed for contracts up to 10 years and \$2.5 million and was changed to a five-year threshold to address Member Crear's concerns. Mr. Finger added that the Policies remain unchanged as related to the reporting requirements to the Board for use of the CEO's Signature Authority of \$50,000 or greater, which is reported by Ms. Bateman on a quarterly basis. Member Crear asked if that report is provided to the full Board, to which Mr. Finger confirmed.

Member Gibson commented on the approval process for Requests for Proposal (RFP) awards to which Mr. Finger clarified that RFP's and awards below \$250,000 a year and for five years or less, would not be presented to the Board under the proposed mechanism. Chief Executive Officer (CEO)/President Steve Hill added that those would be reported in the Quarterly Contracts Reports, to which Mr. Finger agreed. Member Gibson reiterated the concept that such reports would be presented to the Board for review, not action, to which Mr. Finger agreed.

Ms. Bateman stated that Staff had no further proposed amendments to present and requested that the Chair query the Committee members on any items they would like to address, to which there were none.

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**Member Steve Walton moved, and it was carried by unanimous vote of the voting members, to approve the proposed amendments to Board Policies for recommendation to the Board of Directors.**

ITEM B. **Policy Committee Charter Review and Evaluation of Committee**

Ms. Bateman noted that during the 2021 revision of the Board Policies, corresponding changes to the Policy Committee Charter were inadvertently not made. She presented that the proposed revision to the Policy Committee Charter was in Section 2.2 relating to Membership of the Committee. Ms. Bateman noted that the proposed language complies with the Board Policies' committee member selection system and that the remaining changes were for housekeeping and clarification purposes.

**Member Walton moved, and it was carried by unanimous vote of the voting members, to approve for recommendation to the Board of Directors, the proposed amendments to the Policy Committee Charter.**

Ms. Bateman outlined the Committee's two major requirements under its Charter to meet at least once a year and to approve any proposed changes to the Board Policies. She stated that the Committee has fulfilled those requirements.

Chair Jones Blackhurst requested that Staff review how the Board Policies apply to the roles and responsibilities of the Board, for the next Committee meeting.

**SET NEXT MEETING DATE**

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

**COMMENTS FROM THE FLOOR BY THE PUBLIC**

There were not comments from the floor by the public.

**ADJOURNMENT**

Chair Jones Blackhurst adjourned the meeting at 2:46 p.m.

Respectfully submitted,

Date Approved: November 20, 2024

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Silvia Perez  
Executive Assistant to the Board

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Jan Jones Blackhurst  
Policy Committee Chair



# LAS VEGAS CONVENTION AND VISITORS AUTHORITY POLICY COMMITTEE MEETING AGENDA DOCUMENTATION

<b>MEETING DATE:</b>	<b>NOVEMBER 20, 2024</b>	<b>ITEM A</b>
<b>TO:</b>	<b>POLICY COMMITTEE</b>	
<b>FROM:</b>	<b>CAROLINE BATEMAN GENERAL COUNSEL</b>	DocuSigned by: <i>Caroline Bateman</i> <small>382257E6F8A14DD...</small>
<b>SUBJECT:</b>	<b>REVIEW AND APPROVAL OF PROPOSED AMENDMENTS TO BOARD POLICIES</b>	

**RECOMMENDATION**

That the Policy Committee review, and approve for recommendation to the Board of Directors, proposed amendments to Board Policies.

For possible action.

**FISCAL IMPACT**

None

<b>COMMITTEE ACTION:</b>	
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DocuSigned by:  
*Steve Hill*  
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**STEVE HILL**  
**CEO/PRESIDENT**

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**PURPOSE AND BACKGROUND**

The Policy Committee's Charter authorizes the Committee to evaluate amendments to the LVCVA's Board Policies and to recommend approval of such amendments to the Board of Directors.

Staff will present proposed amendments to the Board Policies it compiled through internal Staff review as well as discussions with individual members of the Committee.

# LAS VEGAS CONVENTION AND VISITORS AUTHORITY POLICY COMMITTEE MEETING AGENDA DOCUMENTATION

<b>MEETING DATE:</b>	<b>NOVEMBER 20, 2024</b>	<b>ITEM B</b>
<b>TO:</b>	<b>POLICY COMMITTEE</b>	
<b>FROM:</b>	<b>CAROLINE BATEMAN GENERAL COUNSEL</b>	DocuSigned by: <i>Caroline Bateman</i> <small>382257E6F8A14DD...</small>
<b>SUBJECT:</b>	<b>POLICY COMMITTEE CHARTER REVIEW AND EVALUATION OF COMMITTEE</b>	

**RECOMMENDATION**

That the Policy Committee perform: 1) its annual review of the Committee’s Charter for possible changes to recommend to the Board of Directors; and 2) its evaluation of the Committee’s performance.

For possible action.

**FISCAL IMPACT**

None.

<b>COMMITTEE ACTION:</b>	
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DocuSigned by:  
*Steve Hill*  
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**STEVE HILL**  
**CEO/PRESIDENT**

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**PURPOSE AND BACKGROUND**

The Policy Committee’s Charter (Charter) requires that the Committee annually review and reassess its Charter.

The Charter also requires the Committee to evaluate its own performance on an annual basis.

# **LAS VEGAS CONVENTION AND VISITORS AUTHORITY** **POLICY COMMITTEE CHARTER**

## **I. Preamble**

The Las Vegas Convention and Visitors Authority (“LVCVA”) Policy Committee (“Committee”) is a special committee of the Board of Directors. As set forth below, the Committee shall have the authority to recommend to the Board of Directors changes to the LVCVA Board Policies and such other duties as the Board shall delegate.

## **II. Organization**

1. *Charter.* Annually, this Charter shall be reviewed and reassessed by the Committee and any proposed changes shall be submitted to the Board of Directors for approval.
2. *Members.* Members shall be appointed to the Committee pursuant to LVCVA Board Policies. The Chair of the Board of Directors shall automatically be a member of the Committee.
3. *Meetings.* In order to discharge its responsibilities, the Committee shall meet at least one time per year upon the call of the Committee Chair or upon the recommendation of the Chief Executive Officer (CEO).
4. *Agenda, Minutes and Reports.* In consultation with the Committee Chair, the CEO shall be responsible for establishing the agendas for meetings of the Committee. An agenda, together with materials relating to the subject matter of each meeting, shall be sent to members of the Committee prior to each meeting. Minutes for all meetings of the Committee shall be prepared to document the Committee’s discharge of its responsibilities. The Committee shall make reports to the Board of Directors and seek Board approval for the Committee’s recommendations.

**III. Responsibilities**

The following shall be the principal responsibilities of the Committee:

1. *LVCVA Board Policy Changes.* In a public meeting, the Committee shall consider, evaluate, and approve/reject changes, deletions or additions to the LVCVA's Board Policies as proposed by the members of the Board of Directors, members of the Policy Committee, and Staff.
2. *Board Approval.* The Committee will recommend to the Board of Directors for approval any and all changes, deletions or additions to LVCVA Board Policies approved by the Committee.
3. *Oversight of Policies.* The Policy Committee shall oversee the development and implementation of all LVCVA Board Policies.
4. *Committee Performance Evaluation.* Annually, the Committee shall evaluate its own performance.
5. *Access to Consultants.* The Committee shall have the resources and authority to discharge its duties and responsibilities as described herein.
6. *Delegation.* Committee may delegate any of its responsibilities to a subcommittee comprised of one or more members of the Committee, the Board or members of management.
7. *Other Duties.* The Committee shall also carry out such other duties as may be delegated to it by the Board of Directors.

**IV. Adoption**

The above and foregoing consisting of three (3) pages, including this page, were duly and regularly adopted as the Las Vegas Convention and Visitors Authority Policy Committee Charter this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Chair  
Policy Committee

The above and foregoing consisting of three (3) pages, including this page, were duly and regularly adopted as the Las Vegas Convention and Visitors Authority Policy Committee Charter this \_\_\_\_ day of \_\_\_\_\_, 2023.

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Chair  
LVCVA Board of Directors

# 2024 BOARD OF DIRECTORS REGULAR MEETING SCHEDULE



JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31				25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
													31														

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
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26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
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SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

- Regular meetings of the Las Vegas Convention and Visitors Authority (LVCVA) Board of Directors (Board) are scheduled for the second Tuesday of each month at 9 a.m., or at the call of the chair.
- All Board meetings of the LVCVA are open to the general public.
- Per NRS 354.596(4): The public hearing on the tentative budget must be held by the governing body not sooner than the third Monday in May and not later than the last day in May.
- Agendas and approved minutes of the Board meetings are posted on the LVCVA website at: [www.lvcva.com/agenda](http://www.lvcva.com/agenda).
- Most meetings are held at the Las Vegas Convention Center in the Board Room at 3150 Paradise Road, Las Vegas, Nevada 89109. Locations of meetings are subject to change.

## REGULAR MEETINGS

January	9	May	14	September	10
February	13	June	11	October	8
March	12	July	9	November	12
April	9	August	13	December	10

## COMMITTEE MEETINGS/OTHER

- Compensation Committee Meeting – January 8
- Audit Committee Meeting – March 7
- Public Hearing on the Budget – May 29
- Compensation Committee Meeting – June 27
- Policy Committee Meeting – November 20
- Audit Committee Meeting – November 21
- Marketing Committee Meeting – December 9



# COMMITTEES OF THE LVCVA BOARD OF DIRECTORS

## **AUDIT COMMITTEE**

Commissioner Michael Naft, Chair  
Mayor Michelle Romero, Vice Chair  
Mayor Pamela Goynes-Brown  
Ms. Ann Hoff  
Mr. Steve Thompson  
Councilman Steve Walton  
Councilman Brian Wursten

## **COMPENSATION COMMITTEE**

Mr. Brian Gullbrants, Chair  
Ms. Mary Beth Sewald, Vice Chair  
Ms. Ann Hoff  
Commissioner Michael Naft  
Mayor Michelle Romero

## **LVCCD COMMITTEE**

Commissioner Jim Gibson, Chair  
Vacant, Vice Chair  
Mayor Carolyn Goodman  
Mr. Brian Gullbrants  
Ms. Jan Jones Blackhurst  
Commissioner Michael Naft  
Mr. Steve Thompson

## **LVCVA REPRESENTATIVES ON THE LAS VEGAS EVENTS BOARD OF DIRECTORS**

Commissioner Jim Gibson  
Mayor Carolyn Goodman

## **MARKETING COMMITTEE**

Vacant, Chair  
Mr. Brian Gullbrants, Vice Chair  
Councilman Cedric Crear  
Ms. Ann Hoff  
Ms. Jan Jones Blackhurst  
Ms. Mary Beth Sewald

## **POLICY COMMITTEE**

Ms. Jan Jones Blackhurst, Chair  
Mayor Pamela Goynes-Brown, Vice Chair  
Councilman Cedric Crear  
Commissioner Jim Gibson  
Councilman Steve Walton  
Councilman Brian Wursten

