

Approved 1/26/2022



**BOARD OF DIRECTORS MEETING
NEW YORK CONVENTION CENTER OPERATING CORP.**
655 West 34th Street
New York, NY 10001-1188

MINUTES

MEMBERS PRESENT:

Henry Silverman, Chairman
Robert Azeke - Webex
Hugh L. Carey II - Webex
Christine Ferer - Webex
Ronald Goldstock - Webex
Steven C. Koppel - Webex
Gary Lavine – Audio
Andrew Murstein - Webex
Brian O’Dwyer - Webex
Lee H. Perlman
Joseph F. Chan
Quenia Abreu

ABSENT:

Joseph Spinnato
George Tsunis
Fred Dixon
Mark Schienberg

OTHERS PRESENT:

STAFF:

Alan E. Steel, President & CEO
Bradley A. Siciliano, Chief Operating Officer
Doreen Guerin, SVP Sales & Marketing
Christine McMahon, SVP, HR & Labor Solutions
Sonia Low, VP, General Counsel & Corporate Secretary
Mark Sims, SVP & CIO, Interim CFO
Tim Gaburungyi, VP, IT Solutions
Kenneth Sanchez, SVP Facilities Management
Kenneth Dixon, VP, Security & Safety Solutions
Tony Sclafani, SVP & CCO
Mike Ruberry, VP, Event Solutions & Set-Up
Mariam Karim, VP, Guest Experiences

Guests/Visitors:

None

DATE: November 17, 2021
Time: 1:00 p.m.
Location: Audio/Video Webex



<p>Call to Order</p>	<p>The meeting of the Board of Directors for the New York Convention Center Operating Corporation (CCOC) was called to order at 1:00 p.m. A quorum was present. The meeting was presided over by Henry R. Silverman, Chairman. Pursuant to Chapter 417 of the Laws of 2021 revising the Open Meetings Law, members were permitted to attend via video and telephone conferencing call.</p>	
<p>Agenda</p>	<p>Discussion</p>	<p>Recommendation Action/Follow-up</p>
<p>I. Approval of the Minutes</p>	<p><u>Approval of the Minutes of September 29, 2021 (Attachment 21-61)</u></p> <p>A motion was made and seconded to approve the minutes of the Board of Directors meeting held on <u>September 29, 2021</u>. The following resolution passed by unanimous vote:</p> <p><u>Resolution No. 1496</u> NOW THEREFORE BE IT RESOLVED that the minutes of the Board of Directors meeting held on <u>September 29, 2021</u>, are hereby approved.</p>	
<p>II. Corporate Matters</p>	<p>Before proceeding further, Mr. Silverman asked the Directors whether anyone had any potential conflict of interest with respect to any of the items on the agenda and requested that they make an appropriate disclosure on the record and the individual with such conflict would recuse themselves from any discussion or vote with regard to such item or items. No one identifying any conflict at this time, the meeting proceeded.</p> <p><u>Executive Session</u> Mr. Siciliano advised the Members and attendees that the Board would go into executive session relating to a personnel matter and public safety matter as proscribed by the Open Meetings Law. A motion was made and seconded. The following resolution passed by unanimous vote:</p> <p><u>Resolution No. 1497</u> NOW THEREFORE BE IT RESOLVED that the Board will conduct an executive session pursuant to Public Officers Law §105 to discuss a personnel matter and public safety matter.</p>	

<p>Corporate Matters (Continued)</p>	<p>All non-Members other than Mr. Steel and Mr. Siciliano left the room during the discussion of a personnel matter and public safety matter.</p> <p>The meeting returned to open session. Mr. Siciliano noted for the record that there was no vote taken during the executive session.</p> <p><u>President’s Report - Alan Steel (Attachment 21-62)</u></p> <p>Mr. Steel provided the Board with an update on the Javits Center expansion. He reported that the completion of punch list items continues. He also reported that the rooftop farm is rapidly growing produce that is being used in meals for events. Major events that were held in the expansion area in October are as follows:</p> <ul style="list-style-type: none"> • SALT conference • NY Comic Con • Alfred E. Smith Dinner • Robin Hood Annual Benefit (which raised about \$77 million for charity and included the presence of Bruce Springsteen, Alicia Keys and the Jonas Brothers) <p>Regarding vaccinations, Mr. Steel stated that, effective October 15th, all full-time and part-time Javits Center employees were required to be vaccinated in order to work on site. Some employees submitted reasonable accommodation requests which were carefully considered. Certain employees were terminated as a result of the vaccination requirement. All vendors, business partners and visitors are also required to show proof of vaccination in order to enter the building. Face coverings are required in all areas except when eating or drinking.</p> <p>Mr. Steel next updated the Board on the fire alarm system. Currently the building has three independent fire alarm systems which will be combined into one merged campus wide fire alarm system. Merging the three fire alarm systems will enable the building to be used as one combined space for events and complete the fire alarm project from an installation perspective. Mr. Steel explained that the final step is to have the fire alarm systems inspected and approved by the Fire Department of New York (FDNY) and subsequently approved by the Dormitory Authority of the State of New York. The management team is working with the Governor’s chamber and the Mayor’s office to have the FDNY inspections expedited.</p>	
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<p>Corporate Matters (Continued)</p>	<p>Mr. Steel discussed the infrastructure upgrades and reported that the Javits Center continues to upgrade the campus infrastructure with the latest Cisco networking gear and add access to closet switches and new Wi-Fi 6 standards to address customer networking demands.</p> <p>Mr. Steel next reported that the Javits Center is in the process of completing the fit-out of the new greenhouse. The furniture, fixtures and equipment for the terrace have begun to arrive and will be in place before the end of the year.</p> <p>Regarding an update on the truck marshaling facility, Mr. Steel stated that the Javits Center is currently testing new state-of-the art software developed specifically for the truck marshaling facility in conjunction with Building Intelligence. At the January board meeting, there will be a full presentation of the Building Intelligence system. The system is expected to go live in January. The new software allows pre-screened trucks and pre-approved drivers to enter the Javits Center in a seamless fashion and be assigned loading dock space via a mobile application. This system will enable all trucks to be tracked and monitored on one digital platform and include new license plate readers, weight scales and many high definition video cameras to streamline the current process and make it more efficient.</p> <p>Mr. Steel discussed the Javits Center’s new strategy to cleaning the facility. Historically, cleaning has been managed entirely in-house. The cleaning of the truck marshaling facility has already been outsourced to a third-party vendor as of October. Effective January 1, 2022, event management will be responsible for cleaning event spaces, and a third-party cleaning company utilizing Javits Center staff, will manage the balance of cleaning at the Javits Center. For special events, conferences and galas, events management will continue to utilize the cleaning services provided by the Environmental Solutions Department. The goal of the new strategy is to leverage industry wide best practices from professional cleaning companies, while creating efficiencies in cleaning processes.</p> <p>On the hospitality front, Mr. Steel described the installation of a new concierge desk in the Crystal Palace where Javits Center employees provide assistance to visitors. There are also digital monitor displays of activities of that day showing the event schedule and retail locations that are open. Other recent highlights include new uniforms for cleaning staff and hosting the Building Congress Centennial dinner this week for approximately 1200 people.</p> <p>Mr. Steel discussed the issuance of the third bi-annual Sustainability Report which highlights sustainable achievements and goals at the Center, including savings of more than \$763,000 in electricity costs, a new sustainability policy with ten goals, a new sustainable event guide for event organizers and a Net Zero Carbon</p>	
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<p>Corporate Matters (Continued)</p>	<p>Events pledge by the Javits Center to take the lead in convention centers reducing their carbon footprint (see discussion below). There are also thirty-five bird species and seventeen bee species now observed on the green roof. In the tourism industry, Governor Hochul announced a \$25 million grant program designated for New York State’s venues and events to generate and support bringing in new business. Management is working with Empire State Development develop criteria for qualifying.</p> <p>In conclusion, Mr. Steel described the Javits Center’s participation in the United Nation’s Climate Change Conference (COP26) in Glasgow. The Javits Center joined other members of the Joint Meetings Industry Council (JMIC) to present how the events industry can achieve a fifty percent reduction in carbon emissions by 2030 in order to deliver on the Paris Accord. JMIC’s new initiative – Net Zero Carbon Events – is designed to connect the events industry globally to the rapidly growing movement towards net zero by 2050. The Javits team is active in developing this program and has signed onto the pledge. Management is currently looking into whether an event of this size can be brought to New York, and is in discussion with city and state agencies with a view to hosting the conference (COP31) in New York in 2026. The Javits Center expansion area affords the opportunity to be able to bring in this new event.</p>	
<p>III. Committee Reports</p>	<p><u>Procurement Summaries for Approval (Attachments 21-63 through 21-69)</u> Mr. Sims presented the Board with a packet of individual procurements for approval. Mr. Silverman advised the members that by voting to approve the listed procurements, the Board would be passing separate resolutions reflecting each procurement individually, and the minutes will reflect that each procurement was the subject of a separate resolution. Mr. Koppel recused himself from voting on one of the procurement summaries.</p> <p><u>Approval of Contract – Jensen Hughes Engineering, P.C. (Attachment 21-63)</u> Mr. Sims presented a procurement summary seeking Board approval to award a single source contract to Jensen Hughes Engineering, P.C. (Jensen Hughes) to provide additional life safety consulting services to facilitate the update and merged conditions of the fire alarm systems of the north, south and transformer buildings at the Jacob K. Javits Convention Center (Javits Center) at a total cost of \$204,300 for 1 year. The term of the contract is September 1, 2021- August 30, 2022.</p> <p>A motion was made and seconded. The following resolution passed by unanimous vote:</p> <p><u>Resolution No. 1498</u> NOW THEREFORE BE IT RESOLVED that the award of a single source contract to Jensen Hughes to provide additional life safety consulting services to facilitate the update and merged conditions of the fire alarm systems</p>	

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<p>Committee Reports (Continued)</p>	<p>of the north, south and transformer buildings at the Javits Center at a total cost of \$204,300 for 1 year for contract period September 1, 2021- August 30, 2022, is hereby approved.</p> <p><u>Approval of Contract – WSP USA Buildings Inc. (Attachment 21-64)</u> Mr. Sims presented a procurement summary seeking Board approval to award a single source contract to WSP USA Buildings Inc. (WSP) to provide additional engineering design services to integrate the fire alarm systems of the north expansion building, the transformer building and the existing Javits south building at the Jacob K. Javits Convention Center (Javits Center) at a cost of \$165,740 for 3 months. The term of the contract is December 1, 2021- February 28, 2022.</p> <p>A motion was made and seconded. The following resolution passed by unanimous vote:</p> <p><u>Resolution No. 1499</u> NOW THEREFORE BE IT RESOLVED that the award of a single source contract to WSP to provide additional engineering design services to integrate the fire alarm systems of the north expansion building, the transformer building and the existing Javits south building at the Javits Center at the cost of \$165,740 for 3 months for contract period December 1, 2021- February 28, 2022, is hereby approved.</p> <p><u>Approval of Contract – Doshi Group Landscaping, LLC (Attachment 21-65)</u> Mr. Sims presented a procurement summary seeking Board approval to award a single source contract to Doshi Group Landscaping, LLC (Doshi), formerly USI Landscape and Design, Inc. (USI) to provide snow and ice removal services to the Jacob K. Javits Convention Center (Javits Center). The contract term is for the 2021-2022 winter season (November 2021-March 2022). The cost of the contract is a fixed price of \$260,000 for a 5-month period up to a cumulative total of 30 inches of snowfall per season as measured by the National Operational Hydrologic Remote Sensing Center at its observation station located in Central Park (“snowfall cap”). If the snowfall capacity is exceeded within the five-month term of the contract, Doshi will continue to perform the services at an additional price of \$6,400 for each inch of snowfall in excess of the snow fall capacity.</p> <p>A motion was made and seconded. The following resolution passed by unanimous vote:</p> <p><u>Resolution No. 1500</u> NOW THEREFORE BE IT RESOLVED that the award of a single source contract to Doshi (formerly USI) to provide snow and ice removal services to the Javits Center for the 2021-2022 winter season (November 2021-March 2022) at the fixed price of \$260,000 and an additional \$6,400 for each inch of snowfall in excess of the</p>	
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<p>Committee Reports (Continued)</p>	<p>snowfall capacity if the snowfall capacity is exceeded within the five-month term of the contract, is hereby approved.</p> <p><u>Approval of Contract – Ecolab, Inc. (Attachment 21-66)</u> Mr. Sims presented a procurement summary seeking Board approval to award a contract for pest control services at the Jacob K. Javits Convention Center (Javits Center) to Ecolab, Inc. (Ecolab) for \$248,457 for 3 years (\$82,819 per year) with an option to renew for 2 additional years at the discretion of the Javits Center, for the period December 1, 2019-November 30, 2022. The cost for kitchen facilities paid directly by Cultivated will be \$237,834 (\$79,278 per year). Additionally, as of August 1, 2021, pest control services were added to the north building (\$58,800 per year) and the kitchen facilities are paid directly by Cultivated (\$59,700 per year). The total cost of the services, including the north building is \$366,057.</p> <p>A motion was made and seconded. The following resolution passed by unanimous vote:</p> <p><u>Resolution No. 1501</u> NOW THEREFORE BE IT RESOLVED that the award of a contract for pest control services at the Javits Center to Ecolab for \$248,457 for 3 years with an option to renew for 2 additional years at the discretion of the Javits Center for the period December 1, 2019-November 30, 2022 at a total cost of \$366,057 for services including the north building, is hereby approved.</p> <p>.</p> <p><u>Approval of Contract – Sun Life Financial Group (Attachment 21-67)</u> Mr. Sims presented a procurement summary seeking Board approval to award a contract to Sun Life Financial Group (Sun Life) for life, accidental death and dismemberment (AD&D), long-term disability (LTD) and voluntary short-term disability (VSTD) for the Jacob K. Javits Convention Center (Javits Center). The contract term is for two years at an estimated total cost of \$262,316 for the contract period December 1, 2021 – November 30, 2023. The breakdown of the estimated cost is as follows:</p> <ul style="list-style-type: none"> • \$181,658 (\$90,829 per year) for life, accidental death and dismemberment • \$80,658 (\$40,329 per year) for long-term disability and estimated cost is \$0 • voluntary short-term disability – paid by the employee with a 2-year guaranteed contract. <p>A motion was made and seconded. The following resolution passed by unanimous vote:</p>	
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<p>Committee Reports (Continued)</p>	<p><u>Resolution No. 1502</u> NOW THEREFORE BE IT RESOLVED that the award of a contract to Sun Life for life, accidental death and dismemberment (AD&D), long-term disability (LTD) and voluntary short-term disability (VSTD) for the Javits Center for a contract term of two years at an estimated total cost of \$262,316 for the contract period December 1, 2021 – November 30, 2023, is hereby approved.</p> <p><u>Approval of Contract – Delta Dental of New York, Inc. (Attachment 21-68)</u> Mr. Sims presented a procurement summary seeking Board approval to award a contract for dental insurance coverage to Delta Dental of New York, Inc. (Delta Dental) at the Jacob K. Javits Convention Center (Javits Center). The contract term is for 2 years at an estimated total cost of \$256,871 (\$132,405 for year 1 and \$124,466 for year 2). The contract term is December 1, 2021-November 30, 2023.</p> <p>A motion was made and seconded. The following resolution passed by unanimous vote:</p> <p><u>Resolution No. 1503</u> NOW THEREFORE BE IT RESOLVED that the award of a contract for dental insurance coverage to Delta Dental at the Javits Center for a contract term of 2 years at an estimated total cost of \$256,871 for contract period December 1, 2021-November 30, 2023, is hereby approved.</p> <p><u>Approval of Contract – Marsh USA (Attachment 21-69)</u> Mr. Sims presented a procurement summary seeking Board approval to award Marsh USA, Inc. (Marsh) a contract for insurance broker services to market the Jacob K. Javits Convention Center (Javits Center) property, casualty, workers compensation insurance, employee benefits, other required policies, and additional services. The contract is for 2 years at a cost of \$580,000 (property & casualty \$290,000 per year). The workers compensation and employee benefits will be based on commission charged to the carriers. The contract includes a three-year renewal option at the Javits Center’s discretion. The term of the contract is December 1, 2021 – December 31, 2023.</p> <p>.</p> <p>A motion was made and seconded. Except for Mr. Koppel who recused himself from the vote, the following resolution passed by unanimous vote:</p> <p><u>Resolution No. 1504</u> NOW THEREFORE BE IT RESOLVED that the award of a contract to Marsh for insurance broker services to market the Javits Center property, casualty, workers compensation insurance, employee benefits, other required</p>	
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<p>Committee Reports (Continued)</p>	<p>policies, and additional services for 2 years at a cost of \$580,000 (property & casualty - \$290,000 per year) with a three-year renewal option at the Javits Center’s discretion for contract period December 1, 2021 – December 31, 2023, is hereby approved.</p> <p><u>Review of Procurement Summaries – (Attachments 21-70 through 21-78)</u> Mr. Sims stated that previously approved service procurement contracts that extended for more than one year was being submitted for annual Board review as required by CCOC’s procurement guidelines. The procurement summaries were included with the packet sent to the Board in advance of the meeting.</p> <p><u>Procurement Contracts for Review:</u> Security Services of Connecticut, Inc. & TruView BSI, LLC, Scientific Fire Prevention, R&R Scaffolding, Ltd., New York Green Roofs, LLC, Recycle Track Systems, Inc., MTS Integratrak, Inc., Application Software Technology, LLC, Panel of 12 Law Firms and Aetna (Attachments 21- through 21-)</p> <table border="1" data-bbox="373 743 1703 1295"> <thead> <tr> <th>Vendor</th> <th># of Years</th> <th>Review Period Amount/Year</th> </tr> </thead> <tbody> <tr> <td>Security Services of Connecticut, Inc. & TruView BSI, LLC</td> <td>4</td> <td>\$250,000/43</td> </tr> <tr> <td>Scientific Fire Prevention</td> <td>3</td> <td>\$50,624/3</td> </tr> <tr> <td>R&R Scaffolding, Ltd</td> <td>3</td> <td>\$19,760/3</td> </tr> <tr> <td>New York Green Roofs, LLC</td> <td>3</td> <td>\$90,000/3</td> </tr> <tr> <td>Recycle Track Systems, Inc.</td> <td>3</td> <td>\$700,000/3</td> </tr> <tr> <td>MTS Integratrak, Inc.</td> <td>3</td> <td>\$9,900/2</td> </tr> <tr> <td>Application Software Technology, LLC</td> <td>5</td> <td>\$26,670/4</td> </tr> <tr> <td>Panel of 12 Law Firms</td> <td>3</td> <td>\$400,000/3</td> </tr> <tr> <td>Aetna</td> <td>3</td> <td>\$4,058/3</td> </tr> </tbody> </table>	Vendor	# of Years	Review Period Amount/Year	Security Services of Connecticut, Inc. & TruView BSI, LLC	4	\$250,000/43	Scientific Fire Prevention	3	\$50,624/3	R&R Scaffolding, Ltd	3	\$19,760/3	New York Green Roofs, LLC	3	\$90,000/3	Recycle Track Systems, Inc.	3	\$700,000/3	MTS Integratrak, Inc.	3	\$9,900/2	Application Software Technology, LLC	5	\$26,670/4	Panel of 12 Law Firms	3	\$400,000/3	Aetna	3	\$4,058/3	
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<p>Committee Reports (Continued)</p>	<p><u>Financial Update (Attachment 21-79)</u> Mr. Sims presented the Board with a financial update. Year to date, there is a total operating revenue of \$60.5 million. Total operating expenses are \$37.8 million. Operating surplus before depreciation was \$22.7 million. Net Surplus after depreciation and interest was \$19.7 million which was \$41.5 million better than planned mainly due to rental and service revenue from Javax and Field Hospital. Operating expenses are reflective of having Javax in the building with unforeseen operating expenses totaled of \$3.0 million variance.</p> <p>The Javits Center was in a better cash position than what was anticipated.</p> <p>The Board members commended the Javits Center management team again on performing work efficiently and cost effectively in building the medical center and hosting the country’s largest vaccination center.</p> <p><u>A. Audit & Finance Committees – Gary Lavine and Ronald Goldstock, Committee Chairmen</u></p> <p>Mr. Siciliano asked the Board for approval of a resolution to grant the Finance Committee authority to review and approve certain procurements. A motion was made and seconded to approve the resolution to grant the Finance Committee authority to review and approve a cleaning management services procurement.</p> <p><u>Resolution No. 1505</u> NOW THEREFORE BE IT RESOLVED that the resolution by the Board of Directors to grant to the Finance Committee the authority to review and approve, on the full Board’s behalf, a procurement contract issued by the Corporation in connection with RFP #2250 regarding cleaning management services, is hereby approved.</p> <p><u>B. Human Resources/EEO – Hugh L. Carey, II, Committee Chairman</u> No report</p> <p><u>C. Facilities – Mark Schienberg, Committee Chairman</u> No report.</p> <p><u>D. Sales & Marketing – Edward P. Kane, Committee Chairman (Attachment 21-80)</u> Ms. Guerin reported on behalf of the Sales & Marketing Committee and informed the Board that the Javits Center is ending 2021 with forty-eight events in five months, the last event moving out on December 15th. There will be a total of fourteen special events, 6 of which utilized the expansion space. The broadcast studio will be wrapping up 2 more events to be filmed and then will close.</p>	
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<p>Committee Reports (Continued)</p>	<p>The sales and marketing team is very excited about and welcoming new events in 2022 and will be hosting a variety of medical, financial and technology events. Inquiries are continuing to come in for short term yet large-scale events, and inquiries for new events remain steady. The team continues to track special events in hopes of the holiday season bringing in more special events and holiday parties. Events in the sales pipeline are moving more quickly through the licensing stages. The team is receiving inquiries on events that do not typically come to the East Coast, and the North Javits space is motivating some of the shifts to New York from destinations such as Austin and San Francisco. Ms. Guerin also reported that filming and photos of North Javits is complete and the final video sizzle reel and 360-degree tour are being edited for completion in the next few weeks. This is building a portfolio of photo assets to be used to design a full campus brochure. The sales and marketing team is still conducting daily tours and showing videos to provide a feel of the vibe and energy in the expansion space. The team is receiving good reviews and positive feedback on the events that have occurred, and the attendance of people is significant. The team is working on outreach for 2022 holiday events.</p> <p>.</p> <p><u>E. Governance - Ronald Goldstock, Committee Chairman</u></p> <p>No report.</p>	
<p>IV. Other Business</p>	<p>None</p>	
<p>V. Adjournment</p>	<p>By motion and agreement, the meeting was adjourned at 2:06p.m. with the next meeting to be held on January 26, 2022.</p>	