

**Pleasant Hill Tourism Improvement District (PHTID)**  
**November Board Meeting Minutes**  
**November 12th, 2024**  
**11:27am-12:57pm**  
**Chamber of Commerce Offices**  
**2255 Contra Costa Blvd, Ste 307, Pleasant Hill, CA**

**Members in Attendance:**

Tracie Collins, Residence Inn by Marriott, Chair  
Jay Rana, Sonesta Select, Secretary/Treasurer  
Amanda Hyun, Homewood Suites by Hilton, Board Member  
Jeremy Carlson, Chamber of Commerce, Board Member  
Tony Patel, Pleasant Hill Inn, Board Member  
Zach Seal, City of Pleasant Hill, Board Member

**Staff in Attendance:**

Patricia Snowden, CEO

**Members not in Attendance:**

None

**Welcome and Call to Order**

Tracie Collins, Board Chair called the meeting to order at 11:27am

**Public Comment (for any item that is not on the agenda; please limit to 2 minutes)**

There was no public comment.

**At 11:28pm the Chair called for a closed session meeting to discuss the employee benefits discussion.**

Zach informed the board that due to Brown Act violations that we would not be in compliance if we voted on the closed session discussion today, but that we can discuss and vote at the next regularly scheduled meeting. So, it was agreed that we would have the presentation and discussion today and vote later.

Trish presented her findings on the items in question that were raised via the annual audit, and appearing on the employee contracts for Trish Snowden & Viola Ncube.

**Statement by the auditor:**

“The healthcare benefit contractually offered to employees and as presented to the Board of Directors differed from the more expensive plan provided. As such, the amount of employer contribution each month was substantially higher than it would have been with the basic plan intended.”

Errors were made on the employee contracts as follows in #1 and #2, dated 2/28/24 and signed 3/15/24:

1. The healthcare section stated that the health plans would be “80% of Lowest Cost Employee Rate Premium for HMO/EPO”

**Trish Response:**

When the plans were set up, 3 plans were chosen from a laundry list of plans offered by the insurance broker. It was never set up to be the 80% of Lowest Cost Employee Rate Premium for HMO/EPO. Trish presented documents showing what was set up, with the 3 plan options for the employees to choose from, including dates and signatures as proof, these were all in the mid-range of the laundry list of choices available. The original document that the board used to set up the contract was not a final document and was given to them in error by staff. A packet of proof and back up was given to the board for review.

2. The 401K/403B Retirement section states under the description section that it will be “3% of base salary, 100% employer contribution and 0% employee contribution”

**Trish Response:**

The plan was never set up this way, it was set up as a 3% match to the employee’s contribution. Back up documentation was provided to the board.

The board felt like they needed more information on the “laundry list” of plans so they could see where the 3 plans that were chosen landed on the list. Also, they want a comparison to other local DMO’s benefits plans. Along with 990 tax filings from the other local DMO’s to compare costs. Trish will gather this information and present it at the next meeting.

**Approval of October 2024 Board Minutes**

No further discussion on the minutes. A motion to approve was made by Jeremy Carlson, seconded by Amanda Hyun, and it passed unanimously by a board vote.

**Motion: Accept and Receive the October Financial Reports**

Due to this meeting being called earlier in the month than normal, no financials were ready to accept. Trish will present them at the next regularly scheduled meeting.

**CEO Updates**

Due to time constraints, an email with any pertinent updates will be sent to the board after the meeting.

**Sales & Marketing Updates**

No time was designated on the agenda due to the other items taking precedence, but Trish will send out the November Sales & Marketing update after the meeting.

**Chamber Update**

None

**City Update**

No updates at this time

**Meeting adjourned at 12:57pm**

