

**Minutes  
November 6, 2003**

**Regular Session: Yes**

**Call to Order: Meeting was called to order at 5: 41p.m.**

**Commissioners Present: Julie Carver, Chairperson, Tim LaCroix, Acting Secretary/Treasurer, Vacant-Vice Chairperson**

**Commissioners Absent:**

**Guests: Vince Cook and Andrea Tompkins**

---

*Agenda Item 3:*

*Commissioner Carver forgot Commission packets, will create new agenda using standard structured agenda used in previous meetings. No motion made*

*Agenda Item 4:*

**Motion made by Tim LaCroix and supported by Julie Carver**

**To table the minutes of October 30, 2003, until next regularly scheduled meeting of November 20, 2003.**

**Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained**

**Motion Carried**

*Agenda Item 5a: No phone polls made. No action needed*

*Agenda Item 6a: Chairperson's Report – Highlights – 1)Employee Contract-Kristi Houghton recommends Legal for Employment Contracts. 2)LEIN-AI will be sending notice to Licensing. 3)Holidays-Council will be making a motion in the future. 4)Commission Survey on Full/Part time status.*

**Motion made by Tim LaCroix and supported by Julie Carver**

**To accept the Chairperson's verbal Report.**

**Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained**

**Motion Carried**

*Agenda Item 6b: Vice-Chairperson's Report – Vacant. No action needed.*

*Agenda Item 6c: Secretary/Treasurer's Report – Highlights – 1)Review all employee contracts for purpose of reading into minutes, however, sole responsibility of personnel remain responsibility of Regulatory Director.*

*Agenda Item 7a: Regulatory Directors Report – Highlights: 1)PTO Buyout Survey. 2)No contracts for two contracts presented last meeting. The casino is purchasing equipment only and did not enter into a contract. 3)Letter is being prepared for Gaming Administration regarding the forwarding of contracts to Licensing. 4)Succession Draft Plan. Need employee contract. 5)Michigan Gaming Control Board Semi-Annual Up-date packet. 6)Letter to employees regarding holidays and employee handbook. (Discussion included: Inclement Weather, Payroll, PTO, Sexual and other forms of Harassment, Medical/Dental/Vision, Traditional Leave, Day before/Day after holiday).*

**Motion made by Tim LaCroix and supported by Julie Carver  
To accept the Regulatory Directors written and verbal report.  
Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained  
Motion Carried**

**Motion made by Tim LaCroix and supported by Julie Carver  
To direct Chairperson Julie Carver to obtain legal opinion regarding motion(s), past resolutions made by the Regulatory Commission prior to September 8, 2002, changing the Gaming Regulatory Commission Employee Handbook as being in effect.  
Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained  
Motion Carried**

*Agenda Item 7b: Licensing Department Highlights – 1)Correction of Dates to previously signed Licenses. 2)Seek legal advice on wording regarding alterations. 3)Request copy of Val Tweedie’s contract for Licensing files. 4)Comparison sheet of Regulations.*

**Motion made by Tim LaCroix and supported by Julie Carver  
To authorize Julie Carver to resign the following Gaming Key Contractors Licenses: Asset Protection Specialists, LLC, License T-1042, and the following Non-gaming Key License, Thomas Food Equipment, Inc., License T-1043, effective November 6, 2003.**

*(Upon signing License with corrected dates, Andrea Tompkins informed Commission that Thomas Food Equipment Inc., submitted a Release Form with alterations.) Send Release Form to Legal seeking wording to be added to form(s) which states that any alterations, addition or deletions will render Form invalid and may be cause to deny license. Draft Letter to Thomas Food Equipment Inc., giving them an opportunity to reconsider conducting business with Victories Casino. Inform them that business will be suspended and Renewal of License denied until such time that unaltered Release Form is received.*

**Motion made by Tim LaCroix and supported by Julie Carver  
To amend previous motion and void License T-1043, until such time that a new Release Form is submitted by Thomas Food Equipment, Inc.  
Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained  
Motion Carried**

*Commissioner Carver recommended that a checklist form be developed to accompany all licenses showing completeness.*

*Break to review Key, Non-Key and Primary License applications.*

**Motion made by Julie Carver and supported by Tim LaCroix  
To approve the upgrade of four Temporary Non-Key licenses to Permanent license status, to approve the upgrade of five Temporary Key Licenses to Permanent License status and to approve the upgrade of one Temporary Primary License to Permanent License status.**

**Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained  
Motion Carried**

**Motion made by Tim LaCroix and supported by Julie Carver**  
**To approve the Gaming Key Contractors License for Aristocrat Technologies, Inc., License 1044, and Gaming Key Contractors License for Konomi Gaming Inc. License 1023, and Gaming Key Contractors License for Slotbroker LLC, License T-1058.**

**Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained**  
**Motion Carried**

**Motion made by Tim LaCroix and supported by Julie Carver**  
**To approve the verbal and written report of Andrea Tompkins, Licensing Department.**

**Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained**  
**Motion Carried**

*Agenda Item 7c: Surveillance Department - Highlights 1) Suggestion by Commissioner Carver to discontinue including Surveillance Staff Time Sheets in Commission reports.*

**Motion made by Julie Carver and supported by Tim LaCroix**  
**To accept the Surveillance Managers written report, with the understanding that it may be reviewed at a later date if questions arise.**

**Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained**  
**Motion Carried**

*Agenda Item 8a: Copy of Casino Internal Controls for Val Tweedie. Spare copy in office will be given to Val Tweedie. Commissioner Carver suggested that a log be kept in each departmental procedural book to show an at-glance journal of changes and amendments.*

*Agenda Item 8b: Fingerprinting of non-key employees. Casino should be responsible for conducting all reference checks for Key and Primary employees.*

*Agenda Item 8c: Revised Contract for Surveillance Manager. Commissioner Carver questions the wording "qualified Indian", based on Council motion, should the wording state LTBB Tribal Member. Forward Succession Plan to Al Colby for review and presentation to Council.*

*Agenda Item 9a: Commissioner LaCroix questions the 2% - 8% Fee, Investigation Fees for the Michigan Control Board, Facility Fees. Will the commission waive the Facility Fees? Put on agenda for discussion. Send Reminder that the Casino is responsible for these Reports, however, Commission would like a copy of report.*

*Agenda Item 9b: Commissioner LaCroix reminded Mr. Cook that the Casino must submit the Key Report and Operational Plan before end of year.*

*Agenda Item 9c: Hearing Procedures.*

**Motion made by Tim LaCroix and supported by Julie Carver**  
**To direct Chairperson Julie Carver to contact Legal Department regarding status of Hearing Procedures submitted by John Espanosa.**

**Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained**  
**Motion Carried**

*Agenda Item 9d:*

**Motion made by Tim LaCroix and supported by Julie Carver**  
**To go into executive session.**

**Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained**

**Motion Carried**

*Agenda Item 9e:*

**Motion made by Julie Carver and supported by Tim LaCroix  
To return to regular session**

**Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained  
Motion Carried**

**Motion made by Tim LaCroix and supported by Julie Carver**

**To authorize meeting with Marc Cross, Human Resources Department, to inform him of names selected for Hearing Review Board. To further request the form letter that was previously used when contacting perspective Hearing Board members.**

**Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained  
Motion Carried**

**Motion made by Tim LaCroix and supported by Julie Carver**

**To direct the Chairperson of the Regulatory Commission to present list of names selected for Hearing Review Board to Albert Colby to ensure that no hardship is incurred to any one department and to receive stipend pay to attend the initial Hearing Review Board meeting when scheduled.**

**Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained  
Motion Carried**

*Agenda Item 10: Review and approve Policies and Procedures of the Gaming Enterprise.*

**The next Regular Scheduled meeting to occur on November 20, 2003.**

*Agenda Item 11: Adjournment*

**Motion made by Tim LaCroix and supported by Julie Carver  
To adjourn meeting at 9:00 p.m.**

**Vote: 2-Yes, 0-No, 0-Absent, 0-Abstained  
Motion Carried**

**These Minutes have been read and approved as written:**

**Approved:**

---

Tim LaCroix, Acting Commission Secretary/Treasurer

Date