

## MINUTES

### REGULAR TELECONFERENCE MEETING OF CALIFORNIA FAIR SERVICES AUTHORITY BOARD OF DIRECTORS

June 5, 2024

1776 Tribute Road, Suite 100, Sacramento, CA 95815

In attendance:

#### Board Members

**Laurie Giannini**, Chair  
Calaveras County Fair

**Kim Floyd**, Vice Chair  
Del Norte County Fair

**Chip Holloway**, Director  
Desert Empire Fair

**Nancy Sites**, Director  
Tulelake-Butte Valley Fair

**Cliff Munson**, Director  
Siskiyou Golden Fair

**Mike Kielty**, Director  
Public Member

**Michael Flores**, Director  
CDFA Branch of Fairs & Expositions

#### CFSA Staff

**John Quiroz**, Executive Director  
CFSA

**Tom Mitchell**, Deputy Executive Director  
CFSA

**Raechelle Gibbons**, Chief Financial  
Officer, CFSA

**Renee Yi**, Accounting Administrator  
CFSA

**Angie Cha**, Office-Communications  
Coordinator, CFSA

**Osman Mufti**, Legal Counsel to CFSA  
Sloan Sakai Yeung & Wong LLP

#### Guests

**Melanie Dahl**, Gilbert Associates

**Susan Hargett**, California Construction  
Authority

All Board members, CFSA staff and other participants attended remotely via Zoom or phone (as noted), pursuant to the requirements of California Government Code Section 54950, *et seq.*

#### I. CALL TO ORDER

Pursuant to the meeting notice, a regular teleconference meeting of the California Fair Services Authority (CFSA) Board of Directors was convened at 10:01 a.m., June 5, 2024, by Board Chair Laurie Giannini and roll call was taken.

**II. ADOPTION OF RESOLUTION APPROVING THE MINUTES OF THE REGULAR BOARD MEETING OF APRIL 3, 2024, THE SPECIAL MEETING OF APRIL 12, 2024, AND THE REGULAR SPECIAL MEETING OF APRIL 29, 2024.**

Moved by Director Flores and seconded by Director Sites to adopt **Resolution No. 24-19** approving the Minutes of the Regular Board Meeting of April 3, 2024, the Special Meeting of April 12, 2024, and the Regular Special Meeting of April 29, 2024 as presented.

Ayes: Chair Giannini; Directors Floyd, Holloway, Sites, Munson, Kielty, Flores  
Noes: None  
Abstain: None  
Absent: None

There was no public comment.

Motion passed.

**III. ADOPTION OF RESOLUTION ACCEPTING THE 2023 FINANCIAL AUDIT REPORT**

Gilbert CPAs has performed the audit for the CFSA 2023 financial statements. Gilbert senior manager Melanie Dahl presented the 2023 Audit report, the Management Letter, and the Required Communications document during the board meeting.

Moved by Director Floyd and seconded by Director Munson to adopt **Resolution No. 24-20** accepting the 2023 Financial Audit Report as presented.

Ayes: Chair Giannini; Directors Floyd, Holloway, Sites, Munson, Kielty, Flores  
Noes: None  
Abstain: None  
Absent: None

There was no public comment.

Motion passed.

**IV. ADOPTION OF RESOLUTION APPROVING REVISIONS TO POLICY 110 EXEMPT/NONEXEMPT EMPLOYEE STATUS**

The US Department of Labor has modified the salary basis exemption amounts

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used to determine whether an employee is classified as exempt or nonexempt effective July 1, 2024. The revisions to CFSA Policy 110 Exempt / Nonexempt Employee reflect these changes.

Moved by Director Munson and seconded by Director Sites to adopt **Resolution No. 24-21** approving revisions to Policy 110 Exempt/Nonexempt Employee Status as presented.

Ayes: Chair Giannini; Directors Floyd, Holloway, Sites, Munson, Kielty, Flores  
Noes: None  
Abstain: None  
Absent: None

There was no public comment.

Motion passed.

**V. ADOPTION OF RESOLUTION APPROVING REVISIONS TO POLICY 120 WAGE AND SALARY ADMINISTRATION**

The revisions to CFSA Policy 120 Wage and Salary Administration reflect that the CFSA Organization Chart no longer includes the Chief Administration Officer position and that these duties have been reassigned to the Deputy Executive Director.

Moved by Director Holloway and seconded by Director Kielty to adopt **Resolution No. 24-22** approving revisions to Policy 120 Wage and Salary Administration as presented.

Ayes: Chair Giannini; Directors Floyd, Holloway, Sites, Munson, Kielty, Flores  
Noes: None  
Abstain: None  
Absent: None

There was no public comment.

Motion passed.

**VI. ADOPTION OF RESOLUTION APPROVING REVISIONS TO POLICY 323 PREGNANCY DISABILITY LEAVE OF ABSENCE**

The revisions to CFSA Policy 323 Pregnancy Disability Leave of Absence reflect that the CFSA Organization Chart no longer includes the Chief Administration Officer position and that these duties have been reassigned to the H.R

Administrator.

Moved by Director Flores and seconded by Director Holloway to adopt **Resolution No. 24-23** approving revisions to Policy 323 Pregnancy Disability Leave of Absence as presented.

Ayes: Chair Giannini; Directors Floyd, Holloway, Sites, Munson, Kiely, Flores  
Noes: None  
Abstain: None  
Absent: None

There was no public comment.

Motion passed.

#### **VII. ADOPTION OF RESOLUTION APPROVING REVISIONS TO POLICY 418 TELEPHONE USE**

The revisions to CFSA Policy 418 Telephone Use reflect that CFSA no longer utilizes landlines at each desk and instead, now utilizes company issued cellphones for all employees who would traditionally utilize a landline.

Moved by Director Munson and seconded by Director Sites to adopt **Resolution No. 24-24** approving revisions to Policy 418 Telephone Use as presented.

Ayes: Chair Giannini; Directors Floyd, Holloway, Sites, Munson, Kiely, Flores  
Noes: None  
Abstain: None  
Absent: None

There was no public comment.

Motion passed.

#### **VIII. ADOPTION OF RESOLUTION APPROVING REVISIONS TO POLICY 419 SOCIAL MEDIA PARTICIPATION**

The revisions to CFSA Policy 419 Social Media Participation reflect that the CFSA Organization Chart no longer includes the Chief Administration Officer position and that these duties have been reassigned. Additionally, there is a cleanup of language that allows the Executive Director to delegate access to CFSA's social media platforms.

Moved by Director Floyd and seconded by Director Holloway to adopt

**Resolution No. 24-25** approving revisions to Policy 419 Social Media Participation as presented.

Ayes: Chair Giannini; Directors Floyd, Holloway, Sites, Munson, Kielty, Flores  
Noes: None  
Abstain: None  
Absent: None

There was no public comment.

Motion passed.

**IX. ADOPTION OF RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT AND SUBSEQUENT AMENDMENTS WITH THE CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE BRANCH OF FAIRS & EXPOSITIONS FOR 2024-2025 PROFESSIONAL DEVELOPMENT FOR CALIFORNIA FAIRS**

CFSA executive staff is working with CDFA's Branch of Fairs & Expositions on a new contract to continue professional development services for California fairs.

This contract will include training and resources for the Network of California Fairs. CDFA requires a resolution authorizing CFSA to enter into the new 2024-2025 contract with CDFA and such a resolution is presented here. The total amount of the contract will be \$68,200 and will begin June 25, 2024 and commence on July 30, 2025.

Moved by Director Sites and seconded by Director Floyd to adopt **Resolution No. 24-26** authorizing Executive Director to execute a contract and subsequent amendments with the California Department of Food and Agriculture branch of Fairs & Expositions for 2024-2025 professional development for California fairs as presented.

Ayes: Chair Giannini; Directors Floyd, Holloway, Sites, Munson, Kielty, Flores  
Noes: None  
Abstain: None  
Absent: None

There was no public comment.

Motion passed.

**X. INFORMATION ITEMS**

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1. San Bentio County Saddle Horse Show/Rodeo and the Alameda County Agricultural Fair Association request to withdrawal from CFSA risk pools
2. CFSA Investment Report
3. Staff Reports:
  - a. Administrative Services
  - b. Risk Management
  - c. Finance
4. Executive Director's Report stood as presented.
5. Directors' Reports
  - a. Chair Giannini shared Calaveras finished their fair with wonderful weather. Chair Giannini thanks all CFSA staff for their help and doing a wonderful. Also thanks Michael Flores for joining Calaveras and the Frog Jump. Lastly, enjoyed having CFSA staff during fair time such as John, Tom, Tyler, and Lesly's team.
6. Next Meeting: August 7, 2024

#### **XI. PUBLIC COMMENT**

There was no public comment.

#### **XII. CLOSED SESSION**

At 10:55 a.m. the Board adjourned from regular session and went into closed session to discuss the following:

#### **Workers' Compensation Claims – Government Code Sec. 54956.95**

**Claimant: Louie Vasquez**

**Agency Claimed Against: Santa Clara County Fair**

**Claimant: Gerald Duran**

**Agency Claimed Against: 31<sup>st</sup> DAA Ventura County Fair**

**Claimant: Robert Borders**

**Agency Claimed Against: Lassen County Fair**

**Claimant: Ricky Thomas**

**Agency Claimed Against: 21-A DAA Madera District Fair**

**General Liability Claims – Government Code Sec. 54956.95**

**Claimant: Kyle Hansel**  
**Agency Claimed Against: 1-A DAA Cow Palace**

**Claimant: Gerry Rubin**  
**Agency Claimed Against: 22nd DAA San Diego County Fair**

**Claimant: Olunda Johnson**  
**Agency Claimed Against: Cloverdale Citrus Fair**

**Claimant: Carol Guardia**  
**Agency Claimed Against: 22nd DAA San Diego County Fair**

**Claimant: Robert Watson**  
**Agency Claimed Against: 23rd DAA Contra Costa County Fair**

**XIII. RECONVENE FROM CLOSED SESSION**

The Board adjourned from closed session at 11:20 p.m. and resumed regular session.

There was no reportable action from Closed Session.

**ADJOURNMENT**

The meeting was adjourned at 11:21 p.m.

  
Laurie Giannini, CHAIR

**ATTEST:**

  
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Angie Cha, SECRETARY