

# MINUTES

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

June 1, 2016

1776 Tribute Road, Suite 100, Sacramento, CA 95815

**Brian Bullis**, Board Chair  
Mariposa County Fair (35-A DAA)  
(By Telephone)

**Becky Bailey-Findley**, Executive Director  
California Fair Services Authority

**Rebecca Desmond**  
Deputy Executive Director  
California Fair Services Authority

**Patricia Conklin**, Director  
Dixon May Fair (36<sup>th</sup> DAA)

**Raechelle Gibbons**, Controller  
California Fair Services Authority

**Jim Wolcott**, Director  
Lassen County Fair

**Kevin Wright**, Mgr of Business Services  
California Fair Services Authority

**Charlie Mitchell**, Risk Manager  
California Fair Services Authority

**John Quiroz**, Director  
Division of Fairs & Expositions

**Mike Klebsch**, Risk Control  
California Fair Services Authority

**Melissa Thurber**, Communication Director  
California Fair Services Authority

**Christy Layton**, Legal Counsel to CFSA  
Renne Sloan Holtzman Sakai LLP

**Barbara Tyler**, Liability Claims Manager  
California Fair Services Authority

### 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 10:30 a.m., June 1, 2016, by Board Chair Brian Bullis, in the conference room at 1776 Tribute Road, Suite 200, Sacramento, California.

### II. CLOSED SESSION

The Board adjourned from regular session at 10:34 a.m. and went into closed session to discuss:

Liability claims (Government Code Section 54956.95) involving:  
Donald E. Shields, Sr. and Donald E. Shields, Jr. and the Cloverdale Citrus Fair.  
Clifford J. Gordon II, Dana L. Bell, and Lyle L. Bell and the 28<sup>th</sup> DAA.

Conference with Legal Counsel –Existing Litigation (Paragraph (1) of subdivision (d) of Government Code Section 54956.9)  
Tim Crews dba Sacramento Valley Mirror v CFSA) Sacramento Superior Court Case No 34-2015-80002227)

Public Employee Performance Evaluation (Government Code Section 54957  
Title: Executive Director

### III. REGULAR SESSION

The Board adjourned from Closed Session at 11:42 a.m. and resumed Regular Session. With respect to the Public Employee Performance Evaluation, the following action was taken:

Moved by Director Conklin and seconded by Director Wolcott to give the Board Chair the authority to grant Executive Director additional vacation accrual of not more than 80 hours and as approved by the Board Chair.

Ayes: Chair Bullis, Directors Conklin, Wolcott, Quiroz

Noes: None

Abstain: None

Absent: Directors Moss, Scurfield, Jacobs

### IV. APPROVAL OF MINUTES

Moved by Director Conklin and seconded by Director Quiroz to adopt **Resolution No. 16-13** approving the minutes of the regular meeting of April 6, 2016, as presented to the Board of Directors.

Ayes: Chair Bullis, Directors Conklin, Quiroz, Wolcott

Noes: None

Abstain: None

Absent: Directors Moss, Scurfield, Jacobs

### V. ADOPTION OF RESOLUTION APPROVING CHANGES IN CAPPING WORKERS' COMPENSATION LOSSES WHEN CLAIM IS PROVEN TO BE FRAUDULENT

June 1, 2016

Because this change directly effects Director Conklin and the Dixon May Fair, she asked to recuse herself from this action. With her recusal, there was no longer a quorum of the Board for voting on this item, so this action was tabled until the next Board Meeting scheduled for August 3, 2016.

**VI. ADOPTION OF RESOLUTION APPROVING REVISIONS TO THE CFSA RECORDS RETENTION POLICY**

Due to a change in law, the need has arisen for CFSA to update our Records Retention Policy as it pertains to retaining claims files that involve minors. Current requirements call for only retaining the records for two years after the claimant's 18<sup>th</sup> birthday, while our policy states five years.

Moved by Director Quiroz and seconded by Director Conklin to adopt **Resolution No. 16-15** approving a change in the CFSA Records Retention Policy sections E.1. and E.2. changing the retention periods for claims files that involve a minor from five years after the claimant's 18<sup>th</sup> birthday to two years after the claimant's 18<sup>th</sup> birthday.

Ayes: Chair Bullis, Directors Quiroz, Conklin, Wolcott

Noes: None

Abstain: None

Absent: Directors Moss, Scurfield, Jacobs

**VII. INFORMATION ITEMS**

1. 2016 CFSA Board Election Update: There are three seats on the Board of Directors that are expiring on December 31, 2016:
  - a. Jim Wolcott, Class 1-2
  - b. Dan Jacobs, Class 3-7
  - c. Brian Bullis, at large Class 1-2

Per the CFSA JPA agreement, the at-large position will rotate to the Class 3-7 membership for the next four-year term.

There will also be an election for the Revenue Protection Program Committee seat held by Cindy Bedingfield.

2. Staff reports were presented as written:
  - a. Administrative Services (Kevin Wright & Melissa Thurber)
  - b. Construction Department (Bryan Eubanks)
  - c. Finance Department (Raechelle Gibbons)
  - d. Risk Management (Charlie Mitchell)
  - e. Risk Control (Tom Amberson)
3. Executive Director Report was presented by Becky Bailey-Findley.
  - a. Update on CFSA Strategic Planning
  - b. Organizational Structure and Study
  - c. New CEO Orientation

Regular Teleconference Meeting

Page 4

June 1, 2016

- d. Second Quarter Touchpoint
  - e. CFFA Planning for the Implementation of the 2015/2016 Deferred Maintenance Projects
  - f. Staff Training
  - g. Strategic Planning with Member Fairs
4. Director's Reports:
- a. Pat Conklin reported that it rained at the Dixon May Fair, and also suggested having Sexual Harassment training at the WFA Convention.
5. Next Board Meeting is scheduled for August 3, 2016 at 10:00 a.m.

**VIII. ADJOURNMENT**

The meeting was adjourned at 1:08 p.m.



CHAIR

ATTEST:



SECRETARY