

MINUTES

SPECIAL MEETING OF CALIFORNIA FAIR SERVICES AUTHORITY BOARD OF DIRECTORS

October 6, 2016
1776 Tribute Road, Suite 100, Sacramento, CA 95815

Dan Jacobs, Vice-Chair
Antelope Valley Fair 50th DAA

Stephen Kenny, Director
Butte County Fair

John Quiroz, Director
Division of Fairs & Expositions

Patricia Conklin, Director
Dixon May Fair (36th DAA)

Jim Wolcott, Director
Lassen County Fair

Larry Moss, Director
Public Member

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

Becky Bailey-Findley, Executive Director
California Fair Services Authority

Rebecca Desmond
Deputy Executive Director
California Fair Services Authority

Raechelle Gibbons, Controller
California Fair Services Authority

Kevin Wright, Mgr of Business Services
California Fair Services Authority

Charlie Mitchell, Risk Manager
California Fair Services Authority

Tom Amberson, Risk Control Manager
California Fair Services Authority

Melissa Thurber, Communication Director
California Fair Services Authority

Barbara Tyler, Liability Claims Manager
California Fair Services Authority

I. CALL TO ORDER

Pursuant to the meeting notice, a special meeting of the California Fair Services Authority (CFSA) Board of Directors was convened at 10:02 a.m., October 6, 2016, by Board Vice-Chair Dan Jacobs, in the conference room at 1776 Tribute Road, Suite 200, Sacramento, California.

II. APPROVAL OF MINUTES

It was recommended that the minutes be amended to reflect that Director Conklin recused herself from voting on Agenda Item #3 because it directly related to her fair.

Moved by Director Moss and seconded by Director Wolcott to adopt **Resolution No. 16-18** approving the minutes of the regular meeting of August 3, 2016, as presented to the Board of Directors.

Ayes: Vice-Chair Jacobs, Directors Conklin, Wolcott, Moss, Quiroz
Noes: None
Abstain: Director Kenny
Absent: Chair Bullis

III. ADOPTION OF RESOLUTION APPROVING CHANGES IN CFSA CONFLICT OF INTEREST CODE RELATED TO FPPC REQUIREMENTS

Periodically it is necessary for CFSA to review and amend its Conflict of Interest (COI) Code with the Fair Political Practices Commission (FPPC) if changes are needed. In this instance, minor changes are needed to position titles and disclosure categories.

Moved by Director Conklin and seconded by Director Quiroz to adopt **Resolution No. 16-19** approving changes in CFSA Conflict of Interest Code related to FPPC requirements.

Ayes: Vice-Chair Jacobs, Directors Conklin, Moss, Wolcott, Quiroz,
Kenny
Noes: None
Abstain: None
Absent: Chair Bullis

IV. ADOPTION OF RESOLUTION APPROVING CFSA VEHICLE USE POLICY

In our ongoing effort of updating CFSA personnel and administrative policies, we have created CFSA Policy Ad-011 Use of Vehicles to cover employee/contractor use of CFSA fleet vehicles

Moved by Director Moss and seconded by Director Conklin to adopt **Resolution No. 16-20** approving CFSA Vehicle Use Policy.

Ayes: Vice-Chair Jacobs, Directors Conklin, Wolcott, Moss, Quiroz,
Kenny
Noes: None
Abstain: None

Absent: Chair Bullis

V. ADOPTION OF RESOLUTION REVISING CFSA CREDIT CARD USE POLICY (NO. AD-020) TO INCLUDE CHARGES FOR CFSA VEHICLE MAINTENANCE

In our ongoing effort of updating CFSA personnel and administrative policies, we have amended CFSA Policy AD-020 Credit Card Use to include CFSA fleet vehicle maintenance as an approved expense.

Moved by Director Conklin and seconded by Director Wolcott to adopt **Resolution No. 16-21** revising CFSA Credit Card Use policy AD-020 to include charges for CFSA vehicle maintenance.

Ayes: Vice-Chair Jacobs, Directors Conklin, Wolcott, Moss, Quiroz,
Kenny

Noes: None

Abstain: None

Absent: Chair Bullis

VI. ADOPTION OF RESOLUTION APPROVING A LIMITED DURATION CONTRACT WITH CHARLES MITCHELL FOR PART-TIME RISK MANAGEMENT SERVICES AND CERTIFYING THE NATURE OF THE SERVICES AS NECESSARY TO FILL A CRITICALLY NEEDED POSTION (GOVERNMENT CODE SECTION 7522.56)

CFSA's Risk Manager position is integral to planning, organizing, directing and implementing comprehensive risk management programs for CFSA's member fairs. For the past 18 years, Charles Mitchell has performed the function of Risk Manager for CFSA. He plans to retire October 31, 2016. The expertise, institutional knowledge and counsel of Charles Mitchell is needed to help support the reorganization as the transition is made to a new department structure.

Moved by Director Wolcott and seconded by Director Kenny to adopt **Resolution 16-22** approving a limited duration contract with Charles Mitchell for part-time risk management services and certifying the nature of the services as necessary to fill a critically needed position.

Ayes: Vice-Chair Jacobs, Directors Conklin, Wolcott, Moss, Quiroz,
Kenny

Noes: None

Abstain: None

Absent: Chair Bullis

VI. INFORMATION ITEMS

1. Preparing for setting 2017 General Liability and Worker's Compensation Member Rates: Review of Staff Reports
 - a. Analysis, information and supporting charts and documents were presented on key indicators of the Liability and Workers' Compensation pools. After discussion the Board gave direction to

move forward with a plan to leave the Workers' Compensation rate the same as 2016, and to increase the rate for General Liability by 10%.

2. Staff reports were presented as written:
 - a. Administrative Services
 - b. Construction Department
 - c. Finance Department
 - d. Risk Management
 - e. Risk Control
3. 2017 Budget Process
 - a. Staff will work to prepare a preliminary budget in October, a budget committee meeting of the Board will be scheduled in November, and a preliminary budget will be presented to the entire Board at the December meeting. Vice Chair Jacobs appointed directors Quiroz and Wolcott to be on the budget committee.
4. CFSA Election Update
 - a. Due to the resignation of CFSA Board Member John Scurfield, a mid-term election was held to fill his seat representing Class 1-2 member fairs. Butte County Fair General Manager Stephen Kenny was elected to serve in this position for the remainder of the term which expires December 31, 2018. We welcome him to the Board.
 - b. Three seats are up for election in our general election set for October – one for Class 1-2 members and two for class 3-7 members. Thank you to Chair Bullis for all his work on the elections!
5. Executive Director Report was presented by Becky Bailey-Findley.
6. Director's Reports:
7. Next Board Meeting is scheduled for December 7, 2016 at 10:00 a.m.

VI. CLOSED SESSION

The Board adjourned from Regular Session at 1:27 p.m. and took a break for lunch. Closed session was convened at 1:38 p.m. to discuss:

CLAIMANTS: Clifford J. Gordon II, Dana L. Bell, and Lyle L. Bell
AGENCY CLAIMED AGAINST: 28th DAA, et al.

CLAIMANTS: Donald E. Shields Sr., and Donald E. Shields Jr.
AGENCY CLAIMED AGAINST: Cloverdale Citrus Fair, et al.

CLAIMANT: Richard Long
AGENCY CLAIMED AGAINST: 31st DAA, Ventura County Fair

CLAIMANT: Michael Clark

AGENCY CLAIMED AGAINST: California Exposition and State Fair

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)

Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Gov. Code Section 54956.9 (one potential case)

VII. REGULAR SESSION

The Board adjourned from Closed Session at 2:12 p.m. and resumed Regular Session. There was no reportable action from Closed Session.

VIII. ADJOURNMENT

The meeting was adjourned at 2:13 p.m.



CHAIR

ATTEST:



SECRETARY