



### CFSA Board Directors & Management Staff Create a 5-Year Strategic Plan to Help Shape CFSA's Future

On March 23 and 24, CFSA board members, board alternates and CFSA senior staff met for a two-day Strategic Planning meeting at CFSA's offices in Sacramento. In anticipation of significant changes facing the California fair network, the group actively identified and discussed the industry's expectations of CFSA, the agency's strengths and weaknesses, and the threats and opportunities these anticipated industry changes could pose to CFSA's future.

The group then focused on two key goals: 1) the development of a 5-year strategic plan to ensure CFSA's ability to meet the fairs' immediate and long-term needs, and 2) a succession plan for replacing CFSA's Executive Director Donna Bardaro who has announced her retirement in December 2011. Becky Bailey-Findley moderated the planning session.

Opinions and comments gathered on two recent surveys were also discussed. These surveys were requested during the board's February 1, 2011 meeting, the same meeting during which the board adopted a resolution appointing a Strategic Planning and Succession Planning Ad Hoc Committee (comprised of board directors John Root, Brian Bullis and Regina Goody) to work with staff on behalf of the board. For expediency and to ensure the anonymity of survey respondents, the surveys were disseminated through Survey Monkey, an online survey service.

The first survey, directed to fair management, addressed fair manager, second in command and maintenance supervisor satisfaction with CFSA's programs and services. The second survey, emailed to CFSA employees, focused on workplace

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### CFSA Board Approves 2011 Base Rate Changes for General Liability and Workers' Compensation Pools

After much discussion weighing pool member budget concerns and CFSA's responsibilities as pool administrators, CFSA's board of directors approved several changes for the General Liability and Workers' Compensation Pool programs.

#### General Liability Pool Base Rates Set

When the Division of Fairs and Expositions (F&E) completed the fair reclassification list last summer, CFSA agreed with F&E that a few fairs did need to be moved up or down class-wise. However, because F&E and CFSA use this Class list for two different purposes, what worked for F&E, now wasn't working as well for CFSA. What CFSA needed was a Class list that reflected each fair's risk exposure; information CFSA uses along with each fair's loss history to help determine a fair's General Liability Pool annual fee.

CFSA took this opportunity to make some additional tweaks to the Class list by classifying fairs according to the fairs' five-year operating revenue averages, minus any state and/or county allocations or contributions. The Class list also takes into consideration the reduced risk to the pool by the four fairs without their own fairgrounds.

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### CFSA Continues to Administer F&E's Unemployment Insurance Reimbursement Fund

Contrary to rumor, the Unemployment Insurance Reimbursement Fund program is, for the time being, still in business. As you've done in the past, please submit your fair's UI reimbursement requests to Martha Manriquez at CFSA.

Rick Wood, CFSA's assistant director, finance, reports that although proposed fair funding cuts could mean F&E's Unemployment Insurance Reimbursement Fund won't receive its 2011 - 2012 fiscal year funding appropriation, there's still money remaining in the Fund and it's available first come, first served.

If you have any questions about the program or your fair's reimbursement percentage, please contact Rick Wood at 916/263-6147.

### Turn Your Fair's Injury and Illness Program into a Blueprint for Employee Summer Safety

Tom Amberson, CFSA's safety supervisor, sends out a reminder that as summer events increase and temporary employees – many of whom may lack sufficient safety training – join your staff, the potential for workplace-related injuries and illnesses also increases. To help reduce and control this risk, Tom emphasizes that your fair's Illness and Injury Prevention Program (IIPP) needs to be up to date and actively followed. All employees need to know:

- your IIPP's Safety Policy Statement.
- how safety matters are communicated, how unsafe conditions are reported, and what your fair's safety practices are.

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"To be ignorant of one's ignorance is the malady of the ignorant."

~ Amos Bronson Alcott



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Let's hear from you!  
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“Ignorance is a voluntary misfortune.”

~ Italian Proverb

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### **CFSA Strategic Planning, continued . . .**

satisfaction. In addition to the surveys, Becky Bailey-Findley conducted one-on-one telephone interviews with Fair Agency heads in Sacramento and selected industry CEOs. Donna Bardaro noted that the feedback from these industry leaders “. . . is important to us and essential for assessing the effectiveness of our efforts to provide fairs with services and programs of the highest quality.”

Strategic Planning Meeting outcomes include a plan of action for hiring a recruitment firm to aid in the search for CFSA's next executive director and the identification of areas of opportunity CFSA will explore as changes within the fair industry develop.

*CFSA's board of Directors: Brian Bullis, CEO, Mariposa Fair; Patricia Conklin, CEO, Sonoma-Marin Fair; Rebecca Desmond, Acting Director, Division of Fairs and Expositions; Regina Goody, CEO, Yuba-Sutter Fair; Richard Persons, CEO, Lake County Fair; Rick Pickering, CEO, Alameda County Agricultural Fair; and John Root, Public Member.*

### **2011 Self-Insurance Pool Changes, continued . . .**

As approved by CFSA's board, the 2011 General Liability base fee schedule includes a 10 percent increase for fairs in Classes I - IV, bringing them in line with their associated risk. *Your fair's actual fees may increase or decrease from last year's depending on your own loss history.*

2011 General Liability Pool fees add \$2,229,150 to the pool, compared to 2010's fees of \$2,096,600. This represents a 6.32 percent increase.

If you have any questions about your fair's base rate, please contact Rick Wood, rwood@cfssa.org or 916/263-6147.

### **Workers' Compensation Pool Rate Increase Approved**

When determining Workers' Compensation Pool annual base rates each year, CFSA's staff and board take a number of different factors into consideration, including:

- the affect of previous year claims costs on pool reserves, the pool's confidence margin and Adverse Development Fund reserves.
- Medical cost trends.
- Actuary loss-projection requirements.
- CFSA's goal of maintaining stable rates year to year.
- the current economic climate and the challenges it places on pool members.

At its April meeting, CFSA's board agreed to use both pool reserves and a slight rate increase to cover the cost of the Actuary's projected claims costs for 2011. The Workers' Compensation Pool base rate will increase from the current 5.5 percent of gross payroll to 5.8 percent. *Your fair's annual fee may increase or decrease due to changes in your fair's gross payroll from 2010, and changes in your modification rate (based on your fair's individual loss history) and base rate.*

Questions about your fair's annual fee? Contact Rick Wood, rwood@cfssa.org or 916/263-6147. Questions about how you can improve your fair's loss history? Talk to Tom Allen, CFSA's safety manager, tallen@cfssa.org or 916/263-6186.

### **Fairtime Safety, continued . . .**

- General Rules of Safety (Code of Safety Practices).
- your fair's Training Policy.
- disciplinary procedures for safety infractions.
- work site hazards and hazards specific to their particular job.
- how to conduct an accident investigation.

New employee orientations and regular safety meetings are two of the best ways to share this information.

Tom also wants to remind you that your fair's Heat Illness Prevention Program can be part of your IIPP or a standalone document. Whichever you choose, here's a quick rundown of what information should be included:

- Where employees can find shade or other “cooling” areas with access to drinking water.
- High heat (over 95° ) procedures, including how supervisors communicate with their staff during high heat periods (cell phones and texting are acceptable if reception is reliable).
- Methods of observation used to monitor employees for signs/symptoms of heat-related illness.
- Means of reminding employees to stay hydrated.
- Emergency procedures for ill employees.

Adequate training for employees and supervisors is another key element of your Heat Illness Prevention Program.

To find out what additional information needs to go into your written IIPP and Heat Illness Prevention Program, please contact your CFSA Safety Specialist. You can also contact Tom at tamber-son@cfssa.org, 916/263-6180.