

# MINUTES

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

December 2, 2020

1776 Tribute Road, Suite 100, Sacramento, CA 95815

In attendance:

### Board Members

**Stephen Kenny**, Board Chair  
Butte County Fair

**John Quiroz**, Director  
CDFA Fairs & Expositions Branch

**Jack Blyskal**, Director  
Public Member

**Mike Olcott**, Director  
Kern County Fair

**Lori Marshall**, Director  
Cow Palace Arena

**Dan Jacobs**, Director  
Antelope Valley Fair

**Jim Wolcott**, Director  
Lassen County Fair

### CFSA Staff

**Rebecca Desmond**, Executive Director  
CFSA

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

**Kevin Wright**, Business Services  
Manager, CFSA

**Christy Layton**, Legal Counsel to CFSA  
Sloan Sakai Yeung & Wong LLP

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

**Eugene Chang**, General Liability Claims  
Administrator, CFSA

**Mike Kielty**, Consultant  
George Hills

**MeChell Parrish**, Risk Department  
Administrator Trainee, CFSA

All Board members, CFSA staff and other participants attended remotely via Zoom or phone, pursuant to the requirements of California Government Code Section 54950, *et seq.* and Executive Order N-29-20.

## 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 10:02 a.m., December 2, 2020, by Board Chair Stephen Kenny and roll call was taken.

**II. ADOPTION OF RESOLUTION APPROVING THE MINUTES OF THE REGULAR TELECONFERENCE MEETING OF OCTOBER 7, 2020**

Moved by Director Quiroz and seconded by Director Marshall to adopt **Resolution No. 20-47** approving the minutes as presented.

Ayes: Chair Kenny, Directors Blyskal, Marshall, Quiroz, Olcott, Jacobs, Wolcott  
Noes: None  
Abstain: None  
Absent: None

There was no public comment.

Motion passed.

**III. ADOPTION OF RESOLUTION APPROVING THE CFSA 2021 PRELIMINARY BUDGET**

Executive Director Rebecca Desmond, Chief Financial Officer Raechelle Gibbons and Business Services Manager Kevin Wright integrated the individual department budgets into an overall organizational budget at which point further adjustments were made to meet CFSA strategic goals.

An ad hoc committee of the board, Chair Steve Kenny, Director Lori Marshall and Director Dan Jacobs, reviewed the staff-proposed budget. Input from the committee meeting was incorporated into the proposed budget. This preliminary budget also incorporates the estimated General Liability and Workers' Compensation pool fees as discussed at the October 7 CFSA board meeting. For this preliminary budget, management staff analyzed known General Liability and Workers' Compensation claims activity in 2020 and made a projection of unrealized losses for both risk pools.

Moved by Director Blyskal and seconded by Director Olcott to adopt **Resolution No. 20-48** approving the CFSA 2021 Preliminary Budget as presented.

Ayes: Chair Kenny, Directors Blyskal, Marshall, Quiroz, Olcott, Jacobs, Wolcott  
Noes: None  
Abstain: None  
Absent: None

There was no public comment.

Motion passed.

**IV. ADOPTION OF RESOLUTION APPROVING THE CFSA 2021 PAY SCALE**

December 2, 2020

Due to the increase of the minimum wage in California, we are proposing to shift the entire CFSA Pay Scale up by 3%. This does not constitute a 3% raise for the entire staff, but rather increases the minimum and maximum wage levels for all positions and salary ranges by 3%. In addition, based on ongoing reassessment of needed positions and levels, various positions were either eliminated or adjusted on the Pay Scale.

Moved by Director Blyskal and seconded by Director Marshall to adopt **Resolution No. 20-49** approving and adopting the CFSA 2021 Pay Scale as presented.

Ayes: Chair Kenny, Directors Blyskal, Jacobs, Quiroz, Marshall, Olcott, Wolcott

Noes: None

Abstain: None

Absent: None

There was no public comment.

Motion passed.

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

In an effort to encourage employee retention, an update to this policy includes a 5% salary increase to an employee who successfully completes their orientation period and one year of service with CFSA, and the deletion of the section allowing for CFSA to pay a "learning rate" as well as some other minor wording revisions is proposed.

Moved by Director Marshall and seconded by Director Quiroz to adopt **Resolution No. 20-50** approving revisions to CFSA policy 120 Wage and Salary Administration as presented.

Ayes: Chair Kenny, Directors Blyskal, Jacobs, Quiroz, Marshall, Olcott, Wolcott

Noes: None

Abstain: None

Absent: None

There was no public comment.

Motion passed.

**VI. ADOPTION OF RESOLUTION APPROVING THE RE-ENTRY OF THE 24<sup>TH</sup> DISTRICT AGRICULTURAL ASSOCIATION/TULARE COUNTY FAIR INTO THE CFSA GENERAL LIABILITY RISK SHARING PROGRAM**

December 2, 2020

In April of 2020, 24<sup>th</sup> District Agricultural Association (DAA) CEO Dena Rizzardo, informed CFSA of the 24<sup>th</sup> DAA's interest in re-entering the General Liability Risk Pool Program for the 2021 coverage year. The 24<sup>th</sup> DAA meets all of the requirements for re-entry set forth by the CFSA Underwriting Policy.

Moved by Director Blyskal and seconded by Director Wolcott to adopt **Resolution No. 20-51** approving the re-entry of the 24<sup>th</sup> District Agricultural Association/Tulare County Fair into the CFSA General Liability Risk Pool Program, beginning with the 2021 coverage year, for a minimum term of five years.

Ayes: Chair Kenny, Directors Blyskal, Jacobs, Quiroz, Marshall, Olcott, Wolcott  
Noes: None  
Abstain: None  
Absent: None

There was no public comment.

Motion passed.

**VII. ADOPTION OF RESOLUTION APPROVING A PAYMENT AGREEMENT AND PROMISSORY NOTE FOR THE 54<sup>TH</sup> DISTRICT AGRICULTURAL ASSOCIATION/COLORADO RIVER FAIR AND SUSPENDING CFSA TERMINATION NOTICE**

54<sup>th</sup> DAA/Colorado River Fairgrounds CEO Ronnie Hassler contacted CFSA concerned that the fair has yet to receive an allocation of AB 1499 funds from F&E that they were planning to use to pay the balance owed to CFSA. He requested to pay CFSA \$20,000 now and the balance as soon as he gets the funding from CDFR.

Moved by Director Marshall and seconded by Director Jacobs to adopt **Resolution No. 20-52** approving (i) entering into a Payment Agreement and Promissory Note with the 54<sup>th</sup> District Agricultural Association/Colorado River Fair in a form as approved by CFSA Legal Counsel; (ii) authorizes and directs the Executive Director to execute the Payment Agreement on behalf of CFSA; and (iii) agrees to suspend the CFSA Termination Notice to the Fair dated October 7, 2020.

Ayes: Chair Kenny, Directors Blyskal, Jacobs, Quiroz, Marshall, Olcott, Wolcott  
Noes: None  
Abstain: None  
Absent: None

There was no public comment.

**VIII. ADOPTION OF RESOLUTION HONORING DEPARTING BOARD MEMBERS**

Moved by Director Blyskal and seconded by Director Marshall to adopt **Resolution No. 20-53** honoring departing Board Member Dan Jacobs; **Resolution No. 20-54** honoring departing Board Member Michael Olcott; and **Resolution No. 20-55** honoring departing Board Member Jim Wolcott.

Ayes: Chair Kenny, Directors Blyskal, Jacobs, Quiroz, Marshall, Olcott, Wolcott  
Noes: None  
Abstain: None  
Absent: None

There was no public comment.

Motion Passed.

**IX. ADOPTION OF RESOLUTION HONORING CFSA GENERAL COUNSEL CHRISTY LAYTON UPON HER RETIREMENT**

Moved by Director Blyskal and seconded by Director Jacobs to adopt **Resolution No. 20-56** honoring CFSA General Counsel Christy Layton upon her retirement.

Ayes: Chair Kenny, Directors Blyskal, Jacobs, Quiroz, Marshall, Olcott, Wolcott  
Noes: None  
Abstain: None  
Absent: None

There was no public comment.

Motion Passed.

Director Quiroz left the meeting at 12:00 p.m.

**X. CLOSED SESSION**

The Board adjourned from regular session at 12:10 p.m. and went into closed session to discuss the following:

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

**Claimant:** Henry Bollinger

**Agency Claimed Against:** California Exposition & State Fair

**Claimant:** Robert O'Neill

**Agency Claimed Against:** Antelope Valley Fair

**Liability/Special Events Claims – Government Code Sec. 54956.95**

**Claimant:** Arthur Renowitzky

**Agency Claimed Against:** Alameda County Fair Association

**Claimant:** Kathleen Kramer

**Agency Claimed Against:** 32nd District Agricultural Association/Orange County Fair & Event Center

**Claimant:** David Cruz

**Agency Claimed Against:** 36<sup>th</sup> District Agricultural Association/Dixon May Fair

**Claimant:** Robert Watson

**Agency Claimed Against:** 23<sup>rd</sup> District Agricultural Association/Contra Costa County Fair

Director Jacobs left the meeting at 12:34 p.m.

Director Marshall left the meeting at 12:42 p.m.

**XI. OPEN SESSION**

The Board adjourned from closed session at 1:00 p.m. and resumed regular session.

**XII. INFORMATIONAL ITEMS**

1. CFSA Investment Report was presented as submitted. There was no public comment.
2. Staff Reports were presented as submitted. There was no public comment.
3. Executive Director's Report was presented as submitted. There was no public comment.
4. Directors' Reports. The directors wished the staff a Merry Christmas. There was no public comment.
5. The next Regular Board Meeting is February 3, 2021.

**XIII. PUBLIC COMMENT**

There was no public comment.

**XIV. CLOSED SESSION**

The Board adjourned from regular session at 1:20 p.m. and went into closed session to discuss the following:

Public Employment – Government Code Sec. 54957

Performance Evaluation

Title: Executive Director

**XV. OPEN SESSION**

The Board adjourned from closed session at 1:42 p.m. and resumed regular session.

The following Closed Sessions items were reported out:

Regarding Workers' Compensation Claim "Bollinger v. California Exposition and State Fair": Director Blyskal moved to approve authority for settlement of the claim. Director Marshall seconded the motion. A roll call vote was taken with the following results:

Ayes: Directors Kenny, Jacobs, Wolcott, Olcott, Marshall, Blyskal

Noes: None

Absent: Director Quiroz

Abstain: None

Motion passed.

Regarding Workers' Compensation Claim, "O'Neill v Antelope Valley Fair 50<sup>th</sup> DAA": Director Blyskal moved to approve authority for settlement of the claim. Director Marshall seconded the motion. A roll call vote was taken with the following results:

Ayes: Directors Kenny, Wolcott, Olcott, Marshall, Blyskal

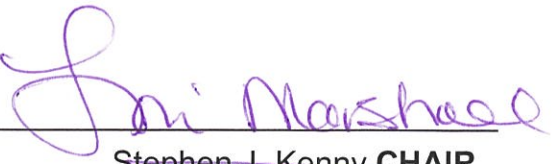
Abstain: Director Jacobs

Absent: Director Quiroz

Motion passed.

**XVI. ADJOURNMENT**

The meeting was adjourned at 1:43 p.m.

  
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Stephen J. Kenny **CHAIR**  
Lori Marshall

**ATTEST:**

  
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Kevin Wright **SECRETARY**