

MINUTES

TELECONFERENCE MEETING OF CALIFORNIA FAIR SERVICES AUTHORITY BOARD OF DIRECTORS

October 1, 2014

1776 Tribute Road, Suite 100, Sacramento, CA 95815

Pat Conklin, Board Chair
Dixon May Fair (36th DAA)

Becky Bailey–Findley, Executive Director
California Fair Services Authority

Brian Bullis, (Vice-Chair)
(By Teleconference)
Mariposa County Fair (35-A DAA)

Rebecca Desmond
Deputy Executive Director
California Fair Services Authority

Jim Wolcott, Director
Lassen County Fair

Kevin Wright, Mgr of Business Services
California Fair Services Authority

John Root, Director
Public Member

Melissa Thurber, Communications
California Fair Services Authority

Diana Paluszak
Division of Fairs & Expositions

Raechelle Gibbons, Controller
California Fair Services Authority

Cindy Bedingfield, CEO
Redwood Acres Humboldt Made

Charlie Mitchell, Risk Manager
California Fair Services Authority

Christy Layton, Legal Counsel to CFSA
Miller & Owen

Barbara Tyler, Claims Manager
California Fair Services Authority

Myla Labadie, Legal Counsel to CFSA
Miller & Owen

Bryan Eubanks, Construction Manager
California Fair Services Authority

I. CALL TO ORDER

Pursuant to the meeting notice, a regular meeting of the California Fair Services Authority (CFSA) Board of Directors was convened at 10:03 a.m., October 1, 2014, by Board Chair Patricia Conklin, in the conference room at 1776 Tribute Road, Suite 200, Sacramento, California.

II. APPROVAL OF MINUTES

Moved by Director Bullis and seconded by Director Wolcott to adopt **Resolution No. 14-19** approving the minutes of the regular meeting of June 4, 2014, and the special teleconference meeting of September 11, 2014 as presented to the Board of Directors.

Ayes: Chair Conklin, Directors Bullis, Root, Wolcott
Noes: None
Abstain: None
Absent: Directors Jacobs and Quiroz

III. ADOPTION OF RESOLUTION APPROVING LIABILITY RELEASE LANGUAGE FOR LIVESTOCK AND OTHER ENTRY FORMS

At the June Board meeting, staff was directed to work with legal counsel to draft language for member fairs to add to livestock and other entry forms so that exhibitors would be indemnifying the fair from any losses connected to their participation in the fair including livestock.

Moved by Director Root and seconded by Director Bullis to adopt **Resolution No. 14-20** delegating authority to the Executive Director, CFSA Counsel and the Board Chair to finalize liability release language for livestock and other entry forms to be used in 2015.

Ayes: Chair Conklin, Directors Bullis, Root, Wolcott
Noes: None
Abstain: None
Absent: Directors Jacobs, Quiroz

IV. ADOPTION OF RESOLUTION APPROVING SCALED CFSA RISK CONTROL RELATED AND BUSINESS SERVICES RATES FOR SINGLE-POOL AND NON-POOL MEMBERS

In response to a competitive marketplace and to support membership loyalty, staff recommends establishing a fee scale that provides value to member fairs that contribute to the overall overhead of CFSA operations.

Moved by Director Root and seconded by Director Bullis to adopt **Resolution No. 14-21** approving scaled CFSA risk control and business services rates for single-pool and no-pool members.

October 1, 2014

Ayes: Chair Conklin, Directors Bullis, Root, Wolcott
Noes: None
Abstain: None
Absent: Directors Jacobs, Quiroz

V. ADOPTION OF RESOLUTION APPROVING CFSA RECORD RETENTION POLICY REVISIONS

Upon review of the current CFSA record retention policy, several areas that needed updating were found.

Moved by Director Root and seconded by Director Bullis to adopt **Resolution No. 14-22** approving the revisions to the CFSA Record Retention Policy.

Ayes: Chair Conklin, Directors Bullis, Root, Wolcott
Noes: None
Abstain: None
Absent: Directors Jacobs, Quiroz

VI. ADOPTION OF RESOLUTION APPROVING NEW FEES ESTIMATION AND BILLING PROGRAM FOR 2015

Moved by Director Bullis and seconded by Director Wolcott to adopt **Resolution No. 14-23** that the new Fees Estimation and Billing Program for 2015 is approved as follows:

Workers' Compensation Fee Estimation for 2015

2013 Total Payrollⁱ x 6%ⁱⁱ x estimated 2015 modification factorⁱⁱⁱ

General Liability Fee Estimation for 2015

2014 base rate x estimated 2015 modification factor^{iv}

Payment Plan

Estimated fees billed monthly beginning January 2015. True-up after 2015 rates are confirmed in April 2015. Lump sum discount of 2% in July 2015.

Cash challenged fairs can defer January through June payments upon written request in 2015.

ⁱ 2013 Total Payroll + W3 report + volunteer hours reported to CFSA

ⁱⁱ 2014 Workers' Compensation Rate

ⁱⁱⁱ Based on 2009–2013 Workers' Compensation loss history adjusted by capping large losses

^{iv} Based on 2009–2013 General Liability loss history adjusted by capping large losses.

VII. CFSA 2014 BOARD ELECTION

This is an election year for two of our member-elected positions on the CFSA Board of Directors, as well as our Revenue Protection Program Committee. A new public member will also need to be appointed to the Board at the December board meeting. As Pat Conklin's term is expiring and she has expressed interest in running again, Brian Bullis has agreed to coordinate the election nomination process.

Staff Recommendations:

1. Staff recommends leaving the Class 1-2 seat vacated by Rich Persons open until filled through the election. (No action taken by the Board).
2. Staff recommends that Rich Persons remain the board's representative on the Revenue Protection Program Committee until a new representative is selected. (No action taken by the Board).
3. Staff recommends that it solicit recommendations from member fairs for the public member seat based on the criteria listed in the CFSA JPA Agreement. (So directed by the Board).

VIII. ADOPTION OF RESOLUTION APPROVING NEW CFSA LOGO

Executive Director Becky Bailey-Findley presented the new logo design to the Board.

Moved by Director Root and seconded by Director Bullis to adopt **Resolution No. 14-25** approving the new CFSA logo.

Ayes: Chair Conklin, Directors Bullis, Root, Wolcott
Noes: None
Abstain: None
Absent: Directors Jacobs, Quiroz

IX. ADOPTION OF RESOLUTION HONORING OUTGOING PUBLIC BOARD MEMBER JOHN ROOT

Executive Director Becky Bailey-Findley honored Director Root with an engraved clock.

Moved by Director Bullis and seconded by Director Wolcott to adopt Resolution No. 14-24 recognizing and honoring Director John Root for his years of guidance and support as a Board Member for California Fair Services Authority.

Ayes: Chair Conklin, Directors Bullis, Wolcott
Noes: None
Abstain: Director Root
Absent: Directors Jacobs, Quiroz

INFORMATIONAL ITEMS

1. Redwood Acres Fair CEO Cindy Bedingfield made a presentation on the fair's SnapEd Grant program. CFSA provided a \$150,000 line of credit to the fair to implement the grant program until grant funds were received on a reimbursement basis.

Break was taken at 12:25pm

Reconvened at 12:35pm

2. Staff reports were presented as written:
 - a. Administrative Services
 - b. Risk Management
 - c. Construction Department
 - d. Finance Department
 - e. Risk Control
3. The Board appointed Pat Conklin, Dan Jacobs, and Brian Bullis to the 2015 CFSA Budget Committee.
4. Risk Management staff will be studying the feasibility of changing the Workers' Compensation rate setting system to accommodate for leave liability payouts over the next several months and will report back to the Board prior to our rate setting meeting in April 2015.
5. Risk Management Staff will be exploring the feasibility of extending coverage for both General Liability and Workers' Compensation to our member fair's nonprofit organizations over the next several weeks. As well as being another benefit we could offer our member fairs, this is one area that CFSA could expand its membership in.
6. Executive Director Report was presented by Becky Bailey-Findley
7. Directors' Reports
8. Next Board meeting:
Scheduled for Wednesday, December 3, 2014 at 10:00am.

VIII. CLOSED SESSION

The Board adjourned from regular session at 1:50 p.m. and went into closed session to discuss the liability claims involving Tanya and Kyle Purvis and the 27th DAA, and Lucy Miranda and the National Orange Show, and the Workers' Compensation Claim of Susan Molles and the Solano County Fair Association. Also discussed was the performance of Executive Director Becky Bailey-Findley.

IX. REGULAR SESSION

The Board adjourned from closed session at 2:35 p.m. and regular session was reconvened. No reportable action was taken during closed session.


X. ADJOURNMENT

The meeting was adjourned at 3:00 p.m.



CHAIR

ATTEST:



SECRETARY