

MINUTES

REGULAR TELECONFERENCE MEETING OF CALIFORNIA FAIR SERVICES AUTHORITY BOARD OF DIRECTORS

June 1, 2022

1776 Tribute Road, Suite 100, Sacramento, CA 95815

In attendance:

Board Members

Nancy Sites, Director
Tulelake-Butte Valley Fair (Via Zoom)

Laurie Giannini, Director
Calaveras County Fair (Via Zoom)

Kim Floyd, Director
Del Norte County Fair (Via Zoom)

Mike Francesconi, Director
CDFA Branch of Fairs & Expositions

Steve Kenny, Director
Butte County Fair

Tom Mitchell, Director
Madera District Fair

Mike Kielty, Alternate Director
Public Member

CFSA Staff

Rebecca Desmond, Executive Director
CFSA

John Quiroz, Deputy Executive Director
CFSA

Raechelle Gibbons, Chief Financial
Officer, CFSA

Kevin Wright, Chief Administration
Officer, CFSA

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

Guests

Kevin Wong, Gilbert CPA's
(Via Zoom)

All Board members, CFSA staff and other participants attended in person or remotely via Zoom or phone (as noted), pursuant to the requirements of California Government Code Section 54950, *et seq.*

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 10:10 a.m., June 1, 2022, by Acting Chair Steve Kenny and roll call was taken.

II. ADOPTION OF RESOLUTION APPROVING THE MINUTES OF THE

REGULAR TELECONFERENCE MEETING OF APRIL 6, 2022, AND THE SPECIAL TELECONFERENCE MEETING OF APRIL 27, 2022.

Moved by Director Francesconi and seconded by Director Floyd to adopt **Resolution No. 22-18** approving the minutes as presented.

Ayes: Directors Floyd, Giannini, Kenny, Francesconi, Sites, Mitchell,
Alternate Director Kielty
Noes: None
Abstain: None
Absent: Director Blyskal

There was no public comment.

Motion passed.

III. ADOPTION OF RESOLUTION ACCEPTING THE 2021 FINANCIAL AUDIT REPORT

Gilbert CPAs has performed the audit for the CFSA 2021 financial statements. Gilbert partner Kevin Wong presented the 2021 Audit report, the Management Letter, and the Required Communications document at the board meeting. The CFSA Financial Audit was given the highest rating available by Gilbert CPA's.

Moved by Director Kielty and seconded by Director Francesconi to adopt **Resolution No. 22-19** accepting the 2021 financial audit report as presented.

Ayes: Directors Floyd, Giannini, Kenny, Francesconi, Sites, Mitchell,
Alternate Director Kielty
Noes: None
Abstain: None
Absent: Director Blyskal

There was no public comment.

Motion passed.

IV. ADOPTION OF RESOLUTION APPROVING REVISIONS TO HAZARDOUS/NONHAZARDOUS ACTIVITIES LIST AND SPECIAL EVENTS RATE CARD

Several fairs rent their fairgrounds for use by third parties to host festivals and the promoters want to purchase CFSA Special Events Insurance to cover the festival. Because our Special Events Insurance excess policy does not cover hazardous activities, it cannot be used by any festivals that include activities listed on our Hazardous Activities List, unless the promoter obtains additional insurance from the hazardous activity vendor that names the fair and CFSA additional insured.

Moved by Director Francesconi and seconded by Director Mitchell to adopt **Resolution No. 22-20** approving revisions to Hazardous/Nonhazardous Activities List and the Special Events Rate Card as presented.

Ayes: Directors Floyd, Giannini, Kenny, Francesconi, Sites, Mitchell,
Alternate Director Kielty
Noes: None
Abstain: None
Absent: Director Blyskal

There was no public comment.

Motion passed.

V. ADOPTION OF RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR TO EXECUTE A CONTRACT AND SUBSEQUENT AMENDMENTS WITH THE CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE BRANCH OF FAIRS & EXPOSITIONS FOR 2022-2023 PROFESSIONAL DEVELOPMENT FOR CALIFORNIA FAIRS

CFSA executive staff is working with CDFA's Branch of Fairs & Expositions on a new contract to continue professional development services for California fairs. This contract will include training and training resources for the Network of California Fairs. CDFA requires a resolution authorizing CFSA to enter into the new 2022-2023 contract with CDFA and such a resolution is presented here. It is anticipated the total amount of the contract will be around \$145,000 and will begin after July 15, 2022, when the current contract expires.

Ayes: Directors Floyd, Giannini, Kenny, Sites, Mitchell, Alternate Director
Kielty
Noes: None
Abstain: Francesconi
Absent: Director Blyskal

There was no public comment.

Motion passed.

VI. INFORMATIONAL ITEMS

1. Worker's Compensation DIR Audit and General Liability Claims Audit
 - a. Deputy Executive Director John Quiroz presented Department of Industrial Relations audit of the Workers' Compensation Claims department led by Cindy Hehner and regular biannual audit the General Liability Claims administered by Eugene Chang. Quiroz praised the teams for jobs well done.

2. Staff Reports:
 - a. Administrative Services report stood as presented.
 - b. Finance Report was briefly presented by Chief Financial Officer Raechelle Gibbons. Executive Director informed the board that CFSA opened a new operating bank account due to fraudulent activity on the old account.
 - c. Risk Management report stood as presented.
3. Executive Director's Report was briefly presented by Rebecca Desmond.
4. Directors' Reports:
 - a. Director Giannini reported that their fair was amazing, they exceeded \$1 million at the junior livestock auction and ran out of parking on the weekend days.
 - b. Director Mitchell added that someone visiting his fairgrounds mentioned that they had been amazed by the Calaveras County Fair as well.
5. Next Meeting: August 3, 2022

VII. CLOSED SESSION

The Board adjourned from regular session at 11:17 p.m. and went into closed session to discuss the following:

Workers' Compensation Claims – Government Code Sec. 54956.95

Claimant: Jeremy Pullis

Agency Claimed Against: San Mateo County Fair

General Liability Claims – Government Code Sec. 54956.95

Claimant: David Cruz Abundio

Agency Claimed Against: Dixon May Fair/36th District Agricultural Association, et al.

VIII. RECONVENE FROM CLOSED SESSION

The Board adjourned from closed session at 11:59 a.m. and resumed regular session.


There was no reportable action from Closed Session.

IX. PUBLIC COMMENT

There was no public comment.

X. ADJOURNMENT

The meeting was adjourned at 11:59 a.m.



Steve Kenny, **Acting CHAIR**

ATTEST:



Kevin Wright, **SECRETARY**