

MINUTES

REGULAR TELECONFERENCE MEETING OF CALIFORNIA FAIR SERVICES AUTHORITY BOARD OF DIRECTORS

October 4, 2023

1776 Tribute Road, Suite 100, Sacramento, CA 95815

In attendance:

Board Members

Laurie Giannini, Chair
Calaveras County Fair

Kim Floyd, Vice Chair
Del Norte County Fair

Chip Holloway, Director
Desert Empire Fair

Nancy Sites, Director
Tulelake-Butte Valley Fair

Tom Mitchell, Director
Madera District Fair

Mike Francesconi, Director
CDFA Branch of Fairs & Expositions

Mike Kielty, Director
Public Member

CFSA Staff

Rebecca Desmond, Executive Director
CFSA

John Quiroz, Deputy Executive Director
CFSA

Raechelle Gibbons, Chief Financial
Officer, CFSA

Renee Yi, Accounting Administrator
CFSA

Angie Cha, Office-Communications
Coordinator, CFSA

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

Guests

Matt Reed, Butte County Fair

Sylvia Bishop, Schools Agricultural &
Nutrition Program

Mark Armstrong, Lodi Grape Festival

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

I. CALL TO ORDER

October 4, 2023

Pursuant to the meeting notice, a regular teleconference meeting of the California Fair Services Authority (CFSA) Board of Directors was convened at 10:04 a.m., October 4, 2023, by Board Chair Laurie Giannini and roll call was taken.

II. ADOPTION OF RESOLUTION APPROVING THE MINUTES OF THE REGULAR MEETING OF AUGUST 2, 2023

Moved by Director Kielty and seconded by Director Francesconi to adopt **Resolution No. 23-26** approving the minutes of the Regular meeting of August 2, 2023, as presented.

Ayes: Chair Giannini; Directors Floyd, Holloway, Sites, Mitchell, Kielty, Francesconi
Noes: None
Abstain: None
Absent: None

There was no public comment.

Motion passed.

III. ADOPTION OF RESOLUTION APPROVING REVISIONS OF POLICY 215 TELEWORK, POLICY 418 TELEPHONE USE, AND POLICY 420 EMAIL, FACSIMILE, VOICEMAIL AND COMPUTER SYSTEMS

As cyber security concerns increase on what seems to be a daily basis, we have spent a great deal of time working with our information technology management company Advent reviewing how we can mitigate threats to our computer network. With CFSA housing many fairgrounds' accounting data along with our own claims and operational data, it is critical that we do all that we can to protect the information.

Moved by Director Floyd and seconded by Director Sites to adopt **Resolution No. 23-27** approving revisions to 215 Telework, Policy 418 Telephone Use as amended, and Policy 420 Email, Facsimile, Voicemail and Computer Systems

Ayes: Chair Giannini; Directors Floyd, Holloway, Sites, Mitchell, Kielty, Francesconi
Noes: None
Abstain: None
Absent: None

There was no public comment.

Motion passed.

IV. ADOPTION OF RESOLUTION AUTHORIZING GENERAL LIABILITY OPERATING MEMO #23-02 REVISING SPECIAL EVENTS RATE CARD AND HAZARDOUS/NONHAZARDOUS ACTIVITIES LIST EFFECTIVE NOVEMBER 4, 2023

The renewal of our Special Events excess coverage included fee increases due to a possible claim involving an alleged drunk driving accident following an event we insured at a fairground. Due to the increased premiums we need to increase our liquor liability coverage for attendance under 100 with a temporary ABC license to \$225.

General Operating Memo #23-02 will take effect November 4, 2023. We will begin communicating the changes to the California fairs in October. We will honor the old Special Event rates/changes if the fair has a contract in place prior to November 5, 2023.

Moved by Director Mitchell and seconded by Director Floyd to adopt **Resolution No. 23- 28** approving General Liability Operating Memo #23-02 revising Special Events Rate Card and Hazardous/Nonhazardous Activities List effective November 4, 2023.

Ayes: Chair Giannini; Directors Floyd, Holloway, Sites, Mitchell, Kielty, Francesconi

Noes: None

Abstain: None

Absent: None

There was no public comment.

Motion passed.

V. DISCUSSION RELATED TO ELIMINATING WORKERS' COMPENSATION COVERAGE FOR ALTERNATIVE WORK PROGRAM VOLUNTEERS AT MEMBER FAIRGROUNDS/ENTITIES

The topic of coverage provided to CFSA Workers' Compensation pool members for Alternative Work Program (AWP) volunteer workers was discussed. No action was taken.

Public comment was received from Lodi Grape Festival Manager Mark Armstrong on this item.

VI. ADOPTION OF RESOLUTION ADOPTING GENERAL LIABILITY OPERATING MEMO #23-03 REVISING CFSA NON-COMPLIANCE POLICY

The component of the current policy triggering contract insurance review training and audits was not enough incentive to our member to turn in monthly contract logs and is cost and time prohibitive for our one-member contract insurance review department. Monthly contract logs are still required, but there will be no consequences unless a claim occurs.

Moved by Director Holloway and seconded by Director Floyd to adopt **Resolution 23-29** approving **General Operating Memo No. 23-26** revising the CFSA Non-Compliance Policy.

Ayes: Chair Giannini; Directors Floyd, Holloway, Sites, Mitchell, Kielty, Francesconi
Noes: None
Abstain: None
Absent: None

There was no public comment.

Motion passed.

VII. DISCUSSION AND BOARD DIRECTION ON ESTIMATED 2024 RISK POOL PROGRAM FEES

This is the time of year that we assist our members with their budget preparation by presenting the CFSA board with recommended estimated fees for both General Liability and Workers' Compensation pool programs for the next year. This time, however, we recommend we only provide a general percentage adjustment of 2023 general liability and workers' compensation fees for member budgeting purposes.

Between now and the December board meeting, staff time will review the impacts of the various scenarios of the proposed changes to the Underwriting Policy. We will have final recommendations for policy revisions at the December board meeting. Staff recommends that our members budget the same fees for general liability and workers' compensation for 2024 as they paid in 2023, or with a 5%-10% increase.

Direction from the Board of Directors was to move forward with the estimated Risk Pool Program Fees as presented.

There was no public comment.

VIII. ADOPTION OF RESOLUTION APPROVING 2024 FINANCIAL SERVICES FEE SCHEDULE

October 4, 2023

CFSA Financial Services Program continues to generate the fees to maintain the program in a positive direction. During the period from 2019 through 2023, the program had to increase the fees to bring the program into a minimum break-even position. Due to this decision, the program has been positive; however, the program is still budgeting an increase in fees/rates due to inflation and salary increases needed to meet industry and market trends.

Moved by Director Mitchell and seconded by Director Francesconi to adopt **Resolution No. 23-30** approving the 2024 Financial Services Fee Schedule as presented.

Ayes: Chair Giannini; Directors Floyd, Holloway, Sites, Mitchell, Kielty, Francesconi
Noes: None
Abstain: None
Absent: None

There was no public comment.

Motion passed.

IX. INFORMATION ITEMS

1. CFSA Investment Report
2. Staff Reports:
 - a. Administrative Services
 - b. Finance
 - c. Risk Management
3. Executive Director's Report
 - a. History of CFSA presentation
4. Directors' Reports
 - a. Chair Giannini commented that fair managers have "really great jobs" being there for their communities. Fair managers need to remember how "blessed we are to get to do what we do."
 - b. Director Kielty commented that Executive Director Rebecca Desmond should "keep doing what you're doing" as far as how CFSA operates. "When presenting you have every right to tell the story of CFSA—go for it!"
 - c. Director Holloway reported that from information provided at a recent Southern California area meeting, the communication sent to fairs recently regarding starting a new organization to represent fairs was more of an

individual effort than a group effort. "Why build a new one when we can work within the current one."

5. Next Meeting: December 6, 2023

X. PUBLIC COMMENT

There was no public comment.

XI. CLOSED SESSION

At 11:39 a.m. the Board adjourned from regular session and went into closed session to discuss the following:

Workers' Compensation Claims – Government Code Sec. 54956.95

Claimant: Anthony Enos

Agency Claimed Against: Colusa County Fair/44th District Agricultural Association

Claimant: Francisco Flores

Agency Claimed Against: Santa Clara County Fair

Claimant: David Dillabo

Agency Claimed Against: Yuba-Sutter Fair/13th District Agricultural Association

General Liability Claims – Government Code Sec. 54956.95

Claimant: Rachel Badgerow

Agency Claimed Against: Calaveras County Fair/39th District Agricultural Association

Claimant: Robert Grisak

Agency Claimed Against: Colusa County Fair/44th District Agricultural Association

Claimant: Abigail Allen

Agency Claimed Against: San Diego County Fair/22nd District Agricultural Association

XII. RECONVENE FROM CLOSED SESSION

The Board adjourned from closed session at 11:53 a.m. and resumed regular session.

There was no reportable action from Closed Session.

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ADJOURNMENT

The meeting was adjourned at 11:53 a.m.


Laurie Giannini, **CHAIR**

ATTEST:


Angie Cha, **SECRETARY**