

## MINUTES

### REGULAR TELECONFERENCE MEETING OF CALIFORNIA FAIR SERVICES AUTHORITY

#### BOARD OF DIRECTORS

December 6, 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

**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

**Martha Manriquez**, Account Clerk, CFSA

**Lesly Wade**, Risk Control Supervisor,  
CFSA

#### Guests

**Ken Scheeler**, Consultant, CFSA

**Mandy Staley**, CEO 30<sup>th</sup> DAA/Tehama  
District Fairgrounds

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**

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., December 6, 2023, by Board Chair Laurie Giannini and roll call was taken.

**II. ADOPTION OF RESOLUTION RECOGNIZING RETIRING CFSA EMPLOYEE MARTHA MANRIQUEZ.**

The board recognized long-time employee Martha Manriquez who is retiring at the end of January 2024. Ms. Manriquez is one of CFSA's original employees starting employment with the joint powers authority in 1987.

Moved by Director Floyd and seconded by Director Kielty to adopt **Resolution No. 23-31** approving resolution recognizing retiring CFSA employee Martha Manriquez.

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

There was no public comment.

Motion passed.

**III. ADOPTION OF RESOLUTION APPROVING THE MINUTES OF THE REGULAR TELECONFERENCE MEETING OF OCTOBER 4, 2023**

Moved by Director Sites and seconded by Director Floyd to adopt **Resolution No. 23-32** approving the minutes of the Regular meeting of October 4, 2023, as presented.

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

There was no public comment.

Motion passed.

December 6, 2023

**IV. ADOPTION OF RESOLUTION APPROVING REVISIONS TO THE CFSA POLICY 360 DEFERRED COMPENSTION**

CalPERS has added a ROTH individual retirement plan to their deferred compensation program that CFSA participates in. The revisions to CFSA Policy 360 Deferred Compensation reflect the addition of this option to the program.

Moved by Director Floyd and seconded by Director Kielty to adopt **Resolution No. 23-33** approving revisions to the CFSA Policy 360 Deferred Compensation as presented.

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

There was no public comment.

Motion passed.

**V. ADOPTION OF RESOLUTION APPROVING REVISED CFSA 2024 FINANCIAL SERVICES FEE SCHEDULE**

The proposed 2024 Fee Schedule exhibit adopted at the October 4, 2023, meeting has been revised to include the Microsoft License Fee of \$15.00/subscription. In addition, the Timeshare rate change was in error previously and will be \$120/month.

Moved by Director Sites and seconded by Director Floyd to adopt **Resolution No. 23- 34** approving revised CFSA 2024 Financial Served Fee Schedule as presented.

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

There was no public comment.

Motion passed.

**VI. PRESENTATION OF PROPSED NEW RISK CONTROL PROGRAM**

Executive Director presenteda new program that will assist CFSA pool members with affordable repairs to some of the most critical trip-and-fall hazards on their fairgrounds. CFSA will invest in a skilled consultant for the members and the

fairgrounds would invest in critical maintenance and repair projects that could prevent unlimited and expensive potential general liability claims.

The board voiced support of the program. No action was taken on the presentation.

**VII. ADOPTION OF RESOLUTION APPROVING REVISIONS TO CFSA UNDERWRITING POLICY**

Executive management has been wanting to make significant changes to our Underwriting Policy for several years. However, due to the impact these changes would have on risk pool fees during years of already large pool fee increases and our members' financial struggles during the pandemic, we have held off. During the most recent preliminary budget process the management team was able to develop reasonable recommendations based on the need to bring dollar values current from the 1990s and information received from other risk pools.

Moved by Director Floyd and seconded by Director Holloway to adopt **Resolution 23-35** approving revisions to CFSA Underwriting Policy as presented.

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

There was no public comment.

Motion passed.

**VIII. ADOPTION OF RESOLUTION APPROVING 2024 PRELIMINARY BUDGET**

The continuation of a very hard liability coverage market across the country and the large increase in general liability excess fees projected for the 2024/2025 fiscal year drove us to do numerous calculations to find the sweet spot between stewardship of the CFSA risk pools and stabilizing 2024 fees to our pool members.

We are expecting to close out 2023 with a net positive between \$578,000 and \$1 million depending on where the GASB 68 pension expense lands, which we won't have until February. This could more than make up for the budgeted deficit for 2024 of \$507,954 at the \$250,000 SIR. This is based on the information for the general liability fees explained above and implementation of the salary study of 0%-15% pay scale/salary increases.

December 6, 2023

Moved by Director Holloway and seconded by Director Floyd to adopt **Resolution 23-36** approving the 2024 Preliminary Budget as presented.

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

There was no public comment.

Motion passed.

#### **IX. ADOPTION OF RESOLUTION APPROVING 2024 PAY SCALE**

The Salary Study/Budget Committee met in November to review the 2024 Preliminary Budget and 2024 Pay Scale based upon the 2022 Salary Study.

The attached Pay Scale incorporates all current positions. It further implements the 2022 Salary Study completing some Pay Scale increases while continuing to fully implement others. Each position is increased 0%-15% based upon the study-recommended minimum salaries at the 40th percentile of the regional public entity risk pool salary data.

Moved by Director Floyd and seconded by Director Kielty to adopt **Resolution No. 23-37** approving 2024 Pay Scale as presented.

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

There was no public comment.

Motion passed.

#### **X. INFORMATION ITEMS**

1. CFSA Investment Report
2. Staff Reports:
  - a. Administrative Services
  - b. Finance
  - c. Risk Management
3. Executive Director's Report stood as presented.

4. Directors' Reports

- a. Chair Giannini thanked CFSA staff for all their work and informed the board Tom Mitchell resigned as a Board Member and that a mid-term election was taking place to fill the vacancy.

5. Next Meeting: February 14, 2024

**XI. PUBLIC COMMENT**

There was no public comment.

**XII. CLOSED SESSION**

At 12:07 p.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:** Russell Lomier

**Agency Claimed Against:** Big Fresno Fair/21<sup>st</sup> District Agricultural Association

**General Liability Claims – Government Code Sec. 54956.95**

**Claimant:** Kletra Newton

**Agency Claimed Against:** San Mateo County Fair

**Claimant:** Robert Watson

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

**Claimant:** Josephine Silva

**Agency Claimed Against:** Redwood Acres Fair/9<sup>th</sup> District Agricultural Association

**Claimant:** Kyle Hansel

**Agency Claimed Against:** Cow Palace/1-A District Agricultural Association

**Public Employee Performance Evaluation - Government Code Sec. 54957(b)(1)**

Title: Executive Director

**Conference with Labor Negotiators (Government Code, § 54957.6)**

Agency Designated Representative: Board Chair

Unrepresented Employee: Executive Director

**Public Employment (Government Code Section 54957)**

Title: Executive Director

**XIII. RECONVENE FROM CLOSED SESSION**

The Board adjourned from closed session at 1:11 p.m. and resumed regular session.

There was no reportable action from Closed Session.

**ADJOURNMENT**

The meeting was adjourned at 1:12 p.m.

  
Laurie Giannini, CHAIR

ATTEST:

  
\_\_\_\_\_  
Angie Cha, SECRETARY