



February 16, 2024

TO: Board of Directors  
FROM: Christina Estrada, Interim CEO  
SUBJECT: Board of Directors Meeting

The February Regular Board of Directors Meeting has been scheduled for **Tuesday, February 27, 2024 @ 12 Noon.**

The following documents are enclosed:

1. February 27, 2024, Board Agenda
2. Regular Board Meeting Minutes of 1/23/2024
3. Financial Progress Report
4. Ticket Price Adjustment
5. Annual CEO Performance Review- CDFA Letter
6. Meeting and Posting Requirements for the Bagley-Keene Open Meeting Act January 1, 2024 - CDFA Letter

If you have any questions, feel free to call the Office.

CE;tw



1121 S. Chance Avenue, Fresno, California, 93702-3707  
559 650-3247 • FAX 559 650-3226 • [www.FresnoFair.com](http://www.FresnoFair.com)

  
MERRILL AWARD WINNER

City of  
**FRESNO** 



**21st DISTRICT AGRICULTURAL ASSOCIATION  
BIG FRESNO FAIR**

1121 S. Chance Avenue, Fresno CA 93702 (559) 650-3247  
Email: [info@fresnofair.com](mailto:info@fresnofair.com) Website: [www.fresnofair.com](http://www.fresnofair.com)

**BOARD MEETING NOTICE**

The Board of Directors of the 21st District Agricultural Association will be holding a regular monthly Fair Board meeting on

**TUESDAY, February 27, 2024, at 12 Noon**

The Big Fresno Fair – Fresno County Historical Museum, 2<sup>nd</sup> Floor.

**MISSION STATEMENT**

“TO PROVIDE QUALITY EXPERIENCES FOR THE COMMUNITY”  
-CELEBRATE, EDUCATE AND HAVE FUN-

**NOTE**

Please be informed that any member of the public has a right and is invited to participate during this public meeting and may address the Board either during the “Public Comments” portion and/or during the discussion of any particular item listed on the agenda.

Items listed on this agenda may be considered in any order at the discretion of the Chair. All items so listed may be considered for action. Any item not listed on the agenda will not be discussed or considered by the Board.

**AMERICANS WITH DISABILITIES ACT**

Pursuant to the American with Disabilities Act, individuals who, because of a disability, need special assistance to attend or participate in any 21st District Agricultural Association Board meeting may request assistance at the Fair Office, 1121 S. Chance Ave., or by calling 559-650-3247, during normal business hours of 9:00 a.m. to 4:00 p.m. Monday through Thursday. Requests should be made one (1) week in advance whenever possible.

<sup>1</sup> Persons with disabilities who may require accommodation to attend the meeting are requested to contact the Fair office at (559) 650-3247.

<sup>2</sup> Questions regarding agenda items should be directed to the Fair office at (559) 650-3247.

<sup>3</sup> Public notices required by Government Code – Section 11125(a) is available for viewing at [www.fresnofair.com](http://www.fresnofair.com)

The agenda for the regular meeting will consist of the following matters:

**AGENDA**

1. **CALL TO ORDER:**
2. **PLEDGE OF ALLEGIANCE:**
3. **INTRODUCTION OF STAFF AND GUESTS:**
4. **ROLL CALL OF DIRECTORS AND DECLARATION OF QUORUM:**  
Terry Gonsalves, President; Gary Chahil Vice President; Frank Flores, Secretary/Treasurer; Linda Mae Balakian Hunsucker, Jerry Pacheco, Annalisa Perea, Chuck Riojas, and Larry Salinas.
5. **CLOSED SESSION:**  
  
Pursuant to Government Code (GC) section 11126, the Board is authorized to meet in Closed Session for the purpose of considering matters involving:
  - a. Personnel Matters: - Govt. Code 11126(a)(1)  
Annual CEO Evaluation
  - b. Pending Litigation: - Govt. code 11126(e)(2)
6. **REPORT OUT ON ACTION TAKEN DURING CLOSED SESSION:**
  - a. Disclosure of any action taken place during the Closed Session Meeting
7. **PUBLIC COMMENT:**  
  
Public comment is a right granted to the public. It is reserved for items that are not listed on the agenda, but under this Board's jurisdiction. Please be informed that public participation under public comment will be limited to five (5) minutes per speaker and in accordance with state law, the Board will not comment or otherwise consider such public comment item for business until and unless such item has been properly listed on the agenda at a future meeting.
8. **MINUTES:** *(Action by the Board)*
  - a. Approve Board Minutes:
    1. Regular Board Meeting 01/23/2024
9. **ACKNOWLEDGE CONSENT AGENDA:** (colored pages) Item #20 thru Item #58
10. **PROGRAM REPORT:** *(Informational)*
  - a. Paul Paul Theater Entertainment – Roadshow Talent, LLC.

11. **STAFF REPORT:** *(Informational)*

- a. Report on Satellite Racing/CARF Meeting
- b. Report on Interim Events

12. **COMMITTEE REPORTS:** *(Action by the Board)*

- a. Finance Committee
  - Acknowledge Financial Reports from Price Paige & Company.

13. **OLD BUSINESS:** *(Informational/Action by the Board)*

- a. None

14. **NEW BUSINESS:** *(Action by the Board)*

- a. Discuss and approve New Alternative Fuel Vehicle Grant application for electric golf carts and electric mowers/equipment.
- b. Approve amendment of renewal option for The Hmong Inc. for the 2024 Hmong New Year Celebration.
- c. Approve amendment of renewal option for Expo Marketing & Services, Inc. to provide canopy tents/large tent structures for 2024 in the amount of \$34,885.00
- d. Approve amendment of renewal option for Admit One Productions, Inc. to provide hard printed tickets for 2024 in the amount of \$13,966.92
- e. Approve renewal option for Mid Valley Disposal, LLC. to provide removal of garbage/manure/straw/trash from the grounds and horse barns for 2024.
- f. Discuss and approve ticket and price adjustments.

15. **CORRESPONDENCE:** *(Informational)*

- a. Annual CEO Performance Review- CDFA Letter D2023-07
- b. Meeting and Posting Requirements for Bagley Keene- CDFA D2024-02

16. **MANAGER'S UPDATE:** *(Informational)*

17. **BOARD RECOMMENDATION FOR FUTURE AGENDA ITEMS:**

18. **FOR YOUR INFORMATION:**

Next Board Meeting - March 26, 2024, 12 Noon

19. **ADJOURNMENT:**

Item #20 thru Item #20 **ACKNOWLEDGE THE FOLLOWING SERVICE AGREEMENTS FOR 2024 FAIR: EXPENSE AGREEMENTS**

Item #	20	24-002	1/1/2024	Nancy Ash		\$1,600.00
			to	Agrees to act as the Competition		
			4/30/2024	Coordinator during the 2024 San		
				Joaquin Olive Oil Competition.		

Item #21 thru Item #37 **ACKNOWLEDGE THE FOLLOWING RENTAL AGREEMENT FOR 2024: REVENUE AGREEMENTS**

Item #	21	2/3/2024	California Gun	Gun Show		\$7,192.00
		to	Shows, LLC	Commece Bldg		
		2/4/2024				
Item #	22	2/10/2024	Auction2267	Auction		\$7,764.00
				Commerce Bldg		
Item #	23	2/10/2024	Sports Car Club of	AutoCross		\$3,400.00
		to	America	Carnival Lot		
		2/11/2024				
Item #	24	2/19/2024	Fresno Dog Training Club	Dog Show/Training		\$1,748.00
				IC Bldg		
Item #	25	3/16/2024	PlugStop	Show & Vintage		\$3,643.00
				Clothes Expo.		
				Jr Exhibits		
Item #	26	3/21/2024	Doug Krupens	Safety Fair, PG&E		\$2,636.00
				Gem & Mineral		
Item #	27	3/23/2024	Sports Car Club of	AutoCross		\$2,600.00
		to	America	Carnival Lot		
		3/24/2024				
Item #	28	4/6/2024	Patti Xiong	Change of Name &		\$3,482.00
				Blessing		
				IE Bldg		

Agenda

Regular Board Meeting 02/27/24

Page 5 of 8

Item #	29	5/8/2024	American Petroleum and Convenience Show	Trade Show and Concert Industrial Commerce	\$11,054.00
Item #	30	5/9/2024 to 5/12/2024	Garden Bros Nuclear Circus	Circus Maple/Butler Lot	\$8,080.00
Item #	31	5/25/2024 to 5/26/2024	Sports Car Club of America	AutoCross Carnival Lot	\$2,600.00
Item #	32	6/8/2024	Jimmy Delatorre	Graduation Party Table Mountain Park	\$526.50
Item #	33	6/8/2024	Sports Car Club of America	AutoCross Carnival Lot	\$1,300.00
Item #	34	7/6/2024	Jean Pierson	Family Reunion Table Mountain Park	\$1,500.00
Item #	35	7/13/2024	Sports Car Club of America	AutoCross Carnival Lot	\$1,300.00
Item #	36	9/7/2024 to 9/8/2024	Sports Car Club of America	AutoCross Carnival Lot	\$2,600.00
Item #	37	11/9/2024 to 11/10/2024	Sports Car Club of America	AutoCross Carnival Lot	\$2,600.00

Item #38 thru Item #54 **ACKNOWLEDGE THE FOLLOWING CONCESSION AGREEMENTS FOR 2024: REVENUE AGREEMENTS**

Item #	38	Fury Hot Chicken	Sale of chicken sandwiches, tenders, nuggets, fries and lemondade	25%
				Spring Home & Garden Show

Agenda  
Regular Board Meeting 02/27/24

Item #	39	Ohana Whip Wagon	Sale of Dole soft serve and mini donuts	25%	Spring Home & Garden Show
Item #	40	Twisted Masala	Sale of burrito bowls, tater tots, shrimp, dino nuggets, quesadillas, churros, lemonade and water	25%	Spring Home & Garden Show
Item #	41	Texas Twister	Sale of lemon, lime and orange fruit drinks	25%	Spring Home & Garden Show
Item #	42	B&C Concessions BBQ	Sale of tritip, chicken, bbq beef, pork sandwiches, tritip/chicken pilaf bowls, ribs, tea, lemonade and water	25%	Spring Home & Garden Show
Item #	43	Lawson's Asian Fusion	Sale of wonton tacos, pulled pork egg rolls, chicken, french fries, vegetables, rice, wontons, fountain drinks, and water	25%	Spring Home & Garden Show
Item #	44	Lawson's Corndog	Sale of corndogs, chilidogs curly fries, hot cheetos, carne asada, bacon, fountain drinks and water	25%	Spring Home & Garden Show
Item #	45	Mad Mountain Concessions Cinnamon Rolls - Willie & Ryan	Sale of cinnamon rolls	25%	Spring Home & Garden Show
Item #	46	JLQ Concessions - Pepes Mariscos	Sale of cocktails, tostadas, tacos, burritos, quesadillas, nachos, french fries, agua fresca and fruit drinks	25%	Spring Home & Garden Show
Item #	47	Papas Locas: papas-locas.com	Sale of spiral potatoes on a stick with toppings, fried quesadillas, soda and water	25%	Spring Home & Garden Show
Item #	48	The Original Soft Taco, LLC	Sale of soft tacos	25%	Spring Home & Garden Show

Agenda  
Regular Board Meeting 02/27/24

Item #	49	Country Fair Cinnamon Rolls - Erin & Augie	Sale of cinnamon rolls with toppings, frozen take-n-bake rolls, hot and cold beverages	25% Spring Home & Garden Show
Item #	50	Heavenly Freeze	Sale of Italian ice, ice cream, cookie sandwiches, hot beverages	25% Spring Home & Garden Show
Item #	51	Loving Seed	Sale of acia bowls and avocado toast	25% Spring Home & Garden Show
Item #	52	Pardini's Hamburger	Sale of hamburgers, corndogs, fries and Pepsi products	25% Spring Home & Garden Show
Item #	53	West Coast Concessions - Chillin' and Grillin'	Sale of beef, chicken, pork, turkey sandwiches, kebabs, turkey legs, beans, slaw, sodas and water	25% Spring Home & Garden Show
Item #	54	Intertribal Tacos Leslie Cook	Sale of indian and regular tacos, quesadillas, fry bread and Pepsi products	25% Spring Home & Garden Show
Item #	55	Aguas Lokkas y Mas	Sale of Agua Frescas	25% Quinceanera Expo
Item #	56	Twisted Masala	Sale of burrito bowls, tater tots, shrimp, dino nuggets, quesadilas, churros, lemonade and water	25% Gaming Expo
Item #	57	Bowli Bowli	Sale of Handmade custom bowls, korean cheesedogs, shrimp, wings, sticky rice.	25% Gaming Expo
Item #58	<b><u>Acknowledge Expense Claims</u></b>			

**TRAVEL EXPENSE CLAIMS**  
**February 2024**

Travel	Frank Flores	Traveled to Anaheim, California for the 2024 WFA Convention. January 3-6, 2024. Claiming mileage, parking, incidentals and hotel. Registration was purchased with the Fairs Visa.	\$863.41
--------	--------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------

**MINUTES**  
**21ST DISTRICT AGRICULTURAL ASSOCIATION**  
**BIG FRESNO FAIR**  
**BOARD OF DIRECTORS MEETING**  
**January 23, 2024 AT 12:00 PM**

Please be informed that any member of the public has the right and is invited to participate during this public meeting and may address the Board either during the "Public Comments" portion and/or during the discussion of any item listed on the agenda. Public Comment is a right granted to the public. It is reserved for items not listed on the agenda but are under this Board's jurisdiction. Please be informed that public participation under Public Comment will be limited to five (5) minutes per speaker, and in accordance with state law; the Board will not comment or otherwise consider such public comment item for business until and unless such item has been properly listed on the agenda at a future meeting.

Items listed on the agenda may be considered in any order at the discretion of the Chair. All items listed may be considered for action. Any item not listed on the agenda will not be discussed or considered by the Board.

**ITEM #1. CALL TO ORDER:**

The meeting was called to order at 12:00 p.m. by President Gonsalves.

**ITEM #2. PLEDGE OF ALLEGIANCE:**

Paige Beard opened the meeting by leading the Pledge of Allegiance.

**ITEM #3. INTRODUCTION OF STAFF AND GUESTS:**

President Gonsalves asked staff to introduced themselves: Christina Estrada Interim CEO, Taylor Collins Interim Events Coordinator, Victor Felan Box Office Manager, Ruben Gastelo Satellite Supervisor, Terri O'Leary-Collins Livestock and Exhibits Superintendent, Tammy Warner Administrative Assistant, Danielle Griffin and Celeste Zavala with Cohen Communications, and Guests: Melissa from Fresno Private Security, Stephen and Peggy Bissell, Jerry Hunsucker, Megan and Paige Beard.

**ITEM #4. ROLL CALL OF DIRECTORS AND DECLARATION OF QUORUM:**

Interim CEO Christina Estrada called roll. Those in attendance were President Terry Gonsalves, Secretary/Treasurer Frank Flores, and Director's Linda Mae Balakian Hunsucker, Jerry Pacheco, Annalisa Perea, Chuck Riojas and Larry Salinas, a quorum was declared. Vice President Gary Chahil participated remotely. Director Chuck Riojas left at 1:28pm.

**ITEM #5      PRESENTATION OF 2024 OFFICERS:**

- a.     President
- b.     Vice-President
- c.     Secretary/Treasurer

A motion was made by Director Pacheco to keep the 2023 officers in place for 2024 with Director Gonsalves to continue as Co-CEO with Interim CEO Estrada.

MSP (Pacheco-Hunsucker) to approve no change to the seats of the officers for 2024. The vote was unanimous.

Roll Call Vote:

Director	Yes	No	Absent	Abstained
President Gonsalves	X			
Gary Chahil	X			
Frank Flores	X			
Linda Balakian Hunsucker	X			
Jerry Pacheco	X			
Annalisa Perea	X			
Chuck Riojas	X			
Larry Salinas	X			

**ITEM #6.      PUBLIC COMMENT:**

- No Public Comment

**ITEM #7.      CLOSED SESSION:**

Pursuant to Government Code (GC) section 11126, the Board is authorized to meet in Closed Session for the purpose of considering matters involving:

- a.     Personnel Matters: - Govt. Code 11126(a)
- b.     Pending Litigation: - Govt. code 11126(e)(2)

President Gonsalves reported no action taken during Closed Session.

**ITEM #8.      MINUTES: (Action by the Board)**

A. Approve Board Minutes:

- 1.     Regular Board Meetings 01/23/2024

MSP (Flores-Perea) to approve the Board minutes. The vote was unanimous.

Roll Call Vote:

Director	Yes	No	Absent	Abstained
President Gonsalves	X			
Gary Chahil	X			
Frank Flores	X			
Linda Balakian Hunsucker	X			
Jerry Pacheco	X			
Annalisa Perea	X			
Chuck Riojas			Left early	
Larry Salinas	X			

**ITEM #9. ACKNOWLEDGE CONSENT AGENDA (COLORED PAGES) ITEM #20 THRU ITEM #29:**

MSP (Pacheco-Hunsucker) to approve the Consent Agenda. Interim CEO Estrada stated the consent agenda had a mistake on the numbering and should have read #20 thru #30. The vote was unanimous.

Roll Call Vote:

Director	Yes	No	Absent	Abstained
President Gonsalves	X			
Gary Chahil	X			
Frank Flores	X			
Linda Balakian Hunsucker	X			
Jerry Pacheco	X			
Annalisa Perea	X			
Chuck Riojas			Left early	
Larry Salinas	X			

**ITEM #10. PROGRAM REPORT: (Informational)**

a. Magic Money- Zach Enright, Kyle and Ryan:

Zach, Kyle and Ryan with Magic Money reported on the cashless options in parking, admission and commercial/concession vendors which can be customized to fit the Fair’s needs. Magic Money will provide kiosks, scanners, ticket kiosks and cards/wristbands and support.

**ITEM #11. STAFF REPORT: (Informational)**

a. Report on Satellite Racing:

Satellite Supervisor Ruben Gastelo reported that satellite racing finished the year with the handle and commissions up and down with Advanced Deposit Wager/online betting compared to 2022. The Pegasus Race is January 27<sup>th</sup>. CARF is looking to represent all

Northern California Racing and will be making a presentation at the CalExpo Board meeting on January 26<sup>th</sup> on their plans for racing. CARF has a meeting scheduled for February 6<sup>th</sup>. Also stated that Southern Racing would like to run full-time and lower their purses to be comparable to fairs when northern fairs are running.

b. Report on Interim Events:

Interim Events Coordinator Taylor Collins reported she will be overseeing the Interim Rentals moving forward. Reported that she has been working with PG&E on several future events and is in the process of verifying the food vendors for the Home Show.

c. Report on the 2024 WFA Convention:

Interim CEO Christina Estrada reported that herself, Director Gonsalves, Director Flores, Director Salinas and Taylor Collins attended the WFA Convention. Interim CEO Estrada attended several round tables, Taylor Collins gave a presentation on Livin' Local, and the team had the opportunity to network with many other CEOs and team members from other fairs.

d. Report on the Hmong New Year Celebration:

Satellite Supervisor Ruben Gastelo reported that the rain did not seem to affect attendance. Approximately \$45,000 is still owed to the Fair by the contractor. The Hmong Inc. had a few challenges with the Fire Marshall and Health Department but it was a good learning experience for their first year.

**ITEM #12. COMMITTEE REPORTS: (Action by the Board)**

A. Finance Committee:

- Acknowledge Financial Reports from Price Paige & Company.

MSP (Perea-Salinas) to acknowledge the Check Registers as presented. The vote was unanimous.

Roll Call Vote:

Director	Yes	No	Absent	Abstained
President Gonsalves	X			
Gary Chahil	X			
Frank Flores	X			
Linda Balakian Hunsucker	X			
Jerry Pacheco	X			
Annalisa Perea	X			
Chuck Riojas			Left early	
Larry Salinas	X			

**ITEM #13. OLD BUSINESS: (Informational/Action by the Board)**

None

**ITEM #14. NEW BUSINESS: (Action by the Board)**

None

**ITEM #15. CORRESPONDENCE: (Informational)**

- a. F2023-08 2024 State Rules for California Fairs
- b. F2023-06A Proposition 12 update for the 2024 Fair Season

**ITEM #16. MANAGER'S UPDATE: (Informational)**

Interim CEO Christina Estrada reported on the following;

- Reported that Bob Fuller with BoxOps had passed away.
- Paperwork was submitted to CDFR for reimbursement of PSPS Grant money in the amount of \$127,000.
- \$61,500 in grant money through Fresno County was received to start the HVAC project on the Fresno Fair Museum, Administration and Satellite Building's. CCA will oversee the project.
- STOP is due March 29, Budget is due after. Lori Clanton with PPC will be assisting with both.
- Fresno Heat will not be renting the Armory Building and is moving their equipment out. The contract was written up but the Fire Marshall requested the building be re-coded to accommodate her events. This was going to take too much time as they are preparing to start practices and tournaments now.
- There was a meeting with Fresno Camera Club to get clarity on what is expected of them to have a booth. They wanted to ensure they have a space to display their art and hand out their club information.

**ITEM #17. BOARD RECOMMENDATION FOR FUTURE AGENDA ITEMS:**

**ITEM #18. FOR YOUR INFORMATION:**

Next Board Meeting – March 26, 2024, 12 Noon

**ITEM #19. ADJOURNMENT:**

The Board Meeting adjourned at 3:14PM.

Respectfully Submitted,

---

Christina Estrada  
Interim Chief Executive Officer

---

Terry Gonsalves, President  
Board of Directors

Date: February 15, 2024

From: Lori Clanton, CAS Controller, Price Paige & Company (PPC)

To: The Big Fresno Fair, 21st DAA  
Board of Directors  
Interim CEO, Christina Estrada

Subject: Progress Report on the Fair's Accounting and Financial Reporting

## **Introduction**

The accounting work continues in the following areas with the goal of providing reliable financial statements as soon as possible. Below is a summary of recent progress and accomplishments.

## **Ongoing Operations**

### **Expenses / Accounts Payable**

Since transitioning to Bill.com in November, PPC has processed over 725 vendor invoices totalling over \$3 million. Every invoice is entered with the necessary supporting documentation, and is then reviewed by me, as Controller, and approved by Interim CEO Estrada, and if over \$10,000, also by Treasurer Flores. Vendor invoices received but not yet paid are \$30,000 with only a handful over 60 days.

Bills and payments that are processed through Bill.com are now being imported into AccountingWare on a regular basis.

### **Payroll**

Payroll processes transitioned from in-house to Paychex between October and December. Beginning in January 2024, 100% of the payroll is now processed via the PayChex online portal, PayChex Flex.

Paychex has distributed the Fair's 2023 W-2s. There were errors in the first mailing of W-2s, and Paychex corrected the errors and mailed replacement W-2s by the due date of January 31. A handful of corrections have been made since January 31 in which Paychex issued the necessary W-2Cs (corrected W-2s).

Federal and state payroll taxes for 2023 have been paid in full. Current efforts are focused on reconciling, reporting, and paying 2023 amounts due for CALPERS pension withholdings and match, OPEB withholdings and match, PST withholdings and fees, and 457b withholdings. This work is expected to be completed within the next 30 days.

PayChex generated payroll is being recorded in AccountingWare through journal entries. To improve this process, PPC is working with PayChex to create a monthly report that will provide the necessary information by department and general ledger account number for the journal entries in AccountingWare. These efforts are in progress and expect to be completed within the next 30 days.

## Revenue / Accounts Receivable

Contracts, customer invoices, and deposits are prepared and recorded by Fair staff in AccountingWare and the deposits are made into the Fair's checking accounts at Central Valley Community Bank.

Below are the total invoices, deposits, and accounts receivable balance as reported in AccountingWare.

	7/1/23 - 12/08/23	12/9/23 - 1/12/24	1/13/24 - 2/14/24	Total since 7/1/23
AR Invoices	\$10,458,143	\$1,156,533	\$785,161	\$12,399,837
Deposit of payments received	\$12,527,216	\$1,173,591	\$685,075	\$14,385,882
Accounts Receivable aging report	\$205,129	\$380,097	\$291,673	

Please note that PPC is still in the process of reviewing these balances, transactions, and processes, and anticipates completing the review and reconciliation within the next 60 days.

## Bank reconciliations

Of the Fair's nine (9) bank accounts, eight (8) have been reconciled through December 31, 2023 and three (3) accounts have been reconciled through January 31, 2024. All accounts are held at Central Valley Community Bank (CVCB).

**General Operating:** The reconciliation of the General Operating Account is still in progress. The General Operating account has the highest volume of activity. Between August and January, over \$12.3 million and 1,443 transactions were reported through this bank account. PPC continues to identify and correct many of these transactions in AccountingWare and expects to complete the reconciliation within the next 30 days.

**Premium Checking:** In January, five fraudulent checks were discovered in the Premium account, which is used for Livestock and Still Exhibit checks generated through ShoWorks. Subsequently, the account was closed and a replacement account opened. CVCB reimbursed the Fair for the amount of the fraudulent checks. Any outstanding checks on the now-closed Premium account will be re-routed to the new account.

**Business Premium Money Market:** This is the Fair's largest cash asset with a balance of \$9,004,619. The annual percentage yield earned is 2.27%. The interest earned in 2023 was \$163,390. The interest earned in January 2024 was \$18,280.

Attached is a listing of the Fair's bank accounts and balances through January 31, 2024. The net activity is summarized here:

July 31, 2023, total cash account balance	\$ 9,509,262
January 31, 2024, total cash account balance	<u>\$11,794,340</u>
Increase	\$ 2,285,078

As requested at the previous board meeting, the attached summary now includes the cash balances for the same periods in 2020, 2021, and 2022 for comparison purposes. The source of the prior year balances are from AccountingWare's bank reconciliations. PPC is undertaking a review of prior year financial statements in order to understand the increases in cash balances from 2020 to current and will report the findings as a future board meeting.

## **Financial Statements**

### Income Statement

The areas of focus listed above significantly impact the 2023 income statements. Until the expenses, payroll, revenue, and bank account reconciliations are reviewed and reconciled, a 2023 income statement would be unreliable.

PPC continues to review and reconcile calendar year 2023 transactions in order to bring a reliable Income Statement to a future board meeting. This is still in progress, and is anticipated to be completed within the next 60 days.

### Balance Sheet

Because balance sheet accounts are cumulative and rely on accurate prior year beginning balances, PPC is unable to provide a reliable balance sheet at this time.

PPC continues to review and reconcile 2023 transactions as well as asset and liability accounts in order to bring a reliable balance sheet to a future board meeting. This is still in progress, and is anticipated to be completed within the next 60 days.

## **Financial Controls**

Throughout the work in the areas listed above, PPC is recommending and implementing financial controls. Audit- ready documentation is required for every bill paid and deposit made. Ongoing.

### **Prior years review, clean up, and preparation for audit**

Once the day-to-day accounting functions as described above are in place and operating effectively and calendar year 2023 is reconciled, we will turn our attention to the clean up of the two prior years. The purpose of going back to those fiscal years is to ensure that the accounting is accurate so that an external audit can be conducted. The last audit conducted covered the year ended December 31, 2020, and it is important to provide assurance to the board and other stakeholders that the Fair's accounting and financial statements are in accordance with generally accepted accounting principles. Pending.

Enclosed:

1. Summary of bank account balances as of 1/31/24 with prior years comparison data.
2. AP Payments Check Register from Bill.com for the period 1/12/24 through 2/14/24.

**Big Fresno Fair - Cash Accounts**  
**Summary of bank accounts July 2023 - January 2024**

GL Account	Bank	Account Name	Bank Acct # Last 4	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Change from July 2023 to January 2024	Reconciled through:
11309	CVCB	Operating Checking	5851	\$387,749	\$263,818	\$1,529,566	\$1,834,961	\$1,807,983	\$1,893,876	\$2,115,030	\$1,727,281	Aug - Jan in progress
11507	CVCB	Payroll	5843	\$53,568	\$72,050	\$139,761	\$146,446	\$48,881	\$37,050	\$52,871	(\$697)	12/31/2023
11902	CVCB	Box Office	5894	\$161,666	\$364,051	\$545,630	\$0	\$21,660	\$22,851	\$83,357	(\$78,308)	12/31/2023
11408	CVCB	Premium	5878	\$16,435	\$16,435	\$16,435	\$43,639	\$17,971	\$12,031	\$6,333	(\$10,103)	1/31/2024
11708	CVCB	Business MMTK	7587	\$8,474,274	\$8,490,468	\$7,005,461	\$8,953,745	\$8,970,303	\$8,986,339	\$9,004,619	\$530,346	1/31/2024
11709	CVCB	Business MMTK (Savings)	7897	\$57,038	\$57,039	\$57,039	\$57,040	\$57,040	\$57,040	\$57,041	\$3	1/31/2024
11311	CVCB	Operating - Credit Card	5908	\$47,035	\$71,455	\$97,130	\$697	\$419	\$609	\$279	(\$46,756)	12/31/2023
11809	CVCB	JLA - Checking	5886	\$285,692	\$279,932	\$282,095	\$390,248	\$941,299	\$663,601	\$429,913	\$144,221	12/31/2023
11810	CVCB	JLA - Credit Card	5916	\$25,806	\$25,659	\$25,443	\$32,241	\$32,025	\$38,254	\$44,898	\$19,092	12/31/2023
<b>Totals</b>				<b>\$9,509,262</b>	<b>\$9,640,906</b>	<b>\$9,698,560</b>	<b>\$11,459,016</b>	<b>\$11,897,581</b>	<b>\$11,711,651</b>	<b>\$11,794,340</b>	<b>\$2,285,078</b>	

**Cash balance Totals – History for Comparison**

GL Account	Banks	Accounts	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Change from July to January	Source
Multiple	Multiple	Total of all cash accounts	\$7,736,333	\$7,917,588	\$8,452,874	\$11,414,384	\$10,594,505	\$11,043,987	\$11,212,023	\$3,475,690	AW Bank Reconciliations
GL Account	Banks	Accounts	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Change from July to January	Source
Multiple	Multiple	Total of all cash accounts	\$3,598,903	\$3,880,212	\$3,913,868	\$8,072,139	\$8,732,730	\$8,500,128	\$7,660,893	\$4,061,991	AW Bank Reconciliations
GL Account	Banks	Accounts	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Change from July to January	Source
Multiple	Multiple	Total of all cash accounts	\$1,622,854	\$1,747,220	\$1,532,712	\$1,788,790	\$1,903,268	\$1,495,039	\$1,310,029	(\$312,825)	AW Bank Reconciliations



**2024 Big Fresno Fair  
Ticket Price Adjustments One-Sheet  
Updated: 2-16-24**

ITEM	CURRENT PRICE	PROPOSED PRICE
General Admission	\$12	\$15
Kids (6-12), Seniors (62+), Military Admission	\$8	\$10
Premium Parking (Chance)	\$15	\$20
Preferred Parking (All Other Lots)	\$10	\$15
Friends of the Fair Parking Lot For Concessionaires	\$200	\$250

**Potential Impact of Price Increase:**

1. General Admission = Potential increase of \$325,000.
2. Kids, Seniors, Military Admission = Potential increase of \$70,000.
3. Parking = Potential increase of \$300,000.

**Key Rationale Points:**

1. Admission prices have not been increased since 2017.
  - a. In 2017, it was raised from \$10 to \$12 for General Admission, and from \$7 to \$8 for Kids, Seniors and Military.
2. Would not increase Kids, Senior or Military ticket prices.
3. Would still provide discounted admission opportunities before and during Fair.
  - a. Online Pre-Sale (prior to Fair)
  - b. Save Mart / FoodMaxx Pre-Sale (Sept - Fair)
  - c. Fans & Followers \$2 Admission (one day)
  - d. Seniors' Day (two days in 2024; both Mondays)
  - e. Kids' Day (one day)
4. Expenses to operate the annual Fair have continued to go up - minimum wage, insurance, supplies and materials, attractions and entertainment, etc.
5. The Big Fresno Fair must operate like a business and ensure we are financially sound, while providing affordability (discount opportunities) and entertainment value (all the free attractions) at the Fair.



December 28, 2023

D2023-07

TO: All District Agricultural Association Board Chairs  
SUBJECT: Annual CEO Performance Review

CDFA's Human Resources Branch (HR) has requested that the Fairs & Expositions Branch (F&E) provide an update to the DAA Board Chairs about scheduling and conducting an annual CEO performance review using the *Performance Appraisal Summary* form (SO-148).

CDFA HR requires that the Board President submit the CEO Annual Performance Review copies to CDFA HR **by April 1 of each year**. If the board has not yet completed a 2023 CEO Annual Performance Review, please add it to your next board meeting agenda. See the attached *CEO Evaluation Guidelines* for how to agendaize the CEO Annual Performance Review.

The SO-148 Form is to be discussed by the Board to determine a rating for each category and signed by the CEO and Board Chair. If the CEO doesn't agree with the evaluation, they do not need to sign. In this instance, the CEO must submit in writing why they do not agree with the evaluation and provide it to the Board Chair to accompany the corresponding evaluation.

As part of the annual review, the Board of Directors also needs to assess the training requirements for the CEO. The *CDFA Training Policy 9.7.3* has more information about this critical part of an annual review. The SO-149 Form is a checklist that can help track the annual training required for the CEO. F&E's training coordinator, Ken Anater, can provide a record of the CEO's training history from the Online University. Please get in touch with Ken for any questions or assistance with the training records at [Kenneth.Anater@cdfa.ca.gov](mailto:Kenneth.Anater@cdfa.ca.gov), or (916) 767-8143.

In addition, it is advised to quarterly review the vacation or annual leave balances for the CEO as outlined in the attached *Vacation/Annual Leave Accumulations 9.4.3* policy. When a CEO approaches or exceeds a leave balance of **640 hours**, the CEO needs to submit a leave plan for the Board's review. The Board may adjust, if needed, but should work together with the CEO to develop a mutually agreed upon plan. Any future changes will need to go through the Board for review/approval. If the CEO does not follow the agreed leave plan, the Board will need to work with the CDFA Performance Management Analyst for guidance on progressive discipline.

For information on the accrual rate for CEOs, please reference CalHR's [Vacation v. Annual Leave Comparison Chart](#) for excluded employees.

CEOs can receive the following credits and participate in the following programs:

- Vacation and Sick
- Annual Leave (in lieu of Vacation and Sick)
- Informal Time Off (ITO) - At the Governor's discretion each year
- Personal Holiday- each July 1
- Personal Development Days (PDD) – 2 each fiscal year



- [Group Long-Term Disability Insurance](#)
- [Voluntary Personal Leave Program](#)
- [Leave Buy Back](#)

Unlike rank-and-file employees, CEOs are not eligible for Compensated Time Off (CTO), *aka* leave credits in lieu of overtime, or [cash in lieu of benefits](#). They are [FLSA-exempt](#) and must adhere to the following guidelines:

- Shall fill out an STD634 Absence and Additional Time Worked Report monthly and signed by CEO and Board President.
- Shall not be charged any paid leave for absences in less than whole-day increments.
- Shall not be docked for absences of less than whole-day increments.
- Shall not be required to document hours worked for payroll purposes.
- Shall receive eight (8) hours of holiday credit, or leave, if authorized by the Board of Directors to work on an approved holiday or when a holiday falls on a Saturday.

Monthly, CEOs need to submit a timesheet to the Board Chair for review and approval. One copy of the timesheet needs to be kept in the CEO's files, while the Board Chair retains a copy. A *leave balance tracking sheet*, sent out in a Circular Letter 2023-04 should accompany the STD 634, monthly timesheet to enable the Board to keep watch over the leave balances. The documentation of hours is to ensure that leave balances are tracked, that the rate of accrual is accurate, and for calculating final payouts. Upon separation, CEOs shall receive their final paycheck for the time worked and a cash lump sum for the balance of accrued Vacation, Annual Leave, Personal Holidays, and Holiday Credit hours. ITO and PDD days will not be cashed out.

Please contact your F&E resource coordinator directly if you have questions about this process.

If you have any questions or need additional information, please do not hesitate to contact Mike Francesconi, at (916) 900-5365.

Sincerely,



Mike Francesconi  
Branch Chief



*Policy*

---

It is the California Department of Food and Agriculture's (CDFA) policy to maintain employees' vacation or annual leave balances at a level no higher than the prescribed maximum number of hours. The prescribed maximum number of hours for excluded employees and employees represented by California Statewide Law Enforcement Association (CSLEA), Service Employees International Union (SEIU), International Union of Operating Engineers (IUOE), California Attorneys, Administrative Law Judges, and Hearing Officers in State Employment (CASE) is 640. For those represented by California Association of Professional Scientists (CAPS), the maximum is 832.

*Authority*

---

[Bargaining Unit Contracts/Memorandums of Understanding](#)

California Code of Regulations, Title 2, [Sections 599.736 through 599.742.1](#), [599.752](#)

[California Department of Human Resources Online Manual Section 2124](#)

[Government Code Section 19858.7](#)

*Definitions*

---

<i>Leave Reduction Plan</i>	Outlines how employees plan to use excess leave to bring their balances below their Memorandum of Understanding (MOU) cap.
-----------------------------	----------------------------------------------------------------------------------------------------------------------------

*Responsibility*

---

<i>Human Resources Branch (HRB)</i>	Ensures leave usage requests are processed.
<i>Deputy Secretary of Administration &amp; Finance</i>	Reviews and approves/denies additional leave requests beyond the initial 90 days when applying for retirement.
<i>Division Director</i>	Evaluates and approves/denies requests for additional time beyond the 90 days the employee requested when applying for retirement. Forwards approved requests to the Deputy Secretary of Administration and Finance for final approval.
<i>Chief Executive Officer (CEO)</i>	Evaluates and approves/denies requests for additional time beyond the 90 days the employee requested when applying for retirement. Ensures leave usage requests are processed.

## *Vacation/Annual Leave Accumulations*

### *Supervisors*

Monitors employee vacation or annual leave balances to ensure they are within the prescribed maximum.

Provides reasonable opportunity for employees to use vacation or annual leave commensurate with their annual accrual rate.

Ensures employees adhere to their leave reduction plan and maintain vacation or annual leave balances at or below the prescribed maximum.

### *Employees*

Requests to use vacation or annual leave in advance from supervisor, in accordance with supervisor's procedures for requests for time off.

Uses vacation or annual leave to ensure balance do not exceed the prescribed maximum.

By January 1 of each year, submits a leave reduction plan to their supervisor to use vacation or annual leave if leave balances exceed or will exceed the prescribed maximum.

## *Accumulated Hours*

---

Employees whose accumulated hours of vacation or annual leave exceed or will exceed the prescribed maximum must submit a leave reduction plan to their supervisor by January 1 of each year consistent with operational needs.

If an employee fails to submit a leave reduction plan, or fails to follow the plan, the supervisor may require the employee to use the hours that exceed the maximum at the convenience of CDFA.

## *Running Out Credits Upon Retirement*

---

Upon applying for retirement, an employee entitled to a lump-sum payment for any unused or accumulated vacation or annual leave may request to take leave prior to the effective date of their retirement up to 90 days. An employee may request up to an additional 90 days of vacation or annual leave, not to exceed a total of six months. Requests for additional time beyond the 90 days require written justification and the approval of the requestor's Division Director and the Deputy Secretary of Administration and Finance or the District Agricultural Association's (DAA) CEO.

## *Vacation/Annual Leave Accumulations*

Once approvals are obtained, the supervisor will forward the approval to the Human Resources Branch at [cdfa.asd\\_hrb\\_main@cdfa.ca.gov](mailto:cdfa.asd_hrb_main@cdfa.ca.gov).

The DAA will retain the original approved request and issue payment.

### *Distribution*

---

Distribution of the above policy includes all employees.

If you have questions, or need further information, please contact HRB at [cdfa.asd\\_hrb\\_main@cdfa.ca.gov](mailto:cdfa.asd_hrb_main@cdfa.ca.gov).

*Policy*

---

It is the California Department of Food and Agriculture’s (CDFA) policy to assure quality service to the public by developing the skills, knowledge, and abilities of its employees through training activities. Such training shall be economical, effective, and consistent with the interests of the State, CDFA, the public, and the individual employee. These interests are served by having competent employees able to maintain productivity, adjust to changes in service requirements, and assume increased responsibilities.

It is also the policy of CDFA that all training provided to CDFA employees will be accessed through the CDFA Online University (University) and coordinated through the Department’s Training Office, located within the Human Resources Branch.

*Authority*

---

[Government Code Sections 19400-19406](#)

[California Code of Regulations, Title 2, Sections 599.815-599.824](#)

*Definitions*

---

<i>Career Development Plan</i>	An employee's written plan for advancement, which identifies a career goal and specific self-development actions, including, but not limited to, work experiences, college courses, and training classes, needed to achieve the goal.
<i>Career Related Training</i>	Training designed to assist employees in the development of career potential and is intended to help provide them with an opportunity for self-development while also assisting in the achievement of CDFA’s or the State’s mission. Career-related training may be unrelated to a current job assignment. A current Individual Development Plan (IDP) is required for all career-related training and must include the career-related objectives to be met by the requested training.
<i>In-House Training</i>	Training sponsored and administered by CDFA, wherein CDFA maintains control over course content.

## Training Policy

<i>In-Service Training</i>	Training sponsored and administered by a State agency or joint-powers agency for State employees, wherein the State maintains a high degree of control over course content. <sup>1</sup>
<i>Job-Related Training</i>	Training designed to increase efficiency or effectiveness and improve performance above the acceptable level of competency established for a specific job assignment or classification, and to prepare an employee for assuming increased responsibility.
<i>Job-Required Training</i>	Training designed to assure adequate performance in a current assignment. This includes orientation training, training made necessary due to new duties or technology, refresher training for the maintenance of ongoing programs, safety training, and training mandated by law or other state authority.
<i>Out-Service Training</i>	Training sponsored by a non-State entity, which is open to the public as well as persons employed by the State, and the State has no control over course content. <sup>2</sup>
<i>Upward Mobility (UM) Training</i>	Training designed to provide career movement opportunities for employees in low-paying occupations. (See Administrative Manual Section <a href="#">2.3.1, Upward Mobility Policy</a> ).

## Responsibility

---

<i>Executive Staff, Directors, Chief Executive Officers, Program Managers</i>	Establish the proper climate and provide the resources to accomplish necessary employee development.
<i>Managers and Supervisors</i>	Identify employees' training and development needs; develop individual training and development plans; assign employees to attend the agreed-to training and development activities; create an environment where employees are encouraged to apply on the job what has

---

<sup>1</sup> Includes classes at other State agencies and Cooperative Personnel Services (CPS).

<sup>2</sup> Includes college or university classes and classes provided by private vendors.

## Training Policy

been learned in training and development activities; and ensure that all mandatory training responsibilities are met.

Consult with the Classification Analysis Unit for guidance on possible progressive discipline when an employee refuses to complete required compliance training, and/or repeatedly fails to complete required compliance training timely.

### Employees

Keep their supervisor apprised of their intent to enroll in the University courses.

Complete the CDFA Online University [In-Service and Out-Service Training Information form \(SO-82\)](#) for all training taken through an in-service or out-service vendor and obtain their supervisor's signature, prior to the date of the class.

Scan the certificate of completion or other proof of completion, along with the completed/signed [SO-82](#); upload both into the University, for all in-service/out-service training.

### Unit Training Coordinators (UTC)

Assist employees within their areas of responsibility as follows:

- Assist new employees with registering in the University.
- Assist employees with login issues and provide general direction on how to navigate the system including uploading certificates for in-service and out-service classes, enrolling in or un-enrolling from classes, or in locating a course.
- Serve as their branch/program's first point of contact for all training related matters.
- Monitor employees' University profiles for accuracy and update as needed.
- Monitor employees' University transcripts to ensure employees are compliant regarding required training

## Training Policy

and remind them of their need to complete any classes when a certificate has expired. When trainings are not completed, let the Supervisors know of non-compliance.

- Ensure that certificates of completion for the employee have been uploaded to the University.
- Attend UTC meetings to keep abreast of changes.

### *Training Officer*

Plans, organizes, and evaluates CDFA's training program; monitors required training to ensure compliance; assists management with all their training needs; holds UTC meetings; trains, informs, and directs UTCs; and maintains the University as System Administrator.

## *Procedures*

---

Employees log into the University to register for all classes. Employees must notify their supervisor of all training they plan to complete.

Online Required Training – Does not require supervisor approval.

CDFA Instructor Led Courses – Require supervisor approval. Once the employee obtains their supervisor's approval, they enroll in the desired course. The employee must select a session for the enrollment process to be complete and to be given access to the training. If the registration deadline passes the employee will not be able to enroll in the session.

University Webinars – Do not require supervisor approval.

In-Service/Out-Service Courses – Accessed through the Resources tab on the user's dashboard. Employees are required to receive prior supervisor approval via the SO-82. Once the training has been completed, the employee or their UTC will need to upload the certificate of completion via the External Training tab on the dashboard, except for the State-mandated training that is tracked in the University. State-mandated training certificates are to be uploaded into the specific course.

Cancellations – Employees are required to cancel no less than 24-hours in advance of the class date or send a qualified substitute.

To ensure seating for employees who enrolled in the session, drop-ins are not permitted for in-person classes.

## *Training Policy*

### *Training Expenditures*

---

Training expenses will be reimbursed as follows:

Job Required – Full reimbursement shall be provided for tuition and other necessary expenses, including travel expenses and the allocation of time with pay.

Job Related – Full reimbursement may be provided for tuition and other necessary expenses, including travel expenses and the allocation of time with pay.

Upward Mobility and Career Related – Reimbursement may be provided for tuition, books, and supplies. Reimbursement for travel and per diem shall not be allowed. Reimbursement for such training may be made only if the employee has entered the UM Program and/or developed a Career Development Plan with their supervisor and successfully completed all course requirements as specified by the training provider.

If these provisions conflict with specific training reimbursement provisions contained in a Bargaining Unit Contract (MOU), the MOU shall prevail.

### *Distribution*

---

Distribution of the above policy includes all employees.

If you have questions regarding this policy, please contact the Training Office at (916) 654-0790 or [cdfa.asd\\_hrb\\_training\\_office@cdfa.ca.gov](mailto:cdfa.asd_hrb_training_office@cdfa.ca.gov).

STATE OF CALIFORNIA  
DEPARTMENT OF FOOD AND AGRICULTURE  
FAIRS & EXPOSITIONS BRANCH



CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE

CALIFORNIA DISTRICT AGRICULTURAL ASSOCIATIONS  
CEO SALARY EVALUATION GUIDELINES

AMENDED EFFECTIVE

April 2020

## GENERAL EXPECTATIONS

*The following guidelines are general expectations and roles which the Board should be following as it relates to conduct with the CEO.*

The Board Chair should be reviewing, approving, and signing the CEO's Monthly [Timesheets](#), and checking against the [Leave Balance Tracking Sheet](#) and confirming that any leave requests are recorded on the monthly [timesheets](#) and [leave balance tracking sheets](#).

The Fair Board shall be keeping records of [leave balances](#), all [timesheets](#), signed policies, and training certificates in a locked drawer or be send to CDFA for the CEO's Official Personnel file.

For more information on understanding annual leave accrual, please visit [CalHR](#). The accrued leave balances accumulate based on years of service. This can include any prior state service. Contact CDFA HR to run a Leave Balance check for the CEO to determine the starting Leave Balance and annual accrual rate.

## CONDUCTING AN ANNUAL DAA CEO EVALUATION

*The annual CEO evaluation shall be conducted annually in alignment with the local DAA policy.*

### Step 1: Schedule an Evaluation

- The Board Chair and/or Vice Chair shall notify the CEO, no later than September, of their intent to add to the October Board Meeting, a line item to conduct the Annual Evaluation of the CEO, utilizing the CDFA form, [SO-148](#).
- For budgetary purposes, the Board should modify the DAAs policies to reflect that annual evaluations of the CEO shall be scheduled in the fall, to enable the draft budget for the following year to incorporate and reflect the proposed salary increase.

### Step 2: Board Chair will present to the Board of Directors a list of goals for the CEO, and the CDFA CEO Evaluation Form – SO- 148

- The Board may meet in closed session to review the CEO evaluation process and complete a required evaluation form- [SO-148](#).
- During an agendized session, per Bagley-Keene, the Board Chair and/or Vice Chair will present to the Board of Directors the prior year's management goals and/or the CEO's duty statement at the Board meeting.
- DAA Policy shall establish how best to conduct the CEO evaluation, and whether or not the Board Chair will meet with the entire Board in Closed session and develop one evaluation, or if each Board Member will complete a [SO-148](#) and provide to the Board Chair to consolidate into one [SO-148](#).

### Step 3: Board of Directors Fill out Evaluation

- The [SO-148](#) is a template for the DAA Board s to utilize when conducting the annual CEO Evaluation.
- Below are a few proposed ways to ensure that each Board member receives a copy of the SO-148 prior to the Board meeting where the Board will be deliberating on the conclusion of each individual evaluation.
  - The evaluations ([SO-148](#)) can be passed out at the board meeting (open or closed session), emailed, or mailed to each Board member for completion.
  - The completed evaluations can be emailed, mailed directly to the Board chair's house, or brought to the next Board meeting and provided to the Board chair.
  - It is suggested that the Board Chair provide a two week turn around for each director to fill out the evaluation form and bring to the next Board meeting to discuss in closed session.

**Step 4: Board Chair requests Evaluation to be Agendized**

- The Board Chair will reach out to the CEO and confirm, in writing prior to the agenda being posted (12 days prior to the next Board meeting date) if the CEO would like the evaluation results to be discussed in open or closed session.
- The CEO has the option to choose whether the evaluation will be scheduled and discussed in open or closed session.

There are three (3) options when conducting the evaluation.

1. The Board Chair and/or Executive Committee meet with the CEO to go over the evaluations individually. At the next Board meeting, the Board Chair and/or Executive Committee updates the Board in closed session. The results of the evaluation are conducted in open or closed session depending on the CEO's choice.
  2. An ad-hoc committee meets with the CEO to discuss the evaluations individually. At the next Board meeting, the Ad-Hoc committee will update the Board in an open or closed session. The results of the evaluation are conducted in open or closed depending on the CEO's choice.
  3. The Board reviews the evaluation during an agendized closed session. The results of the evaluation are conducted in open or closed depending on the CEO's choice.
- If the CEO is having performance problems or the Board is considering adverse action, please contact, prior to contacting the CEO, or scheduling a Board meeting, CDFA HR at 916-654-0790 and request your DAAs Classification Analyst.

**Step 5: CEO Receives completed evaluations**

- Once the Board Chair condenses the nine (9) individual evaluations, into one (1) evaluation, the Board Chair will sign the one (1) consolidated evaluation.
- The Board Chair will follow the DAAs policy on the process of how to present and discuss the evaluation with the CEO.
- Upon review of the evaluation, the CEO and the Board Chair should sign a final copy of the evaluation and maintain at the Fair Office under lock and key.
  - If the CEO does not concur with the evaluation, the CEO has the option not to sign the final evaluation and provide a written response to the Board which will be attached to the final evaluations (9 evaluations in total).
- CDFA HR will maintain a copy of the consolidated evaluation in the CEO's Official Personnel File (OPF) at CDFA HR, 1220 N Street, Room 242, Sacramento, CA 95814.
- The Board Chair should indicate the "employee refused to sign" on the signature line and provide the date the evaluations were discussed.

**Step 6: Copies of Evaluations Should be Retained**

- The CEO will retain a copy of the evaluations for their records.
  - CDFA HR will retain a copy in the CEO's Official Personal File (OPF).
- 

**SAMPLE AGENDA**

Below is a sample of how to Agendize the CEO Evaluations and pay increases for when the Board discusses, and when the Board deliberates with the CEO.

**CLOSED SESSION:** (Adjourn into Closed Session) The Board is authorized to meet in Closed Session for considering:

- a. Personnel Matters: Gov Code 11126 (a)  
Annual CEO Evaluation

**OPEN SESSION:** (Reconvene into Open Session)

- a. Disclosure of any action taken place during the Closed Session Meeting.

### Chief Executive Officer (CEO) Performance Evaluation

CEO Name: Christina Estrada	DAA: 21st
Evaluation Period: _____ to _____	

Performance levels should be noted based on the following scale:

PERFORMANCE SCALE
<b>5 = Excellent:</b> Almost always exceed expectations and performs at a high standard.
<b>4 = Above Average:</b> Generally exceed performance expectations.
<b>3 = Satisfactory:</b> Meets performance expectations.
<b>2 = Below Average:</b> Usually does not meet expectations.
<b>1 = Poor:</b> Rarely meets expectations.
<b>N/A = Not Applicable.</b>

#### 1. WORK PRODUCTION

	Appropriately plans work activities and timetables to establish and meet program goals, objectives and deadlines
	Produces high quality, comprehensive work products.
	Establishes work completion deadline commitments and meets them.
	Accepts work assignments and views problem solving as a challenge
	Approaches work with a high level of initiative, creativity and flexibility.
	Invests sufficient effort toward being diligent and thorough in the discharge of duties.
	CEO is enthusiastic, cooperative and willing to adapt.
	CEO is a "self-starter," and possesses the necessary mental and physical stamina.

General Comments:

#### 2. LEADERSHIP

	Cooperates, inspires, motivates, persuades and guides others toward goal accomplishment.
	Adapts leadership style to a variety of situations.
	Models high standards of honesty, integrity, trust, openness and flexibility.

	Makes sound decisions consistent with the fair's objectives.
	Demonstrates a capacity for innovation and creativity.
	Anticipates problems and develops effective approaches for solving them.
	Willing to try new ideas proposed by Board members and/or staff.
	Addresses future needs and develops adequate plans anticipating long term trends.
	Exercises ethical judgment.

General Comments:

### 3. EXECUTION OF CEO ROLES

	Abides by the majority decision of the Board.
	Implements and carries out the directives of the Board.
	Supports the actions of the Board after a decision has been reached.
	Responds timely to requests for information or assistance by the Board.
	Appropriately informs the Board of progress and problems, current issues and administrative developments in a timely manner.
	Assists and presents the Board with sufficient amount of information for use in the review and development of Policies & Procedures.
	Offers workable alternatives to the Board for changes in policy when an existing policy is impractical or ineffective.
	Presents the Board with sufficient amount of information on matters impacting the Association.
	Expresses his/her opinion at Board meetings on all matters impacting the Association.
	Receptive to constructive criticism and advice through the proper line of communication from the Board.
	Provides strong administrative guidance to the Board on various policies of the CDFA.
	Understands and enforces local and state government's laws, policies and ordinances.
	Provides reports to the Board that are in accordance with the Policy & Procedures Manual.
	Reports produced by the CEO are accurate, comprehensive, concise and presented in a professional manner.

	Provides the Board with reports concerning matters of importance to local and state government.
	Works with the Board to develop annual goals and objectives of management.

General Comments:

#### 4. BOARD MEETING PROCEDURES / OPEN MEETING LAWS

	Acts in accordance with applicable Open Meeting Laws in the development of meeting notices, meeting agendas and closed sessions items.
	Assists and promotes the Board to act in compliance with applicable Open Meeting Laws.
	Provides the meeting agenda and supportive material to the Board prior to Board meetings in a timely manner and in accordance with the Policy & Procedures Manual.
	Ensures that the meeting minutes are prepared in an accurate and professional manner in accordance with the applicable Open Meeting Law and the fair's Policy and Procedures Manual and correctly maintained in a permanent file.

General Comments:

#### 5. CUSTOMER RELATIONS

	Responds to complaints from customers in a professional manner.
	Displays dedication to the community.
	Cooperates with neighboring communities.
	Skillful in dealing with the news media.
	Listens to others and recognizes their interests; works well with others.
	Willing to meet with members of the community to discuss their concerns.

General Comments:

## 6. HUMAN RESOURCES / STAFFING

	Supervise, oversee, train, and review the work of staff to ensure compliance with policies, procedures, State laws, rules, and regulations
	Follows and applies the civil service progressive discipline process.
	Recruits and retains competent personnel for all staff positions.
	Provides timely performance appraisals.
	Strives to improve staff performance.
	Addresses discipline issues in a timely and effective manner.
	Ensures appropriate staffing to provide effective and efficient service.
	Ensures a safe working environment.
	Informs and promotes the staff to complete state employee training requirements.

General Comments:

## 7. MANAGEMENT / SUPERVISION

	Creates a work environment in which employees are valued and respected.
	Creates a work environment in which employees possess a sense of ownership and satisfaction in unit accomplishments and have an understanding of their personal importance to the fair organization.
	Instills confidence and initiative in subordinates and emphasizes supportive rather than restrictive controls.
	Inspires continuous learning and development of staff.
	Recognizes and values the contributions of all members of a diverse workforce.
	Empowers department managers to make decisions, yet maintains general control of the operations.
	Has developed a good relationship with the staff and work force as a whole.
	Evaluates Civil Service personnel annually.
	The Associations staff works as a team and seeks ways to be innovative and oriented toward effective problem-solving.
	Delegates responsibility effectively, maximizes the use of staff and provides the right amount of communication to staff.
	Meets the annual goals and objectives of management developed with the Board.
	The CEO properly controls the Association's operational and functional activities and motivates others to maximum performance.

General Comments:

**8. INTER-PERSONAL RELATIONSHIPS AND COMMUNICATIONS**

	Fosters effective and cooperative relationships with fair employees, contractors, customers, patrons and with other fair industry organizations.
	Professionally represents the fair.
	Ensures all interested parties are kept fully informed of issues which impact their work assignments and responsibilities.
	Oral and written communications are well organized, comprehensive, to the point, appropriate for the intended audience and reflect the tact necessary to exhibit sensitivity to the needs of others.
	Promotes effective and cooperative relationships with local, state and federal government officials.

General Comments:

**9. FISCAL MANAGEMENT**

	Prepares a balanced budget to provide services at a level directed by the Board.
	Presents the prepared/recommended budget clearly to the Board.
	Appropriately informs the Board of budget line changes in a timely manner.
	Works collaboratively with the Financial Committee.
	Provides reports that accurately reflect the fair organization's financial status.
	Ensures accurate processing of payroll and payables.
	Identifies operating efficiencies to reduce costs.
	Capitalizes on new revenues sources.
	Makes the best possible use of available funds, conscious of the need to operate the Association efficiently and effectively.
	Possesses awareness of the importance of financial planning and accounting controls.
	Maintains sound fiscal policy.

General Comments:

## 10. NARRATIVE EVALUATION

a) What would you identify as the CEO's strengths, expressed in terms of the principal results achieved during the evaluation period?

b) What performance areas would you identify as needing improvement? Why? What constructive, positive suggestions can you offer the CEO to enhance performance?

c) Other Comments:

STATE OF CALIFORNIA  
DEPARTMENT OF FOOD AND AGRICULTURE  
**CHIEF EXECUTIVE OFFICER**  
**PERFORMANCE EVALUATION**  
SO-148 (Rev. 3/20) PG. 7

Fairs and Expositions  
1220 N Street  
Sacramento, CA 95814  
(916) 999-3000

**GOALS & OBJECTIVES**

a) Review of progress and accomplishment of goals and objectives set in prior performance evaluation(s).

b) Agreed upon goals and objectives for the new evaluation period.

\_\_\_\_\_  
CEO Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair Signature

\_\_\_\_\_  
Date



CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE

Karen Ross, Secretary

February 6, 2024

D2024-02

**TO:** All District Agricultural Association Board Chairs and CEOs

**SUBJECT:** Meeting and Posting Requirements for the Bagley-Keene Open Meeting Act January 1, 2024, update, and new CDFA policy for the submission of Notice & Agenda to CDFA F&E 15 days before each regularly scheduled meeting.

The California Department of Food and Agriculture (CDFA) Fairs and Expositions Branch (F&E) wants to bring your attention to recent changes in the law, specifically [Government Codes: 11120 – 11132](#), also known as the [Bagley-Keene Open Meeting Act](#) which came into effect on January 1, 2024.

The recent CDFA F&E Circular Letter [D2023-06](#) outlines the modifications and new requirements for all District Agriculture Associations (DAA) meetings. To assist you, we have attached a copy of the D2023-06 Industry Memo for your reference.

In response to these changes and the heightened public scrutiny surrounding DAA fairs, the CDFA F&E and CDFA Legal teams have collaborated to develop policy strategies. These strategies aim to ensure that DAA meeting notices adhere to the following key principles:

1. **Accurate Agenda Items:** Meetings must be agendized correctly, providing sufficient information for the public to understand the topics to be discussed.
2. **Timely Corrections:** Any necessary corrections to the agenda, including proper notice of Closed Session topics, should occur before the 10-day posting requirement for regular board meetings.
3. **Advance Notice for Closed Sessions:** The CDFA Legal Team should receive ample notice of any intended Closed Sessions before the 10-day posting requirement.
4. **Support for Board Chairs and CEOs:** F&E will assist Board Chairs and CEOs by offering resources and guidance before the meeting.
5. **Early Completion of Notice and Agenda:** The Notice and Agenda should be complete and ready for posting to the Fair Website and Distribution List 10 days before the meeting.



To streamline this process, the CDFA Legal Office and CDFA F&E have introduced a new policy:

**DAA's within the network of California Fairs are now required to submit a draft of their agenda to the CDFA F&E for review 15 days before any Board of Directors meeting.** Please refer to the attached assignment listing to identify the CDFA F&E Resource Coordinator assigned to your DAA.

In addition to this policy change, F&E has identified some challenges faced by DAAs with the new meeting rules. To support our DAAs, we recommend careful consideration and adoption of the following points:

**General Public Participation:**

- The public must be allowed entry to the meeting location (physical address).
- If a teleconference option is provided (though not required), the public must be allowed to view the teleconferenced meeting in its entirety (except for a closed session).
- Public comment must be allowed for items not listed on the agenda AND for each item on the agenda whether informational or for a board action.
  - If the item is an action item, the board chair must call for any public comment BEFORE the vote is taken.
  - If the item is informational, the board chair should call for any public comment AFTER the information is provided.
  - If the item is a closed session, the board chair should call for public comment BEFORE adjourning to a closed session. Public comment is not required during a reconvene after reporting out of a closed session.
- Any Public making comments must be allowed the same amount of time as any other commenter.
  - If the Chair establishes a 3-minute speaking time for public comments, this 3-minute time must be allowed for each instance of public comments and cannot be adjusted later in the meeting for purposes of shortening the meeting.
- All meetings must comply with the Americans with Disabilities Act (ADA).

**Updated Teleconference Requirements:**

- Teleconference can be offered for your meeting (it is not required).
- If a Teleconference option is offered, all open session items must be visible and audible to the public, at each teleconference location.
- If a Teleconference Option is offered, ALL action items must be taken by Roll Call Voting.

- A Majority (Quorum) of members of the board **MUST** be present at the teleconference locations (physical address listed on the agenda).
  - Example: if your board has nine (9) board members, five (5) board members **MUST** be present onsite at your meeting address(es). The remaining four (4) members may attend and participate from a remote location.

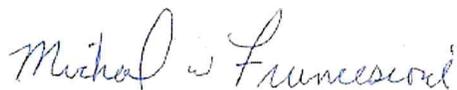
- If your board is unable to meet the quorum requirement at the in-person location of the meeting, and a board member attending remotely would like to be counted toward the quorum requirement; the board member must:
  1. have a physical or mental disability as defined by Government Code §12926 and §12926.1, and
  2. notify the state body (fair office) of the need to participate remotely in writing in advance of the meeting.
    - This written notice should justify the need to attend remotely in no more than 20 words.
    - Any notices provided for remote attendance are to be included in the board minutes of the meeting.
- The Board must take action to approve a board member's remote participation and inclusion in the quorum requirement. The Board action for a physical location exemption for board members needing to be included in the quorum requirement must occur at EACH meeting.
  - For the purposes of this vote, any board member attending remotely, including the board member requesting the exemption, should recuse themselves and abstain from voting on this action.
  - Only board members present on-site at the meeting location should vote on the approval of the board member's participation and inclusion to the quorum requirement.
- ANY board member attending from a remote location **MUST** use their full name on the label for their teleconference participation AND must always appear on Camera during the meeting.
- If the Teleconference software ceases working, or the online streaming of the teleconferenced meeting stops at any point during the meeting (except during a Closed

Session) regardless of the number of board members present at the on-site meeting location; the meeting of the board must stop.

- If the teleconference can be restored in a reasonable amount of time, the meeting may resume when the teleconference capability is restored.
- If the teleconference is not able to be restored, all discussion must cease, any remaining discussion and agenda items must be tabled, and the meeting must be rescheduled.
  - The fair website must be updated with a note to the public indicating the meeting was stopped due to teleconferencing and technical issues/errors, and when the next meeting will be scheduled to finish the remaining discussion and agenda items.
- ANY Board member attending from a remote location MUST announce the presence of ANY other individual of 18 years or older who is in the room or enters the room during the meeting. This announcement must be recorded in the minutes.

For any questions, please contact Mike Francesconi at [mike.francesconi@cdfa.ca.gov](mailto:mike.francesconi@cdfa.ca.gov) or (916) 900-5365.

Sincerely,



Mike Francesconi  
Branch Chief  
Fairs & Expositions Branch

# DAA Assignments -Points of Contact

2024

Org	DBA	Denise Elliot	Gilbert Lara	Charles Southwick
01-A District Agricultural Association	COW PALACE ARENA & EVENT			X
2nd District Agricultural Association	SAN JOAQUIN COUNTY			X
3rd District Agricultural Association	SILVER DOLLAR FAIR		X	
4th District Agricultural Association	SONOMA-MARIN FAIRGROUNDS &			X
7th District Agricultural Association	MONTEREY COUNTY FAIR & EVENT			X
9th District Agricultural Association	REDWOOD ACRES			X
10th District Agricultural Association	SISKIYOU GOLDEN FAIRGROUNDS	X		
10-A District Agricultural Association	TULELAKE-BUTTE VALLEY FAIR	X		
12th District Agricultural Association	REDWOOD EMPIRE FAIR	X		
13th District Agricultural Association	YUBA-SUTTER FAIRGROUNDS EVENT		X	
14th District Agricultural Association	SANTA CRUZ COUNTY FAIR	X		
15th District Agricultural Association	KERN COUNTY FAIR AND EVENT	X		
16th District Agricultural Association	CALIFORNIA MID-STATE FAIR	X		
17th District Agricultural Association	NEVADA COUNTY FAIRGROUNDS			X
18th District Agricultural Association	TRI-COUNTY FAIR & EVENT CENTER	X		
19th District Agricultural Association	EARL WARREN SHOWGROUNDS			X
20th District Agricultural Association	GOLD COUNTRY FAIRGROUNDS		X	
21st District Agricultural Association	THE BIG FRESNO FAIR	X		
21-A District Agricultural Association	MADERA DISTRICT FAIR	X		
22nd District Agricultural Association	DEL MAR FAIRGROUNDS			X
23rd District Agricultural Association	CONTRA COSTA COUNTY			X
24th District Agricultural Association	TULARE COUNTY FAIRGROUNDS	X		
24-A District Agricultural Association	THE KINGS FAIR	X		
25th District Agricultural Association	THE NAPA VALLEY EXPOSITION			X
26th District Agricultural Association	AMADOR COUNTY FAIRGROUNDS &		X	
27th District Agricultural Association	SHASTA DISTRICT FAIR & EVENT			X
28th District Agricultural Association	SAN BERNARDINO COUNTY FAIR &	X		
29th District Agricultural Association	MOTHER LODGE FAIRGROUNDS		X	
30th District Agricultural Association	TEHAMA DISTRICT FAIRGROUNDS		X	
31st District Agricultural Association	VENTURA COUNTY FAIRGROUNDS &			X
32nd District Agricultural Association	OC FAIR & EVENT CENTER			X
33rd District Agricultural Association	SAN BENITO COUNTY	X		
34th District Agricultural Association	MODOC DISTRICT FAIRGROUNDS	X		X

# DAA Assignments -Points of Contact

2024

Org	DBA	Denise Elliott	Gilbert Lara	Charles Southwick
35th District Agricultural Association	MERCED COUNTY FAIR			X
35-A District Agricultural Association	MARIPOSA FAIRGROUNDS & DIXON MAY FAIR	X		
36th District Agricultural Association	SANTA MARIA FAIRPARK	X		X
37th District Agricultural Association	STANISLAUS COUNTY		X	
38th District Agricultural Association	CALAVERAS COUNTY FAIRGROUNDS		X	
39th District Agricultural Association	YOLO COUNTY FAIR			X
40th District Agricultural Association	DEL NORTE COUNTY FAIR	X		X
41st District Agricultural Association	GLENN COUNTY FAIR			X
42nd District Agricultural Association	COLUSA COUNTY FAIRGROUNDS		X	
44th District Agricultural Association	IMPERIAL VALLEY EXPO.	X		
45th District Agricultural Association	SOUTHERN CALIFORNIA FAIR & AG FAIR			X
46th District Agricultural Association	LAKE COUNTY FAIRGROUNDS	X		X
48th District Agricultural Association	AV FAIR & EVENT CENTER		X	
49th District Agricultural Association	THE VALLEY FAIR		X	
50th District Agricultural Association	SACRAMENTO COUNTY FAIR			X
51st District Agricultural Association	DESERT EMPIRE FAIRGORUNDS &		X	
52nd District Agricultural Association	COLORADO RIVER FAIR		X	
53rd District Agricultural Association				
54th District Agricultural Association				

Resource Coordinators Contact Information:	
Denise Elliott	(916) 701-3367 <a href="mailto:denise.elliott@cdfa.ca.gov">denise.elliott@cdfa.ca.gov</a>
Gilbert Lara	(916) 708-0172 <a href="mailto:gilbert.lara@cdfa.ca.gov">gilbert.lara@cdfa.ca.gov</a>
Charles Southwick	(916) 838-6943 <a href="mailto:charles.southwick@cdfa.ca.gov">charles.southwick@cdfa.ca.gov</a>



October 31, 2023

D2023-06

TO: All District Agricultural Association CEOs  
SUBJECT: SB 544 – Bagley Keene Open Meeting Act: teleconferencing.

This letter is to inform you of the passage of [SB 544](#) (Laird) **Bagley-Keene Open Meeting Act: teleconferencing**. This bill was signed into law by Governor Newsom on September 22, 2023, and will go into effect on **January 1, 2024**. SB 544 expands teleconferencing provisions enacted prior to the COVID-19 pandemic.

Below is a summary of the revisions to the Bagley-Keene Open Meeting Act as they apply to District Agricultural Associations. All provisions will be in effect beginning **January 1, 2024**. It should be noted that while state bodies are authorized to hold meetings by teleconference, there is no requirement to offer teleconference options.

**Definitions:**

- “Teleconference” – a meeting of a state body where members are at different locations connected by electronic means using audio, video, or both.
- “Teleconference location” – physical location open to the public where members of the public may participate in meetings of state bodies.
- “Remote location” – the location where a member of a state body participates, that is different from the teleconference location. Remote locations need not be disclosed to the public.
- “Participate remotely” – participation by a member of the state body in a meeting at a remote location different from a teleconference location.

**Public Notice:**

- Posted online at least 10 days in advance of the meeting.
- Must be provided to individuals who request notice in writing.
- Must include the date, time, teleconference information (if utilized), and physical/teleconference location of the meeting. The name, address, and telephone number of a contact person for more information must also be included.
- The board must implement procedures for responding to requests for reasonable modification and accommodations consistent with the Americans with Disabilities Act. Information should be listed on each Notice and Agenda.



**Agenda:**

- Must be posted online ten days in advance as well as at each teleconference location on the day of the meeting.
- Must provide the public with an opportunity to address the state body.
- Brief description of items to be discussed at the meeting, in either open or closed session, with sufficient description to allow the public to determine whether to attend the meeting.
- Closed session items must reference specific statutory authority for the meeting in closed session.

**Teleconference Requirements (Not common for DAAs to use):**

- The portion of meetings required to be open must be visible and audible to the public at each teleconference location.
- At least one member of the state body, not just staff, must be present at each teleconference location.
- A majority of the members of the state body **must** be present at the same teleconference location. Additional members, more than the majority, may attend and participate from a remote location. For example, with a full nine-member board, 5 members must be present at the teleconference location. The remaining four members may attend and participate from a remote location.
  - A member attending from a remote location may count towards the majority if both of the following conditions are met:
    - Member has a need related to a physical or mental disability as defined in Gov't Code [§12926](#) and [§12926.1](#), and
    - Member notifies the state body as soon as possible of the need to participate remotely.
  - The board must approve the exception and request a general description of the circumstances for each meeting the member participates in remotely. It cannot be a generalized approval for remote participation without an end date. Exceptions must be granted on a meeting-by-meeting basis.
- If the teleconference option fails and cannot be restored, the state body shall end and reschedule the meeting with appropriate notice.

**Participating Remotely:**

- Members participating remotely must disclose whether any other individuals over 18 are present in the same room and their general relationship with those individuals.
- Members must appear visible on camera during the open portion of the meeting. If unable to appear due to connectivity issues, members must announce the reason.



**Voting:**

All votes taken during a teleconferenced meeting must be by roll call vote. The state body must publicly report on any action taken and vote or abstention of any member.

**Public Participation:**

- Public access is required at a physical location. If utilizing the teleconference option, the Board must allow members of the public to participate via teleconference to address the state body.
- Opportunity to address the state body on matters not on the agenda, but within the subject matter jurisdiction of the state body, as well as on all agenda items, must be provided.
- No conditions may be set for attendance at or participation in a public meeting, for example:
  - Sign-in or self-identification is not required. If a registration or attendance list is posted at or near the entrance to the meeting, it must state that it is voluntary, and people may attend and comment without signing in.
  - If utilizing teleconference, persons may use a pseudonym to sign in or register. No requirement to use a verified email address or actual name.
  - Cannot require persons making public comments to sign in or complete comment cards ahead of speaking.
  - Cannot prohibit criticism of state body.
  - May limit time for public comment per speaker per topic, if necessary. The allotted time must be established at the outset of the meeting and remain consistent throughout the meeting. Public comment time cannot be changed during the meeting.
- All meetings must comply with the Americans with Disabilities Act (ADA)

If you have any questions or need additional information, please do not hesitate to contact Mike Francesconi, at (916) 900-5365.

Sincerely,



Mike Francesconi  
Branch Chief