

CDFA F&E FAIR CEO & BOARD MEMBER REGIONAL TRAINING

~ AGENDA ~

MONDAY, MAY 6, 2019
8:30 AM – 2:00 PM

32ND DAA/ORANGE COUNTY FAIRGROUNDS
88 FAIR DRIVE, COSTA MESA, CA 92626
ORANGE COUNTY ROOM (ADMIN BLDG.)
ACCESS USING ARLINGTON GATE 4

8:30 a.m. - 9:00 a.m. **Continental Breakfast**

*At the end of each of the following sessions
there will be time for Q & A:*

9:00 a.m. – 10:00 a.m.

Welcome to F&E

- Staff Introductions
- Overview of F&E
- Fair Industry Trends

10:00 a.m. – 10:30 a.m.

CDFA Fair Training Fund Program

- Program Details
- Reimbursement Process
- DAA Online Training University -
Training Requirements
- Training Policy

10:30 a.m. - 12:00 p.m.

CEO/Board Relations

- CEO/Board Roles & Responsibilities
- Developing an Effective Working
Relationship
- Monthly Financial Reporting to the
Board
- CEO Evaluations

10:30 a.m. - 12:00 p.m. (Cont.)

CDFA Human Resources

- Hiring, Separation, and Retirement
- Disciplinary Action
- Pay Increase
- Time Sheets
- Vacation
- Record Retention
- Travel

Misc. State Administrative Processes

12:00 p.m. - 12:30 p.m.

Lunch

12:30 p.m. – 2:00 p.m.

CDFA's Legal Office

- Services Provided and Important
Processes
- Rental Agreements and Leases
- Policy Development and State
Requirements
- Board Meetings 101:
 - Bagley-Keene Open Meeting Act
 - Public Records Act
 - Conflict of Interest



CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
FAIRS & EXPOSITIONS BRANCH