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.
CEOs/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:
  o Bagley-Keene Open Meeting Act
  o Public Records Act
  o Conflict of Interest

CALIFORNIA DEPARTMENT OF
FOOD & AGRICULTURE
FAIRS & EXPOSITIONS BRANCH