



INTERIM MEETING MINUTES

CACASA BOARD OF DIRECTORS

Monday, September 19, 2016
9:00 a.m. – 5:00 p.m.
San Joaquin County Agriculture Center
2101 E. Earhart Avenue
Stockton, CA

Conference Call-In Number: (515) 739-1020

Access Code: 791918

Board Members present

Officers:

Cathy Fisher, President
Marty Settevendemie, President-Elect
Josh Huntsinger, V-P Ag
Chris Flores, V-P W&M
Tim Niswander, Executive Secretary
Tim Pelican, Secretary-elect
Stevie McNeill, Treasurer-elect
Jim Allan, Past President
Sandy Elles, Executive Director

Directors:

Tony Linegar	Joe Deviney
Jeff Dolf	Tim Gibson
John Young	
Stevie McNeill	Milton O'Haire
Ha Dang	Nate Reade

- I. Meeting was called to order at 9:04 a.m. by Cathy Fisher, CACASA President
- II. Roll Call/Introductions – in addition to the above officers and directors, the following were in attendance or called in: Ruben Arroyo, Dave Robinson, Louie Mendoza, Chad Godoy, Paul Kjos, Chuck Morse, Charlene Carveth, Marilyn Kinoshita, Marcie Skelton, Eric Lauritzen, Gary Leslie (CDFA), Joe Marade (DPR), Matt Siverling, and Tim Cansler.
- III. It was MSP to approval the Minutes of the following Board of Director Meetings:
 - a. October 24, 2014
 - b. May 20, 2016
 - c. July 13, 2016
 - d. August 1, 2016
 - e. August 30, 2016
- IV. Call for additional agenda items – no additional items
- V. Committee Business/Reports

- a. Audit – *Niswander*
 1. Tim Niswander pointed out as an informational item that the Audit committee is in need of two members to serve with Marilyn Kinoshita, the current Audit committee chair. Tim also suggested a potential change of purpose in that this committee might be used to validate process and record keeping changes as consequent of outside Auditor recommendations. Tim will follow-up with soliciting new volunteer members for this committee.
- b. Finance
 1. Audit Recommendations – *Elles*

Sandy Elles reported that Maze & Associates has not yet completed the audit; however, it is anticipated their report will be forthcoming by the end of September. Sandy also reported audit costs from M. Green and Company are higher than anticipated and that at least \$4,000 of the costs can be attributed to CACASA's IT Projects.
 2. Financial Policy Review – *Niswander/Elles*

Sandy and Tim pointed out that CACASA's Policies and Guidelines that relate to financial matters need to be reviewed by the Finance committee in anticipation of potential revisions needed to address Audit recommendations.
 3. Financial Report – *Elles*

Sandy informed the Board a Financial report will be provided at each Board meeting and discussed current fiscal year financial reports, attached, which was moved, seconded, and passed as presented.
- c. Information Management (IMC)
 1. Amazon Web Services contract renewal – *Elles*

Sandy presented a brief summary of server hosting options that were previously discussed with the IMC. The Amazon Web Services contract is up for renewal in November and includes a cost of \$56,000 for CalPEATS. It was moved, seconded, and voted to accept the IMC recommendation to select Option 3 of the proposal to renew the contract.
 2. CACASA website status update – *Niswander*

Tim reported on the current status of the website redesign and reiterated the need for CACASA to develop and publish the website's use expectations and terms & conditions.

Jim Allan asked about continuing CACASA's e-newsletter, to which it was reported that Sandy has taken on that duty. After some discussion it was moved, seconded, and passed to allow Sandy to hire clerical support and not exceed an annual cost of \$2,000 for such.
 3. CalPEATS Mobile Device procurement – *Elles/Arroyo*

The reimbursement to counties for the purchase of Mobile Devices used with the CalPEATS software was discussed and it was agreed the counties submit the form/invoice provided by CACASA along with copies of receipts verifying the purchase of qualifying equipment.

4. Customized Data Request Policy – *Elles*
Following discussion, this item was voted to postpone acceptance.
- d. Long Range Planning
 1. CACASA Strategic Plan – *Elles/Settevendemie*
It was reported the Long Range Planning committee will meet on Wednesday, September 26th, in a GoToMeeting and should have more to report after their meeting.
- e. Personnel Standards
 1. Examinations – *Huntsinger*
Josh reported on efforts currently being worked on to streamline deputy exams so as to avoid unnecessary redundancies with questions. He will be meeting with Gary Leslie to develop a plan for online examinations development and deployment. The Personnel Standards committee is working on an appropriate means of performing an evaluation of the Executive Director's performance. Josh reported that he has been hosting Webinars as a means of providing deputy license exam study information and he would like to see that continue.
 2. Regulations Changes – *Gary Leslie*
Gary gave a brief report cleanup language in the regulations pertaining to license exams and licensing.
- f. Cannabis
 1. County survey & approval of Survey Monkey subscription
By consensus, the Board agreed to purchase a subscription for the use of Survey Monkey.
 2. Program & Dispensary tour for Winter Conference
This item was not pursued due to meeting locations and amount of time to perform.
 3. After discussion it was determined that CACASA form a Cannabis Working Group and that the Group report to the Food and Resource Protection committee until such time as it can be determined this group should be a program committee. In answer to the question about legislative matters, it was decided the Working Group should work with CACASA's Legislative committee. It was also determined to not use CACASA's website to post/host cannabis information, at this time. Survey Monkey will be used to gather information from CACASA members'.
- g. Food and Resource Protection
 1. Irrigated Lands report – *Carveth*
Charlene provided an update report on Irrigated Lands.
- h. Pest Prevention
 1. CA Tomato Growers request re: Beet Curly Top Virus
This was an informational report regarding outreach visits by the California Tomato Growers Association to Commissioner offices in counties that have processing tomato growers. The impacts from Curly Top Virus were most significant in the southern portion of the San Joaquin Valley during the 2016 season. The industry is looking into resistant varieties as a means of reducing yield losses.
 2. Asian Citrus Psyllid (ACP) Regional Quarantine issues

Informational report regarding citrus industry groups that are considering the implementation of Regional Quarantines to control the spread of ACP rather than the manner in which quarantines are currently applied.

- i. Pesticide Regulatory Affairs
 1. Fumigation Notification Requirements
An update report was provided with acknowledgement of the creation of a Deputy Advisory Group being very helpful.
 2. Pesticides around schools funding
This item was moved onto the Closed Meeting agenda.
 - j. Weed & Vertebrate
 1. CACASA Representation with WS Programs
This item was moved onto the Closed Meeting agenda.
 2. US Forest Service/CACASA MOU status
This MOU is signed and is now included in the CACASA MOU Handbook.
- VI. CACASA Partners
- a. CDFA comments/updates
November 29th & 30th is scheduled for the new Commissioner-Sealer orientation in Sacramento.
 - b. CDPR comments/updates
It was reported that it is unknown when the Pesticides Near Schools proposed regulation package will be available for review and comment.

DPR has updated license exam questions and is willing to help fund online exams.
- VII. State & Federal Advocates Reports
- a. Tim Cansler
 - HR-3757 regarding citrus replanting caused by losses is being subjected to changes that provide allowance of deductions on taxes.
 - U.S.E.P.A. has released their report concerning cancer risks associated with glyphosate use/applications.
 - Congress is looking at a Continuing Resolution that includes a \$1.1 million zika virus aid package, in addition to looking at restrictions on spraying waterways regardless of FIFRA provisions.
 - Cathy will be signing a letter of support for HR-2647.
 - b. Matt Siverling/Louie Mendoza
 - The current legislative session ended August 31, 2016. Legislators are working to increase gasoline tax by \$0.07. It is expected there will be 25 new Assembly and Senate members in January 2017.
 - AB-2703 requiring the reporting of skimmer devices found has been signed by the Governor.
 - AB-2324, the Farmers' Market bill, would have eliminated "Load Lists," has died, but could be resurrected in the future.
 - SB-7 requiring the use of sub-meters in multi-family homes is sitting on the Governor's desk.
 - The Nut cargo theft bill is also awaiting the Governor's signature.

- AB-1066 changing overtime regulations for hourly farmer workers has passed and was signed by the Governor.
- SB-313 involving future school site locations did not pass and is being worked on.
- SB-1282 which would have required neonicotinoid pesticides be categorized as restricted was defeated.
- “Lots” of cannabis bills being considered.
- Louie reported that Jim Allan will be the new chairman of the Legislative Committee, and that Matt Siverling’s contract is up for negotiation, which Louie will conduct.
- Jim Allan brought up legislative changes that are necessary in order for County Agricultural Commissioners to increase fees. He suggested CACASA should consider what it wants to do about current fees.

VIII. Unfinished Business

- a. CalPEATS Steering Committee update – *Jensen*

IX. New Business

- a. California Agricultural Teachers’ Association membership renewal (\$140) – *Niswander*

This item was already included in the current fiscal year budget and was pulled.

- b. CalPEATS Steering Committee recommendation of \$194,000 PO to CaliCo for onsite training – *Jensen*

It was MSP to approve this recommendation for expenditure.

- c. Finance Committee recommendations:

1. Issuance of a Bank of America credit card to Executive Director. It was MSP to approve issuance with restrictions to Board of Director approved purchases in addition to approved budget items.
2. Add Executive Director and Treasurer-elect as signatories on bank accounts. It was MSP to approve the additional signatories to CACASA accounts.

- d. Proposed By-Law revision – *Niswander*

Tim introduced the concept of changing the by-laws regarding the elected officers starting date to July 1st rather than the currently used, “end of Annual/Spring Conference. He suggested the alignment with the fiscal year would simplify transfers of responsibilities and business processes. Cathy Fisher recommended a hold on this revision so as to include other anticipated changes resulting from the Audit.

- e. Additional GoToMeeting license – *Niswander*

It was MSP to purchase one more license to add to CACASA’s GoToMeeting subscription and assign the additional license to our Executive Director.

- f. CACASA outreach – potential booth at Latino Farmer Conference, Monterey, November 15, 2016 –

<https://latinofarmerconference.ncat.org/sponsor.php> \$200 for no-profit booth – *Elles*

This was an informational item only.

- g. CACASA Procedures and Protocols; a review – *Fisher/Niswander*

1. Policy Development Needs and Review – *All*

This item was conducted as informational in order to call attention to the need for a review.

- X. CACASA Officer Reports
 - a. President – *Cathy Fisher*
 - 1. President’s Report
Nothing new to report as all information is in the Executive Report.
 - 2. Expenditures/Reimbursements Review/Approval
It was agreed by consensus that the President-elect shall be the position to review and approve for payment the Executive Director’s invoices for reimbursement of expenditures.
 - b. President-Elect – *Marty Settevendemie*
 - 1. Conference Planning update
Reported \$300 Winter Meeting registration fee for those attending the entire conference and \$60/day fee for those attending on a per day basis should cover conference expenses, and the Board MSP to approve the assessment of a \$300 and the \$60 registration fees for the 2016 Winter Meeting.
 - 2. Khapra Beetle Survey
Marty gave a brief update to the Board on the status of the project outlining that all cooperating counties have a contract in place with CACASA and work is underway. Details of reporting and invoicing are being worked out on an as needed basis.
 - c. Ag VP – *Josh Huntsinger*
 - 1. Potential Meeting with Region IX USEPA Staff
Josh reported there is a new Region IX Director, whom he will try and visit.
 - d. W&M VP – *Chris Flores*
 - 1. Western Weights and Measures Conference reports
Cathy Fisher reported on attending the conference on Chris’ behalf.
 - e. Executive Secretary – *Tim Niswander*
 - 1. 2016 Winter Meeting update
Tim reminded committee chairs the need to get agendas to him by November 1st.
 - 2. Achievement Awards
No Achievement Award nominations were submitted this year. Tim reminded everyone the procedure is to submit nomination to the Personnel Standards committee chair before the end of March each year.
 - 3. Approved Minutes
Committees and Area Groups are supposed to submit their respective “approved” minutes to the CACASA Secretary. Approved minutes can be uploaded to CACASA’s website.
 - 4. Lifetime member awards
No new nominations to present, thus far.
 - 5. PUR MOU/payment status update
Tim has one county yet to submit their 2015-16FY invoice(s). He will be calling that county.
 - 6. Transition

Tim reported, he is working with Sandy, Stevie McNeill, and Tim Pelican as time allows and subject matter is timely appropriate.

f. Executive Director – *Sandy Elles*

1. Administrative and HR Issues update
CACASA needs to develop policies it never had that apply to the current ED position.
2. Directors and Officers Liability Insurance
Sandy recommends CACASA purchase liability coverage and is seeking quotes.
3. Goals and Work Priorities
This is a work in-progress and is to be reviewed during the upcoming performance evaluation.
4. Partner Outreach
Reported on participation with Ag In The Classroom, and discussed other outreach opportunities for CACASA involvement.
5. Website & CACASA quarterly eNews status
This item was puled as it was covered in previous items.

XI. Regular Meeting Adjournment – 3:30 p.m.

XII. Closed Meeting

- a. Cannabis issue
- b. Pesticides around schools funding
- c. CACASA Representation with WS Programs

XIII. Closed Meeting Adjournment – 4:01 p.m.

Respectfully submitted,



Tim Niswander, CACASA Executive Secretary

(Approved December 16, 2016)