2021 CEO ORIENTATION EDUCATIONAL FORUM May 12, 2021

FAIRS AND EXPOSITIONS BRANCH

FAIRGROUND TRAINING REQUIREMENTS

Presenters: Greg Ferrero



DAA Employee/Board of Director Online Training Platform Online University

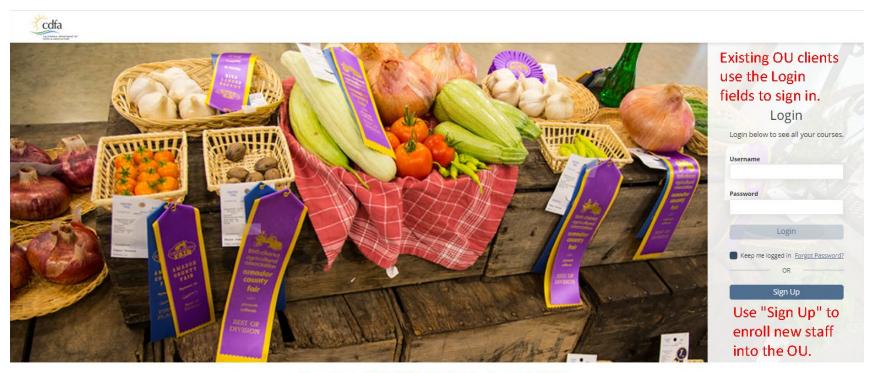
https://daa.cdfaonlineuniversity.com





Training Platform Sign In and Enrollment Online University

https://daa.cdfaonlineuniversity.com



For password resets and all other DAA Online University questions, please contact the F&E Training Coordinator at (916) 999-3000.

DAA ONLINE UNIVERSITY Enrollment Information

- F&E enrolls new CEOs and Directors into the OU upon notification of hire/appointment
- CEOs, other designated staff, or staff themselves are to enroll into the OU with the following Enrollment Keys based on their role or position at the fairgrounds:
 - DAA Supervisory For those that manage or supervise others at the fairgrounds
 - > DAA Non-Supervisory For rank and file DAA staff
 - DAA Seasonal Employees For all temporary and seasonal DAA staff



DAA Training Requirements All Employees

Employees	Required Classes	Approximate Course Length	Frequency	Training Platform
All	Protecting Privacy in State Government	20 minutes	Annually	Online University
	Defensive Driver Training	2 ½ hours	Every four years	OU / DGS
DAA Board Member Requirement	Maintaining a Respectful Work Environment – EEO Compliance1	2 – 2 ½ hours	Every two years	Online University
DAA Board Member Requirement	SANS Security Awareness – Privacy	2 ½ minutes	Annually	Online University
DAA Board Member Requirement	SANS Security Awareness – Cloud Services	2 ½ minutes	Annually	Online University
DAA Board Member Requirement	SANS Security Awareness – All Staff	1 – 1 ½ hours	Annually	Online University
	COVID – 19 Training for California Workers	17 minutes	Annually	OU / Cal OSHA

NOTE - Employees temporarily hired must receive all training required of permanent employees.

DAA Training Requirements Managers & Supervisors

Employees	Required Classes	Approximate Course Length	Frequency	Training Platform
Managers & Supervisors	80-Hour Supervisory Training (CBID S)	80 hours	Once	CalHR / CalLearns
	40-Hour Managerial Training (CBID M)	40 hours	Once	CalHR / CalLearns
	20-Hour Chief Executive Assignment Leadership Training (CEAs)	20 hours	Once	CalHR / CalLearns
	20-Hour Biennial Leadership Training	20 hours	Every two years	Online University
	Reasonable Accommodation 1012		Every four years	Online University
	Labor Relations: A Guide to Surviving Encounters with the Union	3 ½ hours	Every four years	CDFA - ILC
	COVID – 19 Training for California Employers	24 minutes	Annually	OU / Cal OSHA

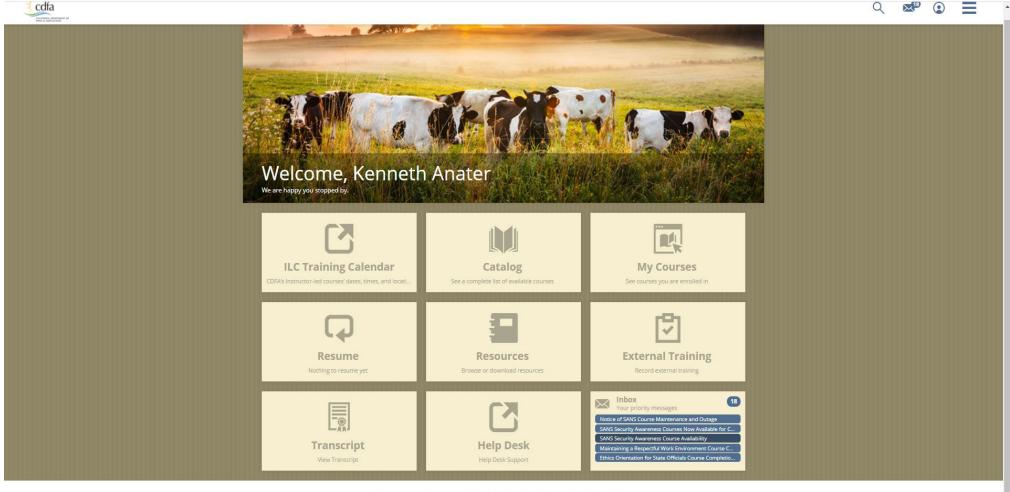
DAA Training Requirements Other Training Requirements

Employees	Required Classes	Approximate Course Length	Frequency	Training Platform
Designated Employees (per CDFA's Conflict of Interest Code) DAA Board Member Requirement	Ethics Orientation for State Officials	2 hours	Every two years	OU / DOJ -AG
Federal Funds Signators	Grants Management Civil Rights Training	45 minutes	Annually	Online University
Personnel Liaisons	Personnel Liaison Training	14 hours	Once	Online University
P-Card Holders and Approvers	P-Card Program Presentation	20 minutes	Every two years	Online University
Designated Office of Information Technology Services Staff	SANS Security Awareness – IT Staff Only	10 minutes	Annually	Online University
Employees / supervisors exposed to hazardous chemicals	Hazard Communication – Cal/OSHA3	TBD	Once – until rules change	Online University
Employees / supervisors who in hot environments	Heat Illness Prevention – Cal/OSHA3	TBD	Annually	Online University
Employees with possible exposure in the work environment	Bloodborne Pathogens Awareness3	TBD	Annually	Online University
Employees / supervisors who work in environments where noise levels exceed 85 dB for extended periods of time.	Hearing Conservation3	TBD	Annually	Online University

DAA ONLINE UNIVERSITY Additional Training Information

- Preferred Browser Google Chrome
- Defensive Drivers Training, COVID -19, and Ethics Orientation for State Officials all require separate login information from the OU
- These courses also require the certificate of completion to be uploaded to your OU profile to confirm course completion
- Be sure to complete each module within a course entirely before logging out to ensure that course progress is retained
- SANS All Staff (CA Carousel) overall course completion does not advance with each module completed until all 18 have been successfully finished

DAA ONLINE UNIVERSITY Training Resources



DAA ONLINE UNIVERSITY Training Resources

Primary Resource Panels

- *My Courses* Location to begin required training courses
- Resume Quick access to return to training course currently in progress
- Catalog Entire collection of all available training courses based on your role
- Transcript Current list of all course completions and their expiration status
- *Inbox* Contains important communications on course and system issues
- *ILC Training Calendar* For Instructor Lead Courses, no updates since June 2020
- Help Desk Useful FAQs in OU Help Center, do not use "Submit a Request"
- External Training Not generally used by DAA staff, contact F&E UTC

DAA ONLINE UNIVERSITY Training Resources

RESOURCES Panel

- General Training Information— Location of list of required training courses
- CDFA Policies List of most CDFA policies that apply to DAAs
- Form 700 Most info not applicable to DAAs, only the "Additional Sections Required..." that details additional Ethics modules to be completed
- Forms SO-112 Incompatible Activities and SO-149 Annual Training Checklist
- Guide Books & User Manuals Employee User Guide location
- In-Service/Out-Service Vendor List of external training options
- Money Matters Links to CalPERS, Savings Plus Program, and ScholarShare



DAA Board Member Training Requirements

Ethics Orientation for State Officials (Ethics) training certificates, submitted by board members, must reflect completion of the following additional sections:

- 4.30(a): Section 1090 as applied to Multi-member Bodies
- 4.40: Special Code of Ethics
- 5.24: Special Restrictions on Personal Loans
- 5.25: Free Transportation from Transportation Companies
- 6.8: Holding Incompatible Offices
- 7.13: Part C: Open Meetings for State Boards and Commissions (Bagley- Keene Open Meeting Act)

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DAA Training Certificate Requirements

The only certificates CDFA will accept for our required training courses:

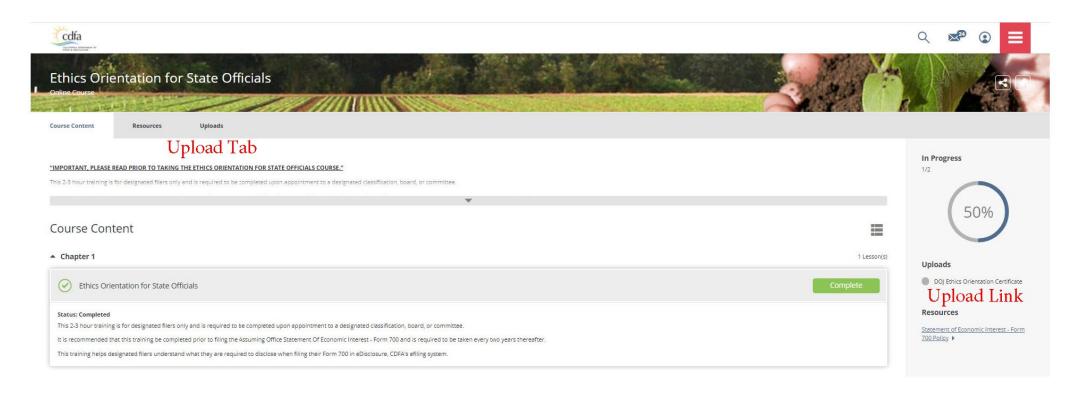
- Defensive Driver Training (Department of General Services)
- Ethics Orientation for State Officials (Attorney General's Office)
- 80-Hour Supervisory Training (CalHR / CalLearns)
- 40-Hour Managerial Training (CalHR / CalLearns)
- 20-Hour CEA Training (CalHR / CalLearns)
- 20-Hour Biennial Leadership training (CDFA Online University)
- Personnel Liaison Training (CDFA Online University)

All other required training, whether online or ILC, must be CDFA courses offered in the University.



DAA Uploading Training Certificates

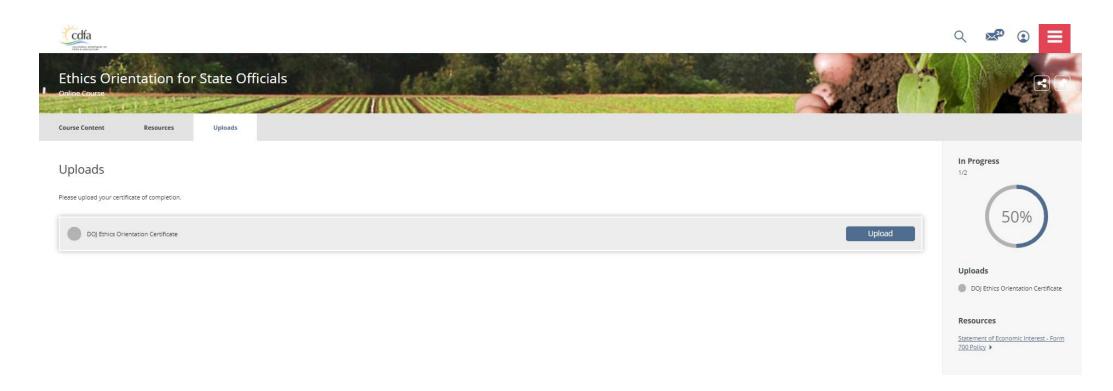
You must upload external course certificates to complete these courses.





DAA Uploading Training Certificates

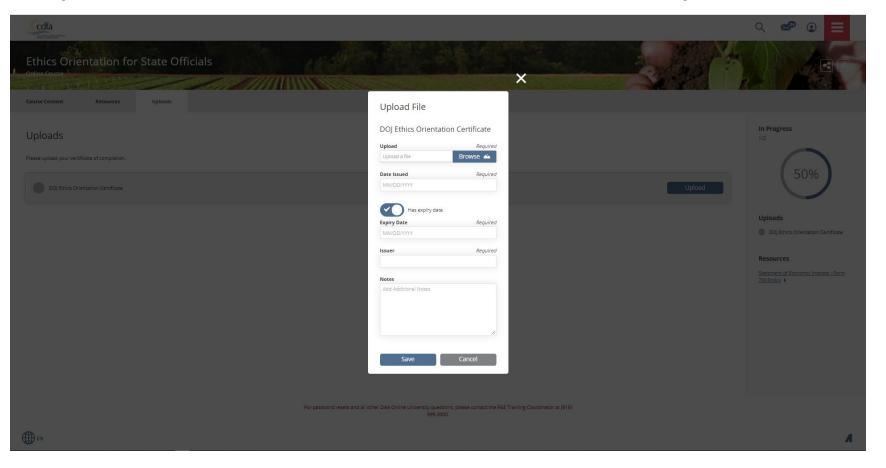
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DAA Uploading Training Certificates

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County & Non-Profit Fairground Training Recommendations

Employees	Required Classes	Approximate Course Length	Frequency	Training Platform
All (CEOs, Managers, Staff, Board)	Bullying and Violence in the Workplace	30 minutes	Every two years	Dept of Fair Employment & Housing
All that drive work vehicles or receive mileage reimbursements	Defensive Driver Training	2 ½ hours	Every four years	DGS
All (CEOs, Managers, Staff, Board)	Sexual Harassment Prevention	Staff: 1 Hour Managers: 2 hours	Every two years	Dept of Fair Employment & Housing
Major Decision Makers (CEOs, Managers, Board, Contracts/Budgets)	Ethics Orientation for Local Officials	2 hours	Every two years	DOJ -AG
All (CEOs, Managers, Staff)	COVID – 19 Training for California Worker <u>or</u> Employers	17-24 minutes	Annually	Cal/OSHA
Employees / supervisors exposed to hazardous chemicals	Hazard Communication – Cal/OSHA	45 minutes	Upon hire, new chemicals	Cal/OSHA
Employees / supervisors who work in hot environments	Heat Illness Prevention – Cal/OSHA	45 minutes	Upon hire, then annually	Cal/OSHA
Employees with possible exposure in the work environment	Bloodborne Pathogens Awareness	45 minutes	Upon hire, then annually	Cal/OSHA
Employees / supervisors where noise levels exceed 85 dB for extended periods	Hearing Conservation Awareness	30 minutes	Upon hire, then annually	Cal/OSHA



County & Non-Profit Fairground Training Resources

Institute for Local Government - https://www.ca-ilg.org/

As a 501(c)(3) organization, ILG empowers local government leaders and delivers real-world expertise to help them navigate complex issues, increase their capacity, and build trust in their communities.

Provides policy, webinars, resources, and information on:

- Purchasing/Contracting
- Public Engagement
- Effective Meetings
- Ethics and Transparency
- Leadership and Governance
- Public Service Orientation

F&E Training Allocation Program & Form 700s

Presenters: Kalia Mitchell



Fair Training Allocation Program

Training Allocation per class size

	\$ 2,440
I-X	\$2,020 - \$2,410
II.	\$ 2,200
III	\$ 2,020
+	\$ 1,830
IV	\$ 1,710
IV+	\$ 1,470



Fair Training Allocation Program

Recommended use of training allocation:

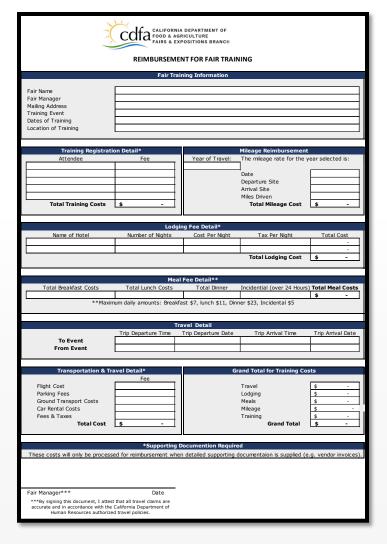
- CFA/CFSA Fall Managers Conference
- WFA Convention
- > IAFE Seminars
- Regional Trainings
- Strategic Planning
- Maintenance Mania
- Staff and Board of Director Trainings
- Computer Program Training
- Training Supplies and Materials

Please contact F&E in advance for approval of alternate training requests.



Fair Training Allocation Program

Training Reimbursement Request Form



- Executed allocation agreement on file
- Receipts must support expenses and accompany request form
- Submit by June 1st

Form 700 - Statement of Economic Interests

- All Board Members and code filers must submit the Form 700 within 30 days of being appointed, annually thereafter and within 30 days of leaving office
- Due April 1st each year
- Late filers may be fined \$10 per day up to a maximum of \$100, with additional FPPC penalties up to \$5,000
- Violations of ethics-related laws can result in either criminal or civil prosecution by the FPPC, local District Attorneys, or private parties

Form 700 - Statement of Economic Interests

- The CEO is the DAA's Filing Officer and maintains the original copy and retains it in the board and staff member's personnel file
- For official filing purposes, staff and Directors are to provide the completed Form 700 to the CEO. The CEO will email a copy of the form to the FPPC @ 700copies@fppc.ca.gov and cc the F&E Training Coordinator

Form 700 - Statement of Economic Interests

 Designated DAA employees (code filers) and Board Members fall under Disclosure Category 7 per CDFA's Conflict of Interest Code

Designated employees and District Agricultural Association directors/board members shall disclose:

- (A) Investments or business positions in any business entity which, during the reporting period, were awarded or bid upon a contract of the Association for, or supplied to it under contract, materials, goods, supplies, or services; and
- (B) Interests in real property which, during the reporting period, were acquired by, leased, or otherwise used by the Association for any consideration; and
- (C) Each source of income provided the income was furnished by or on behalf of any person contracting with, furnishing, or offering to provide real or personal property or services to the Association as stated in paragraphs (A) or (B) above, including concessionaires.



Form 700 - Statement of Economic Interests

- DAA Board Members must have a valid Maintaining a Respectful Work Environment – EEO Compliance certificate on file at the time of filing
- Ethics Orientation certification is required to be current and on file at the time of the Form 700 submission

Form 700 - Statement of Economic Interests

- DAA Board Members cannot participate in Board actions if they do not have a current Form 700 filed (CDFA Policy 9.6.1 Statement of Economic Interests – Form 700)
- DAA Board Members that fail to file a Form 700 will be removed from their respective Board position (CDFA Policy 9.6.1 Statement of Economic Interests – Form 700)



QUESTIONS?

KEN ANATER

916-900-5073 (Office)

Kenneth.Anater@cdfa.ca.gov