

# 2021 CEO ORIENTATION EDUCATIONAL FORUM

May 12, 2021

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FAIRS AND EXPOSITIONS BRANCH



# **FAIRGROUND TRAINING REQUIREMENTS**

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Presenters: Greg Ferrero

# DAA Employee/Board of Director Online Training Platform Online University

<https://daa.cdfaonlineuniversity.com>



## Login

Login below to see all your courses.

Username

Password

Login

☐ Keep me logged in [Forgot Password?](#)

OR



Sign Up

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



# DAA Training Platform Sign In and Enrollment Online University

<https://daa.cdfaonlineuniversity.com>



Existing OU clients  
use the Login  
fields to sign in.

Login

Login below to see all your courses.

Username

Password

Login

☐ Keep me logged in [Forgot Password?](#)

OR

Sign Up

Use "Sign Up" to  
enroll new staff  
into the OU.

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 Compliance <sup>1</sup> | 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 |
|-----------------------------------|---|---------------------------|------------------|-------------------|
| <b>Managers &amp; Supervisors</b> | 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)<br><b>DAA Board Member Requirement</b>             | Ethics Orientation for State Officials  | 2 hours                   | Every two years           | <b>OU / DOJ -AG</b>      |
| Federal Funds Signators  | Grants Management Civil Rights Training | 45 minutes                | Annually                  | <b>Online University</b> |
| Personnel Liaisons   | Personnel Liaison Training              | 14 hours                  | Once                      | <b>Online University</b> |
| P-Card Holders and Approvers   | P-Card Program Presentation             | 20 minutes                | Every two years           | <b>Online University</b> |
| Designated Office of Information Technology Services Staff   | SANS Security Awareness – IT Staff Only | 10 minutes                | Annually                  | <b>Online University</b> |
| Employees / supervisors exposed to hazardous chemicals   | Hazard Communication – Cal/OSHA3        | TBD                       | Once – until rules change | <b>Online University</b> |
| Employees / supervisors who in hot environments  | Heat Illness Prevention – Cal/OSHA3     | TBD                       | Annually                  | <b>Online University</b> |
| Employees with possible exposure in the work environment   | Bloodborne Pathogens Awareness3         | TBD                       | Annually                  | <b>Online University</b> |
| Employees / supervisors who work in environments where noise levels exceed 85 dB for extended periods of time. | Hearing Conservation3                   | TBD                       | Annually                  | <b>Online University</b> |








# **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






Welcome, Kenneth Anater

We are happy you stopped by.




**ILC Training Calendar**

CDFA's Instructor-led courses' dates, times, and locati...




**Catalog**

See a complete list of available courses




**My Courses**

See courses you are enrolled in




**Resume**

Nothing to resume yet




**Resources**

Browse or download resources




**External Training**

Record external training




**Transcript**

View Transcript



**Help Desk**

Help Desk Support



**Inbox**

Your priority messages

18

Notice of SANS Course Maintenance and Outage

SANS Security Awareness Courses Now Available for C...

SANS Security Awareness Course Availability

Maintaining a Respectful Work Environment Course C...

Ethics Orientation for State Officials Course Completo...

If you forgot your password, or unable to login, please contact your unit training coordinator.

# 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)





# **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.

The screenshot shows the CDFA (Connecticut Department of Financial Services) website for the "Ethics Orientation for State Officials" course. The page has a header with the CDFA logo and navigation icons. Below the header is a banner image of a field with a red apple. The course title "Ethics Orientation for State Officials" is displayed, along with the text "Online Course". A navigation bar includes "Course Content", "Resources", and "Uploads". The "Uploads" tab is highlighted with a red "Upload Tab" label. Below the navigation bar, there is a section titled "Course Content" with a list of chapters. Chapter 1, "Ethics Orientation for State Officials", is marked as "Complete" with a green checkmark and a "Complete" button. The status "Status: Completed" is shown, along with a description of the course. On the right side, there is a progress indicator showing "In Progress" with a 50% completion circle. Below the progress indicator, there is a section titled "Uploads" with a link to "DOJ Ethics Orientation Certificate" and a red "Upload Link" button. Below the "Uploads" section, there is a "Resources" section with a link to "Statement of Economic Interest - Form 700 Policy".

cdfa  
CONNECTICUT DEPARTMENT OF FINANCIAL SERVICES

Ethics Orientation for State Officials  
Online Course

Course Content Resources Uploads

**Upload Tab**

"IMPORTANT, PLEASE READ PRIOR TO TAKING THE ETHICS ORIENTATION FOR STATE OFFICIALS COURSE."

This 2-3 hour training is for designated filers only and is required to be completed upon appointment to a designated classification, board, or committee.

Course Content

Chapter 1 1 Lesson(s)

✓ Ethics Orientation for State Officials Complete

Status: Completed

This 2-3 hour training is for designated filers only and is required to be completed upon appointment to a designated classification, board, or committee.

It is recommended that this training be completed prior to filing the Assuming Office Statement Of Economic Interest - Form 700 and is required to be taken every two years thereafter.

This training helps designated filers understand what they are required to disclose when filing their Form 700 in eDisclosure, CDFA's eFiling system.

In Progress  
1/2

50%

Uploads

DOJ Ethics Orientation Certificate

**Upload Link**

Resources

[Statement of Economic Interest - Form 700 Policy](#)



# DAA

## Uploading Training Certificates

You must upload external course certificates to complete these courses.

The screenshot displays the 'Ethics Orientation for State Officials' online course interface. At the top, the Cdfa logo is visible on the left, and search, notification, and user profile icons are on the right. The course title 'Ethics Orientation for State Officials' is prominently displayed above a banner image of a field. Below the title, there are tabs for 'Course Content', 'Resources', and 'Uploads'. The 'Uploads' tab is active, showing a section titled 'Uploads' with the instruction 'Please upload your certificate of completion.' Below this, there is a file upload area with a circular progress indicator and the text 'DOJ Ethics Orientation Certificate'. A blue 'Upload' button is located to the right of the upload area. On the right side of the page, a sidebar shows the 'In Progress' status with a circular progress indicator at 50% and the text '1/2'. Below this, the 'Uploads' section lists the 'DOJ Ethics Orientation Certificate' with a circular progress indicator. The 'Resources' section includes a link to 'Statement of Economic Interest - Form 700 Policy'.

**cdfa**  
CALIFORNIA DEPARTMENT OF FOOD & AGRICULTURE

Ethics Orientation for State Officials  
Online Course

Course Content Resources Uploads

Uploads

Please upload your certificate of completion.

DOJ Ethics Orientation Certificate Upload

In Progress  
1/2

50%

Uploads

DOJ Ethics Orientation Certificate

Resources

[Statement of Economic Interest - Form 700 Policy](#)



# DAA

## Uploading Training Certificates

You must upload external course certificates to complete these courses.

The screenshot shows the 'Ethics Orientation for State Officials' course page. The 'Uploads' tab is active, displaying a list of uploads with one item: 'DOJ Ethics Orientation Certificate'. An 'Upload File' modal is open, showing the following fields:

- Upload** (Required): A text input with 'Upload a file' and a 'Browse' button.
- Date Issued** (Required): A date input field with the placeholder 'MM/DD/YYYY'.
- Has expiry date**: A toggle switch that is currently turned on.
- Expiry Date** (Required): A date input field with the placeholder 'MM/DD/YYYY'.
- Issuer** (Required): A text input field.
- Notes**: A text area with the placeholder 'Add Additional Notes'.

At the bottom of the modal are 'Save' and 'Cancel' buttons. In the background, the course progress is shown as 50% complete, and the 'Resources' section includes a link to 'Statement of Economic Interest - Form 700 Policy'.

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

# County & Non-Profit Fairground Training Recommendations

| Employees  | Required Classes  | Approximate Course Length          | Frequency                | Training Platform                 |
|--|---|------------------------------------|--------------------------|-----------------------------------|
| <b>All (CEOs, Managers, Staff, Board)</b>                                    | Bullying and Violence in the Workplace                        | 30 minutes                         | Every two years          | Dept of Fair Employment & Housing |
| <b>All that drive work vehicles or receive mileage reimbursements</b>        | Defensive Driver Training                                     | 2 ½ hours                          | Every four years         | DGS                               |
| <b>All (CEOs, Managers, Staff, Board)</b>                                    | Sexual Harassment Prevention                                  | Staff: 1 Hour<br>Managers: 2 hours | Every two years          | Dept of Fair Employment & Housing |
| <b>Major Decision Makers (CEOs, Managers, Board, Contracts/Budgets)</b>      | Ethics Orientation for Local Officials                        | 2 hours                            | Every two years          | DOJ -AG                           |
| <b>All (CEOs, Managers, Staff)</b>   | 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**

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**Presenters: Kalia Mitchell**



# Fair Training Allocation Program

## Training Allocation per class size

|      |                   |
|------|-------------------|
| I    | \$ 2,440          |
| I-X  | \$2,020 - \$2,410 |
| II   | \$ 2,200          |
| III  | \$ 2,020          |
| III+ | \$ 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

| cdfa<br>CALIFORNIA DEPARTMENT OF<br>FOOD & AGRICULTURE<br>FAIRS & EXPOSITIONS BRANCH  |  |                                       |                            |                   |
|---|--|---------------------------------------|----------------------------|-------------------|
| REIMBURSEMENT FOR FAIR TRAINING   |  |                                       |                            |                   |
| <b>Fair Training Information</b>  |  |                                       |                            |                   |
| Fair Name   |  |                                       |                            |                   |
| Fair Manager  |  |                                       |                            |                   |
| Mailing Address   |  |                                       |                            |                   |
| Training Event  |  |                                       |                            |                   |
| Dates of Training   |  |                                       |                            |                   |
| Location of Training  |  |                                       |                            |                   |
| <b>Training Registration Detail*</b>  |  |                                       |                            |                   |
| Attendee  | Fee  |                                       |                            |                   |
|   |  |                                       |                            |                   |
|   |  |                                       |                            |                   |
|   |  |                                       |                            |                   |
|   |  |                                       |                            |                   |
| Total Training Costs  | \$ -                                       |                                       |                            |                   |
| <b>Mileage Reimbursement</b>  |  |                                       |                            |                   |
| Year of Travel:   | The mileage rate for the year selected is: |                                       |                            |                   |
| Date  |  |                                       |                            |                   |
| Departure Site  |  |                                       |                            |                   |
| Arrival Site  |  |                                       |                            |                   |
| Miles Driven  |  |                                       |                            |                   |
| Total Mileage Cost  | \$ -                                       |                                       |                            |                   |
| <b>Lodging Fee Detail*</b>  |  |                                       |                            |                   |
| Name of Hotel   | Number of Nights                           | Cost Per Night                        | Tax Per Night              | Total Cost        |
|   |  |                                       |                            | -                 |
|   |  |                                       |                            | -                 |
| Total Lodging Cost  |  |                                       |                            | \$ -              |
| <b>Meal Fee Detail**</b>  |  |                                       |                            |                   |
| Total Breakfast Costs   | Total Lunch Costs                          | Total Dinner                          | Incidental (over 24 Hours) | Total Meal Costs  |
|   |  |                                       |                            | \$ -              |
| **Maximum daily amounts: Breakfast \$7, lunch \$11, Dinner \$23, Incidental \$5   |  |                                       |                            |                   |
| <b>Travel Detail</b>  |  |                                       |                            |                   |
| To Event  | Trip Departure Time                        | Trip Departure Date                   | Trip Arrival Time          | Trip Arrival Date |
| From Event  |  |                                       |                            |                   |
| <b>Transportation &amp; Travel Detail*</b>  |  | <b>Grand Total for Training Costs</b> |                            |                   |
| Flight Cost   | Fee  | Travel                                |                            | \$ -              |
| Parking Fees  |  | Lodging                               |                            | \$ -              |
| Ground Transport Costs  |  | Meals                                 |                            | \$ -              |
| Car Rental Costs  |  | Mileage                               |                            | \$ -              |
| Fees & Taxes  |  | Training                              |                            | \$ -              |
| Total Cost  | \$ -                                       | Grand Total                           |                            | \$ -              |
| <b>*Supporting Documentation Required</b>   |  |                                       |                            |                   |
| These costs will only be processed for reimbursement when detailed supporting documentation is supplied (e.g., vendor invoices).  |  |                                       |                            |                   |
| Fair Manager*** Date  |  |                                       |                            |                   |
| ***By signing this document, I attest that all travel claims are accurate and in accordance with the California Department of Human Resources authorized travel policies. |  |                                       |                            |                   |

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



# Form 700 Requirements

## 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 1<sup>st</sup> 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 Requirements

## 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](mailto:700copies@fppc.ca.gov) and cc the F&E Training Coordinator

# Form 700 Requirements

## 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 Requirements

## 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 Requirements

## 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?

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KEN ANATER

916-900-5073 (Office)

[Kenneth.Anater@cdfa.ca.gov](mailto:Kenneth.Anater@cdfa.ca.gov)