



July 1, 2020

D2020-04

TO: District Agricultural Association Board Presidents and CEOs

SUBJECT: CDFA Legal Services for DAAs

The CDFA Legal Office is the in-house counsel for the District Agricultural Association (DAA) Boards of Directors. All services provided by the Legal Office are included as a part of the Fairs and Expositions Branch's oversight of DAAs. Currently, the Legal Office provides the following services to the DAAs.

Litigation Liaison with the Attorney General's Office

If the DAA is served and named in a lawsuit, immediately forward the summons and complaint to the Legal Office general mailbox at CDFA.LegalOffice@cdfa.ca.gov. In the top right corner of the cover page, staff who was personally served should indicate the date and time of service and initial. An Attorney General's Office (AGO) referral will be prepared on the DAA's behalf.

General Legal Requests

- Lease or rental agreement review and development
- Contract review and drafting
- Contract termination or default notices
- Debt or rent collection letters
- Attending closed sessions for: Litigation, Real Estate or Personnel Matters
- Liaison with EEO Office investigators
- Serves as the Board's liaison to the Department of General Services in real property acquisition and leasing matters
- Assistance with Bagley-Keene Open Meeting Law
- Development and review of Board Meeting notices and agendas
- Conflict of Interest analysis and Form 700

Processing Public Records Act Requests

- Immediately forward any request for documents to the Legal Office general mailbox at CDFA.LegalOffice@cdfa.ca.gov
- Document review and redaction of confidential information as permitted by law
- Preparing responses to and communicating with the requester and release of documents to meet statutory deadlines



Procedure for Requesting Services

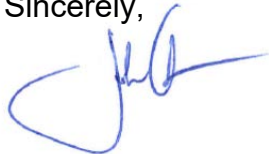
If you need legal assistance, requests must be submitted as follows:

Legal services are to be submitted to John Quiroz at john.quiroz@cdfa.ca.gov or Mike Francesconi at mike.francesconi@cdfa.ca.gov, including all supporting documentation, any background information on the matter, the specific services desired, and the date by which an answer is necessary.

Fairs and Expositions Branch reviews and, if appropriate, forwards to the Legal Office for assignment. Response time will vary based on the complexity of the legal issues involved, but generally within 30-45 days. Requests may be expedited if the request involves a legal urgency, such as a quickly approaching statutory or contractual deadline. Upon receipt of the legal request from the Fairs and Expositions Branch, staff counsel will contact the designated point of contact to discuss details and information. If you have an issue that requires immediate attention, please call the Fairs and Expositions Branch at 916-999-3000.

Finally, please be assured that all information, documents, and communications regarding your legal requests between the DAA, Fairs and Expositions Branch staff, and the Legal Office are protected by attorney-client privilege and should be maintained as confidential. Maintain all communications and files pertaining to your legal request or pending litigation in a separate folder marked "Confidential" to avoid any inadvertent disclosure to a third-party. Never forward or share attorney communications or memorandums without first getting permission from counsel.

Sincerely,



John Quiroz, Chief
Fairs & Expositions Branch

cc: CDFA Legal Office