

STATE OF CALIFORNIA  
DEPARTMENT OF FOOD AND AGRICULTURE  
FAIRS & EXPOSITIONS BRANCH



CALIFORNIA DISTRICT AGRICULTURAL ASSOCIATIONS  
CEO SALARY EVALUATION GUIDELINES

AMENDED EFFECTIVE

April 2020

## GENERAL EXPECTATIONS

*The following guidelines are general expectations and roles which the Board should be following as it relates to conduct with the CEO.*

The Board Chair should be reviewing, approving, and signing the CEO's Monthly [Timesheets](#), and checking against the [Leave Balance Tracking Sheet](#) and confirming that any leave requests are recorded on the monthly [timesheets](#) and [leave balance tracking sheets](#).

The Fair Board shall be keeping records of [leave balances](#), all [timesheets](#), signed policies, and training certificates in a locked drawer or be send to CDFA for the CEO's Official Personnel file.

For more information on understanding annual leave accrual, please visit [CalHR](#). The accrued leave balances accumulate based on years of service. This can include any prior state service. Contact CDFA HR to run a Leave Balance check for the CEO to determine the starting Leave Balance and annual accrual rate.

## CONDUCTING AN ANNUAL DAA CEO EVALUATION

*The annual CEO evaluation shall be conducted annually in alignment with the local DAA policy.*

### Step 1: Schedule an Evaluation

- The Board Chair and/or Vice Chair shall notify the CEO, no later than September, of their intent to add to the October Board Meeting, a line item to conduct the Annual Evaluation of the CEO, utilizing the CDFA form, [SO-148](#).
- For budgetary purposes, the Board should modify the DAAs policies to reflect that annual evaluations of the CEO shall be scheduled in the fall, to enable the draft budget for the following year to incorporate and reflect the proposed salary increase.

### Step 2: Board Chair will present to the Board of Directors a list of goals for the CEO, and the CDFA CEO Evaluation Form – SO- 148

- The Board may meet in closed session to review the CEO evaluation process and complete a required evaluation form- [SO-148](#).
- During an agendized session, per Bagley-Keene, the Board Chair and/or Vice Chair will present to the Board of Directors the prior year's management goals and/or the CEO's duty statement at the Board meeting.
- DAA Policy shall establish how best to conduct the CEO evaluation, and whether or not the Board Chair will meet with the entire Board in Closed session and develop one evaluation, or if each Board Member will complete a [SO-148](#) and provide to the Board Chair to consolidate into one [SO-148](#).

### Step 3: Board of Directors Fill out Evaluation

- The [SO-148](#) is a template for the DAA Board s to utilize when conducting the annual CEO Evaluation.
- Below are a few proposed ways to ensure that each Board member receives a copy of the SO-148 prior to the Board meeting where the Board will be deliberating on the conclusion of each individual evaluation.
  - The evaluations ([SO-148](#)) can be passed out at the board meeting (open or closed session), emailed, or mailed to each Board member for completion.
  - The completed evaluations can be emailed, mailed directly to the Board chair's house, or brought to the next Board meeting and provided to the Board chair.
  - It is suggested that the Board Chair provide a two week turn around for each director to fill out the evaluation form and bring to the next Board meeting to discuss in closed session.

#### Step 4: Board Chair requests Evaluation to be Agendized

- The Board Chair will reach out to the CEO and confirm, in writing prior to the agenda being posted (12 days prior to the next Board meeting date) if the CEO would like the evaluation results to be discussed in open or closed session.
- The CEO has the option to choose whether the evaluation will be scheduled and discussed in open or closed session.

There are three (3) options when conducting the evaluation.

1. The Board Chair and/or Executive Committee meet with the CEO to go over the evaluations individually. At the next Board meeting, the Board Chair and/or Executive Committee updates the Board in closed session. The results of the evaluation are conducted in open or closed session depending on the CEO's choice.
  2. An ad-hoc committee meets with the CEO to discuss the evaluations individually. At the next Board meeting, the Ad-Hoc committee will update the Board in an open or closed session. The results of the evaluation are conducted in open or closed depending on the CEO's choice.
  3. The Board reviews the evaluation during an agendized closed session. The results of the evaluation are conducted in open or closed depending on the CEO's choice.
- If the CEO is having performance problems or the Board is considering adverse action, please contact, prior to contacting the CEO, or scheduling a Board meeting, CDFA HR at 916-654-0790 and request your DAAs Classification Analyst.

#### Step 5: CEO Receives completed evaluations

- Once the Board Chair condenses the nine (9) individual evaluations, into one (1) evaluation, the Board Chair will sign the one (1) consolidated evaluation.
- The Board Chair will follow the DAAs policy on the process of how to present and discuss the evaluation with the CEO.
- Upon review of the evaluation, the CEO and the Board Chair should sign a final copy of the evaluation and maintain at the Fair Office under lock and key.
  - If the CEO does not concur with the evaluation, the CEO has the option not to sign the final evaluation and provide a written response to the Board which will be attached to the final evaluations (9 evaluations in total).
- CDFA HR will maintain a copy of the consolidated evaluation in the CEO's Official Personnel File (OPF) at CDFA HR, 1220 N Street, Room 242, Sacramento, CA 95814.
- The Board Chair should indicate the "employee refused to sign" on the signature line and provide the date the evaluations were discussed.

**Step 6: Copies of Evaluations Should be Retained**

- The CEO will retain a copy of the evaluations for their records.
- CDFA HR will retain a copy in the CEO's Official Personal File (OPF).

**SAMPLE AGENDA**

Below is a sample of how to Agendize the CEO Evaluations and pay increases for when the Board discusses, and when the Board deliberates with the CEO.

CLOSED SESSION: (Adjourn into Closed Session) The Board is authorized to meet in Closed Session for considering:

- a. Personnel Matters: Gov Code 11126 (a)  
Annual CEO Evaluation

OPEN SESSION: (Reconvene into Open Session)

- a. Disclosure of any action taken place during the Closed Session Meeting.