

DAA CEO SALARY INCREASES

The CEO Evaluation must be conducted utilizing F&E's CEO Evaluation Template ([SO-148](#)). The CEO May receive a 0% to 5% max pay increase per year until they max out in their salary range.

For Salary Ranges, please reference CALHR. This is based on your Fairgrounds Class Size. This process takes an average of 3-6 months and is not retro-active from the date of Signed approval.

The CEO will retain a copy for their records.

The Board Chair will retain a copy in the CEO's Personnel Record in a locked drawer at the Fairgrounds or send a copy to CDFA HR for the OPF file at 1220 N Street, Room 242, Sacramento, CA 95814.

Step 1: Conduct a CEO Evaluation Following Local Board Policy

- For more information on properly conducting CEO Evaluations (See attached).

Step 2: Following the CEO Evaluation

- Once the evaluation has been conducted, the board may vote to approve a CEO salary increase.
- An evaluation may occur prior to the salary increase being approved by the board.

Step 3: Closed Session, discuss the percentage of increase

- Once reconvened into Open Session, present the following for the meeting minutes:
 - ✓ Roll Call Vote
 - ✓ Salary Percentage Increase
 - ✓ New Monthly Salary
 - ✓ The effective date of the salary increases

Step 4: Board Chair and CEO must sign the resolution

- The resolution needs to include the salary percentage increase and new monthly salary.

Step 5: Include new salary in next year's budget

- The board should include the salary increase in the budget and ensure the updated budget is approved at a board meeting.

Step 6: Submit Packet to F&E

- Submit the following to F&E to review the salary increase:
 - ✓ Board Chair Signed [SO-12](#) (PDF)
 - ✓ Current, signed, Duty Statement for CEO
 - ✓ Current, signed, Fair Organizational Chart
 - ✓ Justification Memo
 - Ensure the justification memo includes everything the CEO has done above and beyond, to warrant the salary increase, the more detail the better.
 - What has changed
 - Performance above and beyond the usual workload expectations
 - ✓ Signed Resolution or Board meeting minutes
 - Motion approving the new monthly salary
 - Roll call vote
 - Resolutions must be signed by the President and CEO and include the new monthly salary
 - ✓ Completed CEO Evaluation, [SO-148](#)

Step 7: F&E will review for budgetary reasons

- F&E staff will review to ensure the DAA can afford the increase.
- If there are any incomplete steps, or items missing, F&E will contact the CEO and/or Board Chair.

Step 8: F&E will submit to CAU Analyst in HR, cc Board Chair and CEO

- Once complete and finalized, the F&E staff will submit the documents to the DAAs CDFA HR CAU Analyst.

Step 9: CDFA HR will review

- CDFA HR will work with the CEO and/or Board Chair to fix any errors.

Step 10: CDFA HR will submit to CALHR and the Governor's Office for approval

Step 11: CDFA HR will notify the DAA Board Chair of approval/denial

SAMPLE AGENDA

Below is a sample of how to agendize the CEO Evaluations and pay increase 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