# State of California

## Memorandum

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|  |  | Date:  Place:  Phone: | February 8, 2019  City  (XXX) XXX-XXXX |

From : **Department of Food and Agriculture - Board President name**

**# DAA, Fair Name**

Board President

Subject : **New Hire Secretary-Manager (CEO) Salary Above Minimum**

First paragraph

* Fair name and information about the fair (two to three sentences)
* Name of new CEO (The board approved to hire Mr/Ms XXXX above the minimum salary level due to the following justifications).

Second paragraph

* History of any recruitment and retention issues
* Date CEO position became vacant
* Knowledge, skills, abilities, and experience of potential CEO
  + Past “fair” experience or experience in the entertainment field
  + Education levels
  + Management skills
  + Contractual knowledge
  + Ability to “outreach” to the community
* What contribution does the potential CEO bring to the DAA
* What extraordinary qualifications does the potential CEO have
* What accomplishments has the potential CEO achieved and what is planned for the future
* Any other information relevant to support the request

Third paragraph

* What is needed at the DAA to be successful
* Any results from the CEO from these needs if they were an interim CEO