



Executive Committee Meeting

June 9, 2021

Dairy Council of California

9:00 A.M.

Zoom Meeting info:

<https://us02web.zoom.us/j/85840585286?pwd=YldlK0VsOWNCROpZbmJkZmZMOGhiUT09>

Meeting ID: 858 4058 5286

Password: 317641

1-669-900-6833

John Dolan, Chairman

Kimberly Clauss Jorritsma

Joey Fernandes

Mike Newell

Brad Scott

Arlin Van Groningen

Stephen Weststeyn

DCC Staff / Other

Tammy Anderson-Wise

Mike Blote

Kendall House

Dennis Manderfield, CDFA

VISION: Ignite a passion for consuming milk and dairy foods.

CAUSE: To elevate the health of children and families in California through the pursuit of lifelong healthy eating habits.

1. Call to Order and Introductions – *John Dolan, Chairman* 9:00 a.m.
2. Standards of Performance, Anti-Trust and Approval of the Minutes (*before Tab 1*) from the Meeting of March 18, 2021 9:05 a.m.
3. Public Comments 9:10 a.m.
4. Closed Session pursuant to California Government Code 11126(a) and 11126(e) regarding the evaluation of performance and a Closed Session pursuant to California Government Code 11126(e). 9:15 a.m.
5. Open Session – Report on Closed Session 9:45 a.m.
6. CEO Report – *Tammy Anderson-Wise* 9:50 a.m.

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| 7. 2020-2021 Financial Reports – <i>Mike Blote, Director, Accounting & Finance</i> | 10:15 a.m. |
| • 2020-2021 Financial Report Through May 31, 2021 (Tab 2) | |
| • Cash & Investments for months ending May 31, 2021 (Tab 2) | |
| • Out-of-State Sales for months ending May 31, 2021 (Tab 2) | |
| 8. 2021-2022 Success Plan + Staffing Review (Tab 4) – <i>Tammy Anderson-Wise</i> | 10:40 a.m. |
| Break | |
| | 10:50 a.m. |
| 9. 2021-2022 Proposed Budget, <i>Mike Blote (Tab 2)</i> | 11:00 a.m. |
| • Proposed Revenue | |
| • Assessment Rate | |
| • Property & Equipment – <i>Tammy Anderson-Wise</i> | |
| 10. 2021-2022 – DCC Administrative Policies – <i>Tammy Anderson-Wise (Tab 5)</i> | 11:35 a.m. |
| 11. CDFA Report – <i>Dennis Manderfield, Sr. Agricultural Economist</i> | 11:40 a.m. |
| 12. Chairman’s Report – <i>John Dolan</i> | 11:50 a.m. |
| • Appointment of the Nominating/Board Member Search Committee (Tab 5) | |
| 13. Public Comments | 12:00 p.m. |
| 14. Adjourn | 12:05 p.m. |

Next Executive Committee Meeting – November 15, 2021 Carmel Valley Ranch, Carmel

**NOTE: Each of the Agenda Items above will include discussion and possible action by the Board. All meetings of the Dairy Council of California are open to the public and subject to the Bagley-Keene Open Meeting Act. All interested parties are invited and encouraged to attend the meeting. Time will be allowed for members of the public to make comments on each Agenda item. This time will be limited to two minutes per person for each Agenda item.*

Persons With Disabilities: The Department of Food and Agriculture wishes to ensure that all members of the public have access to all public meetings. If you require a special accommodation, please contact Kendall House at (916) 263-3560 at least five days prior to the meeting date. This Meeting Notice and Agenda is available on the California Department of Food & Agriculture’s Website at https://www.cdfa.ca.gov/fairs_&_expositions/Meeting_Notices/ for further information regarding the Agenda for this meeting, please contact Kendall House, Executive Assistant, Dairy Council of California, 1418 N. Market Blvd, Suite 500, Sacramento, CA 95834 (916) 263-3560, www.HealthyEating.org.

Minutes of the Meeting of the
Executive Committee
March 18, 2021
Zoom Video

PRESENT: Mark Webster, Chairman

Kimberly Clauss Jorritsma Mike Newell
John Dolan Brad Scott
Joey Fernandes Stephen Weststeyn

ABSENT: None

OTHERS

PRESENT: Tammy Anderson-Wise, Dairy Council of California
Mike Blote, Dairy Council of California
Kendall House, Dairy Council of California
Dennis Manderfield, CDFA

Call to Order

Chairman Webster called the meeting to order at 10:01 a.m.

Standards of Performance and Approval of Minutes

Chairman Webster instructed the board to review the Standards of Performance and the anti-trust statement for the regularly scheduled fall meeting and the January 12, 2021, Executive Committee minutes for review and approval.

IT WAS MOVED BY STEPHEN WESTSTYEN AND SECONDED BY JOHN DOLAN TO APPROVE THE MINUTES OF THE MEETING FROM JANUARY 12, 2021. THE MOTION UNANIMOUSLY CARRIED. AYES: KIMBERLY CLAUSS JORRITSMA, JOHN DOLAN, JOEY FERNANDES, MIKE NEWELL, BRAD SCOTT, MARK WEBSTER, STEPHEN WESTSTEYN; NAYS: NONE; ABSTAIN: NONE, ABSENT: NONE (BOARD MOTION 2021-3-18 EX#1).

CEO Report

Ms. Anderson-Wise shared the progress to date on the 2021-2022 Success Plan. She stated that that staff will be presenting a full update later in the day.

Ms. Anderson-Wise presented a staffing update. She shared that staffing is very stable and there has been no turnover in the past year. She mentioned the management team will begin to review the organizational design for alignment.

Ms. Anderson-Wise shared the results of the Human Resources Audit, Employee Engagement survey and the Diversity, Equity & Inclusion survey.

Ms. Anderson-Wise shared that the Mobile Dairy Classroom program has included a High School presentation. Conceptual design is underway to automate the MDC Scheduling system in the CRM system to be able to allow for schools to schedule their presentation on

their own. The Executive Committee agreed that the Long-term investment in this type of technology is warranted and valuable

Ms. Anderson-Wise shared that the 2021-2022 strategic success planning session will take place during the full board meeting on March 19th and there would be presentations on trends and from other dairy industry partners.

Ms. Anderson-Wise informed the committee of the virtual external meetings she has attended since the last meeting.

Nominating Committee Update

Ms. Kimberly Clauss Jorritsma, the Nominating Committee Chairwoman, provided report from the committee to recommend to the full board. The recommendation is to appointment John Dolan to Chairman with the resignation of Mark Webster due to Schreiber Foods selling their California plant.

IT WAS MOVED BY KIMBERLY CLAUSS JORRITSMA AND SECONDED BY MIKE NEWELL TO RECOMMEND THE APPOINTMENT OF JOHN DOLAN AS THE CHAIRMAN OF THE BOARD TO THE FULL BOARD. THE MOTION UNANIMOUSLY CARRIED. AYES: KIMBERLY CLAUSS JORRITSMA, JOHN DOLAN, JOEY FERNANDES, MIKE NEWELL, BRAD SCOTT, MARK WEBSTER, STEPHEN WESTSTEYN; NAYS: NONE; ABSTAIN: NONE, ABSENT: NONE (BOARD MOTION 2021-3-18 EX#2).

Ms. Kimberly Clauss Jorritsma shared the recommendation of the Nominating Committee to appoint Arlin Van Groningen to the Executive Committee as member-at-large. Currently, there are two open Handler positions, interest in serving on the board has come from Holliandia Dairy, Inc. CEO, Patrick Schallberger.

IT WAS MOVED BY KIMBERLY CLAUSS JORRITSMA AND SECONDED BY JOHN DOLAN TO RECOMMEND THE APPOINTMENT OF ARLIN VAN GRONINGEN TO THE EXECUTIVE COMMITTEE AND UPON APPROVAL FROM THE SECRETARY OF CDFA, PATRICK SCHALLBERGER BE APPOINTED TO SERVE ON THE BOARD OF DIRECTORS. THE MOTION UNANIMOUSLY CARRIED. AYES: KIMBERLY CLAUSS JORRITSMA, JOHN DOLAN, JOEY FERNANDES, MIKE NEWELL, BRAD SCOTT, MARK WEBSTER, STEPHEN WESTSTEYN; NAYS: NONE; ABSTAIN: NONE, ABSENT: NONE (BOARD MOTION 2021-3-18 EX#3).

Financial Report for the Period July 1, 2020 through February 28, 2021

Mr. Blote reviewed the comparative statements of net position as of February 28, 2021 and 2020. Total liabilities and net position were \$8,931,800 for the current year as compared to \$8,323,822 the prior year.

Mr. Blote reviewed the summary statements of Revenues, Expenses and Changes in Net Position for the period July 1, 2020 through February 28, 2021. He also reviewed individually the statement of expenses for Program Services, Research and Industry Relations, Administration and Overhead. Total revenues through February 28, 2021 were \$4,254,690 and total expenses were \$3,978,262 for an increase of \$276,428 in net position.

Cash and Investments for the Months Ending February 28, 2021 and 2020

Mr. Blote reviewed the total cash and investments for February 2021 and 2020. Total cash and investments were \$4,993,401 for 2021 as compared to \$4,791,422 for 2020.

Out of State Sales as of February 28, 2021 and 2020

Mr. Blote reviewed the primary clients and total out-of-state sales for February 28, 2021 and 2020. Total sales were \$3,700 for the current year as compared to \$21,997 for the prior year.

Selection of Audit Firm

Ms. Anderson-Wise stated that we currently finished the second year of a three-year contract with Gilbert and Associates to conduct the Financial Audit. It was recommended to continue using Gilbert and Associates for a third year.

Assessment Revenue Projections 2021-2022

Ms. Anderson-Wise led a conversation around the projected assessment revenue for the 2021-2022 year. After conversation, it was recommended to bring to the full board to flat budget compared to 2020-2021 and re-evaluate in June.

IT WAS MOVED BY JOEY FERNANDES AND SECONDED BY MIKE NEWELL TO APPROVE THE FINANCIAL AUDIT AND REPORTS FOR THE YEAR JULY 1, 2020 THROUGH FEBRUARY 28, 2021. AS WELL AS THE CASH AND INVESTMENTS, OUT-OF-STATE SALES REPORTS, THE FINANCIAL REPORTS FOR THE PERIOD JULY 1, 2020 THROUGH FEBRUARY 28, 2021. THE MOTION UNANIMOUSLY CARRIED. AYES: KIMBERLY CLAUSS JORRITSMA, JOHN DOLAN, JOEY FERNANDES, MIKE NEWELL, BRAD SCOTT, MARK WEBSTER, STEPHEN WESTSTEYN; NAYS: NONE; ABSTAIN: NONE, ABSENT: NONE (BOARD MOTION 2021-3-18 EX#4).

June 10-11, 2021 Meeting Discussion

A discussion was had around meeting in person or virtual for the June 2021 board meeting. Chairman Webster will bring this forward to the full board for further discussion.

2022 Meeting Location Discussion

Ms. Kendall House presented the committee with an estimated budget for the March 2022 meeting at The Darling Hotel in Visalia. After discussion on the location of the June 2022, it decided to hold until the June Executive Committee meeting to discuss June 2022 location.

IT WAS MOVED BY MIKE NEWELL AND SECONDED BY KIMBERLY CLAUSS JORRITSMA TO APPROVE THE LOCATION OF THE MARCH 2022 BOARD MEETING AS STATED. THE MOTION UNANIMOUSLY CARRIED. AYES: KIMBERLY CLAUSS JORRITSMA, JOHN DOLAN, JOEY FERNANDES, MIKE NEWELL, BRAD SCOTT, MARK WEBSTER, STEPHEN WESTSTEYN; NAYS: NONE; ABSTAIN: NONE, ABSENT: NONE (BOARD MOTION 2021-3-18 EX#5).

Chairman's Report

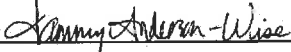
Chairman Webster shared that Schreiber Foods is closing their plant in Fullerton at the end of April 2021 and thanked everyone for their support since he has been on the board. He has enjoyed his time being on the board.

CDFA Report

Mr. Dennis Manderfield shared that the ballots for the future of the Quota implementation plan have been mailed out and they are due back on June 1, 2021.

Adjourn

The meeting was adjourned at 11:55 a.m.

Submitted By: 
Tammy Anderson-Wise
Chief Executive Officer

Certification

I, Tammy Anderson-Wise, Chief Executive Officer of the Dairy Council of California, do hereby certify that, to the best of my knowledge, the foregoing is a true and correct copy of the minutes of a meeting of the Executive Committee held on March 18, 2021.

Submitted By: 
Tammy Anderson-Wise
Chief Executive Officer

EXECUTIVE COMMITTEE

DAIRY COUNCIL OF CALIFORNIA

STANDARDS OF PERFORMANCE

Executive Committee responsibilities will be fulfilled when the following are accomplished and appropriate feedback is given to the C.E.O.

At its third regularly scheduled meeting of the calendar year, the Executive Committee will:

1. Review current financial statement against budget and develop appropriate recommendations to the Board
2. Review program plans and supporting budgets (for the following fiscal year) and make any recommendations to the Board
3. Determine an assessment rate to support the recommended programs and budget for the following fiscal year and make a recommendation to the Board
4. Assess DCC administrative policies and recommend any modifications to the Board
5. Receive C.E.O.'s report on current DCC organization and staffing
6. Assess salary ranges and recommend any appropriate changes to the Board
7. Review C.E.O.'s recommendations on administrative matters that are outside her authority and take appropriate action
8. Receive C.E.O.'s report on out-of-state program usage
9. Appoint Nominating Committee
10. Review C.E.O.'s performance for previous year
11. Review C.E.O.'s salary and make appropriate recommendation for adjustment to the Board

