



Executive Committee Meeting
November 15, 2021 at 8:30 a.m.

<https://us02web.zoom.us/j/86818766291?pwd=SStGbGtUZmtVWEVseE5Gb2NNY2Jjdz09>

1-669-900-6833

Meeting ID: 686 1876 62914

Passcode: 696050

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.

Monday, November 15, 2021

1. Call to Order – *John Dolan, Chairman* 8:30 a.m.
2. Standards of Performance, Anti-trust Statement and approval of the June 9, 2021 minutes (**Before Tab 1**) 8:35 a.m.
3. Audit Report – *Peggy Vande Vooren, CPA, Shareholder, Gilbert Associates, Inc.* 8:40 a.m.
4. Nominating Committee Update – *Tammy Anderson-Wise, M.S., CAE, CEO* 9:10 a.m.
5. CEO Report – *Tammy Anderson-Wise* 9:20 a.m.
6. DCC's COVID Vaccine Guidelines – *Tammy Anderson-Wise* 9:40 a.m.
7. Financial Reports – *Michael Blote, Operations Officer* 9:50 a.m.
 - 2020-2021 Year-End Financial Report (**Tab 3**)
 - 2021-2022 Financial Report Through October 31, 2021 (**Tab 4**)
 - Cash & Investments and Out of State Sales as of October 31, 2021 and 2020 (**Tab 4**)
8. Future Meeting Dates – *Tammy Anderson-Wise* 10:20 a.m.
 - Executive Committee – January 2022 (TBD) set date
 - Board of Directors – March 17-18, 2022 – Hotel Darling, Visalia
 - Board of Directors – June 9-10, 2022 – Location Discussion – *Tammy Anderson-Wise & Kendall House, Administrative Services Manager*
9. Chairman's Report – *John Dolan* 10:40 a.m.
10. CDFA Report – *Dennis Manderfield, Senior Agricultural Economist, CDFA* 10:50 a.m.
11. Additional Public Comments 11:00 a.m.
12. Adjourn 11:05 a.m.

Next Executive Committee Meeting – January 2022, date TBD, location TBD

Anti-trust Statement - The Dairy Council of California, its members and staff, strictly comply with all State and federal antitrust laws. Discussions regarding setting prices and price terms, restrictions on competition, and boycotts are prohibited at all program functions. Should any meeting attendee observe discussions that involve antitrust sensitivity, the attendee should raise his or her concern and request the discussion be stopped. If the discussion continues, the discussion should be reported to the program CEO and Department staff.

Members of the public are encouraged to provide comment to the Board and may suggest items to be placed on the agenda for discussion at the next Board meeting. While the Board values the participation of the public, the Board Chair reserves the right to limit the time for public comment depending on the length of agenda and number of commenters.

Each of the noticed agenda items will include discussion and public comment. Noticed items will be considered for possible action by the Board. Any item not so noticed will not be considered or discussed. Items listed on the agenda may be considered in any order at the discretion of the Board Chair. All meeting agendas and notices are available on the California Department of Food and Agricultural website at: <https://www.cdfa.ca.gov/mkt/mkt/>.
(select meeting notices)

For further information regarding this meeting, please contact: Kendall House, 916-263-3560.

AMERICANS WITH DISABILITIES ACT

All meeting facilities are accessible to persons with disabilities. If you need reasonable accommodation as defined by the Americans with Disabilities Act, or if you have questions regarding the public meeting, please contact Kendall House at 916-263-3560. Requests for reasonable accommodation should be made no later than three (3) days before the meeting.

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 fourth regularly scheduled meeting of the calendar year, the Executive Committee will:

1. Review current financial statements against budget and develop appropriate recommendations to the Board
2. Review C.E.O.'s recommendations on administrative matters that are outside her authority and take appropriate action
3. Review C.E.O.'s report on out-of-state program usage
4. Review audit report and make report to the Board
5. Select Board meeting dates and sites for following year

Minutes of the Meeting of the
Executive Committee
June 9, 2021
Zoom Video

PRESENT: John Dolan, Chairman

Kimberly Clauss Jorritsma
Joey Fernandes – arrived at 9:18 am and departed at 9:35 a.m.
Mike Newell
Brad Scott
Arlin Van Groningen
Stephen Weststeyn

ABSENT: NONE

OTHERS

PRESENT: Tammy Anderson-Wise, Dairy Council of California
Michael Blote, Dairy Council of California
Kendall House, Dairy Council of California
Dennis Manderfield, California Department of Food and Agriculture

Call to Order

Chairman Dolan called the meeting to order at 9:02 a.m.

Standards of Performance and Approval of Minutes

The Standards of Performance and the anti-trust statement for the third regularly scheduled meeting of the calendar year and the minutes from the March 18, 2021 meeting were reviewed by each board member.

IT WAS MOVED BY MIKE NEWELL AND SECONDED BY KIMBERLY CLAUSS JORRITSMA TO APPROVE THE MINUTES OF THE MEETING OF MARCH 18, 2021. THE MOTION UNANIMOUSLY CARRIED. AYES: KIMBERLY CLAUSS JORRITSMA, JOHN DOLAN, MIKE NEWELL, BRAD SCOTT, ARLIN VAN GRONINGEN, STEPHEN WESTSTEYN; NAYS: NONE; ABSTAIN: NONE; ABSENT: JOEY FERNANDES (BOARD MOTION 2021-06-9 EX #1)

Closed Session

The Executive Committee met in closed session at 9:05 a.m. according to California Government Code 11126 (a) regarding the appointment, employment, evaluation of performance, or dismissal of an employee.

Open Session

The Committee reconvened in open session at 9:25 a.m. No report was given on the closed session.

CDFA Report

Mr. Dennis Manderfield stated that Quota Implementation Plan (QIP) vote has ended. The process of tabulating the results is happening now and the results will be

announced by the end of June.

C.E.O. Report

Ms. Anderson-Wise shared the progress towards program 2020-2021 year-to-date organizational goals and stated that there will be a full report and presentation at the June Board of Directors meeting.

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

Ms. Anderson-Wise presented a staffing update. She shared that staffing is stable.

Ms. Anderson-Wise shared the proposed revised organizational structure. An approved salary budget will be required during the summer before any positions are filled.

Ms. Anderson-Wise shared that the annual Salary Budget approval will be needed at the full board meeting per the CalPERS requirement.

Ms. Anderson-Wise shared that the status of the current work location plan. We are still following government recommendations and guidelines. Staff have begun to request permission to conduct work in the field and will be granted on a case by case basis. The Sacramento office staff have been coming to the office intermittently. Over the summer the future work place plan will be revised and define the work plan.

Financial Reports for the Period July 1, 2020 Through May 31, 2021

Mr. Michael Blote reviewed the comparative statement of financial position as of May 31, 2021, and May 31, 2020. Total liabilities and net assets were \$9,039,990 for the current year as compared to \$9,291,583 the prior year.

Mr. Blote reviewed the summary statement of activities for the period July 1, 2020, through May 31, 2021. He also reviewed individually the statement of expenses for Program Services, Research and Industry Relations, Administration and Overhead.

Total revenues through May 31, 2021, were \$5,913,492 and total expenses were \$5,655,578 for a increase of \$257,914 in net assets.

Mr. Blote also shared the Cash and Investments for months ending May 31, 2021 and May 31, 2020.

Out-of-State Sales as of May 31, 2021 and May 31, 2020

Mr. Blote reviewed the primary clients and total out-of-state sales for May 31, 2021 and May 31, 2020. Total sales were \$5,038 for the current year as compared to \$24,363 for the prior year.

IT WAS MOVED BY BRAD SCOTT AND SECONDED BY STEPHEN WESTSTEYN TO APPROVE THE FINANCIAL REPORT FOR THE PERIOD JULY 1, 2020 THROUGH MAY 31, 2021, AS PRESENTED. THE MOTION UNANIMOUSLY CARRIED. AYES: KIMBERLY CLAUSS JORRITSMA, JOHN DOLAN, MIKE

**NEWELL, BRAD SCOTT, ARLIN VAN GRONINGEN, STEPHEN WESTSTEYN;
NAYS: NONE; ABSTAIN: NONE; ABSENT: JOEY FERNANDES (BOARD MOTION
2021-06-9 EX #2)**

Dairy Council of CA Success Plans for 2021-2022 and Organizational Chart

Ms. Anderson-Wise shared the 2021-2022 Success Plans, priority topics, outcomes, strategies and key activities. She noted that full presentations will be given at the June Board of Directors meeting. She gave an update to the Organizational Chart and the current open position. She mentioned that the Dairy Council of CA has elected to be on the Work Share program during the summer.

2021-2022 Proposed Budgets

Mr. Blote reviewed the proposed 2021-2022 budget with total proposed revenues of \$6,498,500 and total expenses of \$7,009,166 for a total decrease in reserves of \$510,666. After discussion, it was agreed upon to recommend to the full board a flat assessment revenue.

The proposed 2021-2022 budget for Program Services is \$5,945,593 (85% of proposed expenses), Research and Industry Relations is \$59,000 (2%), and Administration is \$1,004,572 (13%). The overhead expenses incorporated into the total expenditures are \$895,935.

Also discussed was the unfunded pension liability payment. It was decided to increase the unfunded liability amount reflected in the budget financials to pay down the unfunded liability amount at an accelerated pace. This change will be reflected in the revised budget financials sent to the full board.

2021-2022 Proposed Capital Expenditures

Ms. Anderson-Wise presented the proposed 2021-2022 budget for property and equipment. The total proposed budget is \$89,500.

**AFTER DISCUSSION IT WAS MOVED BY MIKE NEWELL AND SECONDED BY
KIMBERLY CLAUSS JORRITSMA TO RECOMMEND TO THE FULL BOARD TO
REVIEW THE 2021-2022 PROPOSED BUDGETS, CAPITAL EXPENDITURES,
ASSESSMENT RATE AND ADOPT THE PROPOSED SUCCESS PLANS FOR FINAL
DECISION AND APPROVAL. ALSO, TO RECOMMEND TO THE FULL BOARD TO
ACCEPT THE SALARY SCHEDULE AS PRESENTED. THE MOTION
UNANIMOUSLY CARRIED. AYES: KIMBERLY CLAUSS JORRITSMA, JOHN
DOLAN, MIKE NEWELL, BRAD SCOTT, ARLIN VAN GRONINGEN, STEPHEN
WESTSTEYN; NAYS: NONE; ABSTAIN: NONE; ABSENT: JOEY FERNANDES
(BOARD MOTION 2021-06-9 EX #3)**

Administrative Policies

Ms. Anderson-Wise presented the Administrative Policies for July 1, 2021 through June 30, 2022 (see Attachment A). There were no recommended changes to the policy.

Chairman's Report

Chairman Dolan shared the need to appoint a new Nominating Committee. After discussion, the recommendation is that the Nominating Committee Chairman be Mr.

Brad Scott. Mr. Scott will recommend two other board members to serve on the committee. There will be a recommendation from the Nominating Committee to the full board at the next meeting if necessary.

AFTER DISCUSSION IT WAS MOVED BY KIMBERLY CLAUSS JORRITSMA AND SECONDED BY ARLIN VAN GRONINGENTO RECOMMEND BRAD SCOTT AS THE NOMINATING COMMITTEE CHAIRMAN, HE WILL RECRUIT THE COMMITTEE MEMBERS AND PROVIDE A REPORT TO THE FULL BOARD. THE MOTION UNANIMOUSLY CARRIED. AYES: KIMBERLY CLAUSS JORRITSMA, JOHN DOLAN, MIKE NEWELL, BRAD SCOTT, ARLIN VAN GRONINGEN, STEPHEN WESTSTEYN; NAYS: NONE; ABSTAIN: NONE; ABSENT: JOEY FERNANDES (BOARD MOTION 2021-06-9 EX #4)

Adjourn

The meeting was adjourned at 10:59 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 June 9, 2021.

Submitted By: 
Tammy Anderson-Wise
Chief Executive Officer

DCC ADMINISTRATIVE POLICIES
July 1, 2021 – June 30, 2022

1. Whenever the Rules and Regulations require action of Dairy Council of California (hereinafter called the Council), such action may be taken by the Executive Committee, as authorized by Section 64111 of the Agricultural Code, and any such action taken by the Executive Committee must be ratified by the full Board of Directors before implementation.
2. The C.E.O. is authorized to employ and discharge program and support staff and other employees, as the C.E.O. deems necessary and to prescribe their duties and powers. The Board of Directors shall annually approve salary ranges for all positions in the organization except for the C.E.O., which is set annually by the California Department of Food and Agriculture. The C.E.O. is authorized to establish and change salaries of all employees within the approved ranges. This authority is limited to no more than an 8 percent increase for any employee in any fiscal year.
3. The C.E.O., subject to the approval of the Executive Committee and the Secretary, is authorized to make necessary adjustments in budget items, including the transfer of funds among items, as long as the total amount of the budget is not exceeded. The C.E.O. must inform the Board of the adjustments and a revised budget must be approved.
4. The C.E.O. is authorized to approve contracts on behalf of the Council, which are within the limits of the budget, and submit annual reports of executed contracts in excess of \$10,000 to the Secretary of Food and Agriculture. At the first meeting of the calendar year of the Executive Committee, a summary of all contracts shall be reviewed.
5. The C.E.O. is authorized to purchase American made trucks and trailers for the Council employees. Miles per gallon shall be a criteria when making selection, at least three bids must be secured and the purchase made at the lowest price. The purchase may also be made through a fleet agreement not to exceed \$100.00 above factory invoice.
6. Equipment purchases exceeding \$3,000 per item require approval of the Executive Committee.
7. The C.E.O. is authorized to enter into leases for office space and to purchase and/or lease furniture and equipment as needed for such space. This authorization shall include lease of space for employee parking as appropriate. Relocation of offices shall be approved by the Executive Committee. At the first meeting of the calendar year of the Executive Committee, a summary of all leases shall be reviewed.
8. The C.E.O. is authorized to approve for payment, necessary expenses incurred by persons who are requested by the C.E.O. to make appearances on behalf of the Council or render assistance to the Council, and to approve for payment honorariums to persons who are requested to make appearances on behalf of the Council or render assistance to the Council.
9. The C.E.O. is authorized to call for interview and pay allowable expenses of applicants for employment from in or out of California.

10. The C.E.O. is authorized to approve for payment expenses incurred by an employee (except by the C.E.O., whose relocation expenses shall be approved by the Executive Committee) and family who are required to relocate because of a change in assignment, promotion or other duty-related reason. This authorization shall include payment of expenses incurred by persons required to relocate for the purpose of accepting employment with the Council. For the purpose of relocating, moving expenses and per diem allowance not to exceed 30 days shall also be included in this authorization.
11. The C.E.O. is authorized to approve for payment fees to personnel agencies for recruitment purposes.
12. The C.E.O. is authorized to approve the payment expenditures for registration for conventions, meetings, classes, dues for professional organizations and participation in other activities when such membership and participation will, in the opinion of the C.E.O., benefit the Council.
13. The C.E.O. is authorized to approve an amount not to exceed \$250 in value per occasion for flowers, plaques and other mementos given on behalf of the Board as appropriate to Board members, staff and other industry leaders.
14. With immediate notification of the Executive Committee, the C.E.O. is authorized to approve expenditures, not to exceed \$50,000, for managing a crisis situation, which has the potential to impact the Council and/or milk and dairy food consumption. Expenditures of the monies and amendment to the budget must be reported to the Executive Committee at the following meeting.
15. The C.E.O. is authorized to add or revoke signers to the Council checking accounts, according to Payment Procedure Policy on file. Changes in authorization of signers will be reported at the following meeting of the Executive Committee.
16. The C.E.O. is authorized to approve the purchase of alcohol for program-sponsored meals and events. The price shall be included as part of the allowable per diem limits and the Council will provide appropriate oversight and review before reimbursement is allowed.

Revised June 2017