



Dairy Council of California®

Executive Committee Meeting

Wednesday, June 12, 2024 | 10:00 a.m.–12:35 p.m.

Dairy Council of CA Office: 1418 N Market Blvd, Ste 500, Sacramento

Zoom: <https://us02web.zoom.us/j/86178275631?pwd=UHp5SjBQUmR0SVpzbjd2bHhQV3J6QT09>

Dial: 1.669.444.9171 | Meeting ID: 861 7827 5631 | Passcode: 057428

VISION: Together, we advance milk and dairy’s unique and essential contributions to healthy, sustainable eating patterns.

CAUSE: Elevating the health of children and communities in California by promoting lifelong healthy eating patterns.

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1. Call to Order and Introductions – *Curt DeGroot, Chairman* 10:00 a.m.
 2. Standards of Performance, Anti-Trust Statement and Approval of the March 14, 2024 Minutes – **Before Tab 1**
(Motion to approve the March 14, 2024, Executive Committee Minutes) 10:05 a.m.
 3. Public Comments 10:10 a.m.
 4. CEO Report – *Amy DeLisio, MPH, RDN, CEO* 10:15 a.m.
 5. 2023-2024 Financial Reports through May 31, 2024 – **Tab 2**
Matthew Delgado, Operations Officer
(Motion to recommend the 2023-2024 Financial Report and Cash Investments through May 31, 2024, and to bring forward to the full Board) 10:30 a.m.
 6. 2024-2025 Strategic Success Plans and Staffing Review – **Tab 4** 10:45 a.m.
Amy DeLisio, MPH, RDN, CEO
 - Cause and Vision + Strategic Priorities
(Motion to recommend the DCC Cause and Vision and the 2024-2025 Strategic Success Plan to bring forward to the full Board)
 7. 2024-2025 Proposed Budget, 2024-2025 Organizational Salary – **Tab 5** 11:00 a.m.
Schedule and Assessment Rate – *Amy DeLisio, MPH, RDN, CEO*
Matthew Delgado, Operations Officer
(Motion to recommend the 2024-2025 Proposed Budget, 2024-2025 Organizational Salary Schedule and Assessment Rate and to bring forward to the full Board)
 8. 2024-2025 DCC Administrative Policies 11:15 a.m.
Kendall House, Operations Program Director
(Motion to approve the Executive Committee recommendation on the DCC Administrative Policies and to bring forward to the full Board)
 9. Review DCC Policy Manual Updates and Approval 11:30 a.m.
Kendall House, Operations Program Director
(Motion to approve the Executive Committee recommendation on the DCC Policy Manual Updates and to bring forward to the full Board)

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| 10. Nominating Committee Update – <i>John Dolan, Committee Chairman</i> | 11:45 a.m. |
| <ul style="list-style-type: none"> • Appointment of the Nominating/Board Member Search Committee
 <i>(Motion to approve the Executive Committee recommendation for the Nominating Committee/Search Committee and bring forward to the full Board)</i> | |
| 11. 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)
<i>(Motion to recommend to bring forward to the full Board)</i> | 12:00 p.m. |
| 12. Open Session – Report on Closed Session | 12:15 p.m. |
| 13. CDFA Report – <i>Dennis Manderfield, Senior Agricultural Economist</i> | 12:20 p.m. |
| 14. Chairman’s Report – <i>Curt DeGroot, Chairman</i> | 12:25 p.m. |
| 15. Additional Public Comments | 12:30 p.m. |
| 16. Adjourn | 12:35 p.m. |

Next Executive Committee Meeting - November 11, 2024, The Meritage, Napa

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 comments 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: Rachel Otter, 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 Rachel Otter at 916-263-3560. Requests for reasonable accommodation should be made no later than three (3) days before the meeting.

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 special accommodation, please contact Rachel Otter at (916) 263-3560 at least five days prior to the meeting date.

This Meeting Notice and Agenda are available on the California Department of Food and Agriculture’s Website at <https://it.cdfa.ca.gov/igov/postings/detail.aspx?type=Notices> for further information regarding the Agenda for this meeting, please contact Rachel Otter, Executive Assistant, Dairy Council of California, 1418 N Market Blvd, Ste 500, Sacramento, CA 95834 (916) 263-3560, www.HealthyEating.org.

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. Review 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

Minutes of the Meeting of the
Executive Committee
Dairy Council of California
March 14, 2024
Temecula Creek Inn, Temecula, CA

PRESENT: John Dolan Stephen Maddox
Curt DeGroot, Chair Brad Scott
Joey Fernandes Arlene VanderEyk, Vice Chair

ABSENT: Mike Newell

OTHERS

PRESENT: Matt Delgado, Dairy Council of California
Amy DeLisio, Dairy Council of California
Rachel Otter, Dairy Council of California
Mirek Wilczek, California Department of Food and Agriculture

Call to Order and Introductions

Chairman Curt DeGroot called the meeting to order at 9:05 a.m. Chairman DeGroot introduced Mr. Mirek Wilczek, Senior Agricultural Economist at the California Department of Food and Agriculture, filling in for Dennis Manderfield. Mr. Wilczek provided a brief introduction. Mr. Brad Scott thanked the two newest Executive Committee members for joining, Mr. Stephen Maddox and Ms. Arlene VanderEyk.

Standards of Performance, Anti-trust Statement and Approval of the January 30, 2024, Meeting Minutes

Chairman DeGroot asked the Committee to review the Standards of Performance, the Anti-trust Statement and the January 30, 2024, Executive Committee minutes for review and approval.

IT WAS MOVED BY JOHN DOLAN AND SECONDED BY BRAD SCOTT TO APPROVE THE MINUTES OF THE MEETING FROM JANUARY 30, 2024. THE MOTION WAS UNANIMOUSLY CARRIED. AYES: CURT DEGROOT, JOHN DOLAN, BRAD SCOTT, JOEY FERNANDES, STEPHEN MADDOX, ARLENE VANDEREYK; NAYS: NONE; ABSTAIN: NONE; ABSENT: MIKE NEWELL (BOARD MOTION 2024-03-14 EX#1).

Public Comments

None.

CEO Report

Ms. Amy DeLisio, Chief Executive Officer, reported on key updates, since November 2023's board meeting, including the release of Let's Eat Healthy Together: Explore Dairy, a farm to school activity for elementary students. She shared that staff have started the 2024-25 Success Plan alignment for the next fiscal year with a continuation to

focus on key life stages including the first 1,000 days with a dairy focus, she mentioned there will be more details provided at the full board meeting.

Ms. DeLisio shared that HR 1619 has been introduced into the House which requires schools to offer dairy substitutes as a beverage without a doctor's note.

Ms. DeLisio shared an update that the new office lease is in final negotiations; and the team is in the final stages of determining a third-party vendor for warehouse fulfillment services. She mentioned there will be a branding update at the full board meeting.

Ms. DeLisio reported that the California Dairy Research Foundation agreement has been finalized. She provided an update on the Legacy Endowment and the Northgate Gonzalez Markets partnership.

Ms. DeLisio informed the committee of the external industry meetings she and the staff have attended since the last meeting and upcoming events.

The Executive Committee agreed on June 12, 2024, at 10 a.m. for the next meeting.

Financial Report for the Period July 1, 2023, through February 29, 2024

2023-2024 Financial Report for the period July 1, 2023, through February 29, 2024

Mr. Matthew Delgado, Operations Officer, reviewed the comparative statements of net position as of February 29, 2024, and February 28, 2023. The total liabilities and net position were \$6,925,996 for the current year and \$9,145,164 for the prior year.

Mr. Delgado reviewed the summary statements of Revenues, Expenses and Changes in Net Position for the period of July 1, 2023, through February 29, 2024. He also reviewed individually the statement of expenses for all departments. Total revenues through February 29, 2024, were \$4,309,549 and total expenses were \$4,621,187 for a decrease of \$311,639 in net position.

Cash and Investments for the Months Ending February 29, 2024, and February 28, 2023

Mr. Delgado reviewed the total cash and investments for February 2024 and February 2023. Total cash and investments were \$2,489,890 for 2024 as compared to \$3,063,668 for 2023.

IT WAS MOVED BY STEPHEN MADDOX AND SECONDED BY JOHN DOLAN TO RECOMMEND THE 2023-24 FINANCIAL REPORT THROUGH FEBRUARY 29, 2024. THE MOTION WAS UNANIMOUSLY CARRIED. AYES: JOHN DOLAN, BRAD SCOTT, JOEY FERNANDES, ARLENE VANDEREYK, STEPHEN MADDOX, CURT DEGROOT; NAYS: NONE; ABSTAIN: NONE; ABSENT: MIKE NEWELL (BOARD MOTION 2024-03-14 EX#2).

Audit Firm Update

Mr. Delgado shared the current audit firm, Muns & Associates, has one year left on this three-year contract. The new financial audit will begin over the summer, the report will be provided to the board at the November meeting. Mr. Delgado will conduct a new audit firm search after the contract has been completed and will provide options to the committee to review and approve at the March 2025 meeting. Mr. Wilczek noted that the

California Department of Food and Agriculture has a list of auditing firms they could provide.

2024-2025 Budget, Salary Schedule and Assessment Revenue Projections

Ms. DeLisio led a conversation on the projected assessment revenue for the 2024-25-year, 2024-25 salary schedule and, after the conversation, it was recommended to use the current assessment rate and flat assessment revenue projection for budgeting purposes for 2024-2025, present to the full board and re-evaluate them at the June Executive and Full Board meetings.

IT WAS MOVED BY JOEY FERNANDES AND SECONDED BY STEPHEN MADDOX TO RECOMMEND THE FULL BOARD TO PROJECT THE ASSESSMENT REVENUE AS FLAT FOR THE 2024-2025 BUDGETS AND RE-EVALUATE THEM AT THE JUNE 2024 BOARD MEETING. ALSO, APPROVE THE UPDATED SALARY SCHEDULE AS PRESENTED. THE MOTION WAS UNANIMOUSLY CARRIED. AYES: JOHN DOLAN, BRAD SCOTT, JOEY FERNANDES, ARLENE VANDEREYK, STEPHEN MADDOX, CURT DEGROOT; NAYS: NONE; ABSTAIN: NONE; ABSENT: MIKE NEWELL (BOARD MOTION 2024-03-14 EX#3).

Nominating Committee Update

Mr. John Dolan, Nomination Committee Chairman, shared that the final revised Nomination and Preference Voting Procedures have been sent to the Department for the Department's final consideration and approval.

Mr. Dolan announced the resignation of board member Ms. Heidi Nunes as of March 13, 2024, due to retirement. Ms. DeLisio stated after having a conversation with Mr. Dennis Manderfield, Senior Agricultural Economist at the California Department of Food and Agriculture, they both recommended waiting until fall to open nominations to approve a new person to fill Ms. Nunes' position since her term was expiring in October 2024.

The Nominating Committee was confirmed as Mr. Brad Scott, Ms. Arlene VanderEyck and Mr. Dolan, Nominating Committee Chairman.

California Department of Food and Agriculture Report

Mr. Wilczek, California Department of Food and Agriculture, reported that the final Nomination and Preference Voting Procedures are under review and should be approved by August 2024.

Chairman's Report

Chairman DeGroot had nothing to report but thanked the newest Executive Committee members for joining and everyone in attendance.

Additional Public Comments

None.

Adjourn

Chairman DeGroot adjourned the meeting at 10:38 a.m.

Submitted By: 
Amy DeLisio
Chief Executive Officer

Certification

I, Amy DeLisio, 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 14, 2024.

Submitted By: 
Amy DeLisio
Chief Executive Officer