



AGENDA

California Avocado Commission
Executive Committee Meeting

Meeting Information

Date: October 4, 2022

Time: 1:30 p.m.

Location: Web/Teleconference Meeting

Web/Teleconference URL:

<https://californiaavocado.zoom.us/j/84812756119?pwd=a1cwNzJJK3AvbWFKenpkSXFpclJjdz09>

Conference Call Number: (669) 900-6833

Meeting ID: 848 1275 6119

Passcode: 597802

Meeting materials will be posted online at least 24 hours prior to the meeting at:
<https://www.californiaavocadogrowers.com/commission/meeting-agendas-minutes>

Committee Member Attendance

As of Monday, October 3, 2022, the following individuals have advised the Commission they will participate in this meeting:

Jason Cole, *Treasurer*

Rob Grether, *Chair*

Jessica Hunter, *Secretary*

Time	Item
1:30 p.m.	<ol style="list-style-type: none">1. Call to Order<ol style="list-style-type: none">a. Roll Call/Quorumb. Introductions 2. Opportunity for Public Comment<p>Any person may address the Committee at this time on any subject within the jurisdiction of the California Avocado Commission</p>

Time	Item
	<p>3. Consent Calendar</p> <ul style="list-style-type: none"> a. Consider approval of Executive Committee meeting minutes of September 2, 2022 <p>4. Discussion Items</p> <ul style="list-style-type: none"> a. Update on overall administration of the Commission b. Moss Adams proposal “2022 Internal Control Design Assessment” c. SignatureAnalytics proposal “Outsourced Accounting” d. Board member per diem e. Board member code of conduct/conflict of interest <p>5. Closed session regarding the appointment, employment, evaluation of performance, or dismissal of an employee pursuant to California Government Code Section 11126(a)</p> <ul style="list-style-type: none"> a. The Committee may go into closed session to discuss and make recommendations regarding appointment, employment or dismissal of an employee. b. Return to open session and announce action taken in closed session, if any.
3:00 p.m.	<p>6. Adjourn Meeting</p>

Disclosures

The times listed for each agenda item are estimated and subject to change. It is possible that some of the agenda items may not be able to be discussed prior to adjournment. Consequently, those items will be rescheduled to appear on a subsequent agenda. All meetings of the California Avocado Commission are open to the public and subject to the Bagley-Keene Open Meeting Act.

All agenda items are subject to discussion and possible action. For more information, or to make a request regarding a disability-related modification or accommodation for the meeting, please contact April Aymami at 949-341-1955, California Avocado Commission, 12 Mauchly, Suite L, Irvine, CA 92618, or via email at aaymami@avocado.org. Requests for disability-related modification or accommodation for the meeting should be made at least 48 hours prior to the meeting time. For individuals with sensory disabilities, this document is available in Braille, large print, audiocassette or computer disk. This meeting schedule notice and agenda is available on the internet at <https://www.californiaavocadogrowers.com/commission/meeting-agendas-minutes> and <http://it.cdfa.ca.gov/igov/postings/detail.aspx?type=Notices>. If you have questions on the above agenda, please contact April Aymami at aaymami@avocado.org or 949-341-1955.

Summary Definition of Conflict of Interest

It is each member's and alternate's responsibility to determine whether they have a conflict of interest and whether they should excuse themselves from a particular discussion or vote during a meeting. To assist you in this evaluation, the following *Summary Definition of Conflict of Interest* may be helpful.

A Commission *member or employee* has a conflict of interest in a decision of the Commission if it is reasonably foreseeable that the decision will have a material effect, financial or otherwise, on the member or employee or a member of his or her immediate family that is distinguishable from its effect on all persons subject to the Commission's jurisdiction.

No Commission member or employee shall make, or participate in making, any decision in which he or she knows or should know he or she has a conflict of interest.

No Commission member or employee shall, in any way, use his or her position to influence any decision in which he or she knows or should know he or she has a conflict of interest.

**CALIFORNIA AVOCADO COMMISSION
EXECUTIVE COMMITTEE MINUTES
September 2, 2022**

A meeting of the California Avocado Commission (CAC) Executive Committee was held on Friday, September 2, 2022 with the following people present:

MEMBERS PRESENT

Jason Cole
Rob Grether
Jessica Hunter
Rachael Laenen

STAFF PRESENT

April Aymami
Ken Melban

GUESTS PRESENT

Will Carleton
John Cornell
Ohannes Karaoghlanian

OFFICIALLY PRESENT

Victoria Carpenter, *USDA*
Ben Kardokus, *CDFA*
George Soares, *Kahn, Soares & Conway*

ITEM #1 CALL TO ORDER

Roll Call/Quorum – Item 1.a.

Rob Grether, CAC Executive Committee chairman, called the meeting to order at 9:04 a.m. with a quorum present.

Introductions – Item 1.b.

April Aymami, CAC industry affairs director, announced the California Department of Food and Agriculture (CDFA) and US Department of Agriculture (USDA) representatives, CAC staff, legal counsel and known guests participating in the meeting. She asked for all other guests to announce themselves and recorded all participants in attendance.

ITEM # 2 OPPORTUNITY FOR PUBLIC COMMENT

There was no public comment.

ITEM # 3 CONSENT CALENDAR

Consider approval of Executive Committee meeting minutes of August 3, 2022 – Item 3.a

Mr. Grether introduced the consent calendar items and asked for questions or comments. With no comments on the consent calendar items, the following motion was put forward:

MOTION:

The Executive Committee approves the Consent Calendar, Item 3.a as presented.

(Laenen/Cole) MSC Unanimous

MOTION 22-9-2-1

The Consent Calendar is included in the September 2, 2022 Executive Committee Packet and is attached to the permanent copy of these Minutes and identified as EXHIBIT A, Item 3.a.

ITEM #4 DISCUSSION ITEMS

Update on overall administration of the Commission – Item 4.a

Ken Melban, CAC interim president, provided a top line overview of Commission operations, which included:

District Grower Meetings

Mr. Melban reported that the district grower meetings were schedule for September 13 (Ventura) and September 20 (Fallbrook), both 9:00 – 11:00 a.m. He noted the meetings were envisioned to be run as a townhall format with Commissioners from the respective districts actively participating to engage growers in discussion.

South Coast Field Station

Mr. Melban stated that a conference call with CAC and University of California representatives had taken place regarding the plans to reallocate a portion of the UC South Coast Field station to faculty housing, resulting in the displacement of mature avocado acreage used for CAC-funded research. The result of the call was an agreement that the likelihood of mature trees surviving relocation was minimal, and that a more successful solution to preserving these trees would be grafting. Also discussed on the call was the UC's plan to purchase 100+ acres of agricultural property in Ventura County. Mr. Melban commented that CAC expressed a desire to continue to be involved in these discussions regarding the future use of the new Ventura County UC property and how it could be used to benefit avocado research.

Production Research Committee

Mr. Melban commented that a Production Research Committee meeting had been set for September 14, however, due to the special Board meeting now taking place on that date, CAC was in the process of rescheduling the PRC meeting.

Political Outreach

Mr. Melban reported that he had requested that George Soares, CAC legal counsel, reach out to political representatives in the avocado growing districts to set up meetings with the aim of developing and maintaining relationships with state and local legislators. He noted that members of the Board and Executive Committee would be called upon to schedule grove visits with these representatives.

San Diego County Mexican Fruit Fly Quarantine

Mr. Melban provided an update on the Mexican Fruit Fly quarantine, noting that a quarantine had been issued in the Valley Center and Pauma Valley areas of San Diego County. The quarantine period would need to span three life cycles, with an anticipated end date of June 2023, barring no additional pest finds. He explained that the Hass variety was considered a non-host plant, therefore subject to the least restrictive quarantine protocols, and only tarping of harvest bins would be required. Any non-Hass variety was currently considered a host plant and subject to additional protocols, such as fumigation at the packer facilities. Mr. Melban commented that he was working with USDA to discuss the GEM variety being added as a non-host plant due to its Hass-like characteristics and having the Hass-like distinction by the Hass Avocado Board.

Jessica Hunter, CAC secretary, noted that she was in touch with officials to schedule a meeting with packers in December to be provided an update on the status of the quarantine and required protocols prior to the start of the California season. She also commented that no additional finds of the pest had been reported since the initial quarantine was declared.

Assuming Interim Presidency

Mr. Melban stated that following his appointment as Interim President he had convened a staff meeting to convey his hopes for the future of the organization. He noted that the staff seemed excited for this next chapter and receptive to his position of embracing change as opportunity. Mr. Melban stated that he advised the staff that the organization was under scrutiny from the Board, but not from a negative position, but one of wanting to see the staff and organization be the best it can be.

Mr. Melban reported that on August 30, 2022, CAC's Vice President of Finance and Administration submitted her letter of resignation, effective the same day. He noted that while this was not expected, CAC staff, specifically Human Resources Manager Stacia Kierulff, had gone above and beyond to secure CAC's accounts and ensure business continues moving forward smoothly. Mr. Melban stated that they would be reaching out to temporary accounting firms next week, but wanted to assure the Committee that a plan was in place and the organization is pulling together and will be stronger coming out of this situation.

Lastly, Mr. Melban briefly commented that he and Jan DeLyser, vice president marketing, had been in communication regarding business planning and budgeting for the next fiscal year. The marketing team was currently working on two plans and budgets, which would come in at eight and nine million dollars as directed by the CAC Board. Mr. Melban stated he would see the plans and budgets in mid-September, at which point further discussion would take place.

Mr. Grether commended Mr. Melban and Ms. Kierulff for handling the resignation of Ms. Arnett expeditiously and ensuring the security of CAC's accounts, which was no small tasks considering the high-level of access Ms. Arnett possessed in her position.

ITEM #5 CLOSED SESSION REGARDING APPOINTMENT, EMPLOYMENT, EVALUATION OF PERFORMANCE, OR DISMISSAL OF AN EMPLOYEE PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 11126(a)

The Committee may go into closed session to discuss and make recommendations regarding appointment, employment or dismissal of an employee. – Item 5.a

Mr. Grether convened a Closed Session of the CAC executive committee members, legal counsel and CDFRA representative at 9:28 a.m. Guest attendees, Will Carleton, John Cornell, and Ohannes Karaoghlanian, who serve as CAC Commissioners, also were permitted to join the Closed Session.

Return to open session and announce action taken in closed session, if any. – Item 5.b

Mr. Grether returned to open session at 9:57 a.m. and announced that the committee had taken no action during closed session.

ADJOURN MEETING

Mr. Grether reported that since the full Board would be meeting on September 14, there was no need to schedule a future Executive Committee meeting at this time. He adjourned the meeting at 9:59 a.m.

Respectfully submitted,

April Aymami, CAC Industry Affairs Director

I certify that the above is a true statement of the minutes of the September 2, 2022, CAC Executive Committee, approved by the CAC Executive Committee on October 4, 2022.

Jessica Hunter, CAC Board Secretary

EXHIBITS ATTACHED TO THE PERMANENT COPY OF THESE MINUTES

Exhibit A	September 2, 2022 Executive Committee Packet
Exhibit B	September 2, 2022 Executive Committee Meeting AB 2720 Roll Call Vote Tally Summary

CALIFORNIA AVOCADO COMMISSION
AB 2720 Roll Call Vote Tally Summary
To be attached to the Meeting Minutes

Meeting Name: <i>Executive Committee Meeting</i>	Meeting Location: <i>Online (Zoom)</i>	Meeting Date: <i>September 2, 2022</i>
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<i>Attendees Who Voted</i>	<i><u>MOTION</u></i> <i><u>22-9-2-1</u></i>
Jessica Hunter	Yea
Rob Grether	Did Not Vote
Jason Cole	Yea
Rachael Laenen	Yea
<i>Outcome</i>	Unanimous