

**MEMORANDUM**

**DATE:** February 21, 2017  
**MEETING OF:** February 28, 2017  
**FROM:** Staff  
**RE:** **DISCUSSION/ACTION ITEM X.1: Workers' Compensation Exempt Statement**

**BACKGROUND**

CFSA must have a resolution on file from the Fair Board that authorizes the Authority to provide workers' compensation coverage for volunteers working at your fair.

**FISCAL IMPACT**

Unknown, the 2017 assessed fee is estimated based on the reported 2016 figures. Estimates are reconciled at year end to reflect actual year's figures.

**STAFF RECOMMENDATION**

That the board approve a motion that members of the Board of Directors of the 14<sup>th</sup> DAA, Santa Cruz County Fair, and any volunteers donating time for the Fair, will be covered by Workers' Compensation Insurance while performing their volunteer work.

**ATTACHMENTS**

- CFSA memo "Reporting 2016 Workers' Compensation Information"

**CFSA Workers' Compensation Reporting Form**  
**2016 Information for 2017 Fee Estimates**

From: 14th DAA Fair  
 Please submit this completed form by February 17, 2017

1. 2016 IRS Form W-3 \$ 408,773.90

2016 payroll for full time **and** part-time salaried employees as reported in box 5 "Medicare wages and tips." Include a copy of your W-3(s) with the completed Reporting Form.

2. 2016 Total hours Worked by all Employees 15,072.45

2016 total hours worked by all employees as reported on Cal/OSHA Form 300A, Appendix B, "Summary of Work-Related Injuries and Illnesses," employment information section.

3. 2016 Total Volunteer Hours

Directors Meeting Hours	<u>116</u>	
Directors Fair Hours	<u>140</u>	
Directors Project Hours	<u>20</u>	
Exhibit Department Volunteers	<u>6000</u>	
Committee Meetings	<u>180</u>	
Junior Livestock Meetings	<u>350</u>	
Auction Committee at Fair Time	<u>350</u>	
Alternative Work Programs	<u>8400</u>	
(Including Community Service/Work Release Labor Programs)		
Judges not on Contract	<u>0</u>	
Other Volunteers	<u>3500</u>	
<b>Total Hours:</b>	<u>15556</u>	<b>X \$10.50 = \$ <u>163,338</u></b>
		(Minimum wage)

4. Board Resolution Covering Volunteers

CFSA must have a resolution on file from your Fair Board that authorizes the Authority to provide workers' compensation coverage for volunteers working at your fair. To eliminate the need to do this on an annual basis, your Board may authorize coverage for an indefinite period of time. (call Lianne Lewellen at 916-263-6145 to check and see if your Fair has an indefinite resolution on file) The following verbiage may be used:

A motion was made by Director \_\_\_\_\_, seconded by Director \_\_\_\_\_, and carried that members of the Board of Directors of the \_\_\_\_\_ Fair and any volunteers donating time for the Fair, will be covered by Workers' Compensation Insurance while performing their volunteer work.

Date Passed: \_\_\_\_\_ Signed: \_\_\_\_\_

Please submit copy of resolution and IRS Form W-3.

L. Grossi Prepared By ADMIN OFF. Title 2/8/17 Date