



CALIFORNIA **OLIVE** COMMITTEE
2565 Alluvial Ave • Suite 182
Clovis, CA 93611
PHONE 559/456-9096 FAX 559/456-9099

AGENDA
Ripe Olive Executive Subcommittee Meeting
Double Tree • Ballroom 1 & 2
Thursday, July 21, 2016
11:00 a.m.
Lunch Will Be Provided

- I. Call to Order
 - a. Roll call
 - b. Chairperson's comments
 - c. Approval of 11-5-15 Executive Subcommittee minutes (**action item**)

- II. Office/Personnel
 - a. Candidate Interviews
 - b. USDA Audit Update
 - c. Policy Reviews
 - d. European Olive Inspection

- III. Other business

- IV. Adjournment

COC Subcommittees for 2015-2017

Executive Subcommittee:

12 Michael Silveira, G-1
Mark Hendrixson, G-2
Dennis Burreson, MUS
Julia Tinsley, BCF
Tim T. Carter, BCF
Ed Curiel, G-1
Janet Edwards, MUS
Felix Musco, MUS
Edward Garcia, G-1
Mark Heuer, G-2
Pat Ricchiuti, G-2
Doug Reifsteck, BFC

Marketing Subcommittee:

14 Bill McFarland, MUSCO
Vacant, BCF
Tim T. Carter, BCF
Ed Curiel, G-1
Wai Wu, MUS
Julia Inestroza, G-2
Pat Ricchiuti, G-2
Scott Hamilton, MUS
Mark Hendrixson, G-2
Vacant, BCF
Edward Garcia, G-1
Michael Silveira, G-1
Rick Benson, G-2
Pablo Nerey, G-1

Inspection Subcommittee:

16 Julia Tinsley, BCF
Paul Danielson, G-2
Julia Inestroza, G-2
Dennis Burreson, MUS
Pablo Nerey, G-1
Rick Benson, G-2
Janet Edwards, MUS
Ben Hall, MUS
Chris Henderson, G-1
Doug Reifsteck, BCF
Cody McCoy, BCF
Larry McCutchen, MUS
Scott Patton, G-1
Phil Quigley, BCF
Art Hutcheson, G-2
Edward Garcia, G-1

Research Subcommittee:

14 Dennis Burreson, MUS
Julia Tinsley, BCF
Art Hutcheson, G-2
Scott Patton, G-1
Bert Ouezada, G-2
Paul Danielson, G-2
Vito Deleonardis, G-2
Chris Henderson, G-1
Cody McCoy, BCF
Ben Hall, MUS
Phil Quigley, BCF
Felix Musco, MUS
Pablo Nerey, G-1
Ed Curiel, G-1



CALIFORNIA OLIVE COMMITTEE
Executive Subcommittee Meeting Minutes
Thursday, November 5, 2015
9:00 a.m.
Double Tree - Modesto, CA

I. CALL TO ORDER

A meeting of the Executive Subcommittee was called to order by Chairman Mike Silveira at 9:00 a.m., and the following members were present:

Members

Dennis Burreson
Tim T. Carter
Mark Heuer
Michael Silveira
Janet Edwards
Pat V. Ricchiuti
James Thomas
Edward Garcia
Doug Reifsteck
Felix Musco
Ed Curiel
Rick Benson

Affiliation:

Musco
Bell-Carter
Grower
Grower
Musco
Grower
Bell-Carter
Grower
Bell-Carter
Musco
Grower
Grower

Others Present:

Alexander Ott
Denise Junqueiro
Liza Ramon
Terry Vawter

COC
COC
COC
USDA

With a majority of the Subcommittee members present, a quorum was established.

**MOVED BY Mark HEUER, duly seconded by Felix MUSCO, and unanimously carried THAT the minutes of the July 30, 2015 Executive Subcommittee meeting be approved.
(Motion 11.5.15 #1)**

II. STRATEGIC PLAN UPDATE

Executive Director, gave a brief update on Strategic Plan.

III. INDUSTRY TRADE RESEARCH

Executive Director OTT, updated the Executive Subcommittee on several Industry Trade Research Projects. These included:

- World Trade Report
- Country Assistance
- Production costs
- Oil content study

OTT, presented the Subcommittee the World Trade Report. Questions on the report may be submitted to OTT and a conference call may be held for those whom have questions. OTT also brought up a potential study for taste and packaging preferences.

IV. 2015 ADMINISTRATIVE BUDGET

MOVED BY Pat V. RICCHIUTI, duly seconded by Jan EDWARDS, and unanimously carried THAT the Committee seek outside council for personal, international, Food Safety, legal issues, and crisis communication AND establish an account for such activities. (Motion 11.5.15 #2)

MOVED BY Pat V. RICCHIUTI, duly second by Tim T. CARTER, and unanimously carried THAT the Committee allocate 25K in unspent funds in 2015 for designated account for such activities [in motion 11.5.15 #2]. (Motion 11.5.15 #3)

MOVED BY Felix MUSCO, duly second by Doug REIFSTECK, and unanimously carried THAT the Committee establish, industry study line item for Export Activities for \$85,000. (Motion 11.5.15 #4)

MOVED BY Mark HEUER, duly seconded by James THOMAS, and unanimously carried THAT the Committee adopt the General Administration 2015 FY Budget as amended. (Motion 11.5.15 #5)

With no further business to discuss the meeting was adjourned at 10:02 a.m.

MOVED BY Mark HEUER, duly seconded by James THOMAS, and unanimously carried THAT the meeting be adjourned at 10:02 am. (Motion 11-5-15 #6)

I hereby certify that the above is full, true and correct copy of the minutes of the meeting held on November 5, 2015 in Modesto, California, by the Subcommittee.

November 6, 2015

Date November 6, 2015

Liza Ramon

Liza Ramon, California Olive Committee

SUMMARY OF MOTIONS FOR November 5, 2015

Motion 11.5.15 #1

APPROVED

MOVED BY Mark HEUER, duly seconded by Felix MUSCO, and unanimously carried THAT the minutes of the July 30, 2015 Executive Subcommittee meeting be approved.

Motion 11.5.15 #2

APPROVED

MOVED BY Pat V. RICCHIUTI, duly seconded by Jan EDWARDS, and unanimously carried THAT the Committee seek outside council for personal, international, Food Safety, legal issues, and crisis communication AND establish an account for such activities.

Motion 11.5.15 #3

APPROVED

MOVED BY Pat V. RICCHIUTI, duly second by Tim T. CARTER, and unanimously carried THAT the Committee allocate 25K in unspent funds in 2015 for designated account for such activities [in motion 11.5.15 #2].

Motion 11.5.15 #4

APPROVED

MOVED BY Felix MUSCO, duly second by Doug REIFSTECK, and unanimously carried THAT the Committee establish, industry study line item for Export Activities for \$85,000.

Motion 11.5.15 #5

APPROVED

MOVED BY Mark HEUER, duly seconded by James THOMAS, and unanimously carried THAT the Committee adopt the General Administration 2015 FY Budget as amended.

Motion 11.5.15 #6

APPROVED

MOVED BY Mark HEUER, duly seconded by James THOMAS, and unanimously carried THAT the meeting be adjourned at 10:02 am.

Alexander Ott
Executive Director
California Olive Committee
2565 Alluvial Avenue, Suite 182
Clovis, CA 93611

Dear Mr. Ott:

It is with great pleasure that I present my application for the Program Supervisor position with the California Olive Committee. My educational background, coupled with my work experience, can be directly applied to meet the needs of this position. Not only do I have a strong foundation of knowledge in the agricultural industry, but I have also experienced realistic applications by holding numerous positions within the industry. For over a year, I had the opportunity to serve as an intern for the California Blueberry Commission, California Apple Commission, and California Olive Committee. Through this internship, I was able to develop an even deeper insight into the industry and came to understand the distinct correlation between agriculture and other segments such as research, marketing, and government affairs.

During my internship with the Commissions and Committee, I was fortunate enough to undergo exponential growth and development of my personal skills while performing a plethora of substantive assignments and developing an extensive network of contacts within the industry. Working alongside organization's directors provided me the opportunity to be surrounded by a strong team of industry professionals whom often relied on my assistance for the completion of many tasks which included: designing and compiling annual reports for each organization, drafting articles and distributing newsletters to industry members, conducting research on trade agreements and international import and export requirements, assisting with grant research, writing, and progress reporting, and performing daily constituent services on behalf of the organizations.

In addition to these experiences, I have also been able to expand my interests to include experience in the world of public policy and governmental affairs. By serving as a legislative scholar intern for Congressman Jim Costa in both his Fresno and Washington, D.C. offices, I have been able to witness firsthand the processes from which much of the legislation that affects our agricultural industries is derived. In addition to gaining insight into the forces behind our process of government, I have also been able to expand my network to include both elected officials and staff members who have ultimately served as valuable mentors.

As a highly motivated individual, I have a strong sense of determination to utilize all that I have learned and to apply it to my next opportunity for growth. By displaying a positive attitude and strong work ethic, I feel that I would be a valuable asset to not only the California Olive Committee, but to the entire industry. Should you need any additional information, please do not hesitate to contact me. Again, thank you for the opportunity to apply for this position.

Best Regards,



Elizabeth Brown

ELIZABETH BROWN

2540 Herndon Ave. #206, Clovis, CA 93611
(559) 920-3633 elizabethannebrown11@gmail.com

Executive Profile

As a recent graduate of California State University, Fresno, I offer outstanding presentation, communication, and team management skills. I am a high-energy, results-oriented leader who is committed to building and maintaining relationships within the agriculture community. In addition, I have applicable experience in marketing, research programs, grant writing, policy development, government relations, and financial administration.

EDUCATION

CALIFORNIA STATE UNIVERSITY, Fresno, CA
Bachelor of Science: Agricultural Business May 2016
Cum Laude

EXPERIENCE

U.S. HOUSE OF REPRESENTATIVES, Washington, D.C. 2015- Present
THE OFFICE OF CONGRESSMAN JIM COSTA

Costa Legislative Scholar (Kenneth L. Maddy Institute): Agricultural specialist

- Attend briefings, hearings, and committee meetings
- Draft legislative memorandums, general summary issue letters, and personal notes on behalf of the Congressman
- Serve as liaison between the Congressman and constituents of California's 16th Congressional district
- Remain updated on Agriculture issues and current/upcoming legislation

CALIFORNIA APPLE – BLUEBERRY – OLIVE COMMISSION, Fresno, CA 2015 - May 2016
Intern – Assistant to Director of Trade and Marketing/Research

- Prepare and design annual reports, newsletters, destination reports
- Maintain and report on export markets pest issues and MRL issues
- Help respond to California pest and disease issues
- Provide unified industry voice to foreign dignitaries
- Assist the Director of Trade with trade negotiations
- Prepare and oversee grant applications
- Assist in the implementation of the marketing campaigns both foreign and domestic

KENNETH L. MADDY INSTITUTE, Fresno, CA 2015-April 2016
THE OFFICE OF CONGRESSMAN JIM COSTA

Scholar Intern

- Perform various constituent services
- Draft Congressional Records, casework summaries, and personal notes on behalf of the Congressman
- Prepare honorary certificates
- Conduct other various office tasks
- Complete research on various pieces of proposed legislation affecting the district

BOOT BARN, Clovis, CA 2013 - Feb 2014
Lead Marketing and Sales Associate

- Review operational reports and records to ensure adherence to company policies and procedures
- Oversee compliance of department associates with established company policies
- Assist in staffing and scheduling of the workforce with particular emphasis in areas such as loss prevention, receiving, and floor display
- Assist in the recruitment and hiring of the most qualified applicants
- Achieved weekly and monthly sales goals

CAREER ORGANIZATIONS

- Produce Marketing Association "Fresh Summit" Student Participant
 - Agricultural Business Marketing Team
 - Foundation for Industry Talent "Career Pathways" Participant-Produce Marketing Association
 - Organization Representative – Tehachapi Mountain Rodeo Association & Springville Sierra Rodeo Association
 - Congressional Women's Staff Association
-

STATE CAPITOL
P.O. BOX 942849
SACRAMENTO, CA 94249-0026
(916) 319-2026
FAX (916) 319-2126
DISTRICT OFFICE
100 WEST WILLOW STREET, SUITE 405
VISALIA, CA 93291
(559) 636-3440
FAX (559) 636-4484

Assembly
California Legislature



DEVON J. MATHIS
ASSEMBLYMEMBER, TWENTY-SIXTH DISTRICT

June 22, 2016

Alexander Ott
Executive Director
California Olive Committee
2565 Alluvial Avenue, Suite 182
Clovis, CA 93611

RE: Recommendation for Elizabeth Brown

Dear Mr. Ott:

It is with great pleasure that I recommend Elizabeth Brown as an ideal candidate for the California Olive Committee Program Supervisor position. Elizabeth's interdisciplinary academic foundations, co-curricular activities, and professional career experiences demonstrate the traits of an emerging leader who is poised for growth.

As a recent graduate of the Jordan College of Agriculture at California State University, Fresno, Elizabeth has the tools to be a great asset to your organization. In my position as Vice Chairman of the Assembly Committee on Agriculture, I serve as a strong advocate for agriculture and take pride in supporting those who have the potential to make significant contributions to the industry.

Elizabeth is bright, motivated, and destined to succeed. She is a passionate young adult that rises to any challenge and continues to push herself to achieve her goals. It is my pleasure to recommend Ms. Elizabeth Brown for the California Olive Committee Program Supervisor position; I trust she will be given your full and thorough consideration.

Thank you for your time,

Sincerely,

A handwritten signature in black ink that reads "D Mathis".

Devon Mathis
Assembly Member, 26th District



HOUSE OF REPRESENTATIVES

WASHINGTON, D. C.

June 24, 2016

JIM COSTA
16TH DISTRICT
CALIFORNIA

Mr. Alex Ott
California Olive Committee
2565 Alluvial Ave., Suite 182
Clovis, CA 93611

Dear Mr. Ott,

It is with great pleasure that I recommend Elizabeth Brown for the Program Supervisor Position at the California Olive Committee. Elizabeth participated in a competitive application process at Fresno State's Kenneth L. Maddy Institute and was ultimately selected to intern in my Fresno office during the 2015-2016 Academic Year, and again in the summer as a Costa Scholar in my Washington D.C. Office. Elizabeth exhibits all the qualities necessary to be a successful Program Supervisor, and will undoubtedly be an asset to the California Olive Committee.

Elizabeth has demonstrated competence with the diverse constituency that I represent. She is patient and compassionate when speaking to people over the phone. She has a positive, "go-getter" attitude. Elizabeth has demonstrated her will to be an active, engaged member of our community, and interning in my office was a good step towards learning about how government can work for the people.

Her growing responsibilities as an intern in my office include communicating with constituents, attending briefings on behalf of my staff, documenting constituent opinions on a wide array of issues, and assisting constituents with problems they are experiencing with federal agencies. Additionally, Elizabeth always maintains a positive and professional demeanor, which is imperative while working in a Congressional office. She also makes the effort to be informed about issues affecting our state and nation.

Elizabeth has graduated from California State University, Fresno with her Bachelor of Science degree in Agricultural Business, and has a keen interest in public policy. Elizabeth's enthusiasm for the San Joaquin Valley and California is clear, not only through her writings and her active interest in government and agriculture, but through the leadership roles she has taken on throughout her academic career.

It is my hope you give Elizabeth every consideration possible as she is eager to serve as the Program Supervisor for the California Olive Committee. She is an extraordinary, passionate individual that rises to any challenge, and continues to push herself to do bigger and better things, and I recommend her without reservation.

Sincerely,


JIM COSTA
Member of Congress



CALIFORNIA
STATE
UNIVERSITY,
FRESNO

June 27, 2016

To Whom It May Concern:

It is with pleasure that I recommend **Ms. Elizabeth Brown** as a candidate for a position with the *California Olive Committee*. Ms. Brown was at California State University, Fresno (Fresno State) since Fall 2012 as an agricultural business major with a minor in political science. I was her advisor since her initial enrollment and I also had her in several courses. Ms. Brown consistently demonstrated perseverance and thoroughness in her coursework.

Elizabeth was involved in the Jordan College of Agriculture activities including being selected to the Produce Marketing Association - Foundation for Industry Talent (Mentoring Program). The Department of Agricultural Business interviewed many qualified students. She was selected as one of four most accomplished representative students to go to Anaheim for this program in summer 2015. She was selected to be on our Food Distribution Marketing Team in Philadelphia this October 2015. The team worked on a case study challenge of bringing a new produce product to market. The team of four had six hours to prepare their case presentation. They brought home a second place finish. Her selection and these activities exemplify the outstanding quality of Ms. Brown as a student.

Ms. Brown's academic focus is solid. She is a high achiever and I expect nothing but the highest level of work from her. She is focused and does more than is expected of her to ensure that she will achieve her goals. I am impressed with her enthusiasm for being well informed with regard to current issues. She has worked diligently to develop a strongly focused major and minor that is applicable to a variety of areas. She takes into account: public relations, agricultural business, politics and law. She has been able to leverage this into a 2016 summer legislative internship in Washington D.C.

Ms. Brown has a variety of interests that will only enhance her the ability to be successful. She is a doer and not one to sit on the sidelines; she is a self-starter who does not require constant supervision. And she has outstanding time-management skills. I recommend Ms. Brown without reservation. If I can be of further assistance, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Annette E. Levi".

Annette E. Levi, Chair and Professor
alevi@csufresno.edu

College of Agricultural
Sciences and Technology
Department of
Agricultural Economics
5245 N. Backer Ave. MS PB101
Fresno, CA 93740-8001
559.278.2949
Fax 559.278.6536

Alex Ott, Executive Director
California Olive Committee
2565 Alluvial Avenue, Suite 182
Clovis, CA 93611

Dear Alex,

Attached you will find my resume in response to your announced Program Supervisor position.

I have spent many years in the Federal government, working with organizations such as the California Olive Committee. In fact, I was assigned to the COC when I was hired in 1989. The committee was among my first three assigned programs, and I have been reassigned to it more than once or mentored someone who was assigned to it since that time.

Twenty-eight years of increasing responsibility with the Marketing Order and Agreement Division (MOAD) have given me broad experience in the areas the position focuses on: research, inspection, marketing, and other activities. Every program administered by the California Marketing Field Office, from the highly technical Almond Board of California through the contentious Raisin Administrative Committee engage in these endeavors.

I have been assigned to all the marketing order programs in the California Marketing Field Office, and have a solid reputation for excellent customer service and great interpersonal relations, all while ensuring that the programs maintain integrity, operate appropriately, and function as efficiently as possible, saving grower funds whenever we can. Each program is different, as are their staff and committee/board members, but I have been able to collaborate effectively with them for the good of the programs, while balancing the programs needs with USDA's expectations. I count many of the staff members, and even committee/board members, among my friends.

As noted in my resume, I have not only "done my job," but excelled at it, and made lasting contributions to USDA, too. I have been awarded the President's Call to Service Award for at least 6,000 hours of volunteering in my community. I have also been presented the Secretary's Group Honor Award three times in my career. There are many USDA employees who never get even one. Last year, I won the MOAD Service Excellence Award, for outstanding customer service related to the Horne Supreme Court case. Earlier this month, I was awarded the AMS Administrator's Award for my team's creation of a new leadership training and development program for the Agricultural Marketing Service. All these demonstrate my continuing commitment to serve my employer.

I welcome the opportunity to discuss the position, and my qualifications to fill it, at your convenience.

Sincerely,

Terry Vawter

Jacqueline Terry Vawter

■ 1730 North Hayes Fresno, California 93723-9225 ■ 559.259-3131 (Cell)

Career Summary: Results-oriented senior marketing specialist with increasing program responsibility and successful program administration. A motivated self-starter with strong communications and problem-solving skills, and a solid understanding of internal and external customer requirements. Superior skills at representing USDA, and recognized leader of the California Marketing Field Office (CAMFO).

Education

Master of Sciences - *September 1983* - California State University, Fresno, (CSUF) in Agriculture with a specialization in Agricultural Economics, *Cum Laude*

Bachelor of Sciences - *September 1975* - CSUF in Agricultural Economics with a minor in Animal Sciences, *Summa Cum Laude*

Professional Experience

January 1989-Present – Marketing Order and Agreement Division, Specialty Crops Program, AMS, USDA - Senior Marketing Specialist since 2006

- Successfully administered all of our high-profile programs: raisins, almonds, and tree fruit, including continually reviewing and evaluating program operations and activities, marketing order compliance, and financial accountability. Collect data and analyze marketing conditions within the industries; arrange meetings with high-level government personnel; respond to industry requests and questions; and review pertinent laws and policies affecting the industries, etc.
- Routinely represent the agency at meetings of industry groups, potential marketing order programs, interested groups, Congressional hearings and listening sessions, etc. Selected by FNS as lead volunteer reviewer in USDA's "Farm to School" Grant Program. Consistently volunteer for projects in USDA, as well as in my community.
- Prepare briefings, decision, and informational memoranda as assigned by the Division; conduct oral briefings, as appropriate; and meet with subject matter experts and officials to discuss sensitive, complex program issues.
- Currently serve as senior marketing specialist in the Marketing Order and Agreement Division's (MOAD's) California Marketing Field Office (CAMFO). Developed CAMFO's "Resources Directory" to capture our vast institutional knowledge for the benefit of future specialists.
- Routinely collaborate with headquarters personnel in the Program Services Branch preparing briefing papers and letters for high-level AMS officials, frequently based upon issues papers I develop, also work effectively and cooperatively with the Compliance Branch and the Rulemaking Branch.
- Informal mentor to other specialists, review and evaluate their work, and assist in directing the development of staff resources. Past formal mentor and protégé in AMS Mentoring Program.
- When assigned, serve as the Acting Regional Director or Acting Assistant Regional Director of CAMFO.

June 1972- December 1979 and January 1981 through May 1985 –Turner Security Systems of Fresno - Administrative Assistant to President

- Analyzed and prepared private investigation reports, conducted asset checks, and prepared film in worker's compensation fraud program.

January- December 1980 – Southwest Oregon Community College, Coos Bay, Oregon - Farm Management Instructor

- Planned and conducted studies of dairy, beef, and cranberry operations, including teaching bookkeeping techniques and analysis. Trained and debriefed growers, and offered recommendations that contributed to their success.

Training

- *AMS Programs' Professional Skills and Tools Program*
- *Conflict Management and Communication Skills*
- *Building Trust*
- *The Benefits and Challenges of Engaging Employees*
- *Maintaining an Engaging Organization*
- *Critical Thinking Essentials: Applying Critical Thinking Skills*
- *Managing Workforce Generations: Introduction to Cross-Generational Employees*
- *Customer Service Excellence*
- *Completed Federal Human Relations Management Program*

Additional Training Relative to the Position

- Fresno County Farm Bureau's FAACT Program Graduate – 2011-2012 (Future Advocates for Agriculture Concerned About Tomorrow)
- Positive Approaches to Difficult People
- Introduction to Conflict Coaching
- How to Deal with Conflict Due to Organizational Changes
- Understanding Organizational Change
- Conflict and Mediation Skills
- Coaching Towards High Performance
- Project Management
- Fundamentals of Organizational Learning
- Setting and Managing Priorities within the Organization: Communication

Recognition and Awards

- Recipient of the *Secretary's Honor Award for Excellence* three times: 2000, 2004, and 2008
- Recipient of the *President's Call to Service Award* for volunteering over 6,000 hours in 2011
- Recipient of the *Administrator's Award* for development of the LEAD program in 2016
- Won MOAD's *Service Excellence Award Customer Service Leader of the Year* in 2015
- Outstanding Performance Awards in 2004, 2006, 2012, and 2015
- Sustained Superior Performance Awards in 1991, 1993, 1996-2003, 2005, and 2007-2014; and time off and cash awards in 1994-1996, 2000-2004, 2011, 2013-14.

Extra Effort

- Lead Reviewer for USDA's "Farm to School" Grant Program for four years (volunteer)
- Chairperson of the "Feds Feed Families" program since its inception (volunteer)
- Member of the "AMS Leadership Education and Development (LEAD) Program" developmental task force

Special Licenses

- Teaching Credential - California Community Colleges

FANNY JOHANSSON

1024 N Arthur Ave. Fresno, CA 93728 | (559)412-9175 | Fanny.Johansson1@hotmail.com

June 30, 2016
California Olive Committee
2565 Alluvial Ave., Suite 182
Clovis, CA 93611
aott@calolive.org

Dear Hiring Manager,

Please accept my enclosed application for the position as a Program Supervisor for the California Olive Committee.

The program supervisor responsibilities matches well with my previous experiences. The Craig School of Business allowed me to gain extensive knowledge in industry/country research including countries like USA, China, Brazil, Germany, South Africa and industries such as the Wine Industry and the Agricultural Software Industry. In addition, I have experience in marketing through a Service-Learning project and from completing my Undergraduate Honors Thesis in the area of marketing/advertising, more precisely within the area of consumer recall. These experiences has allowed me to broaden my knowledge in the creation of creative promotional materials e.g. logos, social media, posters, brochures, and contests that directly appeals to target audience.

From being involved with many extracurricular groups, while maintaining a highly competitive GPA as an honors student, I know that I can handle multiple responsibilities and successfully meet deadlines. I'm a problem solver, always looking for ways to maximize efficiency or provide solutions that benefit the organization. For example, as a Business Development Intern at Raizana Tea Company, I got the opportunity to assist in every aspect of the business, including developing a new sales and inventory tracking system through Square, cost analysis, creation/editing of promotional campaigns for social media, bookkeeping through QuickBooks, shipment procedures and customer service and retention.

Lastly, the key elements, which I possess for the success of the position as a Program Supervisor includes the following:

- Highly Motivated Self-Starter who takes Initiative with minimal supervision
- Lead and Work Well with a Diverse group to Encourage, Motivate, and Reach Goals
- Great Organization and Customer Service Skills
- Detail Orientated, Accurate, Flexible and Reliable
- Team Player with the Ability to Work Effectively in any Environment
- Strong Verbal and Written Communication Skills including excellent Presentation Skills
- Wide range of Software skills e.g. Microsoft Office, Photoshop, QuickBooks

I am confident I will make a positive impact on your organization. I look forward to hear back from you and schedule a meeting. Thank you for your consideration.

Best,

Fanny Johansson

FANNY JOHANSSON

559.412.9175 | FANNY.JOHANSSON1@HOTMAIL.COM | 1024 N ARTHUR AVE. FRESNO, CA

WORK EXPERIENCE

BUSINESS DEVELOPMENT INTERN

MAY 2015 - AUGUST 2015
RAIZANA TEA COMPANY [FRESNO, CA]

- Helped develop a new sales and inventory tracking system through Square
- Ran cost analysis to maximize profit margin by working with vendors across the world
- Assisted in the creation and editing of promotional campaigns for social media
- Handled bookkeeping through QuickBooks
- Provided friendly and professional customer service

CAMP COUNSELOR

SUMMER 2014 & WINTER 2015
FSU WOMEN'S SOCCER [FRESNO, CA]

- Responsible for 25 participants ages 6 to 17
- Ran sessions to help participants develop skills, teamwork and sportsmanship
- Registration and documentation of players

TELE COMMUNICATOR

AUGUST 2011 - DECEMBER 2011
MEDIALECT [GÄVLE, SWEDEN]

- Analyzed business structures, suppliers and investment needs for short and long term
- Prepared daily reports for sales representatives

CREW MEMBER

JUNE 2011 - AUGUST 2013
MCDONALDS [GÄVLE, SWEDEN]

- Assisted management with inventory control
- Followed procedures for safe food preparation, including quality control, assembly, and presentation
- High standards of customer service during high-volume, fast-paced operations

EDUCATION

BS: BUSINESS ADMINISTRATION OPTION: INTERNATIONAL BUSINESS

2012 - 2016 GPA: 3.92
FRESNO STATE UNIVERSITY [FRESNO, CA]

AWARDS: *Summa Cum Laude, Craig Business Honors, President's List, Dean's List, NCAA Student Athlete Honors Society, Academic All Mountain West Team*

LEADERSHIP & ACTIVITIES

FSU NCAA DIVISION 1 SOCCER

2012 - 2016
TEAM CAPTAIN & PLAYER

- Served as a liaison between the team and coaching staff
- Effectively managed communications between members and resolved conflicts
- 30+ hours/week weight training, skill work, conditioning, meetings, community service and travel

FINANCIAL DIRECTOR & BANQUET COMMITTEE

2014 - 2016
INTERNATIONAL BUSINESS ASSOC. [FSU]

- Managed overall finances, collected fees, and provided reimbursements
- Assisted in banquet operations - facility selection, pricing, accommodations, food and beverage selection

COMPUTER SKILLS

PHOTOSHOP
MOVIE MAKER
IMOVIE
SAP

MICROSOFT OFFICE
QUICKBOOKS
MRP
AGGREGATE PLANNING

559.412.9175 | FANNY.JOHANSSON1@HOTMAIL.COM

******* INFORMATION *******

FROM: EXECUTIVE COMMITTEE

SUBJECT: 2015 USDA COMPLIANCE AUDIT

BACKGROUND: In February 2016, Kimber Cole from USDA did a Compliance Audit. In that audit there was some recommendations addressed to the Chairman and Executive Director. Both Chairman and Executive Director reviewed and responded to the following recommendations that were given. In June 2016, USDA reviewed the response and was approved. The recommendations and approval letter are provided in the meeting packet.

FISCAL IMPACT: None



1400 Independence Ave., SW
Room 1406-S, Mail Stop 0237
Washington, DC 20250-0237

July 7, 2016

Michael Silveira
Chairperson
California Olive Committee
2565 Alluvial Avenue, Suite 182
Clovis, California 93611

Dear Mr. Silveira:

We have reviewed your and Alexander Ott's response to our recommendations provided in our June 8, 2016 recommendation letter to the California Olive Committee (Committee). The Committee's June 24, 2016 response fully addresses our recommendations; and as a result, it is hereby approved. Furthermore, this letter serves as notice that the Committee's 2016 Compliance Review has now been closed.

We appreciate your cooperation and continued efforts to improve and strengthen your Committee's compliance with the Marketing Order and Agreement Division's compliance policies and procedures. I acknowledge the statement in your response letter that several of the recommendations had not been made after prior reviews. I note that the three prior reviews were conducted by the same person, which is no longer done. We are rotating reviews among specialists and striving toward standardization in the reviews.

If you have any questions regarding any component of the compliance review, please contact me at 202-720-4607.

Sincerely,

A handwritten signature in black ink, appearing to read "K Cole".

Kimber Cole
Compliance and Enforcement Acting Chief
Marketing Order and Agreement Division
Specialty Crops Program

cc: Alexander Ott, Executive Director, California Olive Committee
Dennis Burreson, Vice Chairperson, California Olive Committee
Jeff Smutny, Regional Director, CAMFO, MOAD
Terry Vawter, Marketing Specialist, CAMFO, MOAD



June 24, 2016

Mr. Vincent J. Fusaro
Compliance and Enforcement Branch Chief
Marketing Order and Agreement Division
Specialty Crops Program
1400 Independence Ave., SW
Room 1406-S Mail Stop 0237
Washington, DC 20250-0237

RE: Response to 2016 Compliance Audit

Dear Mr. Fusaro:

The California Olive Committee appreciates your Division in taking the necessary time and due diligence to review the Committee's compliance. The following is in response to the items found in the audit.

1. The Committee must remove Executive Director Ott from the Assistant Secretary position, and the Committee's By-Laws must be amended to reflect that change. Currently, the Committee's By-Laws identify the same duties for the Secretary and Assistant Secretary, and state that the Executive Director is to be the Assistant Secretary. However, it is MOAD policy that the manager of a committee can't serve as an officer.

Response: The Committee appreciates the thorough review of our by-laws and relationship with compliance. We will review the By-laws and make recommendations to the Committee as it relates to the suggestions. It should be noted that the Committee has been audited numerous times and this is the first time that this issue has been brought up. This continues to be frustrating as it appears that items are being missed during previous audits and that it reflects poorly on the industry for not implementing changes that should have been identified in previous audits. The Committee hopes that consistency in the auditors and auditing process becomes more streamlined.

2. The Committee must amend their By-laws to state that the Committee will have a Treasure. Currently, the By-Laws do not state that the Committee is to have a Treasure, which is required of all committees. As that Committee does in reality have a Secretary/Treasurer position, the By-Laws must be amended to reflect this.

Response: The Committee appreciates the thorough review of our by-laws and relationship with compliance. The Committee has been operating with a Chairman, Vice-Chairman, and Secretary. It is very difficult to have a treasure with only two canners as it would allow someone to see the financials and open up to proprietary information. The Committee is very cautious of this position and the role of a traditional treasure would not be available due to our special circumstances. We will review the By-laws and make recommendations to the Committee as it relates to the suggestions. It should be noted that the Committee has been audited numerous times and this is the first time that this issue has been brought up. This continues to be frustrating as it appears that items are being missed during previous audits and that it reflects poorly on the industry for not implementing changes that should have been identified in previous



audits. The Committee hopes that consistency in the auditors and auditing process becomes more streamlined.

3. The Committee should review its internal control policy in conjunction with MOAD's letter of February 10, 2015, to the Committee and amend its internal control policy accordingly to include minimum required provisions including those that should be in the credit card policy and travel policy. Additionally, the Committee should amend its By-Laws so the travel policy contained therein matches the separate travel policy of the Committee.

Response: The Committee appreciates the thorough review of our by-laws and relationship with compliance. Currently, the Committee is managed by the California Apple Commission and has used their policies of travel. These have been working well since the Commission has managed the Committee for the last seven years. Additionally, with independent financial auditors, auditing the Committee and the Commission every year, there have been NO issues with the division of duties, charges or excess of funds being spent on travel or violations of credit card use. However, as additional travel is moving to exports, the Committee should have its own travel policy. We will review the By-laws and make recommendations to the Committee as it relates to the suggestions. It should be noted that the Committee has been audited numerous times and this is the first time that this issue has been brought up. The Committee is in the process of reviewing its travel and credit card policies.

4. COC representatives should be cautious when incurring room service charges for meals while on Committee travel as room service is notoriously more expensive than a restaurant. It is noted that room service is frequently used, and the charges far exceed that allowed for meals on the Committee's own travel policy.

Response: The Executive Director has reviewed these areas with the Chairman. In several instances, room service is the only time staff may eat, due to timing, travel, or health. In any event, the Committee is in the process of reviewing its travel and credit card policies.

5. Meal/restaurant receipts should identify all individuals at the meal when the Committee is charged for a meal.

Response: The Committee is in the process of reviewing its travel and credit card policies, and this will be noted to staff and management for travel expenses.

6. The Committee may not reimburse Committee representatives for upgrading to economy plus when on air travel for the Committee, as the Committee's policy allows economy seating for domestic flights unless prior approval was granted. Additionally, Executive Director Ott stated upgrades are only to be used on international flights and long flights. However, the term 'long flight' is not defined in the travel policy. The provision for 'long flights' should be included in the travel policy, and 'long flight' should be defined.



Response: This is a good point. The Committee has been using the “long flight” for IRS guidelines (similar to the policy used in MAP & TASC funds). However, it is not written into policy. The Committee is in the process of reviewing its travel and credit card policies.

7. A review of credit card statements of Committee representatives shows numerous occasions where airplane seating was upgraded to economy plus, even for exceedingly short flights, with no evidence of prior approval, and was paid for by the Committee. Upgrades to economy plus on domestic flights should be paid for by the individual. Executive Director should provide prior written approval for such upgrades for travel of staff members; and a Committee Officer should provide prior written approval for such upgrades for the Executive Director’s travel.

Response: This is a good point as well. The Committee is in the process of reviewing its travel and credit card policies.

8. The Committee may not reimburse Committee representatives for upgrading to luxury vehicles rented for Committee business. A review of credit card statements of Committee representatives shows the rental of luxury vehicles, including Mercedes Benz C300 and a Chrysler 300, paid for by the Committee. The Committee’s travel policy allows for the rental of a car for committee business “in certain instances” with prior approval of the Executive Director, instead of a personal vehicle. However, the rental of cars for committee business appears to be a weekly occurrence, even if the Executive Director did approve such rentals. As “certain instances” is not defined in the travel policy, the Committee should include a definition of ‘certain instances’ in the travel policy in regard to rental cars, and also state that the prior approval of the Executive Director must be in writing. Further, the rental car policy should address which class of cars can be rented, as records reveals that luxury cars have been rented for Committee business. The federal government’s rental car policy can be used as guidance.

Response: Rental cars are always compared to the IRS reimbursement rate for miles traveled. In many instances, renting a car is CHEAPER than reimbursing the employee for mileage. As a result, the Executive Director has approved such rentals. As for the upgrades to luxury cars, the Executive Director has made it clear to rent the standard car. However, there are several instances where free upgrades are given and are recorded on the bill. Although, the Committee did not request the upgrade, due to the hospitality of the rental car, upgrades are given and priced at the same price as standard prices. Furthermore, verbal approval has been given to staff for rental of cars. The point of approval in writing to create a record is noted and the Committee is in the process of reviewing its travel policy.

9. The Committee must ensure that Committee employees only perform work for the California Olive Committee. Although the Executive Director is a contractor, who also performs administrative services for the California Apple Commission and the California Blueberry Commission, the Committee employees are employed solely by the Committee and are to perform only Committee work.

Response: The Executive Director is not a contractor, but an employee of the California Apple Commission (as outlined in the MOU between the CAC and the COC). The California Apple Commission is the manager of the Committee and the Executive Director of the Apple Commission is the Executive Director of the Blueberry Commission and the Olive Committee. Olive staff is used for olive business and apple staff



manage olive and blueberry issues. From time to time, olive employees may attend the same meetings as apples and blueberries. As a result, olives may gather information to assist the other commodities. However, in no instance, as an olive employee worked on blueberry or apple issues as they are not involved with these commodity programs. There are times where blueberry, apple and olive issues may attend the same meeting and these costs are split between the other commodity programs. This saves grower dollars for all three commodity programs.

- Lastly, it is noted that the Committee may reduce its employee dishonesty insurance from \$5,000,000 of coverage back to \$1,000,000. The current coverage of \$5,000,000, mandated by the prior review, far exceeds the amount needed. The required amount of coverage need only be 1/3 of the highest liquid assets handled each year, which has been far below 1,000,000 for the past 3 years.

Response: I want to say thank you to the auditor for this note. The Committee is very frustrated with this item as we were "forced" to obtain higher insurance with no justification. This was the only item that the Committee had to implement in the previous audit. As a result, additional dollars and higher costs were needed to increase the policy, and without reason. My gratitude for the clarification on this item by our auditor and saving the industry dollars. This is a great example for the need of streamlining auditing services and the frustration of facing ever changing rules, without justification for Committee programs.

Thank you again for your assistance and independent oversight as it relates to the Committee's finances. Please do not hesitate to contact me should you have any questions regarding our responses.

Sincerely,

Handwritten signature of Alexander J. Ott in black ink.

Alexander J. Ott
Executive Director

Handwritten signature of Michael Silveira in black ink.

Michael Silveira
Chairman

REIMBURSEMENT, TRAVEL ALLOWANCES & CREDIT CARDS

Amended 7-21-16

Reimbursement:

Travel expenses that are reimbursed to the employee are confined to those expenses essential to Committee business.

The Committee will reimburse employees for necessary business-related expenses upon prior approval by the ~~President~~ Executive Director. Each employee is required to substantiate proof of expenses with proper documentation. Business expense claims should be submitted by the 5th day of each month, using the reimbursement request forms available from the administrative manager. Business expenses will be reimbursed on the next payables are processed, following the submission of a request.

For air flight travel, coach is default unless prior approval from the Executive Director and Chairman. Upgrades to economy plus may be purchased by the employee, but is not reimbursable. For travel time over 14 hours, IRS rules and guidelines will be followed as it relates to upgrades.

A receipt is required for any single expense.

Automobile mileage recorded will be reimbursed at the approved IRS mileage reimbursement allowance per mile in an employee's personal vehicle, when used for Committee business. Any employee utilizing their personal vehicle to perform their employment responsibilities must provide the Committee with proof of vehicle insurance.

In certain instances, the COC may allow employees to rent-a-car for Committee business in lieu of using personal vehicles for travel, due to lower costs of reimbursement or providing tours for the industry. However, prior approval must be granted by the Executive Director before renting the vehicle. Receipts must be included in travel expenses.

Credit Cards:

Credit Cards issued to employees are for Committee use only. All travel reimbursement rules apply to credit card use. Each employee utilizing their own

personal credit card will be reimbursed as per the Commission's reimbursement policy stated above. Documentation must be provided to the Committee for reimbursement. It should be noted that expenses incurred by the employee on their personal credit card without prior approval is at the risk to the employee and may not be reimbursed by the Committee. Employees should get prior approval by the Executive Director when using their personal credit card for Committee business and expecting reimbursement.

Meal Allowances:

Meals will be reimbursed to employees and Committee members at the reimbursement rate of:

INDIVIDUAL MEALS AND INCIDENTALS:

Breakfast –Excluding tax & tip	\$20.00	\$25.00
Lunch–Excluding tax & tip	\$35.00	\$40.00
Dinner–Excluding tax & tip	\$65.00	\$70.00
Business Incidentals	\$20.00	\$30.00

GROUP MEALS AND INCIDENTALS:

Breakfast –Excluding tax & tip	\$25.00	\$30.00
Lunch– Excluding tax & tip	\$40.00	\$45.00
Dinner– Excluding tax & tip	\$70.00	\$75.00
Business Incidentals	\$25.00	\$35.00

Expenses exceeding these limits are required to be justified in writing and approved by the Executive Director. In addition to receipts for meals, persons attending the meals should be listed on the expense reports.