



Administration Committee Meeting Summary

Wednesday, August 2, 2017 – 9am -11am
Public Health Office, Oleander, Chico

Commission Members: John Burghardt, Maureen Kirk, Cathy Raevsky

Staff Support: Yvonne McQuaid

Others Present/Absent: Tim Taylor

Item 1 Welcome, Introductions and Agenda Review – Discussion

Item 2 Approval of June 7, 2017 Meeting Summary – Action

The Committee reviewed and approved the draft summary of the Administration Committee meeting held on June 7, 2017.

Item 3 Help Me Grow – Discussion and Action

Committee members discussed with Health Committee Chair Sandra Machida the Health Committee's recommendation that the Commission pursue the development of a Help Me Grow system in Butte County. Admin Committee members recommended the Commission approve the development of an RFQ (not to exceed \$50,000) to hire a consultant who will facilitate an advisory committee in the design of a Help Me Grow project for Butte County.

Item 4 Strategic Plan Facilitation Update – Discussion

In response to the Commission's request to hire a facilitator for its August 25 Commission meeting, Giovanni Tricerri has been contracted to provide these services. Committee members reviewed and approved Mr. Tricerri's proposed scope of work:

- Help the Commission clearly define what "systems Strengthening" means
- Identify the Commission's successes in "creating more effective systems for the well-being of children"
- Identify best practices and definitions among other First 5 Commissions across the state
- Provide a framework for understanding "systems change work"
- Help the Commission identify possible strategies that will determine future funding decision

Item 5 Review of Draft Agenda for August 25, 2017, Commission Meeting – Action

The Committee reviewed and approved the draft agenda.

Item 6 Next Meeting- The next meeting is scheduled for **October 18, 2017, 11am – 1pm**, Public Health Office, 695 Oleander, Chico.