



## Administration Committee Meeting Summary

Wednesday, June 7, 2017 – 9am -11am  
Public Health Office, Oleander, Chico

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**Commission Members:** John Burghardt, Maureen Kirk, Cathy Raevsky, Tim Taylor

**Staff Support:** Yvonne Nenadal

**Others Present/Absent:**

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**Item 1 Welcome, Introductions and Agenda Review – Discussion**

**Item 2 Approval of April 5, 2017 Meeting Summary – Action**

The Committee reviewed and approved the draft summary of the Administration Committee meeting held on April 5, 2017.

**Item 3 Fiscal Items – Discussion**

Committee members reviewed the drafts of the FY16-17 Third Quarter Financial Report, FY 17-18 Proposed Annual Budget, updated Financial Plan and Forecast spreadsheet, and accompanying staff reports. Members discussed the projected amounts for the reserve fund through 2022. The Commission has carefully managed its fiscal resources, resulting in a healthy reserve fund.

A review of the 2015-2020 Strategic Plan reveals that in 2014, the Commission had identified the goal of having 2 million in the reserve fund by the end of FY 2020. This seemed reasonable and realistic at that time. Projected declines for the past two years have not been as significant as projected, therefore the reserve is healthier at this time than originally anticipated. With the passage of Proposition 56 (tobacco tax) in 2016, it is still believed that revenues will drop more significantly over the upcoming years, but a healthy reserve remains in place. Committee members agreed to consider how funds can be reinvested in ways that will be sustainable in the future. Members expressed a particular interest in investing in systems change work.

Staff was requested to carefully document discussions by the Commission and the committees regarding plans for the use of reserve funds. Members wish to be transparent with the community and the state in how this fund is being managed and in the Commission's desire to thoughtfully invest the monies in community priorities and needs.

**Item 4 Children's Champion Star – Action**

Children's Champion Stars were approved for Commissioners Karen Marlatt and Talia Scherquist to honor their service on the Commission. (Commissioner Scherquist is stepping off of the Commission because of increased responsibilities related to home schooling her daughters.)

**Item 5 Help Me Grow – Action**

Committee members:

- Received an update regarding the site visit to Yolo County's Help Me Grow project conducted by Dr. Andy Miller, Sandra Machida and First 5 staff.
- Watched the introductory video to Help Me Grow developed by the national HMG organization.
- Would like to hear more from the Health Committee regarding its recommendation to begin a one year assessment/planning process to determine if Help Me Grow is appropriate for Butte County.

**Item 6 ACEs (Adverse Childhood Experiences) – Discussion**

Commissioner Taylor initiated a discussion on the work being done in Butte County regarding ACEs, and possible future directions of that work.

**Item 7 Strategic Plan Update – Discussion**

Committee members decided this item was covered in the previous discussions regarding the budget, Help Me Grow and ACEs,



**Item 8**      **Review of Draft Agenda for June 23, 2017, Commission Meeting – Action**  
The Committee reviewed and approved the draft agenda.

**Item 9**      **Next Meeting-** The next meeting is scheduled for August 2, 2017, 9:00 am to 11:00 am, Public Health Office, 695 Oleander, Chico.

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