



**Administration Committee Meeting Summary**  
Wednesday, November 29, 2017 – 9am -11am  
Beatniks - Chico

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

**Staff Support:** Yvonne McQuaid

**Others Present/Absent:** Tim Taylor

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- Item 1**      **Welcome, Introductions and Agenda Review – Discussion**
- Item 2**      **Approval of October 18, 2017, Meeting Summary – Action**  
The Committee reviewed and approved the draft summary of the Administration Committee meeting held on October 18, 2017.
- Item 3**      **FY 17-18 First Quarter Financial Report – Discussion**  
The Committee reviewed and approved the FY 17-18 first quarter financial report prepared by staff. Committee members discussed how to be transparent about reserve funds. The Director shared that several Commissions have created large visual graphs that are displayed during Commission meetings to illustrate the trajectory of committed funds, restricted funds, tobacco taxes, etc. Committee members requested that staff create these types of graphs for the Butte Commission. The Committee Chair also requested that staff develop clear documentation explaining the level of funds that are in the Commission's reserve account and the designation of such funds (nonspendable, restricted, committed, and assigned).
- Item 4**      **Review of Draft Agenda for December 15, 2017, Commission Meeting – Action**  
The Committee reviewed, discussed, and approved the draft agenda. The Director provided a brief overview of a presentation shared by the First 5 Association at the recent First 5 statewide summit. The presentation focuses on the critical need to build a robust statewide network among the 58 Commissions, the Association, and First 5 California so as to build a more effective policy agenda. Staff will share highlights of the presentation at the December 15 Commission meeting.
- Item 5**      **Next Meeting-** The next meeting is scheduled for February 7, 2018, 9:00 am to 11:00 am, Public Health Office, 695 Oleander, Chico.