



Administration Committee Meeting Agenda
Wednesday, October 18, 2017 – 9am -11am
Public Health Office, Oleander, Chico

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 August 2, 2017, Meeting Summary – Action**
The Committee will review, modify if necessary, and approve the draft summary of the Administration Committee meeting held on August 2, 2017.
- Item 3 Alternate Commissioner Interviews – Discussion/Action**
Committee members will interview and recommend one of the following applicants for the Alternate Commissioner position to the full Commission at the October 27 Commission meeting :
- Matthew Reddam, MS, LMFT
 - Dorian Kittrell, Director, Butte County Behavioral Health
- Item 4 FY2016-17 Compliance and Fiscal Audit Report – Discussion**
Committee members will review the FY 2016-17 Financial Statements prepared by staff and the Compliance and Fiscal Audit Reports prepared by Jensen Smith, CPAs.
- Item 5 FY 16-17 Fourth Quarter Financial Report – Discussion**
The Committee will review the FY 2016-17 fourth quarter financial report prepared by staff.
- Item 6 Mini-Grant Awards – Discussion/Action**
Staff will share information about the following mini-grant applications:
- Natures ABC's (CARD-Nature Center)
 - Literacy Coach (Butte County Library)
 - Career Mentoring Program (Junior Leadership Development)
 - Bringing Baby Home (Chico State Child Development Program)
 - Breaking The Chains of Trauma in Families training (Community Action Agency of Butte County)
 - Community Baby Showers (NVCSS)
- Item 7 Professional Development Award – Discussion**
The Commission annually sets aside \$6000 in the budget to invest in the professional development of individuals working to better the lives of young children and their families. These monies may be used for trainings, conferences, guest speakers, etc. This year, \$2000 is being invested in the professional development project known as "On The Verge" (OTV). Funded through the Office of Child Abuse Prevention, OTV is designed to enhance the professional and intrapersonal skills of emerging Family Strengthening leaders in communities throughout California. Ten emerging leaders have been identified in Butte County and are now meeting monthly for one year to focus on their professional development. First 5's investment of \$2000 provides for a monthly meeting space for 12 months for the group.
- Item 9 Director's Report – Discussion**
The Director will provide a verbal update on the:
- new contract now being developed with a Registered Dental Hygienist to coordinate and deliver services for its Oral Health Prevention Education project,
 - the Help Me Grow Consultant application process, and
 - the reports being developed for the FY 16-17 First 5 CA Annual Report.
- Item 10 Review of Draft Agenda for October 27, 2017, Commission Meeting – Action**
The Committee will review, modify if necessary, and approve the draft agenda.



Item 11 Review of 2018 Meeting Calendar – Discussion

The Committee will review and modify if necessary the meeting calendar for 2018.

Item 12 Next Meeting- The next meeting is scheduled for December 15, 2017, 9:00 am to 11:00 am, Public Health Office, 695 Oleander, Chico.