



Administration Committee Meeting Summary

Wednesday, October 18, 2017 – 9am -11am

Public Health Office, Oleander, Chico

Commission Members: John Burghardt, Tim Taylor

Staff Support: Yvonne McQuaid, Troy Franzen

Absent: Maureen Kirk, Cathy Raevsky

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

Item 2 **Approval of August 2, 2017, Meeting Summary – Action**

The Committee reviewed and approved the draft summary of the Administration Committee meeting held on August 2, 2017.

Item 3 **Alternate Commissioner Interviews – Discussion/Action**

Committee members interviewed and recommend the following applicant for the Alternate Commissioner position to the full Commission at the October 27 Commission meeting:

- Dorian Kittrell, Director, Butte County Behavioral Health

Item 4 **FY2016-17 Compliance and Fiscal Audit Report – Discussion**

Committee members reviewed 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 reviewed the FY 2016-17 fourth quarter financial report prepared by staff. Members discussed the need to carefully monitor the Ending Fund Balance. Commissioner Taylor recommended detailing out for public knowledge the plans the Commission has for use of these funds, such as developing a Help Me Grow system and expanding the work in Adverse Childhood Experiences (ACEs). Publicly documenting these plans ensures the Commission remains transparent in its use of taxpayers' monies.

Item 6 **Mini-Grant Awards – Discussion/Action**

Staff discussed the following mini-grant awards for FY 17-18:

- 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)

Six awards of offered each fiscal year. At this time, all 6 awards have been given out for FY 17-18. Members recommended a maximum of six additional awards be made available through June 30, 2018. Awards are not exceed \$2500 each, for a total of \$15,000.

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 provided 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 review, slightly modified, and approved the draft agenda.

Item 11 Review of 2018 Meeting Calendar – Discussion

The Committee reviewed the meeting calendar for 2018. No modifications noted. Members did request that several of the meetings be held at different grantees sites so that Commissioners could better understand the working environments of grantees. Staff will reach out to grantees to coordinate meetings.

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.