Meeting will be held via videoconference. Please join via Zoom Link or call (669) 900-6883. Meeting ID: 506 439 0481

Commission Members: Shelby Boston, Danette York
Staff Support: Anna Bauer, Anna Ling
Absent: Shaun-Adrián Choflá, Tami Ritter

Item 1  Welcome, Agenda Review

Item 2  Adopt Proclamation for Assembly Bill 361
The Committee adopted a proclamation in order to be in compliance with Assembly Bill 361 which allows for continued teleconference for Brown Act meetings with modified requirements due to the declared state of emergency for the Covid-19 pandemic.

Item 3  Review 1st Quarter Financial Report
The Committee reviewed the 1st Quarter FY 21/22 financial report prepared by staff.

Item 4  Review Policies and Procedures

Advisory Committee Staff Report
Staff summarized the report and recommended:
- renaming the Administration committee to the Executive committee
- broadening the purpose of SPEC and converting it to an advisory committee; and
- converting the Health Committee into a Help Me Grow advisory committee.

Committee discussion:
- Not all members favored changing the name of the “Administration” committee to “Executive,” since the latter implies elected leadership. Consider further at the Commission meeting.
- Broadening the purpose of SPEC and converting it to an advisory committee makes sense.
- Advised keeping the two above committees as standing, then creating other ad hoc committees (including Help Me Grow) as needed. Not certain we can fill an advisory HMG committee, so that way we don’t create more work for ourselves.
- Some discussion of committee membership. Consider further at Commission meeting.

Governance Policies and Procedures DRAFT
The Committee reviewed and recommended edits to the Governance Policies and Procedures.

Item 5  Approve Agenda for the December 17, 2021 Commission Meeting
The Committee reviewed and approved the draft Commission Agenda. Staff will include Brown Act training as a non-agendized item, and will arrange to deliver it on-line rather than at a Commission meeting.

Item 6  Adjourn, Next Admin Committee Meeting Tuesday, February 9, 2022 from 9:00–11:00 a.m.

Minutes were approved at the December 17, 2021 Commission Meeting
Attachments:

2021-2026 Strategic Plan