Executive Committee Summary
Wednesday, April 13, 2022
9:00 am – 11:00 am

Meeting will be held via videoconference. Please join via [Zoom Link](#) or call (669) 900-6833. Meeting ID: 450 672 4510

Commission
Members: Shelby Boston, Dr. Shaun-Adrián Choflá, Tami Ritter, Danette York
Staff support: Anna Bauer, Kimberly Brooke, Anna Ling, Shelly Miller
Absent:

---

1 Welcome, Agenda Review

2 Adopt Proclamation for AB 361  ACTION

   The Committee will adopt the Proclamation and develop a recommendation for future meetings.

   Motion to Approve the Proclamation for AB 361
   Motioned/Seconded: York/Boston
   Ayes: Boston, Choflá, Ritter, York
   Nayes: None
   Abstentions: None

   The Committee recommends the Commission and Committee meetings be held in person beginning in June. Staff were directed to reserve facilitates that allow for ample distance between people.

3 Commissioner Renewals  ACTION

   The Committee will review Commissioner renewal applications and make recommendations to the Commission:

   Dr. Shaun-Adrián Choflá
   Scott Kennelly
   Dr. Holly Kralj
   Matthew Reddam

   Motion to Recommend Commissioner renewals to the Commission
   Motioned/Seconded: Boston/York
   Ayes: Boston, Ritter, York
4 Review Proposed Program Budgets for Fiscal Year 2022-23
The Committee will review the following draft scopes of work and budgets and make recommendations to the Commission:

- Northern Valley Catholic Social Services, Butte Baby Steps $426,507
- Hmong Cultural Center, Tu Tus Menyuan $98,477
- Butte County Office of Education, Help Me Grow $40,723
- Evalcorp $37,500
- Matson & Isom Technology Solution $27,000
- Help Central Inc., Help Me Grow $25,000

There were no questions about contracts, the Committee recommends the contracts be placed on the April Consent Calendar.

5 Amend Contracting & Procurement Policy
The Committee will consider amending the Contracting and Procurement Policy to include language allowing the use of electronic signatures.

The Committee reviewed the policy amended and directed staff to include language about document storage and retention in accordance with the Commission’s policy.

6 Amend Bylaws and Ordinance
The Committee will review a draft revision of the Commission’s bylaws and ordinance and make recommendations to the Commission.

The Committee discussed the proposed amendments to the Ordinance and made recommendations to staff for edits before presenting it to the Commission at their April meeting.
The Committee discussed the proposed amendments to the Bylaws and did not have any recommended edits. Commissioner Choflá requests that the Commission discuss term limits for Commissioners.

7 Long Term Financial Plan
The Committee will review the Commission’s Long Term Financial Plan and consider the implications of the ratification of the Tobacco Flavor Ban in November 2022.

The Committee reviewed the Long Term Financial Plan and discussed strategies to ensure that CA state funding be maximized in all areas that benefit 0-5 in order to maintain long term Prop 10 sustainability as tax revenue declines.
The Committee will review and approve the agenda.

The Committee approved the agenda for the April 20, 2022 Commission Meeting

Additional Information:

Next Executive Committee meeting Wednesday, June 8, 2022 at 9:00 am