



Administration Committee Meeting Agenda

Friday, February 12, 2021

11:00 am – 1 pm

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, Dr. Shaun-Adrián Choflá, Tami Ritter, Danette York

Staff Support: Anna Bauer, Anna Ling

Item 1 Welcome, Agenda Review – Discussion

Item 2 [Second Quarter Financial Report](#)

The Committee will review, modify, and recommend approval of the Second Quarter Financial Report prepared by staff.

Item 3 [Commission Policies and Procedures](#)

The Committee will review, modify, and recommend approval of the following sections of the DRAFT First 5 Butte County Policy and Procedure Manual:

Contracting and Procurement- pages 48-76

Policies for Grantees- pages 80-93

Item 4 [Emergency Funding Request- ACTION](#)

Committee members will review and consider approval Emergency Funds to Lilliput/Wayfinder in the amount of \$5,000.

Item 5 [Develop and Approve Agenda for February 26, 2021 Commission Meeting- ACTION](#)

The Committee will review, modify and approve the agenda for the February 26, 2021 Commission meeting.

Item 6 Director Report

The Committee will receive a verbal update from the Director.

Item 7 Commissioner Comments

Item 8 Next Admin Committee Meeting-

April 12, 2021 2:00 – 4:00 p.m.

For Reference:

[December Administration Committee Meeting Summary](#)



2021-2026 First 5 Butte County Children and Families Commission Strategic Plan

First 5 Association Overview of California FY 21/22 Budget