



Administration Committee Meeting Summary

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 reviewed the Second Quarter Financial Report prepared by staff. The committee discussed the admin cost ratio, which is 18.1%. Staff explained that the admin cost ratio is expect to decrease as more program funds are distributed, but may not decrease enough to meet the Commission’s self-imposed 12% cap on admin costs. The committee will review the admin cost ratio again after the close of the third quarter.

Item 3 **[Commission Policies and Procedures](#)**

The Committee will reviewed, made recommendations, and recommends Commission 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 reviewed and approved 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 reviewed, modified and approved the agenda for the February 26, 2021 Commission meeting.

Item 6 **Director Report**

No report was provided.

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](#)