



## Administration Committee Meeting Minutes

Friday, August 6, 2021

2:00 – 4:00 pm

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

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**Commission Members:** Dr. Shaun-Adrián Choflá, Tami Ritter

**Absent:** Shelby Boston, Danette York

**Staff Support:** Anna Bauer, Anna Ling, Kimberly Brooke

**Item 1 Welcome, Agenda Review**

**Item 2 Review Policies and Procedures**

The Committee reviewed, discussed and made following recommendations:

[Grant Funding](#)

Commissioners approved the changes to the Grant Funding policy. Commissioner Bauer asked guidance from the Committee on what level of funding the director is able to accept without involvement of the Admin Committee. Commissioners agreed the amount should be higher than \$5,000. Commissioners directed staff to research the dollar amount that triggers a federal audit.

[Public Records](#)

Commissioners discussed the differentiation of physical documents versus electronic documents in the policy. Commissioners advised staff to include language in the policy to give the Commission the flexibility to retain records in either physical or electronic form.

**Item 3 [Develop and Approve Agenda for August 27, 2021 Commission Meeting](#)**

The Committee reviewed and approved the draft Commission agenda.

**Item 4 Adjourn, Next Admin Committee Meeting October 8, 2021 from 2:00 – 4:00 pm**

**Attachments:**

[2021-2026 Strategic Plan](#)