



## Administration Committee Meeting Summary

Friday, April 9, 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

---

**Commission Members:** Shelby Boston, Dr. Shaun-Adrián Choflá, Tami Ritter, Danette York

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

**Item 1 Welcome, Agenda Review**

**Item 2 [Northern Valley Catholic Social Services - Butte Baby Steps Contract Development](#)**

The Committee reviewed the staff report and questioned why the Commission would be asked to approve funding for a program without being presented with the Scope of Work. Staff explained that the historic process has been: Commission approves funding levels, staff works with the grantee and the Strategic Plan and Evaluation Committee (SPEC) to develop and finalize the scope of work and evaluation plan in alignment with the approved budget, contract documents are developed and signed by the Chairperson. The group discussed how this practice compares to the processes of the Board of Supervisors and County Departments. The Committee requested that staff develop the scope of work with the SPEC prior to submitting to the Commission for approval. Following the meeting, staff determined that this practice may contradict the Commission's [Contracting Authority Policy](#). It was agreed that the items be brought before the Commission for their consideration, and discussion about process.

**Item 3 [Hmong Cultural Center of Butte County- Raising the Child Contract Development](#)**

**Item 4 [Butte County Office of Education- Help Me Grow Request for Budget Amendment in the amount of \\$14,770 for Fiscal Year 2021/22](#)**

The Committee reviewed a budget amendment for the *Help Me Grow* (HMG) initiative in the amount of \$14,770. The Committee denied the requests for: Project Staff, Benefits, Subcontractors and requested clarification from the HMG Program Manager on the request for Outreach funds.

**Item 5 [Commission Policies and Procedures](#)**

The Committee reviewed and approved the following sections of the DRAFT First 5 Butte County Policy and Procedure Manual: Fiscal management policy, Administrative cost limit, Fund balance policy, Fund balance reporting, Surplus property, Social media use, Staff compensation, Staff evaluation. The Committee made comments and suggestions to the following policies that staff will address: Grand funding opportunities, Budget Development Policy, Fraud policy, Public Records, Membership.

**Item 6 [Commissioner Term Expiration and Renewal Request](#)**

The Committee recommends to the Commission the membership renewal of Commissioners Hart, Valdez, and Yang.

**Item 7 Zoom Meetings**



Committee members discussed allowing the chat feature of Zoom to be available during Commission meetings. The Committee determined the chat feature can be used during Commission meetings for the purpose of Commissioners communicating basic housekeeping, such as needing to leave early or the reason for their camera being off. The Chair will provide an admonishment at the beginning of the meeting with direction to Commissioners and the public so as to prevent any Brown Act violations or unapproved changes to the agenda.

- Item 8**      [Develop and Approve Agenda for April 30, 2021 Commission Meeting- ACTION](#)  
The Committee reviewed, modified and approved the agenda for the April 30, 2021 Commission meeting.
- Item 9**      **Commissioner Comments**
- Item 10**     **Adjourn, Next Admin Committee Meeting June 4, 2021 from 2:00 – 4:00 pm**

**Attachments:**

[2021-2026 Strategic Plan](#)

[February 8, 2021 Administration Committee Meeting Minutes](#)