



Administration Committee Meeting Minutes

Friday, October 8, 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, Kimberly Brooke, Anna Ling

Item 1 Welcome, Agenda Review

Item 2 [Adopt Proclamation for Assembly Bill 361](#)

The Committee unanimously adopted a proclamation in order to be in compliance with Assembly Bill 361 which allows for continued teleconference for Brown Act meetings with modified requirements due to the declared state of emergency for the Covid-19 pandemic.

Item 3 [Review 4th Quarter Financial Report](#)

The Committee reviewed the FY 20/21 financial report prepared by staff. Dr. Choflá inquired about the DLL funds, and Bauer explained that the funds will be expended in FY 21/22 as planned.

Item 4 Review Policies and Procedures

The Committee reviewed and recommended edits to the Compliance Policies and Procedures and recommended they be presented to the full Commission for discussion and adoption.

[Compliance](#)

Item 5 Commission Membership Application Process

The Committee discussed the membership application process. The Committee discussed their values about Commissioner recruitment, and while there was not consensus on all points, the Committee did all agree that Alternates should be given preference to become a Regular Commissioner over an external applicant. The Commission may give additional weight to an external applicant who could fulfill a key vacant role on the Commission if the Alternate represents a role that already has adequate representation. The membership application policy, along with other Governance policies, shall be presented to the Commission for review at their December meeting.

Item 6 [Commission Advisory Committees](#)

The Committee discussed the role of its Advisory Committees. Director Bauer stated that the Commission does not currently utilize its assigned Advisory Committees as intended and recommended that the Commission develop a single Advisory Committee that could be utilized to provide guidance to Commission initiatives such as Help Me Grow. Bauer will provide a full recommendation at the December Admin committee meeting.

Item 7 [Approve Agenda for the October 29, 2021 Commission Meeting](#)

The Committee will review and approve the draft Commission agenda.

Item 8 Develop the 2022 Administration Committee meeting schedule for the following weeks



The Committee decided on the calendar for 2022 meeting dates. The following meetings are scheduled at 9:00 am:

February 9, April 13, June 8, August 10, October 12, November 30.

Item 9 Adjourn, Next Admin Committee Meeting Monday, November 29, 2021 from 2:00 – 4:00 pm

Attachments:

[2021-2026 Strategic Plan](#)