



Administration Committee Meeting Minutes

Monday, November 29, 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, Danette York

Staff Support: Anna Bauer, Anna Ling

Absent: Shaun-Adrián Choflá, Tami Ritter

Item 1 Welcome, Agenda Review

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

The Committee 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 1st Quarter Financial Report](#)

The Committee reviewed the 1st Quarter FY 21/22 financial report prepared by staff.

Item 4 Review Policies and Procedures

[Advisory Committee Staff Report](#)

Staff summarized the report and recommended:

- renaming the Administration committee to the Executive committee
- broadening the purpose of SPEC and converting it to an advisory committee; and
- converting the Health Committee into a Help Me Grow advisory committee.

Committee discussion:

- Not all members favored changing the name of the “Administration” committee to “Executive,” since the latter implies elected leadership. Consider further at the Commission meeting.
- Broadening the purpose of SPEC and converting it to an advisory committee makes sense.
- Advised keeping the two above committees as standing, then creating other ad hoc committees (including Help Me Grow) as needed. Not certain we can fill an advisory HMG committee, so that way we don’t create more work for ourselves.
- Some discussion of committee membership. Consider further at Commission meeting.

[Governance Policies and Procedures DRAFT](#)

The Committee reviewed and recommended edits to the Governance Policies and Procedures.

Item 5 [Approve Agenda for the December 17, 2021 Commission Meeting](#)

The Committee reviewed and approved the draft Commission Agenda. Staff will include Brown Act training as a non-agendized item, and will arrange to deliver it on-line rather than at a Commission meeting.

Item 6 Adjourn, Next Admin Committee Meeting Tuesday, February 9, 2022 from 9:00–11:00 a.m.

Minutes were approved at the December 17, 2021 Commission Meeting



Attachments:

[2021-2026 Strategic Plan](#)