



## Executive Committee Summary

Tuesday, October 15, 2024

12:00 – 1:00 pm

Department of Employment and Social Services- Directors Conference Room  
202 Mira Loma Avenue, Oroville

### Commission

**Members:** DeAnne Blankenship, Shelby Boston, Dr. Shelley Hart

**Staff support:** Anna Bauer, Shelly Miller

**Absent:** Tami Ritter, Kimberly Brooke

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- 1 [Update Commission Policies](#)** DISCUSSION
- Committee will review, discuss and consider recommending the Commission take action on the following policies:
- Policy Amendment: Policies for Grantees- Budget Revision
- New Policy: Fiscal Management- Gift Cards and Incentives
- The Committee discussed the new and amended policy and recommended they be submitted to the Commission for approval.
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- 2 [Fiscal Year 2023/24 Annual Report and Audit Update](#)** DISCUSSION
- The Committee will receive an update from staff about progress with the [annual report](#) and audit
- The committee discussed the annual report to First 5 CA. Director Bauer explained that as the Commission diversifies its funding the F5CA annual report becomes increasingly convoluted because participants and services are being translated to fit into the F5CA structure even though they are being provided with non-Prop 10 funding. Commissioners said they would like more information to support their public comment at meeting.
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- 3 [Butte County Cost Allocation](#)** DISCUSSION
- The Committee will receive an update from staff about unanticipated increases to the Butte County cost allocation
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Director Bauer explained that the county had undercharged the Commission the past two years for their A87 costs. The error has been corrected for this year and will require a correction in the mid-year budget revision.

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**4 First 5 Office Space**

INFORMATION

The Committee will receive an update from staff about a planned move to the new Butte County Office of Education building in Chico and anticipated cost savings

Director Bauer explained that First 5 staff in Chico will be vacating the NVCF at the end of December and moving into offices at the new Butte County Office of Education facility at Oleander and Memorial. Cost savings will be significant, the Commission will pay about \$1000/month vs the \$3000/month it is currently paying for space in Chico.

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**5 [October 25, 2024 Commission Meeting](#)**

ACTION

Committee will review and approve the agenda

Motion to approve the agenda  
Motion/Second: Hart/Boston  
Ayes: Blankenship, Boston, Hart  
Nays: None

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**6 [2025 Commission and Committee Meeting Calendar](#)**

DISCUSSION

Committee will review the meeting calendar

The committee scheduled their 2025 Executive Committee dates and times.

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**Additional Information:**

Future Executive Committee meetings-  
Wednesday, December 4, 2024 at 3:00 pm in Chico TBD