



DRAFT

**Administrative Committee Meeting Minutes
July 18, 2018**

Attending Members

Charles Nutt (SA)
Eric Gelber
Jackie Nguyen (FA)
Maria Marquez (SA)
Pete Sanchez (FA)

Members Absent

Francis Lau (FA)
Kris Kent

Others Attending

Aaron Carruthers
Doug Sale
Natalie Bocanegra
Robin Maitino
Sandra Aldana
Sandra Smith (FA)

1. CALL TO ORDER

Chairperson Jackie Nguyen (FA) called the meeting to order at 1:02 PM.

2. ESTABLISH QUORUM

A quorum was established.

3. WELCOME/INTRODUCTIONS

Members and others in attendance introduced themselves.

4. ROLES & RESPONSIBILITIES OVERVIEW

This item was skipped.

5. APPROVAL OF THE FEBRUARY 2018 MEETING MINUTES

It was moved/seconded (Nutt[SA]/Marquez [SA]) and carried to adopt the meeting minutes as presented. (For: Gelber, Nutt, Marquez. Abstain: Sanchez, Nguyen.)

6. PUBLIC COMMENTS

There were no public comments.

7. SCDD BUDGET UPDATE

Executive Director Aaron Carruthers and Deputy Director Doug Sale presented the increased 2017-18 Budget, current year budget

expenditures, and the status of the approved structural deficit recommendations to the Committee for review and input.

The 2017-18 Budget showed the Council's increased funding from AIDD of \$972K, adding that to the cost savings that were achieved, will give the Council a one-time surplus of over \$1.1M.

It was moved/seconded (Nutt [SA]/Sanchez [FA]) and carried to move the 2017-18 increased budget to the Council for approval. (Unanimous, see attendance list for voting record)

There were four (4) documents provided that detailed the current year expenditures. The first was a broad overview that broke down personal services/benefits, operating expenses, and grant/special item dollar amounts by SCDD's three funding sources. The remaining three documents provided line item breakdowns according to funding source (e.g., BSG, QA, and CRA/VAS). Committee Chair Nguyen asked if the documents provided addressed all of the Executive Committee questions that were raised at the June meeting. Staff believed that the details provided conveyed everything the Executive Committee requested. Committee member Pete Sanchez asked that definitions be provided for each line item before bringing to the July Council meeting.

There was a one page handout given to Committee members that provided the status of the structural deficit recommendations that were approved in 2016 and 2017. At the bottom of that document were three BSG Surplus recommendations for the Committee to consider moving to the full Council. Committee members asked that the document be revised to add numbers next to each recommendation and refer to those numbers in the recommendations.

It was moved/seconded (Sanchez [FA]/Nutt [SA]) and carried to move the amended structural deficit status document with budget surplus recommendations to the Executive Committee. (Unanimous, see attendance list for voting record)

8. **SPONSORSHIP POLICY**

This item was tabled pending additional staff work.

9. COUNCILMEMBER ADMINISTRATIVE POLICIES

Committee Chair Nguyen (FA) provided a background on the progress the Policies and Procedures Sub-Committee made at its May meeting before the Sub-Committee was folded into the Administrative Committee. Committee Chair Nguyen stated that she believed important information was missing from the draft Sub-Committee minutes and would be seeking help from the remaining Council members as well as legal counsel to ensure historical accuracy. Committee members then reviewed the Administrative Policies document contained within their packet and discussed the possible timelines for completion. A target date for Council review of November was established. Staff will be send out potential meeting dates for late September in order for the Administrative Committee to review the remainder of policies before being moved to the Executive Committee and Council.

10. ADJOURNMENT

The meeting was adjourned at 2:15 PM.