



## Administrative Committee Meeting Minutes February 17, 2023

### **Attending Members**

Harold Fujita  
Julio Garnica

### **Members Absent**

Julie Neward

### **Others Attending**

Aaron Carruthers  
Ken DaRosa  
Robin Maitino-Erben  
Brian Weisel

#### **1. CALL TO ORDER**

Committee Chair Harold Fujita (FA) called the meeting to order at 11:05 AM.

#### **2. ESTABLISH QUORUM**

A quorum was established.

#### **3. WELCOME/INTRODUCTIONS**

Members and others in attendance introduced themselves.

#### **4. PUBLIC COMMENTS**

There were no public comments.

#### **5. APPROVAL OF THE FEBRUARY 22, 2022, MEETING MINUTES**

It was moved/seconded (Garnica [SA]/Fujita [FA]) to approve the February 23, 2022 meeting minutes as presented. (Unanimous – see page one for a list of members in attendance.)

## 6. SCDD BUDGET UPDATE

Executive Director Aaron Carruthers and Chief Deputy Director Ken DaRosa provided an update on current year (F/Y2021-22) budget expenditures and presented the Draft 2022-2023 proposed SCDD Budget for consideration.

It was moved/seconded (Garnica [SA]/Fujita [FA]) and carried to recommend that the Executive Committee approve the FY 2022-23 Proposed Budget as corrected. (Unanimous – see page one for a list of members in attendance.)

Correction: fix the typo “23023” on first page of Proposed Fiscal Year 2023-24 BSG Budget Description of Line-item Changes

It was moved/seconded (Garnica [SA]/Fujita [FA]) and carried to recommend that the Executive Committee provide a one-time increase of \$40,000 for PDF, provided that it is allowable. (Unanimous – see page one for a list of members in attendance.)

## 7. OUT-OF-STATE (OST) TRAVEL RESTRICTION UPDATE

The updated OST travel restriction policy was provided to members and posted online.

## 8. ADJOURNMENT

The meeting was adjourned at 11:51 AM.