



**ADMINISTRATION/FINANCE COMMITTEE
AGENDA**

Friday, September 3, 2021

9:30 am – 11:30 am

IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR’S EXECUTIVE STAY AT HOME ORDER AND THE COUNTY OF VENTURA HEALTH OFFICER DECLARED LOCAL HEALTH EMERGENCY AND BE WELL AT HOME ORDER RESULTING FROM THE NOVEL CORONAVIRUS, THE FIRST 5 VENTURA COUNTY ADMINISTRATIVE OFFICES ARE CLOSED TO THE PUBLIC AND ALL MEETINGS ARE PROCEEDING ELECTRONICALLY.

The following options allow for public participation and comments:

1. To observe the meeting conducted via Zoom, please contact First 5 Ventura County at assistant@first5ventura.org at least one hour prior to the start of the meeting for registration information.

2. If you wish to make a public comment, you have the following choices:

a) If you wish to make a written comment on a specific agenda item before the meeting, please submit your comment via email at least one hour prior to the start of the meeting. Please submit your comment, limited to 250 words or less, to assistant@first5ventura.org. Please indicate in the Subject Line, the Agenda item number (e.g., Item No. 9). Your email will be read and placed into the item’s record at the meeting.

b) If you are watching the meeting via Zoom (prior registration required – email assistant@first5ventura.org for information) and would like to make either a general public comment for items not on the day’s agenda or to comment on a specific agenda item as it is being heard, please submit your comment, limited to 250 words or less in the zoom meeting chat box OR state your request for verbal public comment in the chat box. Verbal public comments may be limited to three (3) minutes due to time limitations.

Every effort will be made to read written comments into the record, but some comments may not be read due to time limitations. Comments received after an agenda item will be made part of the record if received prior to the end of the meeting.

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| I. Call to Order/Welcome/Introductions | Stenslie |
| II. Approval of Minutes from June 4, 2021 | Stenslie |
| III. Approval of Agenda | Stenslie |
| IV. Public Comments | Stenslie |

The following items will be reviewed and discussed by the Committee for appropriate action.

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| V. Review of Audit Procedures for FY 2020-21 & Consideration of Presenting Single Year Financial Statements | Johnson & Brown Armstrong, CPAs |
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| VI. Recommendation to Update Internal Control Procedures | Johnson |
| VII. Consideration of Additional Updates to Employee Handbook and Recommendation on Employee COVID-19 Vaccination Policy | Arzu |
| VIII. Recommendation to grant exception to employment length requirement under policy for providing health insurance when on leave without pay for NfL staff transferred to F5VC employment in May or June 2021. | Arzu |
| IX. Update and Discussion on Liability Insurance | Arzu |
| X. Consideration of Annual Subscription Fee for Apricot 360 Data System | Puls |
| XI. Update on Commission Activities | Puls |
| XII. New Business/ Miscellaneous | Stenslie |
| XIII. Closure | Stenslie |
| XIV. Next Meeting: <u>Friday, October 8, 2021</u>, 9:30 am – 11:30 am; Location: To be determined | |

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact 648-9990 or via the California Relay Service. Reasonable advance notification of the need for accommodation prior to the meeting (48 hours advance notice is preferable) will enable us to make reasonable arrangements to ensure accessibility to this meeting.