

**FIRST 5 VENTURA COUNTY
ADMINISTRATION/FINANCE COMMITTEE
MINUTES**

December 3, 2021

Members Present: Pamela Grothe, Kara Ralston, and Joseph Richards

Staff Present: Tyla Adams, Lauren Arzu, Alma Perez, and Petra Puls

Guests Present: None

I. Call to Order/Welcome/Introductions

While there was a quorum, a Commissioner was not able to attend the meeting. Therefore, information was reviewed, but action was not taken on any items. The Committee discussed time-sensitive item(s), beginning at 9:35 a.m.

II. Recommendation to Hold Virtual Meeting

Petra Puls reviewed the recently enacted requirements for holding virtual meetings under the Brown Act. The Committee supported continuing to hold virtual meetings.

III. Approval of Minutes from October 8, 2021

The minutes will be carried forward to the next meeting for approval.

IV. Approval of Agenda

Petra Puls noted that due to the time sensitive nature, the Lease agenda item will be brought forward today for discussion.

V. Public Comments

There were no public comments.

VI. Recommendation to Update Policy Platform for 2022

The action item to update the Policy Platform will be carried forward to the next meeting for approval.

VII. Recommendation to Grant Executive Director Authority to Enter into a Lease Agreement with Don Carlton Realty Company and Extend Current Office Lease for One Year

Lauren Arzu detailed the current lease for administrative office space, which expires December 31, 2021. The current administrative office space, which was reduced beginning in February 2021, accommodates organizational and staff needs. Lauren detailed the one-year lease renewal proposal, including square footage costs for office space and storage. The proposal is to maintain the upstairs conference room, downstairs office with workstations, and the adjacent storage space at an annual cost of \$44,040. She added this renewal maintains the limitation on the annual rate increase.

Lauren added that staff continues to explore alternative locations, and ideally would like to have administrative offices and a NfL site co-located. The Committee members present were

supportive of lease amendment and carrying forward to the December Commission meeting for approval.

VIII. Update on Commission Activities

Petra Puls introduced F5VC's new office coordinator, Alma Perez and referred to the October 2021 Report from Commission Staff. She reported that the Commission reviewed and approved the annual audit and report to the State. She also provided brief updates on NfL activities, advocacy efforts, and the annual Barns and Noble book drive.

IX. New Business/ Miscellaneous

There was no new business.

X. Closure

The meeting ended at 9:55 a.m.

XI. Next Meeting

Friday, January 7, 2022, 9:30 a.m. – 11:30 a.m., Location TBD