

ITEMS:

1) Call to Order/ Roll Call

2) Comments from the Public on Issues not on this Agenda: The Administration Committee will receive comments from the public at this time on matters not on the agenda. Matters raised at this time may be briefly discussed by the Administration Committee and/or placed on a subsequent agenda.

3) Future Committee Meetings

4) General Business Items:

- Review / Approval of Minutes
- Review assignments from full commission meeting, i.e. Executive Director Job Description, Bylaws, etc.

5) Finances/Future Funding

- Status of Spring Finance Letter / Budget Change Proposal and related matters

6) Legal Counsel:

7) Future Agenda Items: The Administration Committee may discuss and set for action on future agendas, procedural and substantive items relating to state building regulatory programs, Commission policy, and administrative matters.

8) Adjourn

The Administration Committee meeting is operating under the requirements of the Bagley-Keene Open Meeting Act set forth in Govt. Code Section 11120-11132. The Act generally requires the Administration Committee to publicly notice their meetings, prepare agendas, accept public testimony, and conduct their meeting in public unless specifically authorized by the Act to meet in closed session.

- ❖ Meetings are subject to cancellation; agenda items are subject to removal or items may be taken out of order.
- ❖ The Administration Committee meets under authority of Government Code § 8299.
- ❖ The Administration Committee may hold a closed session on pending or proposed litigation involving the Commission [Govt. Code § 11126(e)] and personnel matters and performance review relating to the Commission [Govt. Code § 11126(a)].
- ❖ The meeting facilities and restrooms are accessible to individuals with disabilities.
- ❖ Each CCDCA Committee meeting will provide a teleconference line, large print agendas, and sign language interpreters or captioning.
- ❖ Requests for accommodations for individuals with disabilities (assistive listening device, Braille, etc.) should be made to the Commission office no later than 10 working days prior to the day of the meeting.
- ❖ If Paratransit services are needed, they may be contacted at (916) 429-2744, TDD (916) 429-2568 in Sacramento. Sacramento Regional Transit (www.sacrt.com) has public

transit available the day of the meeting. For alternate routes contact Sacramento Regional Transit at (916) 321-BUSS (2877); for hearing impaired (916) 483-HEAR (4327).

- ❖ For the latest information on meeting status, check the Building Standards Commission Web Site: <http://www.bsc.ca.gov/>, click on the CCDA tab.
- ❖ Questions regarding this notice and agenda may be directed to Stephanie Davis at (916) 263-0916 or at 2525 Natomas Park Drive, Suite 130, Sacramento, California 95833.