



A G E N D A

Admin Sub-Committee

January 17, 2020

SIG Office

550 High Street, Main Conference Room

Auburn, CA

9:00 – 11:00 AM

Lunch will be provided

Committee Members

Brad Tooker
Scott Lay
Joe Landon
Audrey Kilpatrick
Raenel Toste

SIG Staff

Cindy Wilkerson
Gabrielle Daniel

Consultants

1. Approve minutes from February 28, 2019 meeting
2. Select Chairperson
3. Third Party Administrator review
4. Review SIG contracts, terms, values
5. SIG Staffing: Job description update (Accounting/Eligibility Technician)
 Organizational chart
 Salary Schedule
6. Develop recommendations, if any, to the Executive Committee

Next meeting: TBD