



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

**BOARD OF DIRECTORS MEETING**

**AGENDA**

**March 20, 2017 | 10:30 a.m.**

Video/Teleconference Meeting between

ATCAA Sonora Service Center, 427 N. State Hwy 49, 2nd Floor Conference Room, Sonora CA., 95370, and  
ATCAA Jackson Service Center, 935 S. State Hwy 49, Jackson, CA., 95642, and  
Tuolumne County Board of Supervisor Karl Rodefer's Office, 4<sup>th</sup> Fl, 2 S. Green St., Sonora, CA. 95370

1. **CALL TO ORDER:**
2. **ROLL CALL:**
3. **APPROVAL OF AGENDA:** Approval of agenda for this date, any and all off-agenda items must be approved by the Board (pursuant to Government Code 54954.2)
4. **CONSENT AGENDA:** Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a board member(s).
  - a. Head Start/Early Head Start Request for approval to apply for a class size waiver.
  - b. Board Resolution 2017-07: EHAP Capital Development Conversion Funds/Signatory Authority
5. **PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.
6. **ADJOURNMENT:**

**LATE AGENDA MATERIAL:** Late agenda material can be inspected at the ATCAA Jackson Service Center 935 S. State Hwy. 49 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

**SPECIAL NEEDS:** Persons who need auxiliary aids or services are requested to call our Sonora Service Center at 209-533-1397 or our Jackson Service Center at 209-223-1485 during business hours at least 48 hours before the meeting so appropriate arrangements may be made.

# ATCAA Early Childhood Services

Early Head Start ❖ Head Start ❖ California State Preschool  
*Developing People – Changing Lives – Building Community*

**TO: ATCAA Board**

**RE: REQUEST FOR APPROVAL OF CLASS SIZE WAIVER TO MEET FULL ENROLLMENT**

**Background:**

Since we lost two Head Start centers last year, we have not been able to meet our funded enrollment of 146. Our 7 Head Start preschool classrooms have the capacity to serve 140 children. We need space for 6 more children. Head Start Standards state that preschool class size should be a maximum of 20 children. However, waivers are granted in certain circumstances. This waiver is needed in order for us meet our funded enrollment of 146. If we do not meet our funded enrollment, we are at risk for being in non-compliance with our grant.

We have met with the Policy Council and there is a strong feeling that we should not cut enrollment but serve as many Head Start children and families as we can. Our community assessment and waitlist show that if we had the waiver, we could serve 146 children easily. We also have some projects in the planning stages that may allow us to be at full enrollment next fall without going over the standard class size of 20. However, there is no surety in these plans, so we need to ensure that we can meet our full enrollment.

**Request:**

**We are requesting board approval for us to apply for a waiver to allow us to enroll up to 24 children in each Head Start classroom with the licensed capacity.** Currently this includes 3 classrooms: Soulsbyville, Blue Bell and Summerville. Our plan is to put two more children in three classrooms, but depending on family need, we may have to vary that plan, which is why we are asking for up to 24. All of our classrooms have two teachers and one associate teacher or teacher. We are confident have the staff to maintain high quality for children in a slightly larger classroom.

Thank you for considering this request.

Marcia Williams  
ATCAA Head Start

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**The Board Approved this request at its meeting on March 20<sup>th</sup>, 2017.**

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Laurie Webb, ATCAA Board Chair

Date



JACKSON SERVICE CENTER  
935 S. Highway 49 Jackson, CA. 95642  
Phone: 209-223-1485

SONORA SERVICE CENTER  
427 N. Highway 49, Ste 305 Sonora, CA. 95370  
Phone: 209-533-1397

# Amador Tuolumne Community Action Agency | ATCAA.org

A Public Agency Dedicated To Providing Critical Human Services Since 1981

A quorum of the Board of Directors of Amador Tuolumne Community Action Agency (ATCAA), a California Joint Powers Agreement Agency that has been created for the purpose of implementing the Economic Opportunity Act of 1965 in Amador and Tuolumne counties, Amador Tuolumne Community Action Agency (ATCAA) hereby consent to, adopt and ratify the following resolutions:

## EHAP Capital Development Conversion Funds/Signatory Authority BOARD RESOLUTION Number: 2017-07

### AUTHORIZING RESOLUTION

IN THE MATTER OF: Executive Director's signature authority regarding contracts and other Agency business for Amador Tuolumne Community Action Agency in order to provide services to citizens of Amador and Tuolumne Counties, and in the absence of the Executive Director, signatory authority for the Fiscal Officer.

WHEREAS, the State of California, Department of Housing and Community Development (the "Department") has issued a Notice of Funding Availability ("NOFA") under its EHAP Capital Development Program ("EHAPCD") dated February 2015; and

WHEREAS, The Amador Tuolumne Community Action Agency (ATCAA) is authorized to do business in the State of California and is empowered to enter in to an obligation to receive State funds for the new construction or rehabilitation of a rental housing development, acquisition or rehabilitation of a rental housing development, or conversion of a nonresidential structure to a rental housing development.

WHEREAS Amador Tuolumne Community Action Agency (ATCAA) is an eligible Recipient for EHAPCD Conversion Funds.

1. In response to the NOFA, ATCAA submitted an application to the Department to participate in the EHAPCD program and for an allocation of funds not to exceed one million five hundred thousand dollars and no cents. Dollars (\$1,500,000) for the following project:

"Conversion of first and second floors of 1003 Broadway in Jackson, CA to permanent rental housing," may include upgrades to existing units built for transitional shelter."

To be located in Amador County, City of Jackson.

2. As the loan recipient, ATCAA hereby agrees to use the EHAPCD funds for eligible activities in the manner presented in its application as approved by the Department in accordance with the NOFA requirements. The EHAPCD loan recipient may also execute a standard agreement, any amendments thereto, and any and all other documents or instruments necessary or required by the Department for participation in the program (collectively, the required documents).

WHEREAS, ATCAA's former Executive Director, Shelly Hance has retired and ATCAA has a new Executive Director, Rajeev Rambob as of January 1, 2017; and

WHEREAS, the ATCAA Board of Directors has designated the ATCAA Executive Director as the signatory authority for contract and grants funding the agency's activities,

Further, the Board of Directors of Amador Tuolumne Community Action Agency hereby authorizes the Fiscal Officer, Bruce Guidici, to sign on behalf of the Executive Director during Executive Director's absence in order to carry on the business affairs of the agency.

NOW, THEREFORE, BE IT RESOLVED THAT:

The EHAPCD loan recipient authorizes Rajeev Rambob, as Executive Director to sign any documents previously signed by Shelly Hance, retired Executive Director.

The EHAPCD loan recipient authorizes Rajeev Rambob, Executive Director or Bruce Giudici, Fiscal Officer to execute, in the name of the EHAPCD loan recipient, the required documents and any subsequent amendments or modifications thereto, as well as any other documents which are related to the program.

PASSED AND ADOPTED at a regular meeting of the Amador Tuolumne Community Action Agency (ATCAA) this 20<sup>th</sup> day of March 2017 by the following vote:

AYES: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Signature of Approving Officer

\_\_\_\_\_  
Signature of Approving Officer

\_\_\_\_\_  
Print Name, Laurie Webb, Board Chair

\_\_\_\_\_  
Print Name, Board Member

ATTEST: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Kristy Moore, ATCAA Board Secretary

**AUTHORIZED SIGNATURES**

Rajeev Rambob, Executive Director, ATCAA

Bruce Guidici, Financial Officer, ATCAA

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature