



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS MEETING

AGENDA

October 13, 2017 | 10:30 a.m.

Jackson Service Center, 935 S. Highway 49, Jackson, CA. 95642

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. **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.
5. **PROGRAM PRESENTATION:** Early Childhood Services Presentation. Marcia Williams, Director and Staff
6. **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).
 - 6.1. Board Minutes of 08/11/2017. Pg.3
 - 6.2. Board Resolution 2017-14 - CSBG 2018 Contract. Pg. 7
 - 6.3. Administrative Budget Approval. Pg 8
 - 6.4. Amendment to 1003 Broadway Property Lease Agreement. Pg. 10
 - 6.5. Fiscal Program Overview by Program as of 08/31/2017. Pg 11
 - 6.6. Revenue & Expenditure Report for 08/31/2017. Pg 13
 - 6.7. Balance Sheet as of 08/31/2017. Pg. 14
 - 6.8. Contracts and Amendment Reports for 02/2017 - 10/2017. Pg 15
 - 6.9. Early/Head Start:
 - 6.9.1. Monthly Statistical & Attendance Reports for July, 2017. Pg. 16
 - 6.9.2. Monthly Statistical & Attendance Reports for August, 2017. Pg 17
 - 6.9.3. Budget & Expenditure and In-kind (Match) Reports through 07/31/17. Pg. 19
 - 6.9.4. Budget & Expenditure and In-kind (Match) Reports through 08/31/17. Pg. 21
 - 6.9.5. Credit Card Expenditure Reports through 08/20/17:
 - 6.9.5.1.1. American Express (Period Covering 07/19-08/15/17.) Pg. 23
 - 6.9.5.1.2. Hunt & Sons Fuel (Period Covering 07/1-07/31/17.) Pg. 23
 - 6.9.5.1.3. Chevron Fuel (Period Covering 07/19-08/18/17.) Pg.23
 - 6.9.5.1.4. American Express (Period Covering 08/21-09/14/17.) Pg.25
 - 6.9.5.1.5. Hunt & Sons Fuel (Period Covering 08/1-08/31/17.) Pg.25
 - 6.9.5.1.6. Chevron Fuel (Period Covering 08/19-09/18/17.) Pg.25

6.10. Written response to Amador County regarding Grand Jury Report as directed by Executive Committee in consultation with legal counsel. Pg. 29

6.11 ATCAA Code of Conduct form. Requires approval every five years. Last approved, 2013. Pg.30

7. COMMITTEE REPORTS:

- 7.1. Finance Committee: Has not met.
- 7.2. Executive Committee: Verbal Report.
- 7.3. Internal Affairs Committee: Verbal Report.
- 7.4. Nominating Committee: Has not met. (Nominations to be presented and voted at December meeting.)
- 7.5. Early/Head Start Policy Council: Verbal Report.

8. OLD BUSINESS: None

9. NEW BUSINESS: None

10. EXECUTIVE DIRECTOR REPORT: Verbal Report.

11. ITEMS FOR FUTURE AGENDAS:

- 11.1.1. Board Program December: Youth Programs

12. INFORMATIONAL:

- 12.1. 2016-17 Performance Indicator Report- Head Start. Pg. 32
- 12.2. 2016-17 Performance Indicator Report- Early Head Start. Pg. 36
- 12.3. HCS-IM17-02: Disaster Recovery From 2017 Hurricane. Pg. 39
- 12.4. HCS-IM17-03: Electronic Processing of Real Property Forms. Pg. 45
- 12.5. HCS-IM17-04: Federal Reporting of Standard Forms. Pg. 48
- 12.6. Management Bulletin 17-11. Revised Family Fee Schedule. Pg. 52
- 12.7. Management Bulletin 17-12. Enrolling Children with Exceptional Needs. Pg.56
- 12.8. Management Bulletin 17-14. 12 Month Eligibility. Pg. 58
- 12.9. Management Bulletin 17-16. 2017-18 Rew. For Applications. CA renovation and repair program. Pg. 64
- 12.10. Management Bulletin 17-17. Revised Regional Market Rates. Pg. 66
- 12.11. Management Bulletin 17-18. Continued Funding Application for 2018-19. Pg. 70
- 12.12. Policy Council Minutes of September 1, 2017. Pg. 72
- 12.13. ATCAA 2018 Board Meeting Schedule. Pg. 76

13. 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.