



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY  
**BOARD OF DIRECTORS MEETING**

**AGENDA**

**December 15th, 2017 | 10:30 a.m.**

Sonora Service Center, 2<sup>nd</sup> Floor Conference Room, 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. **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. **ANNUAL AUDIT PRESENTATION:** Audit Completed by Izabal, Bernaciak & Company
6. **PROGRAM PRESENTATION:** YES Partnership & Prevention Programs, Bob White
7. **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).
  - 7.1. Board Minutes of 10/13/2017. Pg. 3
  - 7.2. Correction: Change Resolution numbered 2017-04 to 2017-14. Pg. 8
  - 7.3. Board Resolution 2017-16 – Reimbursement for Emergency Closure of Child Development Centers. Pg. 9
  - 7.4. Administrative Budget approval as of 08/31/17. Pg. 11
  - 7.5. ATCAA Budget to Actual Report by Department & Fiscal Officer Narrative as of 10/31/17. Pg. 13
  - 7.6. Fiscal Overview by Program as of 10/31/2017. Pg. 16
  - 7.7. Revenue & Expenditure Report as of 10/31/2017. Pg. 18
  - 7.8. Balance Sheet as of 10/31/2017. Pg. 19
  - 7.9. Contracts and Amendment Reports for 04/2017 - 12/2017. Pg. 20
  - 7.10. Early/Head Start:
    - 7.10.1. 2017 By-Laws for Policy Council Approval. Pg. 21
    - 7.10.2. Policy Council Minutes 10/06/2017. Pg. 35
    - 7.10.3. Policy Council Minutes 11/03/2017. Pg. 38
    - 7.10.4. Monthly Statistical & Attendance Reports for September, 2017. Pg. 41
    - 7.10.5. Monthly Statistical & Attendance Reports for October, 2017. Pg. 42
    - 7.10.6. Budget & Expenditure and In-kind (Match) Reports through 09/30/17 Pg. 43
    - 7.10.7. Budget & Expenditure and In-kind (Match) Reports through 10/31/17. Pg. 45
    - 7.10.8. Credit Card Expenditure Reports through 11/20/17:
      - 7.10.8.1.1. American Express (Period Covering 09/21-10/20/17.) Pg. 47
      - 7.10.8.1.2. Hunt & Sons Fuel (Period Covering 09/01-9/30/17.) Pg. 47

- 7.10.8.1.3. Chevron Fuel (Period Covering 09/19-10/18/17.) Pg. 47
- 7.10.8.1.4. American Express (Period Covering 10/21-11/20/17.) Pg. 50
- 7.10.8.1.5. Hunt & Sons Fuel (Period Covering 10/01-10/31/17.) Pg. 50
- 7.10.8.1.6. Chevron Fuel (Period Covering 10/19-11/18/17.) Pg. 50

**8. COMMITTEE REPORTS:**

- 8.1. Finance Committee: Has not met.
- 8.2. Executive Committee: Verbal Report.
  - 8.2.1. ATCAA Employee Health Benefits. Pg. 52
  - 8.2.2. Broadway Lease Amendment. Pg. 54
- 8.3. Internal Affairs Committee: Verbal Report.
  - 8.3.1. Social Security. Action Item. Pg. 55
  - 8.3.2. Merit Advances/Increases. Action Item. Pg. 56
- 8.4. Nominating Committee: Nominations for 2018-19 Executive Board Seats. Action Item. Pg. 59
- 8.5. Early/Head Start Policy Council: Verbal Report.

9. **OLD BUSINESS:** None

10. **NEW BUSINESS:** None

11. **FINANCIAL OVERVIEW:** Bruce Giudici

- 11.1. Fiscal Officer Narrative. Pg. 61

12. **EXECUTIVE DIRECTOR REPORT:** Verbal Report.

13. **ITEMS FOR FUTURE AGENDAS:** None.

**14. INFORMATIONAL:**

- 14.1. ATCAA 2018 Board Meeting Schedule. Pg. 62
- 14.2. ECS Enrollment Documentation in Child Care Centers and Day Care Homes. Pg. 63
- 14.3. ECS Management Bulletin 17-13 – Child Development. Pg. 66
- 14.4. ECS Management Bulletin 17-16 – Child Development. Pg. 69
- 14.5. ECS Management Bulletin 17-18 – Child Development. Pg. 72

**15. 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.