

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

Amador Tuolumne Community Action Agency BOARD OF DIRECTORS MEETING

Friday, June 14, 2024 | 10:30 a.m.

LOCATIONS

Host, Kristy Moore: **ATCAA Sonora Service Center**, 427 N. Hwy 49, Ste. 305, Sonora, CA 95370 (209) 533-1397
 Host, Joseph Bors, Janessa Stone: **ATCAA Jackson Service Center**, 10590 Hwy 88, Jackson, CA 95642 (209) 223-1485
 Via Zoom Call-In: 210 Mountain View St, Oak View, CA 93022, 4695 MacArthur Ct. #600, Newport Beach, CA 92660

AGENDA

1. CALL TO ORDER:
2. ROLL CALL:

ATCAA Board of Directors				
<i>Frank Axe, Board Chairperson</i>			Amador - PUB	
<i>Joni Drake, Board Vice-Chair</i>			Amador - LIR	
<i>Claire Gunselman, Board Treasurer</i>			Amador - PUB	
Amador			Tuolumne	
Jeff Brown	PUB		Ryan Campbell	PUB
Lynn Morgan	PRI		Jaron Brandon	PUB
Susan Conn	LIR		Andy Merrill	PUB
Mary Pulskamp	LIR		Jennifer Grenland	LIR-HSPC
Pastor Mark Smith	PRI		Sabrina Smith	LIR
Carol Rush	PRI		Cathy Parker	LIR

ATCAA Staff	
Joseph Bors, Executive Director	
Talibah Al-Rafiq, Fiscal Officer,	
Bruce Giudici, Outgoing Fiscal Officer	
Janessa Stone, Board Secretary	
Kristy Moore, Communications Director – Interim Board Secretary	
Pat Porto, Family Resource Director	
Marie Mennell, Lifeline Coordinator	
Denise Cloward, Housing Director	
Nancy Miner, Early Childhood Services Director	
Ruth Brickner, Energy and Water Conservation Director	
Robert White, Prevention Program Director	
Cheri Cunningham, Human Resources Director	
Karen Foreman, Tax Program Manager	

Others Present: Antoinette Del Rio Lopez, Andrea-Victoria Lisbon, Diane Bennett

3. **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.
4. **BOARD MEMBER APPOINTMENTS: (*Org Std. 5.1*)**
 - 4.1. Antoinette Del Rio Lopez; Amador County, Low-Income Representative, Tribal Council Member California Valley Miwok Tribes Pg. 4 (**ACTION ITEM**)
 - 4.2. Andrea-Victoria Lisbon, Tuolumne County, Private Sector Community Organization Pg.7 (**ACTION ITEM**)
 - 4.3. Diane Bennett; Tuolumne County, Private Sector Community Organization Pg.9 (**ACTION ITEM**)
5. **CONSENT CALENDAR:** 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).
 - 5.1. Approval of minutes from Friday, April 12, 2024 meeting Pg. 10 (***Org Std. 2.3***) (**ACTION ITEM**)
 - 5.2. Head Start Monthly Statistical Report for Month of May 3, 2024 Pg. 14 (**ACTION ITEM**)
6. **NEW BUSINESS:**
 - 6.1. Brandon Seider and Chris Rhi from Hub International - Employer Practices Liability claims and trends (Verbal Call-In)
 - 6.2. Staff Training Plan & Updates Pg. 15 (***Org Std. 2.3***) (**ACTION ITEM**)
 - 6.3. Head Start FA2 Audit Findings and Corrective Action Pg. 22
 - 6.3.1. Notification of Head Start Monitoring Report - 09CH011917 Pg. 28
 - 6.3.2. OHS Monitoring Review Report - 09CH011917 Pg. 29
 - 6.4. Executive Director Annual Performance Evaluation Schedule (Verbal)
7. **OLD BUSINESS:**
 - 7.1. Northtown Property Sale Update Pg. 32
 - 7.2. Succession Plan Update (Verbal)
8. **CSBG REPORT:**
 - 8.1. Strategic Plan Pg. 38 (***Org Std.***) (**ACTION ITEM**)
9. **COMMITTEE REPORTS:**
 - 9.1. Finance Committee: Verbal Report of Friday, June 14, 2024, meeting
 - 9.1.1. Banking Change Update (***Org Std. 8.7***) Pg. (Verbal)
 - 9.1.2. Financial Reports (***Org Std. 8.7***)
 - 9.1.2.1. Administrative Reports Pg. 48
 - 9.1.2.2. HS/EHS Reports Pg. 54
 - 9.1.2.3. Program Fiscal Reports Pg. 60
 - 9.1.2.4. Agency Financial Reports Pg. 61
 - 9.1.2.5. Fiscal Officer Narrative Pg. 66
 - 9.2. Executive Committee: Out brief of 4/9/2024 Closed Session Meeting (Verbal)
 - 9.3. Internal Affairs Committee: Has not met.
 - 9.4. Nominating Committee: Has not met.
 - 9.5. Early/Head Start Policy Council: Verbal Report of June 7, 2024 meeting
10. **EXECUTIVE DIRECTOR REPORT:**

- 10.1. Calaveras Updates (Verbal Report)
- 10.2. Possible Merge Discussions (Verbal Report)

11. PROGRAM PRESENTATIONS/UPDATES: (*Org Std. 5.9*)

- 11.1. Human Resources, Cheri Cunningham (Verbal Report) Pg.73
- 11.2. Tax, Karen Foreman (Verbal Report) Pg.75
- 11.3. Early Childhood Services, Nancy Miner (Slide Only) Pg.77
- 11.4. Communications, Kristy Moore (Slide Only) Pg.78
- 11.5. Prevention, Robert White (Slide Only) Pg.80
- 11.6. Food Bank, Lynne Ayers, (Slide Only) Pg.82
- 11.7. Lifeline, Marie Mennell (Slide Only) Pg.83
- 11.8. Family Services, Pat Porto (Slide Only) Pg.85
- 11.9. Energy Department, Ruth Brickner (Slide Only) Pg.87
- 11.10. Housing, Denise Cloward (Slide Only) Pg.89

12. INFORMATIONAL:

- 12.1. California Department of Education Self-Evaluation for 2023-2024 Pg. 90
- 12.2. Office of Head Start Information Memorandum on Strategies and Recommendations for Supporting Mental Health (ACF-OHS-IM-24-01) Pg.99
- 12.3. Office of Head Start Program Instruction on New Eligibility Provisions for Migrant and Seasonal Head Start Programs (ACF-OHS-PI-24-02) Pg. 111
- 12.4. Office of Head Start Program Instruction on New Eligibility Provisions for American Indian and Alaska Native Programs (ACF-OHS-PI-03) Pg. 105
- 12.5. Office of Head Start Program Instruction on Fiscal Year 2024 Head Start Funding Increase (ACF-OHS-PI-24-02) Pg. 108
- 12.6. Head Start FA2 Audit Program Performance Summary Report Pg. 114
- 12.7. Policy Council Minutes May 2024 Pg.125
- 12.8. 2023 ATCAA Annual Report (Handout)

13. FUTURE BOARD MEETING:

- 13.1. Friday, August 09, 2024, at the ATCAA Jackson and Sonora Service Center

14. ADJOURNMENT:

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590. State Hwy. 88 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.