

## AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

### Amador Tuolumne Community Action Agency BOARD OF DIRECTORS MEETING

Friday, October 11, 2024 | 10:30 a.m.

#### LOCATIONS

Host, Janessa Stone: **ATCAA Jackson Service Center**, 10590 Hwy 88, Jackson, CA 95642 +1 (209) 223-1485

Host, Joseph Bors, Cheryl Clark: **ATCAA Sonora Service Center**, 427 N. Hwy 49, Ste. 305, Sonora, CA 95370 +1 (209) 533-1397

#### 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
Vacant	PRI		Andy Merrill	PUB
Vacant	PRI		Diane Bennett	PRI
Susan Conn	LIR		Andréa-Victoria Lisbon	PRI
Mary Pulskamp	LIR		Jennifer Grenland	LIR-HSPC
Antoinette Del Rio	LIR		Cathy Parker	LIR
Calaveras				
Sabrina Smith	LIR			

ATCAA Staff	
Joseph Bors, Executive Director	
Bruce Giudici, Fiscal Officer	
Janessa Stone, Board Secretary	
Cheryl Clark, Sonora Service Secretary	
Sophia Kaufman, Communications Coordinator	
Pat Porto, Family Resource Director	
Marie Mennell, Lifeline Coordinator	
Denise Cloward, Housing Director	
Marcia Williams, Early Childhood Services Director	
Alicia Hanks, Energy and Water Conservation Director	

	Robert White, Prevention Program Director
	Miko Daniels, Food Bank Director
	Cheri Cunningham, Human Resources Director
	Karen Foreman, Tax Program Manager

**Others Present:**

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. **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).
  - 4.1. Approval of minutes from Friday, August 09, 2024, meetings (*Org Std. 2.3*) (**ACTION ITEM**)
  - 4.2. Adoption of Resolution 2024-01 approving agreement with CSPP, Contract Vendor Number 2400, and delegating authority to sign to Executive Director (**ACTION ITEM**)
  - 4.3. Adoption of Resolution 2024-02 approving updated Competitive Emergency Shelter agreement with HCD, Contract 23-ESG-18030 (**ACTION ITEM**)
  - 4.4. Adoption of Resolution 2024-03 approving updated Non-Competitive Rapid Rehousing agreement with HCD, Contract 23-ESG-18060 (**ACTION ITEM**)
  
5. **BOARD MEMBER APPOINTMENTS: (*Org Std. 5.1*)**
  - 5.1. Consideration of accepting appointment of Jennifer Grenland; Tuolumne County, Low-Income Representative, Head Start Policy Council Member (*Verbal*) (**ACTION ITEM**)
  - 5.2. Consideration of accepting resignation of Pastor Mark Smith and Carol Rush (*Verbal*)
  
6. **OLD BUSINESS:**
  - 6.1. Consideration and approval of revised Travel Policy Update (**ACTION ITEM**)
  - 6.2. Presentation of Head Start FA-2 Audit Finding Closure Status and Consideration and Approval of revised Accounting Standards and Practices (**ACTION ITEM**)
  - 6.3. Presentation of Board Member Head Start Training Update (*Verbal*)
  
7. **NEW BUSINESS:**
  - 7.1. Presentation to introduce new Program Directors; Miko Daniels (Food Bank), and Alicia Hanks (Energy and Water Conservation) (*Verbal*)
  - 7.2. Consideration and approval of policy for signing bonus and referral bonus related to the Fiscal Officer recruitment (**ACTION ITEM**)
  - 7.3. Consideration appointing members to the Nominating Committee (*Verbal*) (**ACTION ITEM**)
  - 7.4. Presentation of Health Benefits survey results (*Verbal*)
  
8. **COMMITTEE REPORTS:**
  - 8.1. Finance Committee: Verbal Report of Friday, October 11, 2024, meeting
    - 8.1.1. Banking Change Update (*Org Std. 8.7*) (*Verbal*)
    - 8.1.2. Financial Reports (*Org Std. 8.7*)
      - 8.1.2.1. Administrative Reports
      - 8.1.2.2. HS/EHS Reports
      - 8.1.2.3. Program Fiscal Reports
      - 8.1.2.4. Agency Financial Reports

**8.1.2.5. Fiscal Officer Narrative**

- 8.2. Executive Committee: Met August 30, 2024; No report, **CLOSED** Session: September 27, 2024
- 8.3. Internal Affairs Committee: No report, committee has not met
- 8.4. Nominating Committee: No report, committee has not met
- 8.5. Early/Head Start Policy Council: Verbal Report of October 04, 2024, meeting

**9. CSBG REPORT**

- 9.1. Nothing to report

**10. EXECUTIVE DIRECTOR REPORT:**

- 10.1. Presentation of Succession Plan Update (*Verbal*)

**11. MISCELLANEOUS INFORMATIONAL UPDATES:**

- 11.1. Head Start Monthly Statistical Report for Month of August 2024 (*Verbal*)
- 11.2. CDE Management Bulletin 24-09 on Continued Funding Application (CFA), Fiscal Year (FY) 2025-26
- 11.3. ACF Office of Head Start Information Memorandum on Affirming the Use of Indigenous Knowledge to Meet Curricula and Assessment Requirements in American Indian and Alaska Native Head Start Programs (ACF-OHS-IM-24-03)
- 11.4. Office of Head Start Program Instruction on Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming (ACF-OHS-PI-24-05)
- 11.5. CDE Management Bulletin 24-07 on Preschool/Transitional Kindergarten Learning Foundations
- 11.6. CDE Management Bulletin 24-08 on Data Collection for California State Preschool Programs Operated by a Local Educational Agency

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

- 12.1. Housing, Denise Cloward (*Verbal Report*)
- 12.2. Early Childhood Services, Marcia Williams (*Verbal Report*)
- 12.3. Energy Department, Alicia Hanks (*Slide Only*)
- 12.4. Prevention, Robert White (*Slide Only*)
- 12.5. Communications, Kristy Moore (*Slide Only*)
- 12.6. Food Bank, Miko Daniels (*Slide Only*)
- 12.7. Lifeline, Marie Mennell (*Slide Only*)
- 12.8. Family Services, Pat Porto (*Slide Only*)
- 12.9. Tax Assistance, Karen Foreman (*Slide Only*)
- 12.10. Human Resources, Cheri Cunningham (*Slide Only*)

**13. OTHER BUSINESS: **CLOSED SESSION** Public Employee Performance Evaluation (Authority: Government Code Section 54957(b): Executive Director)**

**14. NEXT BOARD MEETING:** Discussion and approval of next meeting proposed for Friday, December 13, 2024, at the ATCAA Jackson and Sonora Service Center

**15. 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.