

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

Amador Tuolumne Community Action Agency BOARD OF DIRECTORS MEETING

Friday, August 09, 2024 | 10:30 a.m.

LOCATIONS

Host, Cheryl Clark: **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

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
Pastor Mark Smith	PRI		Andy Merrill	PUB
Carol Rush	PRI		Diane Bennett	PRI
Susan Conn	LIR		Andréa-Victoria Lisbon	PRI
Mary Pulskamp	LIR		Jennifer Grenland	LIR-HSPC
Antoinette Del Rio Lopez	LIR		Cathy Parker	LIR
Calaveras				
Sabrina Smith	LIR			

ATCAA Staff	
Joseph Bors, Executive Director	
Talibah Al-Rafiq, Fiscal Officer	
Bruce Giudici, Outgoing 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	
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:

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, June 14, 2024 meeting Pg. 4 (**Org Std. 2.3**) (**ACTION ITEM**)

5. OLD BUSINESS:

5.1. ECS Board Training Update (*In-Person vs. Video Training*) (*Verbal*)

5.2. Executive Director Annual Performance Evaluation Schedule Pg. 8

5.3. ATCAA Board Member Code-of-Conduct and COI Policy Pg. 9 (**ACTION ITEM**)

6. NEW BUSINESS:

6.1. Request for Approval of Revised Personnel Policies (*Handout*) (**ACTION ITEM**)

6.1.1. 3.4.10 Criminal Records and Background Clearance (*Along w/Memo*) (*Handout, Pg. 5*)

6.1.2. 4.9 Meal Periods (*Handout, Pg. 11*)

6.1.3. 5.1 Health Benefits (*Handout, Pg. 12*)

6.1.4. 5.3 Travel Reimbursement (*Handout, Pg. 14*)

6.1.5. 6.7 Jury Duty and Court Appearances (*Handout, Pg. 17*)

6.2. Request for Approval of ATCAA Fiscal Officer hire, Talibah Al-Rafiq Pg. 10 (**ACTION ITEM**)

6.3. Request for Approval of July 2024 Early Head Start Change-In-Scope Pg. 13 (**ACTION ITEM**)

6.4. Request for Approval of 2025 Head Start/Early Head Start Continuation Grant Application (*Full Grant Application available for Review upon request*) Pg. 15 (**ACTION ITEM**)

6.4.1. 2024-2025 Program Goals and Data Pg. 16

6.4.2. Fiscal Year 2025 Continuation Grant Budget Pg. 19

6.4.3. 2024-2025 Program Approach Pg. 20

6.4.4. 2024-2025 Selection Criteria for Head Start/Early Head Start Pg. 22

6.4.5. 2024-2025 Organization Chart Pg. 23

6.4.6. 2020-2025 Strategic Plan Pg. 24

6.4.7. 2024-2025 School Readiness Goals Pg. 32

6.4.8. 2024 Community Assessment Pg. 33

6.5. ATCAA Board Bylaws Change – Head Start Training Pg. 39 (**ACTION ITEM**) **6.6.** Shared Governance Meeting for February 2025 (*Verbal*)

7. COMMITTEE REPORTS:

7.1. Finance Committee: Verbal Report of Friday, August 09, 2024, meeting

7.1.1. Admin Budget 2024-2025 Approval Pg. 42 (**ACTION ITEM**)

7.1.2. Banking Change Update (**Org Std. 8.7**) (*Verbal*)

7.1.3. Financial Reports (**Org Std. 8.7**)

7.1.3.1. Administrative Reports Pg. 44

- 7.1.3.2. HS/EHS Reports Pg. 49
- 7.1.3.3. Program Fiscal Reports Pg. 54
- 7.1.3.4. Agency Financial Reports Pg. 55
- 7.1.3.5. Fiscal Officer Narrative Pg. 58

- 7.2. Executive Committee: Has not met.
- 7.3. Internal Affairs Committee: Verbal Report of August 07, 2024 meeting
- 7.4. Nominating Committee: Has not met.
- 7.5. Early/Head Start Policy Council: Verbal Report of August 02, 2024 meeting minutes Pg. 61

8. CSBG REPORT

- 8.1. Training of CSBG Coordinator (*Verbal*)
- 8.2. Board Member Orientation Package has been Updated Pg. 65
- 8.3. Community Needs Assessment Kick-Off (*Verbal*)

9. EXECUTIVE DIRECTOR REPORT:

- 9.1. Status of Open Key Personnel Positions (*Verbal*)

10. INFORMATIONAL:

- 10.1. Head Start Monthly Statistical Report for Month of June, 2024 Pg. 66 (*Verbal*)
- 10.2. Office of Head Start Information Memorandum Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients (ACF-OHS-IM-24-02) Pg. 67
- 10.3. CDE Management Bulletin 24-04 on Timely Payments for Family Childcare Providers Pg. 70
- 10.4. CDE Management Bulletin 24-05 on Revised State Median Income (SMI) Ceilings and Income Ranking Table for Fiscal Year (FY) 2024-25 Pg. 73
- 10.5. CDE Management Bulletin 24-06 on Assessment and Reporting of Family Fees for Fiscal Year 2024-25 Pg. 77

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

- 11.1. Housing, Denise Cloward (*Verbal Report*) Pg. 86
- 11.2. Prevention, Robert White (*Verbal Report*) Pg. 88
- 11.3. Early Childhood Services, Nancy Miner (*Slide Only*) Pg. 90
- 11.4. Communications, Kristy Moore (*Slide Only*) Pg. 92
- 11.5. Energy Department, Ruth Brickner (*Slide Only*) Pg. 94
- 11.6. Food Bank, Lynne Ayers (*Slide Only*) Pg. 96
- 11.7. Lifeline, Marie Mennell (*Slide Only*) Pg. 98
- 11.8. Family Services, Pat Porto (*Slide Only*) Pg. 99
- 11.9. Tax, Karen Foreman (*Slide Only*) Pg. 101
- 11.10. Human Resources, Cheri Cunningham (*Slide Only*) Pg. 102

12. FUTURE BOARD MEETING:

- 12.1. Friday, October 11, 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.

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

MINUTES

1. **CALL TO ORDER: 10:32 A.M.**
2. **ROLL CALL:**

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

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

P	Karen Foreman, Tax Program Manager
P	Sofia Kaufman, Communications Coordinator

Others Present: 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.

Bors dedicates topic of discussion towards recent ATCAA losses.

4. BOARD MEMBER APPOINTMENTS: (Org Std. 5.1)

- 4.1. Antionette Del Rio Lopez; Amador County, Low-Income Representative, Tribal Council Member California Valley Miwok Tribes Pg. 4-6 (ACTION ITEM)
Applicant not present. Tabled until August meeting to keep quorum.
- 4.2. Andrea-Victoria Lisbon, Tuolumne County, Private Sector Community Organization Pg.7-8 (ACTION ITEM)
Welcoming our new board member.
- 4.3. Diane Bennett; Tuolumne County, Private Sector Community Organization Pg. 9 (ACTION ITEM)
Morgan motioned, Conn seconded, MPU on a roll call vote for both Andrea-Victoria Lisbon and Diane Bennett added to our board of directors.

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. 10-13 (Org Std. 2.3) (ACTION ITEM)
Axe moved.
- 5.2. Head Start Monthly Statistical Report for Month of May 3, 2024 Pg. 14 (ACTION ITEM)
Campbell motioned, Grenland seconded, MPU on a roll call vote for approval of minutes and Head Start Statistical report.

6. NEW BUSINESS:

- 6.1. Brandon Seider and Chris Rhi from Hub International - Employer Practices Liability claims and trends (Verbal Call-In)
Zoom attendees introduce Hub International, PAGA, or Private Attorney Government Act, and discuss new trends that include increasing employee filed legal claims. Rhi states that ATCAA has a very good insurance policy protection against such claims with a low deductible for the industry.
- 6.2. Staff Training Plan & Updates Pg. 15-21 (Org Std. 2.3) (ACTION ITEM)
The plan update consists of kits with ranging prices to train eligible candidates. Bors ensures this draft includes ideas, while candidates and prices can be maneuvered. Smith recommends personal training guides she may be able to fill at a free to low cost. Morgan motions, Campbell seconds, Board votes 10 Ayes, 1 Nay. Roll call vote.
- 6.3. Head Start FA2 Audit Findings and Corrective Action Pg. 22-27
Identified many compliant ratings (Region 9) OHS finds many sections to be well done. Non-compliant areas include a lack of trained board members about Head Start governance. Will implement training in July. Board members agreed to training on July 19, 2024.
 - 6.3.1. Notification of Head Start Monitoring Report - 09CH011917 Pg. 28
Reviewed in parallel with 6.3 discussion.
 - 6.3.2. OHS Monitoring Review Report - 09CH011917 Pg. 29-31
Reviewed in parallel with 6.3 discussion.
 - 6.3.3. Executive Director Annual Performance Evaluation Schedule (Verbal)

A draft schedule will be sent out to Executive Committee members before the next Board meeting in August. Bors contract ends in June 2025 and will need decision about extending or terminating his contract by the October Board meeting.

7. OLD BUSINESS:

- 7.1. Northtown Property Sale Update Pg. 32-37
Pushed forward due to time.
- 7.2. Succession Plan Update (Verbal)
CSBG Coordinator position future job description change to Executive Director Assistant.

8. CSBG REPORT:

- 8.1. Strategic Plan Pg. 38-47 (*Org Std.*) (ACTION ITEM) – *Bors presented the new 2024-2025 Strategic Plan. Campbell motioned, Smith seconded, MPU on a roll call vote.*

9. COMMITTEE REPORTS:

- 9.1. Finance Committee: Verbal Report of Friday, June 14, 2024, meeting
 - 9.1.1. Banking Change Update (Verbal) (*Org Std. 8.7*)
Gunselman reports that the transition to PNC bank is progressing and reminds us that the reason we're changing banks is to maximize earned interest on our cash balance.
 - 9.1.2. Financial Reports (*Org Std. 8.7*)
Gunselman notes we do not use LOC.
 - 9.1.2.1. Administrative Reports Pg. 48-53
 - 9.1.2.2. HS/EHS Reports Pg. 54-59
Specifies vehicle purchases.
 - 9.1.2.3. Program Fiscal Reports Pg. 60
 - 9.1.2.4. Agency Financial Reports Pg. 61-65
 - 9.1.2.5. Fiscal Officer Narrative Pg. 66-68
Gunselman mentions submittal date change on Pg. 59. The text in red is new content.
- 9.2. Executive Committee: Out brief of 4/10/2024 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)
Foreman updates board about developing a Calaveras VITA site. Bors mentions intent to have an MOA or MOU supporting energy outreach to Calaveras by the next Board meeting.
- 10.2. Possible Merge Discussions (Verbal Report) – *Bors described that talks continue, but there is no progress to report.*

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

- 11.1. Human Resources, Cheri Cunningham (Verbal Report) Pg. 73
Cunningham asks Board members what information is valuable to them so she can obtain and present it at future board meetings. In conclusion, adding health plan details for future program presentations.
- 11.2. Tax, Karen Foreman (Verbal Report) Pg. 75
Foreman discussed CalEITC, VITA, adding volunteers, adding mobile drop-off centers, and working alongside with Calaveras to train for success.
- 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. 90-98
- 12.2. Office of Head Start Information Memorandum on Strategies and Recommendations for Supporting Mental Health (ACF-OHS-IM-24-01) Pg. 99-110
- 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. 105-107
- 12.4. Office of Head Start Program Instruction on New Eligibility Provisions for American Indian and Alaska Native Programs (ACF-OHS-PI-03) Pg. 108-110
- 12.5. Office of Head Start Program Instruction on Fiscal Year 2024 Head Start Funding Increase (ACF-OHS-PI-24-02) Pg. 111-113
- 12.6. Head Start FA2 Audit Program Performance Summary Report Pg. 114-124
- 12.7. Policy Council Minutes May 2024 Pg. 125-158
- 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: 1:10 P.M.

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2024 Executive Director-Employee Performance Review Timeline

- (8/09)** **Full Board Meeting –**
1. The Chairperson of the Board will appoint a *special committee of the Executive Committee* to annually review and evaluate the Executive Director's performance and *recommend* any changes to the Executive Director's contract and salary to the Executive Committee or full Board.
- (8/29)** **Meeting:** 30 minutes (New Business)
2. Review and finalize questions to be asked
 3. Review and finalize list of reviewers (board members, staff, community members)
 - a. Executive Director to provide community member reviewers and contact information
 4. Finalize date of next **two** meetings
- (8/30)** Board Secretary to create and distribute survey
- (9/1-9/15)** Survey available (14 days)
- (9/16)** Board Secretary to compile 360 survey results
- (9/18)** **Meeting** – 90 minutes (Closes Session)
1. Review and discuss compiled data
- (9/20)** **Meeting** – 90 minutes (Closed Session)
1. Conduct an in-person Employee Performance Review with Executive Director
 2. Request Executive Director changes to Contract, if applicable, by 9/27/24.
- (10/11)** **Full Board Meeting – Ad-Hoc/Executive Committee (closed session)**
1. Finalize Executive Director – Employee Performance Review
 2. Finalize Executive Director – Contract changes, if applicable
 3. Open Session: Report out closed session results of Executive Director-Employee Performance Review and Contract changes to the Board

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
ATCAA Board and Policy Council, and ATCAA Advisory Councils
Code of Conduct and Conflict of Interest Policy

The ATCAA Board of Directors, ATCAA Early/Head Start Policy Council and ATCAA Advisory Councils are leaders, models and representatives of ATCAA to our community. All members will be expected to conduct themselves such that their personal and professional conduct does not have a negative effect on services or reflect badly on ATCAA's public image, reputation, or credibility.

Members of the ATCAA Board and Policy Council and Advisory Councils will be informed of this policy and of any approved revisions.

This policy will be periodically reviewed and revised by the ATCAA Board of Directors and the Policy Council.

The ATCAA Board of Directors, the ATCAA Head Start Policy Council and all ATCAA Advisory Councils or Committees:

- 1) Will respect and promote the unique identity of each child, family, employee, Council, Committee and Board member and refrain from stereotyping based on age, race, color, religious creed, sex (gender), marital status, sexual orientation, national origin, ancestry, medical condition, physical or mental disability, genetic information, citizenship status, political affiliation/opinion, Veteran's status, request for family medical leave, or any other consideration made unlawful by federal, state or local laws.
- 2) Must uphold the Agency's confidentiality guidelines as follows:
 - a. No confidential information regarding employees, clients, children and families enrolled or accessing any service in any ATCAA program including Head Start/State Preschool, General Childcare, Early Head Start or any ATCAA programs is to be discussed or shared outside of the work setting or Board/Council/Committee meetings. This includes any materials received in writing.
 - b. Confidential information is to be discussed or shared within the work setting and at Board/Council/Committee meetings only as necessary and as it relates to program operations, business or decision-making.
 - c. No confidential information learned, or material shared at Board/Council/Committee meetings or while conducting Board/Council/Committee business may be discussed, shared, or used in any way outside of Board/Council/Committee activities.
- 3) Will communicate and interact respectfully while participating in all Board/Council/Committee activities and when representing ATCAA within the community.
- 4) Will follow the ATCAA Conflict of Interest Policy as follows:

Conflict of Interest in Hiring

No person will be hired for or promoted/transferred to an ATCAA position over which a family member exercises direct supervisory authority. *(See ATCAA Personnel Policies for more details)*

No ATCAA or Policy Council member, nor any family member of an ATCAA Board or a Policy Council member, may be hired for any ATCAA position, except that a Policy Council member may occasionally substitute in the ATCAA ECS/Head Start Programs.

“Family Member” includes any of the following: spouse, domestic partner, sibling, child, parent, grandparent, grandchild, foster parent, stepparent, sibling-in-law, child-in-law, parent-in-law, uncle, aunt, nephew, niece, stepsibling, and stepchild. *“Family Member”* also includes domestic partners *(a person with whom the employee’s life is interdependent and who shares a common residence)* and a daughter or son of an employee’s domestic partner.

CONFLICT OF INTEREST

No employee, officer or agent of ATCAA or of any subgrantee shall participate in the selection or in the award and administration of a contract if a conflict of interest, real or apparent, would be involved.

A conflict would arise when any of the following has a financial or other interest in the firm selected for award:

- The employee, officer or agent.
- Any member of the immediate family of an employee, officer or agent.
- A partner of an employee, officer or agent; or
- An organization which employs or is about to employ any of the above.

Contractors that develop or draft grant applications, contract specifications, statements of work, invitations for bids and/or requests for proposals are excluded from bidding for the procurement.

The Executive Director, or designee, may approve an exception to this policy only if he or she determines that the financial is not substantial or that it is unavoidable or unreasonable not to make such award.

Signature of ATCAA Board Member or
Policy Council Member or
ATCAA Advisory Council Member

Date

TALIBAH AL-RAFIQ

PROFESSIONAL SUMMARY – Professional finance manager with 20 years of experience managing a full spectrum of services and functions. Significant accomplishments in strategic planning, financial analysis, contract negotiations, grant writing, project management, product development, quality assurance, marketing, business leadership, medical claim settlement, mental health counseling, and customer service. Budget Analyst experience includes managing administrative and financial activities, including preparing budgets, accounts payable, and receivable using Generally Accepted Accounting Practices established by FASB. Strong command of employment laws, compliance issues, and benefit plans.

EXPERIENCE

Accounting Manager January 2024-June 2024

CITY OF JACKSON, Jackson, CA

- Management and reporting of financial data. Including account status and statements, examining, and analyzing customer accounts, and ensuring compliance with financial reporting and other standard accounting procedures.
- Accounts payable, issuing payments, and balancing accounts.

Chief Business Officer May 2020-August 2024

CALAVERAS UNIFIED SCHOOL DISTRICT, San Andreas, CA

- Responsible for all fiscal operations of the district including budget preparation and fund management.
- Planned, organized, and supervised accounting operations.
- Established appropriate procedures and controls for the efficient operation of fiduciary responsibility of the district.
- Worked directly with senior management to analyze financial results and identify areas of opportunity or risk.
- Prepared variance and long-term financial reports.
- Performed the more difficult professional accounting/financial work in the analysis, maintenance, and auditing of records and in financial and management reporting.
- Monitored the legislative process relative to the assigned area of responsibility and advised the Superintendent on appropriate action.
- Research and write proposals for grant opportunities from government and non-government agencies.
- Established a system of accounts to provide adequate controls for handling all funds within the district and account for and disburse all district funds.
- Provided fiscal assistance to site administrators and department heads.
- Supervised all purchasing for the district, including all bids in accordance with board policies and state rules and regulations.
- Reviewed and executes contracts, agreements, etc., in accordance with the District's General Counsel and maintains files of such documents.
- Served on special boards and committees as appropriate and as required.
- Supervised and evaluated the performance of assigned staff.

Business Manager January 2007-April 2020

CALAVERAS FIRST INC, San Andreas, CA

- Managed and coordinated daily business operations, supervising the advertising, circulation, promotion, production, and personal departments.
- Manage administrative and financial activities, including preparing budgets, accounts payable, and receivables using Generally Accepted Accounting Practices established by FASB.
- Implemented a financial database to accelerate data retrieval and processing time and improve the organization of accounts receivable and payables.
- Prepare monthly operating statements.
- Manage projects and monitor policies, procedures, and workflow effectiveness and efficiency.
- Rectified haphazard payroll processes by instituting a computer-based system that eradicated a prior history of errors and slow processing time. Subsequently generated all payroll and payroll-related filings in-house.
- Processed all new hire, benefits, leave, termination, and payroll paperwork, ensuring 100% compliance with various laws and regulatory mandates and serving as the primary contact person for management and staff questions.

EDUCATION

MBA, Western Governors University, Salt Lake City, UT

Bachelor of Arts – Dillard University, New Orleans, LA

PROFESSIONAL DEVELOPMENT

<ul style="list-style-type: none">• Society of Human Resource Management (SHRM) 2013• INSURANCE LICENSE; Life, Health, Disability	<ul style="list-style-type: none">• LUTC Life Underwriting Training• HIAA Training
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COMPUTERS

<ul style="list-style-type: none">• ESCAPE, Frontline Accounting System• MOM, Fund Accounting Software• Microsoft Office (Word, Excel, Access, PowerPoint, Projects)• Paychex, CompuPay, Intuit & ADP Benefit Software <p>References available upon request</p>	<ul style="list-style-type: none">• Macromedia (Web Design)• Adobe Suite & Corel Draw (Graphics)• QuickBooks Pro Enterprise Solution• Windows 10
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RECEIVED

WESTERN GOVERNORS UNIVERSITY
4001 South 700 East, Suite 700, Salt Lake City, UT 84107
ACADEMIC TRANSCRIPT

JAN 28 2022

Page: 1

Student Name: Talibah Al-rafiq

Student ID: ~~XXXXXXXXXX~~

Official
Erika Cotta

Other Names:

Program Level: Graduate

Date of Birth: ~~XXXXXXXXXX~~

Program: MBA

SSN: ***-**-****

Healthcare Management

Issued to:

Status: Graduated

TALIBAH AL-RAFIQ

Status Start Date: 22-Jan-2021

PO BOX 1030

SAN ANDREAS, CA, 95249-1030

Date Issued: 09-FEB-2021

Achievements Awarded:

Degree Awarded: Master of Business Admin
Date Awarded: 01/22/21
Major: Healthcare Management

COURSE #	COURSE TITLE	CU	GRD
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INSTITUTIONAL CREDIT:

Term: Mar 2019 - Aug 2019

Business College - Healthcare Management
Graduate

BUSI AFT2 Accreditation Audit 4.00 Pass

BUSI AMT2 Service Line Development 4.00 Pass

EWOB ORA1 Education Without Boundaries Orientation 0.00 Pass

MGMT C200 Managing Organizations and Leading People 3.00 Pass

MGMT C206 Ethical Leadership 3.00 Pass

MGMT C215 Operations Management 3.00 Pass

Term: Attempted CU: 17.00 Completed CU: 17.00

Term: Sep 2019 - Feb 2020

Business College - Healthcare Management
Graduate

ACCT C213 Accounting for Decision Makers 3.00 Pass

FINC C214 Financial Management 3.00 Not Pass

MKTG C212 Marketing 3.00 Pass

Term: Attempted CU: 9.00 Completed CU: 6.00

Term: Mar 2020 - Aug 2020

Business College - Healthcare Management
Graduate

COURSE #	COURSE TITLE	CU	GRD
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ECON C211 Global Economics for Managers 3.00 Pass

FINC C214 Financial Management 3.00 Pass

MGMT C207 Data-Driven Decision Making 3.00 Pass

Term: Attempted CU: 9.00 Completed CU: 9.00

Term: Sep 2020 - Feb 2021

Business College - Healthcare Management
Graduate

HCM C219 MBA, Healthcare Management Capstone 4.00 Pass

Term: Attempted CU: 4.00 Completed CU: 4.00

Master of Business Admin
22-JAN-2021
Healthcare Management

******* TRANSCRIPT TOTALS *******

	Attempted	Earned
Total Institution:	39.00	36.00
Total Transfer/Satisfied:		0.00
Transfer GPA:		Not Available
Overall:	39.00	36.00

***** END OF TRANSCRIPT *****

In accordance with the Family Educational Rights and Privacy Act of 1974, as Amended, this document may not be released to others without the written consent of the student.

Gabrielle Martinez
Gabrielle Martinez, MS
Registrar

Official transcripts are printed on security paper and do not require a raised seal. This document is valid only when it bears the signature of the Registrar.

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

HEAD START/EARLY HEAD START CHANGE IN SCOPE REQUEST SUMMARY

ATCAA is requesting to reduce our Early Head Start home visiting program enrollment from 40 to 23 children. (A reduction of 17.) This change will take place as soon as it is approved by the Office of Head Start. This change will not displace any families that wish to receive services because for the past two years we have not been fully enrolled in the Early Head Start home based program. Our enrollment for June of this year was 25 children. We will continue to serve these families until they no longer want services or until the children get old enough to be in Head Start.

Staffing Impact: A full-time home visitor's case load is 7 to 10 families. Currently we have 2 full-time home visitors and 2 part-time home visitors. No staff will lose their jobs due to this change. Besides the 23 children in Early Head Start we also have 5-7 families enrolled in the Head Start home visiting program. We have a contract with Tuolumne County Social Services to provide home visiting services for families involved with Child Welfare Services. This grant will support the time that is not charged to Early Head Start. And, if community needs change, we will be able to increase our home visiting program to serve the needs of families due to having enough staff to provide services.

The Community Assessment shows a steady decline in the number of income qualified children aged birth to three. In addition, families are choosing not to have home visitors in their homes in the same numbers as they used to. We have not been able to be fully enrolled in our home visiting program for the past two years. However, if community needs change, we will be able to increase our home visiting program to serve the needs of families.

The savings associated with a reduced home visiting caseload in Early Head Start is estimated to be \$130,515 which includes some savings in personnel plus savings in vehicle and supplies costs.

We are requesting approval to reduce enrollment and to reallocate the saving toward staff retention goals and to cover rising operation costs rather than reducing our Early Head Start funding amount.

Thank you for considering this request.

Approved by the ATCAA Board at its meeting on August 9, 2024

Signed ATCAA Board Representative

TO: ATCAA POLICY COUNCIL

SUBJECT: REQUEST FOR APPROVAL OF 2025 CONTINUATION GRANT APPLICATION

DATE: July 25, 2024

In January 2025, we will enter the fifth and final year of our five-year Head Start/ Early Head Start grant. To receive continued funding for this grant, we are required to submit a continuation application by October 1, 2024, that outlines our program design, budget, and plans for continuous improvement. We are requesting your approval to submit the continuation grant application based on information from the following documents.

- 2024 – 2025 Program Goals and data
- Fiscal Year 2025 Continuation Grant Budget
- 2024 – 2025 Program Approach
- 2024 – 2025 Selection Criteria for Head Start/Early Head Start
- 2024 – 2025 Organization Chart
- 2020 – 2025 Strategic Plan
- 2024 – 2025 School Readiness Goals
- 2024 Community Assessment

Thank you for considering this request.

Nancy Miner
ECS Director

2024-25 Program Goals and Objectives

<p>Strategic Plan Goal: Engage parents to promote positive parenting skills and program involvement</p>
<p>Objective from the Strategic Plan <i>Parents will receive training about promoting children’s social and emotional skills by using the parent component of the Teaching Pyramid model.</i></p>
<p>2024-25 Objective (Revised from 2023-24)</p> <ul style="list-style-type: none"> • Provide a series of in-person and/or Zoom workshops for interested parents, based on Winning with Wellness and Teaching Pyramid for Families strategies, to support parenting skills and positive parent/child relationships.
<p>Objective from the Strategic Plan <i>Parents will receive training and information about health, parenting, and school readiness topics that will lead to positive child outcomes.</i></p>
<p>2024-25 Objective (Revised from 2023-24)</p> <ul style="list-style-type: none"> • Provide online or in-person CPR, first aid, food safety and other health-related training for interested parents.
<p>Objective from the Strategic Plan <i>All parents will receive training about promoting oral health, establishing a dental home, understanding dental screenings, and taking children to regular dental visits.</i></p>
<p>2024-25 Objective (Revised from 2023-24)</p> <ul style="list-style-type: none"> • Ensure that all Head Start and Early Head Start children have a dental home, are seen by a dentist, and receive follow-up treatment. • Continue outreach and strengthen collaborations with providers contacted in 2023-24. • Continue to collaborate with community partners and First 5 to expand access to dental services, especially in Amador County.
<p>Objective from the Strategic Plan <i>Parents will engage in a wide variety of opportunities to volunteer in the program, enhance their parenting and job skills through volunteering, and increase their sense of community and positive relationships with their peers.</i></p>
<p>2024-25 Objective (Continued from 2023-24)</p> <p>Expand ideas for volunteerism so at least 25% of parents with enrolled children participate in the program inside or outside of the classroom.</p>

Strategic Plan Goal	Provide enhanced training and professional development for staff
Objective from the Strategic Plan	
<i>All new hires, apprentices and volunteers will receive comprehensive training that thoroughly prepares them for their positions, and gives them a solid grounding in program policies, procedures, and best practices in caring for and educating young children. As part of this process, supervisors will be taught how to effectively train staff.</i>	
2024-25 Objective (Revised from 2023-24)	
<ul style="list-style-type: none"> Continue to explore and create training plans and tracking systems to support professional development for Teachers, Family Advocates, Home Visitors, Center Assistants, and volunteers. 	
2023-24 Objective (New for 2024-25)	
<ul style="list-style-type: none"> Create and implement a plan to train Lead Center Teachers about effective leadership, management, and supervision. 	
Objective from the Strategic Plan	
<i>All staff will receive training and professional development that will align with the goals in their annual evaluations and prepare them for advanced roles in the program if desired. Tracking systems will be designed and implemented to facilitate this process.</i>	
2024-25 Objective (Revised from 2023-24)	
<ul style="list-style-type: none"> Document the training needs of Home Visitors, Family Advocates and Center Assistants based on the professional development goals included in their performance evaluations. 	

Strategic Plan Goal	Strengthen transitions to kindergarten
Objective from the Strategic Plan	
<i>Increase communication and collaboration with kindergarten/TK teachers to promote positive child transitions to kindergarten/TK and scholastic success.</i>	
2024-25 Objective (Revised from 2023-24)	
<ul style="list-style-type: none"> Work with Resource & Referral agencies, community partners, and UPK groups to establish effective birth to kindergarten support systems that promote children’s healthy development and school readiness/life skills. 	
Objective from the Strategic Plan	
<i>Parents will be supported in their children’s transition to kindergarten, be familiar with receiving schools’ staff, campus, and procedures, and know their rights as parents in the elementary school system.</i>	
2024-25 Objective (Revised from 2023-24)	
Utilize information from community partners, and updated information about early learning programs, kindergarten, and TK to assist parents in making informed decisions about which UPK option is best for their children and families.	

Strategic Plan Goal	Build resiliency and self-care practices
Objective from the Strategic Plan <i>Staff, parents, and children will be aware of and utilize strategies to reduce stress and promote personal well-being.</i>	
2024-25 Objective (Revised from 2023-24)	
<ul style="list-style-type: none"> • Embed Winning with Wellness and Blue Zone information in training and meetings for parents/guardians and staff to promote ways to reduce adult and child stress and increase family well-being. • Collaborate with the Blue Zone Project to implement strategies and create work environments that support staff wellness and productivity. 	
Objective from the Strategic Plan <i>Train all staff about trauma and its effects, and how to implement trauma informed practices.</i>	
2023-24 Objective (Revised from 2022-23)	
<ul style="list-style-type: none"> • Provide training for staff about de-escalation strategies to help families experiencing distressing situations. • Continue to refine family and child support team procedures to assist families experiencing crisis or children consistently using challenging behavior to meet their needs. 	

Strategic Plan Goal	Stable staffing and facilities
Objective from the Strategic Plan <i>Based on Community Assessment data, establish facilities that are in good repair, safe, meet the developmental and learning needs of children, and provide a “user friendly” work environment for staff at all Head Start, State Preschool, and Early Head Start programs.</i>	
2024-25 Objective (Revised from 2023-24)	
Continue to evaluate Community Assessment data, and dialog with our Head Start Program Specialist, the management team, staff, parents, ATCAA’s Executive Director, and our governing bodies, to determine the best sustainable program structure for the Head Start and Early Head Start programs in Amador County and Tuolumne County.	

Program Goal	Reach and Maintain Full Enrollment in Early Head Start and Head Start
2024-25 Objective (Revised from 2023-24)	
Follow our Full Enrollment Initiative Plan objectives and action steps, and continue the collaboration between T/TA staff, ECS staff and managers, parents, Policy Council, and community partners to reach and maintain full enrollment in Early Head Start and Head Start programs.	



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AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

TO: ATCAA BOARD AND POLICY COUNCIL

SUBJECT: REQUEST FOR APPROVAL OF THE FISCAL YEAR 2025 CONTINUATION GRANT BUDGET

DATE: August 2, 2024

Our Continuation Grant budget for the fiscal year of 2025 is for the spring and summer portion of this program year and the fall portion of the 2025/2026 program year. In addition to these funds, we have Child and Adult Center Food Program (CACFP) Funds, California State Preschool Funds and Quality Rating and Improvement funds. Our Continuation Grant application is due on October 1st. We are requesting your approval of the budget as outlined below.

	Operations	Training and Technical Assistance	Total Grant	Non-Federal Share (NFS)	Total Grant and NFS
Head Start	\$2,214,776	\$21,860	\$2,236,636	\$559,159	\$2,795,795
Early Head Start	\$1,631,114	\$31,634	\$1,662,748	\$415,687	\$2,078,435
Total	\$3,845,890	\$53,494	\$3,899,384	\$974,846	\$4,874,230

Thank you for considering this request.

Nancy Miner
ECS Director

Approved by the ATCAA Early/Head Start Policy Council at its regular meeting on August 2, 2024

Policy Council Representative Signature



2025/2026 ATCAA Head Start/State Preschool Proposed Program Approach

Centers and Classes	2025-26 Enrollment	Number of Days of Operation	Program Option	Hours of Operation
Jackson Head Start/ State Preschool	16	175	5 days/week school year	6 hours/day
Ione Head Start/ State Preschool	16	175	5 days/week school year	6 hours/day
Blue Bell Head Start/ State Preschool	16	175	5 days/week school year	6 hours/day
Jamestown Head Start/ State Preschool	16	175	5 days/week school year	6 hours/day
Soulsbyville Head Start/ State Preschool	16	175	5 days/week school year	6 hours/day
Summerville Head Start/ State Preschool	16	175	5 days/week school year	6 hours/day
Tuolumne Home Base	2	32 weeks	1.5-hour home visits/ week and 16 socializations/ year	
Amador Home Base	2	32 weeks	1.5-hour home visits/ week and 16 socializations/ year	

Total 2025-26 Head Start enrollment = 100 children (96 Center Based and 4 Home Based)

CSPP enrollment may vary at each center depending on family interest and age of the child.

2023/2024 ATCAA Early Head Start Proposed Program Approach

Centers and Classes	2025-26 Enrollment Without Enrollment Reduction	2025-26 Enrollment Showing Enrollment Reduction	Days of Operation	Program Option	Hours of Operation
Jackson Early Head Start	8 toddlers	8 toddlers	224	5 Days/week Year-Round	6.17 hours/day
Ione Early Head Start	8 toddlers	8 toddlers	224	5 Days/week Year-Round	6.17 hours/day
Blue Bell Early Head Start	8 toddlers	8 toddlers	224	5 Days/week Year-Round	6.17 hours/day
Jamestown Early Head Start	8 toddlers	8 toddlers	224	5 Days/week Year-Round	6.17 hours/day
Tuolumne Home Base	30 infants, toddlers & pregnant women	18 infants, toddlers & pregnant women	46 weeks	1.5-hour home visits/ week and 22 socializations/ year	
Amador Home Base	10 infants, toddlers & pregnant women	5 infants, toddlers & pregnant women	46 weeks	1.5-hour home visits/ week and 22 socializations/ year	

Total 2025-26 Early Head Start enrollment without enrollment reduction = 72 children and pregnant women (32 Center Based, 30 Home Based and 10 Home Based pregnant)

Total 2025-26 Early Head Start enrollment WITH enrollment reduction = 55 children and pregnant women (32 Center Based, 18 Home Based and 5 Home Based pregnant)

The Early Head Start enrollment reduction is based on enrollment data showing that parents are not enrolling their children in the homebased option.

ATCAA Early Childhood Services Eligibility Points Worksheet

Enrollee: _____ Class Choices: _____ School Year: _____

Area	Head Start	CSPP
Parental Status		
Legal guardian/grandparent /teen parent	3	3
Parent with disabilities	3	3
One parent	2	2
Two parents	1	1
Disability		
Child with certified disability IFSP/IEP	99	99
Child with suspected disability	3	3
Income Points Head Start		
Low income/50% Head Start Poverty Guidelines	9	n/a
Low income/75% Head Start Poverty Guidelines	8	n/a
Eligible/100% Head Start Poverty Guidelines	7	n/a
Over income/1% - 50% over Head Start Poverty Guidelines	3	n/a
Over income/51% - 75% over Head Start Poverty Guidelines	2	n/a
Over income 76% - 100% over Head Start Poverty Guidelines	0	n/a
Income Points State Preschool		
Low income/50% State Income Ceilings	n/a	9
Low income/75% State Income Ceilings	n/a	8
Eligible/100% State Income Ceilings	n/a	7
Other		
Child Protective Services/ Indian Child Welfare Act	99	99
Homeless or foster child	99	99
EHS pregnant mother (seeking enrollment in home-base pregnant mothers' program)	9	0
Referral from other agencies	4	4
High risk family/child or English language learner	3	3
Full-time 30+ hours/week working, seeking work, school/training	3	3
Part-time working, seeking work, school/training	2	2
Public Assistance (TANF, SNAP/CalFresh, SSI)	3	0
Immunizations Current: • Yes • No USDA: F R B		
Birthdate: PIR Age: Verified by: • B/C •		
Other		
Returnee* or Transfer (*Children previously dropped from the program due to attendance issues do not receive priority points.)	99	0
4 years old by September 1 st for 23/24 school year	5	5
0-3 years old by September 1 st for 23/24 school year	9	9
Total Points:		
<input type="checkbox"/> Eligible EHS/HS <input type="checkbox"/> 130% EHS/HS <input type="checkbox"/> Over Inc. EHS/HS <input type="checkbox"/> Eligible CSPP <input type="checkbox"/> 15% CSPP <input type="checkbox"/> Not Eligible CSPP		
<input type="checkbox"/> Wait List Letter sent (date: _____) <input type="checkbox"/> Added to class list <input type="checkbox"/> Data entered (date: _____)		

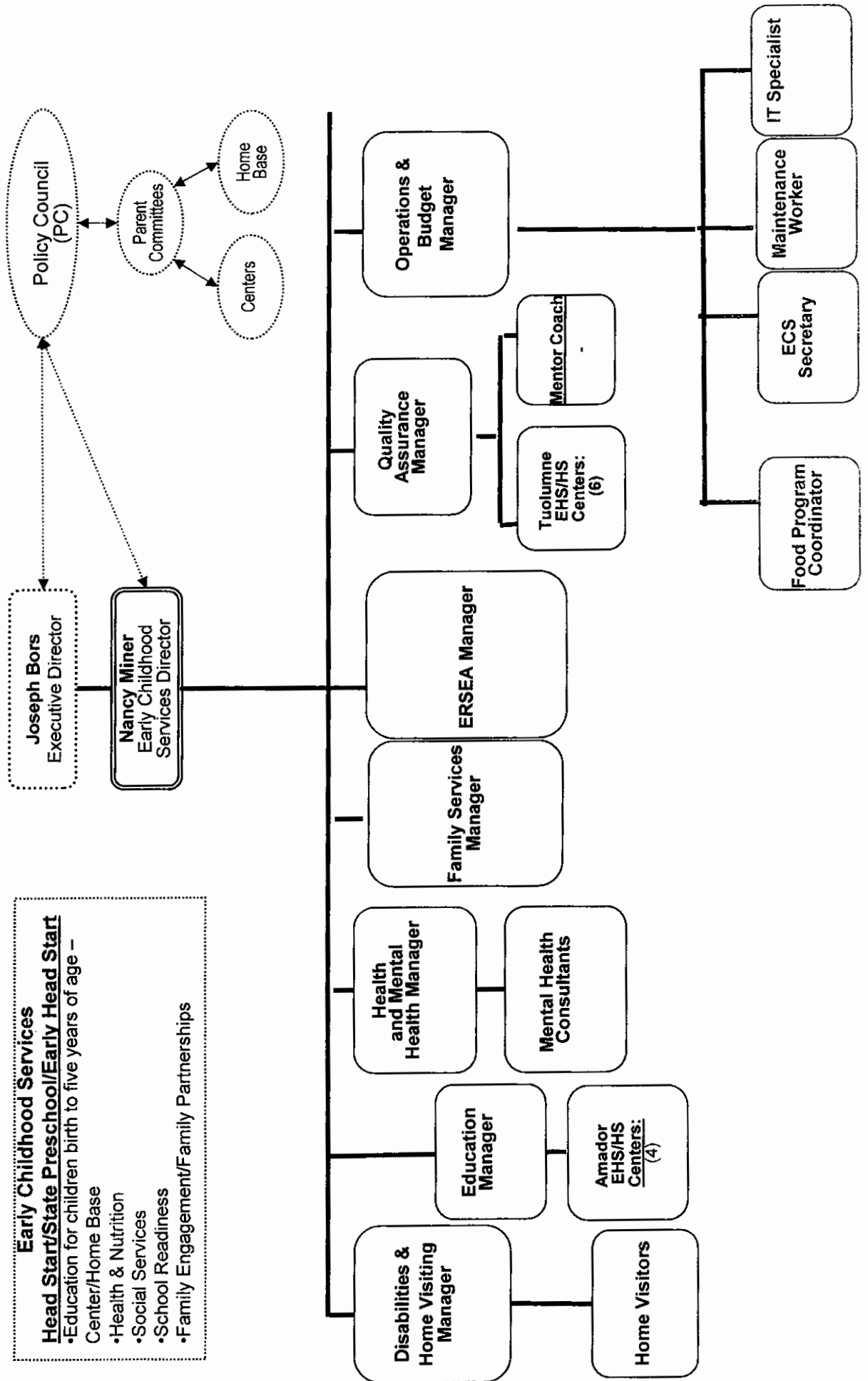
I have reviewed the information provided to me from the applicant and have determined that the family's priority points and decision concerning eligibility was based upon program requirements and the Policy Council approved selection criteria.

Eligibility Determination Record verified by:

#1 Name: _____ Title: _____ Date: _____

#2 Name: _____ Title: _____ Date: _____

Amador Tuolumne Community Action Agency Early Childhood Services 2025



ATCAA Early Childhood Services – Head Start/State Preschool and Early Head Start
Strategic Plan for Program Years 2020-21 through 2024-25

Goal: Engage parents to promote positive parenting skills and program involvement		
Teaching Pyramid trainings for parents		
Objective	Expected Outcomes	Evaluation/Data
<p>Parents will receive training about promoting children’s social and emotional skills by using the parent component of the Teaching Pyramid model. By the end of the first year, at least 75% of home-base parents will have received virtual or in-person trainings. By year five, trainings will be available for all home-base and center-based parents in both counties.</p>	<p>Parents will increase their knowledge of the importance of children developing appropriate social and emotional skills, what those skills are, and how they develop in young children.</p> <p>Participating parents will be able to promote the development of children’s social and emotional skills using strategies learned in the Teaching Pyramid trainings.</p>	<p>Pre and post checklists and evaluations</p> <p>Parent surveys</p> <p>Qualitative data from home visits and parent/teacher conferences</p>
Health, parenting, and school readiness training		
Objective	Expected Outcomes	Evaluation/Data
<p>Parents will receive training and information about health, parenting, and school readiness topics that will lead to positive child outcomes. As measured by outcome data, and parent participation in virtual or in-person trainings, each of the following will increase by 20% each year:</p> <ul style="list-style-type: none"> • Number of parents gaining proficiency in first aid, CPR, and accident prevention • Number of parents learning and utilizing ways to promote the development of their children’s math, cognitive and early literacy skills • Number of parents utilizing the parenting curriculum • Number of parents understanding how to establish consistent routines, develop age appropriate rules, and use positive discipline techniques 	<p>Child injuries, and visits to the ER and Prompt Care due to accidents, will decrease.</p> <p>Parents will have the ability to act promptly and effectively in circumstances requiring first aid or CPR.</p> <p>Parents will increase their skills and ability to promote the development of their children’s math, cognitive and early literacy skills in the home environment.</p> <p>Parents will become more proficient with their parenting skills and help prepare their children for school by establishing consistent routines, utilizing positive discipline techniques, and having age appropriate rules and expectations for their children.</p>	<p>Parent Surveys</p> <p>Family Assessments</p> <p>Parent Focus Group discussions</p>

**ATCAA Early Childhood Services – Head Start/State Preschool and Early Head Start
Strategic Plan for Program Years 2020-21 through 2024-25**

Oral health training		
Objective	Expected Outcomes	Evaluation/Data
All parents will receive training about promoting oral health, establishing a dental home, understanding dental screenings, and taking children to regular dental visits. By the end of the first year, 100% of EHS and HS parents will receive oral health training and assistance to establish a dental home and complete regular dental visits for their children. By the end of year five, 100% of parents will be engaged in a comprehensive oral health program, have a dental home and complete regular dental visits for all family members.	<p>All children will receive needed follow-up from dental screenings.</p> <p>All children will have a dental home, and starting at age one, will be seen by a dentist regularly.</p> <p>Parents will understand the importance of promoting good oral health practices at home, consistently model and engage their children in those practices, and complete regular dental visits for all family members.</p>	<p>Dental information on the database and in children's files</p> <p>Parent focus group discussions</p> <p>Parent Surveys</p>
Increase volunteerism		
Objective	Expected Outcomes	Evaluation/Data
Parents will engage in a wide variety of opportunities to volunteer in the program, enhance their parenting and job skills through volunteering, and increase their sense of community and positive relationships with their peers. By the end of the first year, 25% of parents with enrolled children will volunteer in the program. By year five, parent volunteers will increase to 100%	<p>By observing teaching staff and home visitors, parents will gain proficiency with positive parenting strategies.</p> <p>Parents will increase their job skills and seek employment in fields related to their volunteer experience.</p> <p>Parents will develop systems of support with each other that will continue when their children go to elementary school.</p>	<p>Parent Surveys</p> <p>Parent Focus Group discussions</p> <p>Family Assessments</p>

ATCAA Early Childhood Services – Head Start/State Preschool and Early Head Start
Strategic Plan for Program Years 2020-21 through 2024-25

Goal: Provide enhanced training and professional development for staff		
Child Supervision training		
Objective	Expected Outcomes	Evaluation/Data
<p>All staff, substitute staff, and volunteers will receive training about strategies to maintain child supervision and children’s rights. Staff and volunteers will understand why these practices are critical for children’s safety and follow them consistently. This training will be included in new hire orientations and throughout the program year for all staff and volunteers. How to report violations of children’s rights and lapses in child supervision will be included as part of this training.</p> <p>By the end of the first year, all staff and volunteers will receive comprehensive training about child supervision and children’s rights and use that training effectively to keep children safe. At the end of year five, staff and volunteers will always and consistently follow child supervision procedures and ensure child rights. Staff will also actively train parents about child supervision practices they can use at home to ensure child safety.</p>	<p>Staff, substitute staff, and volunteers will always utilize child supervision strategies and maintain children’s rights in a consistent and effective manner.</p> <p>Parents will learn child supervision strategies to help keep their children safe.</p>	<p>Monitoring reports</p> <p>Management team and supervisor observations</p> <p>Parent Surveys</p> <p>Parent Focus Group discussions</p>
Teaching Pyramid trainings		
Objective	Expected Outcomes	Evaluation/Data
<p>Staff will receive training and coaching about promoting children’s social and emotional skills by using the Teaching Pyramid model. By the end of the first year, virtual or in-person training and coaching will be completed for center-based teams that started the training last year. By year five, all center-based teams and home visitors will be trained and coached on the Teaching Pyramid model and a new hire cohort will be trained and coached on an annual basis.</p>	<p>Teaching staff and home visitors will consistently utilize Teaching Pyramid strategies to facilitate children’s social and emotional development.</p> <p>Incidents of challenging child behavior in the classroom and during home visits will decrease.</p> <p>Parents will learn strategies to facilitate their children’s</p>	<p>Training sign-in sheets and evaluations</p> <p>Teaching Pyramid coaching records</p> <p>Parent Surveys</p>

**ATCAA Early Childhood Services – Head Start/State Preschool and Early Head Start
Strategic Plan for Program Years 2020-21 through 2024-25**

	social and emotional development through concurrent parent training and modeling from staff.	Parent Focus Group discussions
New hire, apprentice, and volunteer training		
<p>Objective</p> <p>All new hires, apprentices and volunteers will receive comprehensive training that thoroughly prepares them for their positions, and gives them a solid grounding in program policies, procedures, and best practices in caring for and educating young children. As part of this process, supervisors will be taught how to effectively train staff. By the end of the first year, new training plans will be in place and train the trainer sessions will take place for supervisors. By the end of year five, all new hires, apprentices and volunteers will be trained in a systematic, consistent manner program wide.</p>	<p>Expected Outcomes</p> <p>Staff, apprentices, and volunteers will have a thorough understanding of program policies, procedures, and best practices, and implement them in a consistent and effectual manner.</p> <p>Supervisors will demonstrate competence in training new hires, apprentices, and volunteers, and feel comfortable and capable in the role of a trainer.</p> <p>Program quality, child and family outcomes, and staff satisfaction will increase.</p>	<p>Evaluation/Data</p> <p>Database training records and sign-in sheets</p> <p>Staff surveys</p> <p>Monitoring forms and management team observations</p> <p>CLASS and ERS</p>
Staff professional development and succession training		
<p>Objective</p> <p>All staff will receive training and professional development that will align with the goals in their annual evaluations and prepare them for advanced roles in the program if desired. Tracking systems will be designed and implemented to facilitate this process. By the end of the first year, systems will be developed to track staff goals and the professional development staff complete to support those goals. By year five, an integrated system will be in place to support professional development in relation to staff goals, and specific training and mentoring will take place to facilitate succession plans.</p>	<p>Expected Outcomes</p> <p>Staff will receive the professional development needed to help them achieve their work-related goals, and to advance to different positions in the program if desired.</p> <p>Staff satisfaction and retention will increase.</p> <p>Vacated management and Lead Center Teacher positions will be filled with qualified individuals who are familiar with the program.</p> <p>Program quality will increase.</p>	<p>Evaluation/Data</p> <p>Database records of training and annual goals</p> <p>Staff surveys</p> <p>Training sign-in sheets and evaluations</p> <p>Individual conversations with staff</p>

ATCAA Early Childhood Services – Head Start/State Preschool and Early Head Start
Strategic Plan for Program Years 2020-21 through 2024-25

Goal: Strengthen transitions to kindergarten		
Increase communication and data sharing with receiving schools		
Objective	Expected Outcomes	Evaluation/Data
<p>ATCAA Head Start will increase communication and data sharing with schools receiving kindergarten students from ATCAA programs.</p> <p>By the end of the first year, ATCAA Head Start staff will present information about Head Start programs to school district administrators, school boards, and kindergarten teachers, and begin the dialog about sharing data. By the end of year five, collaborations will be in place with receiving schools to facilitate children and parents’ transitions to kindergarten, and the flow of information that improves long-term child outcomes.</p>	<p>Children and parents will have successful transitions to kindergarten.</p> <p>Kindergarten teachers will have important information about students transferring to their classes, and Head Start teachers will have additional information from kindergarten teachers that will facilitate children’s school readiness skills and success in kindergarten.</p> <p>ATCAA Head Start will have longitudinal data from receiving schools that will help improve program quality, positive child outcomes, and parent support for school readiness.</p>	<p>Meeting minutes</p> <p>Memorandums of Understanding (MOUs)</p> <p>Outcome data from receiving schools (through 3rd grade)</p> <p>Focus group data from Head Start teachers, kindergarten teachers and school administrators</p>
Increase collaboration with kindergarten teachers		
Objective	Expected Outcomes	Evaluation/Data
<p>Increase communication and collaboration with kindergarten teachers to promote positive child transitions to kindergarten and scholastic success. By the end of the first year, ATCAA Head Start staff will share information with kindergarten teachers about the Head Start program, discuss ways to promote positive transitions, and receive information about the skills children need to succeed in kindergarten. By year five, close collaborations will be in place with kindergarten teachers that promote sharing of relevant data, teaching strategies, and support for children with disabilities and special needs.</p>	<p>Head Start staff will implement teaching strategies and learning opportunities that facilitate children’s success in kindergarten based on data from kindergarten teachers.</p> <p>Kindergarten teachers will have additional information from Head Start staff that will help promote student success in kindergarten.</p> <p>Head Start and kindergarten programs will be better aligned to support positive child outcomes.</p>	<p>Meeting minutes</p> <p>Focus group discussions</p> <p>Shared data and analysis</p> <p>School readiness goals</p>

**ATCAA Early Childhood Services – Head Start/State Preschool and Early Head Start
Strategic Plan for Program Years 2020-21 through 2024-25**

Promote and support parents' role in kindergarten transitions		
Objective	Expected Outcomes	Evaluation/Data
<p>Parents will be supported in their children's transition to kindergarten, be familiar with receiving schools' staff, campus, and procedures, and know their rights as parents in the elementary school system. By the end of the first year, parents will understand the kindergarten registration process, kindergarten student and parent expectations, and be familiar with the receiving school's staff and campus. By year five, parents will be confident in registering their children for kindergarten, talking to their child's kindergarten teacher, understanding their rights as parents in the elementary school system, and advocating for their child.</p>	<p>Increased parental confidence in registering their children for kindergarten.</p> <p>Successful child and parent transitions to kindergarten with increased communication and positive relationship formation between parents, kindergarten teachers and school staff.</p> <p>Increased parental advocacy and awareness of parent rights in the elementary school system.</p>	<p>Parent surveys</p> <p>Parent focus group discussions</p> <p>Parent/teacher conference data</p> <p>Feedback from kindergarten teachers</p>
Goal: Build resiliency and self-care practices		
Promote self-care for staff, families, and children		
Objective	Expected Outcomes	Evaluation/Data
<p>Staff, parents, and children will be aware of and utilize strategies to reduce stress and promote personal well-being. By the end of the first year, staff, parents, and children will use strategies such as deep breathing, exercise, and healthy eating to help manage stress. By year five, staff will be familiar with a variety of stress management and self-care strategies, use them to help manage personal stress, share those strategies with parents, and implement age-appropriate strategies in the classroom and during home visits.</p>	<p>Reduced stress and increased health and mental wellness for staff, parents, and children.</p> <p>Increased staff retention and job satisfaction</p> <p>Increased staff, parent, and child resilience</p>	<p>Staff surveys</p> <p>Parent surveys</p> <p>Staff retention data</p> <p>Conversations and focus group discussions with parents and staff</p>

**ATCAA Early Childhood Services – Head Start/State Preschool and Early Head Start
Strategic Plan for Program Years 2020-21 through 2024-25**

Create a wellness committee to facilitate resilience and self-care		
Objective	Expected Outcomes	Evaluation/Data
<p>Create a wellness committee of staff and parents to promote wellness and self-care among the ATCAA Head Start/Early Head Start community. By the end of the first year, the wellness committee will be established and set goals for the following year. By year five, the wellness committee will arrange Head Start trainings and events to promote staff, family and child well-being and self-care. The committee will also coordinate with local resiliency coalitions to promote similar events and trainings in the community.</p>	<p>Reduced stress, and increased wellness and self-care for ATCAA Head Start staff, families, and children.</p> <p>An increased sense of community, and leadership growth among Head Start parents and staff.</p> <p>Increased collaboration with community partners.</p>	<p>Parent surveys</p> <p>Staff surveys</p> <p>Parent focus group discussions</p> <p>Qualitative data from staff and parents</p>
Peer counseling		
Objective	Expected Outcomes	Evaluation/Data
<p>Provide training for staff and parents to become peer counselors and promote mental well-being through peer counseling groups. By the end of the first year, train interested staff and parents in peer counseling. By year five, have established peer counseling groups for parents and staff that promote wellness, a sense of community, and access to needed resources.</p>	<p>Reduction of staff, parent and child stress and an increased sense of community and support.</p> <p>Increased staff retention and job satisfaction.</p> <p>Increased positive relationships between parents that support resiliency and well-being.</p>	<p>Staff surveys</p> <p>Parent surveys</p> <p>Focus group discussions</p>
Increasing awareness of the effects of trauma and trauma informed practices		
Objective	Expected Outcomes	Evaluation/Data
<p>Train all staff about trauma and its effects, and how to implement trauma informed practices. By the end of the first year, all staff will be trained about trauma, have a better understanding of available resources in the community to address the effects of trauma, and begin to implement trauma informed practices to reduce re-traumatization and promote healing from trauma. By year five, a comprehensive training plan will be in place for all staff and trauma informed practices will be fully incorporated into program policies, procedures, and practices.</p>	<p>Increased staff awareness of trauma and utilization of trauma informed practices to reduce re-traumatization and to promote healing from trauma.</p> <p>Building positive relationships and an increased sense of safety and collaboration for individuals experiencing trauma.</p> <p>Increased use of community resources by individuals experiencing trauma.</p>	<p>Sign-in sheets</p> <p>Revised policies and procedures</p> <p>Staff and parent surveys</p> <p>Referral data</p>

**ATCAA Early Childhood Services – Head Start/State Preschool and Early Head Start
Strategic Plan for Program Years 2020-21 through 2024-25**

Goal: Stable staffing and facilities		
Achieve full staffing		
Objective	Expected Outcomes	Evaluation/Data
Achieve full staffing in all center, home-based and management positions. By the end of the first year, all vacant positions will be filled, and all centers will have a Supervisor/Lead Center Teacher, two qualified Teachers, a Family Advocate, and a Center Assistant. By the end of year five, have an effective system in place to increase staff retention and consistently recruit qualified staff to fill vacancies.	Reduce the number of staff leaving the program and increase recruitment of qualified staff to fill vacancies. Reduce the amount of staff time and effort to fill vacancies.	Data about staff attrition and exit interviews Data about recruitment and hiring
Stable facilities		
Objective	Expected Outcomes	Evaluation/Data
Based on Community Assessment data, establish facilities that are in good repair, safe, meet the developmental and learning needs of children, and provide a “user friendly” work environment for staff at all Head Start, State Preschool, and Early Head Start programs. By the end of the first year, have a stable long-term placement for the Sonora Head Start program, preferably in the same facility as the TCSOS Structured Preschool class. By the end of year five, have stable placements in good repair for all Head Start, State Preschool and Early Head Start programs.	All Head Start, State Preschool, and Early Head Start centers will be easily accessible in locations where larger populations of eligible children and pregnant women live. All Head Start, State Preschool, and Early Head Start centers will be in good repair, safe, and meet the needs of children and staff. Continue to provide co-enrollment opportunities for children with disabilities and special needs who are enrolled in special education programs.	Lease agreements and MOUs Enrollment records

ATCAA Early Head Start/Head Start School Readiness Goals 2023/2024

Infant/Toddler Domain 1: Social and Emotional Development

Identifies own or others' feelings- (Points to a sad picture on the emotion chart when observing a crying child. Says, "Baby Happy," when a child smiles. Says, "Painting makes me happy!")

Infant Toddler Domain 2: Approaches to Learning

Comforts self in different ways, depending on the situation- (When upset about parent leaving, goes to cubby and pulls out a family photo. Seeks a quiet spot in the classroom to self-regulate.)

Infant Toddler Domain 3: Language and Literacy

Engages in back-and-forth communication that develops into increasingly extended conversations - (Child engages in back and forth conversations with adults about ideas, thoughts, any extra items needed, etc.)

Infant/Toddler Domain 4: Cognition

Identifies small quantities without counting, up to three- (Compares number of apple slices with a peer and communicates a desire to have the same amount. Communicates, "I have one cat. You have one bunny.")

Infant/Toddler Domain 5: Perceptual, Motor and Physical Development

Follow basic safety practices with close adult supervision- (Before crossing a road or parking lot, stops and reaches for an adult's hand. Seeks adult when attempting to climb to get something out of reach.)

Preschool Domain 1: Self and Social Development

Communicates ideas about how one is affected by own and another's thoughts, feelings, and actions- (Child laughs and says, "You are silly," when a peer does something funny. "That makes me feel sad.")

Preschool Domain 2: Approaches to Learning

Uses socially appropriate strategies to regulate own feelings/behavior- ("Can I please have a turn on the bike when the timer is up?" "Don't push me," then moves over and says, "Here's space for you.")

Preschool Domain 3: Language and Literacy

Initiates and expands on meaningful activities that promote literacy development- (Reads a book on their own. Asks for a book about trees after a nature walk.)

Preschool Domain 4: Cognition

Shows an increasing ability to compare, match, and sort objects into groups according to their attributes. (Sorts buttons by color, shape, and/or size.)

Preschool Domain 5: Perceptual, Motor and Physical Development

Applies basic safety practices on their own and communicates those practices to others- (Able to stay within safe boundaries designated by an adult. Follows classroom safety rules in different situations. Tells another child to walk, not run.)

ATCAA Head Start and Early Head Start 2024 Community Assessment Overview

To provide high quality services in the areas where they are most needed, it is important to review community data. This report will summarize some key demographic information such as population, income and race and will also look at some of the indicators specific to children such as education, childcare, and health.

Amador County

Amador County is located in the Sierra Nevada foothills in California and ranges in elevation from approximately 250 feet in the western portion of the county to over 9,000 feet in the east. The county is bordered on the north by the Cosumnes River and on the south by the Mokelumne River. The county seat is located in Jackson and there is a substantial wine-growing industry in the county.

According to the U.S. Census Bureau, the county has a total area of 605 square miles, of which 593 square miles is land and 12 square miles is water. Water bodies in the county include Lake Amador, Lake Camanche, Pardee Reservoir, Bear River Reservoir, Silver Lake, Sutter Creek, Cosumnes River, Mokelumne River, and Jackson Creek.

Tuolumne County

Tuolumne County is in the central eastern section of California. It covers 2,221 square miles and ranges in elevation from about 300 feet in the Sierra Nevada foothills to almost 13,000 feet in the eastern regions. Federal, state, and local governments own approximately 77% of the land in Tuolumne County and the county seat is located in Sonora.

Tuolumne County is bordered by rivers to the north and south, by the Sierra Nevada to the east and the San Joaquin valley to the west. With portions of Yosemite National Park in the southern sectors, tourism drives a significant percentage of the local economy.

Population

According to the USA Facts, the population in Amador County has increased 9.3% since 2010, whereas the population in Tuolumne County has decreased 1.1% during the same timeframe. The 65+ population is the fastest growing age group in the area and has increased by 45.8% in Amador County and 35% in Tuolumne County since 2010. Of note, the population in Amador County is influenced by the number of incarcerated individuals (3,827 in December 2023) and employees (1,296) at Mule Creek State Prison. Children 0-4 make up 4% of the population in Amador County and 4.2% in Tuolumne County.

Population	Tuolumne	Amador
Total population (2022)	54,531	41,412
Children 0- 2 years	1,399	976
Children 3-4 years	927	701
Total children 0-4 years	2,326	1,677
Children 5-19 years	7,972	5,309
Adults 20-34 years	9,038	6,211
Adults 35-49 years	9,230	7,697
Adults 50-64 years	10,748	8,953
Adults 65+ years	15,217	11,565

Data from: USA Facts, and California Dept. of Corrections,

Children’s Race and Ethnicity

The largest racial/ethnic group in our service area is non-Hispanic white. From 2010 to 2022, the Hispanic/Latino population grew by 3.5% in Amador County and 2.9% in Tuolumne County.

	Tuolumne	Amador
White	74.1%	72.5%
Hispanic or Latinx	17%	18.6%
Multiracial	5.1%	4.8%
Black or African American	.8%	.7%
American Indian or Alaska Native	1.3%	1.5%
Asian	1.5%	1.7%
Native Hawaiian and other Pacific Islander	.2%	.2%

Data from: USA Facts (2022) and kidsdata (2021)

Diversity and Equity

As part of the 2021-22 Tuolumne Community Review Council qualitative study of marginalized individuals in the community, they found that “94% of those interviewed reported having acts of discrimination leveled against them...”.

To ensure that all children and families receive the kindness, trust, and respect they deserve, it is important to be aware of marginalized populations within our communities and efforts to promote inclusion, equity, and dignity for all people. This includes an awareness of how cultural biases and systemic racism impact individuals and groups based on their race, sex, religion, ancestry, national origin, immigration status, marital status, age, physical or emotional disability, sexual orientation, gender identity, economic status, or political affiliation.

	Tuolumne	Amador
Individuals with disabilities (2022)	21.3%	18.1%
Adults over age 65 (2022)	28.1%	27.9%
Female residents (2022)	48.4%	45.7%
Foreign born adults (2022) (In California- 26.7%)	5%	5.8%
Hispanic or Latinx	13.6%	16%
Multiracial	2.9%	2.7%
Black or African American	1.6%	.2%
American Indian or Alaska Native	1.5%	1.4%
Asian	1.4%	1.7%
Native Hawaiian and other Pacific Islander	.2%	.3%
Language other than English spoken at home (In California- 44.4%)	7.1%	9.1%
Adult obesity	29%	30.1%
Single parent households (2022)	47.4%	42.1%
Students not feeling safe at elementary school	20%	21%
Not treated with respect at elementary school	20%	19%
LGBTQ+ youth	11%	13%
California data		
LGBTQ+ population	5.3%	
Percent of LGBTQ+ population who are parents	24%	

Data from: 2022 Sutter Amador CHNA, 2023 Tuolumne Public Health CHNA, Census Bureau Profile, and Williams Institute Movement Enhancement Project, USA Facts, Kids Count Data Center, and 2022 California School Climate, Health and Learning Survey

Income, Housing and Transportation

In 2022, the median income for residents in California was \$91,551 which was higher than the median income for Amador County (\$74,853) and Tuolumne County (\$70,432). When considering income, the amount asked for rent is an important factor as households are deemed rent-burdened if more than 30% of the family's income is spent on rent. This moves to a severe cost burden if 50% or more of the family's income is spent on housing costs. Within the service area, renters need to earn over 1.5 times the minimum wage to afford the average asking rent. Housing habitability and drinking water contaminants are other concerns in the motherlode region. Also, many residents are impacted and isolated by limited options for transportation.

	Tuolumne	Amador
Total housing units	31,415	18,805
Home ownership rate	74.4%	79%
Median rent	\$1,129	\$1,257
Minimum wage work hours/week to rent 2-bedroom home	60.5	63.1
Resident turnover (2023)	15%	11%
Spending more than 30% of income on housing costs	51%	43%
Severe housing cost burden	17%	16%
Occupied housing with 1-4 substandard conditions	38.9%	18.4%
Households with no vehicle	5.7%	5.8%
Household with limited access to public transportation	93.4%	53.4%
2022 Point in Time count of individuals experiencing homelessness	266	184
2022 Point in Time count of children experiencing homelessness	19	11
2022 Point in Time count sheltered individuals experiencing homelessness	44	27
2022 Point in Time count sheltered children experiencing homelessness	9	6
2022 Point in Time count unsheltered individuals experiencing homelessness	222	157
2022 Point in Time count unsheltered children experiencing homelessness	10	5

Data from: Central Sierra Continuum of Care PIT Count, US Census Bureau, Affordable Housing Needs Report, County Health Rankings for 2022, 2022 Sutter Amador CHNA, and Adventist Health CHNA

Individuals Living in Poverty

The federal poverty line is determined by the U.S. Department of Health and Human Services and changes based on the number of people in a family. In California, 13.2% of the state's residents lived at or below the federal poverty line in 2022. In Amador and Tuolumne Counties, the percentage of children living in poverty is less than the average in California at 13.8%. To give context to the definition of poverty, in 2024 a family of four with a gross annual income of \$31,200 would be at the federal poverty line.

	Tuolumne	Amador
All residents living in poverty in 2022	11.4%	7.8%
Children under 5 years living in poverty in 2023	7%	4%
Children under 18 years living in poverty in 2022	8.4%	6%
Children participating in CalFresh (2022 PIT count)	1,516	1,163
Children participating in CalWORKs per 1,000 (2020)	64	47.4
Households under 200% of the poverty level (2023)	24%	21%

Data from: kidsdata, US Census Bureau, Community Opportunity Map, CalFresh Dashboard, and American Community Survey

Health, Dental and Mental Health

The ability to access health insurance, and health, dental, and mental health services, has a profound impact on children and families' health and wellbeing. In rural areas, families often struggle to get the services they need due to cost, lack of insurance and providers, and the time and resources needed to travel out of the area to receive care.

	Tuolumne	Amador	California
Uninsured children (2023)	6%	4%	3%
Children enrolled in Medi-Cal	48.2%	46.5%	48.7%
Healthcare patient to provider ratio	1,590 to 1	2,170 to 1	1,230 to 1
Dental patient to provider ratio	830 to 1	1,590 to 1	1,080 to 1
Low-income children 0-5 with dental visits (2020)	22%	23%	34%
Mental health patient to provider ratio	410 to 1	340 to 1	220 to 1
Suicide rate (per 100,000 people)	19	29	10
Frequent mental distress	16%	14%	15%
Firearm fatalities (per 100,000 people)	15	22	8
Adult smoking	13%	13%	9%
Adult excessive drinking	18%	18%	17%
Adults with limited physical activity	18%	18%	20%
Diabetes prevalence	9%	9%	11%
Emergency Room visits due to traumatic injury	12.9%	12.9%	12.3%
Drug overdose deaths per 100,000 people	24	26	22
Motor vehicle deaths per 100,000 people	14	22	10
Deaths due to injury per 100,000 people	95	106	59
Teen births (per 1, 000 girls ages 15-19)	11	10	13
Receiving prenatal care	84.7%	88%	86.8%
Low birth weight (live births under 2,500 grams)	7%	6%	7%
Babies exclusively breastfed in the hospital	83.9%	84.7%	70.2%
Children entering kindergarten with all immunizations	90.2%	91.2%	94.3%
Children overweight or obese by the 5th grade	30.5%	31.7%	41.3%

Data from: County Health Rankings for 2022, MediCal Certified Eligibles Table, Sutter Amador CHNA, Adventist Health CHNA, and kidsdata

Nutrition

Many families in our area struggle with food insecurity, or the inability to provide enough food for every person to maintain an active healthy life. This can lead to health issues for all family members and affect children's ability to learn and grow.

	Tuolumne	Amador
Food insecurity rate for all residents (2022)	11%	9%
Food insecurity rate for all children (2021)	13.4%	11.4%
Food insecurity rate for children in households with income below 185% of the federal poverty line	52%	64%
Individuals using SNAP/Food Stamps (2023)	10%	8%
Children qualifying for Free or Reduced-Price School Meals (2023)	45.1%	45.6%
Children 0-5 receiving WIC benefits (2020)	412	344
Households with limited access to healthy food	6%	0%

Data from: Community Opportunity Map, Feeding America- Map the Meal Gap, County Health Rankings for 2022, and Ed Data

Adverse Childhood Experiences (ACEs)

Adverse Childhood Experiences (ACEs) are events such as abuse, neglect, and experiencing violence that occur in childhood and have the potential to undermine a child’s sense of safety and stability. Individuals experiencing these types of traumas have an increased risk of engaging in risky health behaviors, having chronic health conditions and lower life potential. The greater number of ACEs a child experiences, increases these risks, with a threshold of concern being four ACEs.

	Tuolumne	Amador	California
ACEs (individuals experiencing four or more ACEs prior to age 18)	14%	18%	17.5%
ACES (individuals experiencing 1-3 ACEs prior to age 18)	44%	47%	48.9%
Rate of substantiated cases of child abuse or neglect for infants per 1,000 children (2023)	35.4	45.7	16.2
Rate of substantiated cases of child abuse or neglect for toddlers per 1,000 children (2021)	---	19.2	6.5
Rate of substantiated cases of child abuse or neglect for preschoolers per 1,000 children (2021)	10.8	12.4	5.9
Rate of child abuse/neglect allegations for infants per 1,000 children (2023)	148.6	105.7	56.6
Rate of child abuse/neglect allegations for toddlers per 1,000 children (2023)	87.3	68.9	39.4
Rate of child abuse/neglect allegations for preschoolers per 1,000 children (2023)	103.3	86.1	47.2
Infants in foster care per 1,000 children (2023)	35.6 (2020)	37.1	9.4
Children in foster care per 1,000 children (2023)	5.7	7.7	2.1
Domestic violence calls for assistance per 1,000 individuals	8.9	5.9	6.1
County jail incarceration rate per 1,000 adults (2022)	182	220	254
State prison incarceration rate per 100,000 adults (2022)	776	492	486
Juvenile felony arrests per 100,000 youths (2022)	217	107	478

Data from: KidsData, California Sentencing Institute, and Child Welfare Indicators Project

Employment and Educational Attainment

Having a high school diploma or equivalent is often a determining factor in obtaining employment. In California, the high school graduation rate is 86.2%. The rate for Amador and Tuolumne residents is a bit higher. Conversely, 35.3% of residents in California have a bachelor’s degree or higher while those rates are lower in the motherlode region. In 2020, during the height of the pandemic, the unemployment rates for Amador and Tuolumne Counties were significantly higher when compared with rates for 2021 to 2023.

	Tuolumne	Amador
High school graduation rate	88.5%	90.7%
Residents with a bachelor’s degree or higher	24.4%	20.6%
Unemployment rate in June 2020	14.1%	12.3%
Unemployment rate in Dec 2020	9.5%	8.5%
Unemployment rate in June 2021	7.7%	7.5%
Unemployment rate in Dec 2021	5%	5%
Unemployment rate in June 2022	4%	3.8%
Unemployment rate in Dec 2022	4%	4.1%
Unemployment rate in June 2023	4.9%	4.8%
Unemployment rate in Dec 2023	5.3%	5.2%

Data from: Bureau of Labor Statistics, US Census Bureau, and Ed Data

Child Care

As a whole, there are not enough childcare spaces available for 75.3% of the children in California. While county specific data is not available, it is estimated that the region including Amador and Tuolumne Counties does not have enough childcare spaces for 76.7% of the children living in the area.

	Tuolumne	Amador
Number of licensed childcare centers (2021)	14	15
Childcare spaces in center-based facilities	636	404
Number of licensed family childcare homes (2021)	29	27
Childcare spaces in family childcare homes	298	264
Children for whom childcare spaces are available	23.3%	23.3%
Annual cost of center-based childcare for infants	\$14,321	\$15,676
Annual cost of family childcare for infants	\$12,061	\$11,700
Annual cost of center-based children for preschoolers	\$10,019	\$10,849
Annual cost of family childcare for preschoolers	\$10,110	\$9,697
Child care cost burden	31%	26%
Requests for infant and toddler care (2021)	37%	19%
Requests for preschool age care (2021)	49%	59%

Data from: kidsdata, County Health Rankings for 2022, and County Health Ranking and Roadmaps

Education

Children's early childhood experiences, and the support given to their families, have an impact on later academic outcomes and success in life.

	Tuolumne	Amador	California
Public school children with disabilities (2023)	16.9%	20.1%	14.5%
Children experiencing homelessness (2023)	3.5%	6.8%	4%
English language learners (2023)	2.5%	3.3%	19%
Children in foster care (2023)	1%	1.3%	.69%
Children who were economically disadvantaged (2023)	52.5%	48.5%	63%
School suspension rate (2023)	5.9%	6.6%	3.6%
School suspension rate for children with disabilities (2023)	11.2%	8.8%	6%
School suspension rate for children in foster care (2023)	10.8%	15%	13.9%
School suspension rate for children experiencing homelessness	8.2%	9.4%	6.5%
School suspension rate for children economically disadv. (2023)	8%	8.7%	4.6%
Children meeting or exceeding math standards (2023)	28.7%	22.6%	34.6%
Children not meeting math standards (2023)	71.3%	77.4%	65.4%
Children meeting or exceeding language arts standards (2023)	43%	38.4%	46.6%
Children not meeting language arts standards (2023)	57%	61.6%	53.4%
2021 chronic absenteeism rate in public schools (absent > 10%)	29.8%	21.8%	14.3%
2023 chronic absenteeism rate in public schools (absent > 10%)	26.6%	27.5%	24.9%
High school dropout rate (2023)	9.4%	4.5%	8.2%

Data from: Ed Data Educational Data Partnership

Computer and Internet Use

Families living in poverty are less likely to own a computer or be connected to the internet. This can have an impact on their ability to pursue education or training, or to access community resources and services.

	Tuolumne	Amador	California
Households with a computer (2022)	93.1%	92.1%	95.9%
Computer and internet access (2022)	86.5%	85.9%	91.5%

US Census Bureau

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY BOARD BYLAWS

Adopted in 1981

Reviewed/Revised in 6/83, 6/86, 10/89, 7/91, 7/93, 4/95, 10/96, 8/98, 2/01, 3/09, 8/10, 2/19, 12/19, 12/22, 08/24



Current By-Laws

Approved by the ATCAA Board of Directors

August 09, 2024

Board Chair Initials _____

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AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY BOARD BYLAWS

Adopted in 1981

Reviewed/Revised in 6/83, 6/86, 10/89, 7/91, 7/93, 4/95, 10/96, 8/98, 2/01, 3/09, 8/10, 2/19, 12/19, 12/22, 08/24

If a person described in Section A. Item 4. is not available to serve as a member of the Board, the Board shall use a consultant, or another individual with relevant expertise, with the qualifications described in Section A. Item 4. who shall work directly with the Board.

5. Board members will reflect the composition and diversity of the community to be served.

5-6. New Board members will receive an orientation packet within 30 days of being voted a member. The orientation packet will include a series of information including CSBG and ATCAA history, Mission, Vision and governance documents. Each new member will also receive a Head Start training binder containing additional governance policies and procedures.

SECTION B. PUBLIC SECTOR REPRESENTATION

The Board of Supervisors of Amador and Tuolumne Counties, being the designating officials, shall select the elected public officials to serve on the Board. The two Supervisors from each County who sit on the Joint Powers Governing Board will also sit on the Board, and each County Board of Supervisors will select the third member to represent elected officials, who will be an elected official of a city, or municipality, or their alternate.

Public officials or their alternates must have general governmental responsibilities that require them to deal with poverty related issues.

SECTION C. LOW-INCOME SECTOR REPRESENTATION

Representatives of the low-income sector shall be chosen in accordance with democratic selection procedures adequate to assure that these members are representative of the low-income individuals and families in the service area; reside in the service area; and are able to participate actively in the development, planning, implementation, and evaluation of ATCAA programs. One seat will be assigned to a Head Start Policy Council member according to Article II section A 2a.

A person seeking to serve as a representative in any of the remaining low-income seats shall circulate an ATCAA petition form. Petition forms shall be signed by a minimum of (10) low-income people who are residents of the County in which the vacancy exists. "Low-income" is defined as the CSBG defined poverty level, at the time a representative petition for a seat is submitted. It is the seated Board members who shall accept or reject for whatever reason, petitions for membership to the Board.

There shall be two types of low-income representation:

- People who are low-income by virtue of their income situation.
- Those that represent the concerns and interests of low-income people by virtue of their representing agencies, organizations, or institutions whose concern or business, partly or wholly, is involved with the affairs of low-income people.

Low-Income Representatives of the first type must themselves be low-income at the time of election.

Board Chair Initials _____

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AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY BOARD BYLAWS

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Reviewed/Revised in 6/83, 6/86, 10/89, 7/91, 7/93, 4/95, 10/96, 8/98, 2/01, 3/09, 8/10, 2/19, 12/19, 12/22, 08/24

SECTION F.

The Treasurer will be responsible for review of Agency financial audits and report findings to the Board and will perform such additional duties as required by the Board, including presiding at meetings in the absence of both the Chairperson and the Vice- Chairperson.

**ARTICLE IV
MEETINGS**

SECTION A. MEETINGS

The Board shall normally meet every other month, but shall meet at least four times a year at the convenience of the Board members and public within these time frames.

SECTION B. SPECIAL MEETINGS

Shared Governance Meeting: A meeting of Head Start Policy Council and ATCAA Board officers shall be held annually. The annual meeting will be held before the first ATCAA Board meeting in February and will address shared governance topics including Head Start leadership responsibilities and impasse resolution. All members of the Policy Council and ATCAA Board are invited but officers are required to attend.

Special meetings shall be called by the Chairperson, in collaboration with the Executive Director, as needed.

SECTION C. NOTICES AND ACTION ON NON-AGENDA ITEMS

All meetings of the Board shall be noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act Government Code 54950 Et Seq.

Notice for regular or special meetings shall specify the business to be transacted at the meeting in a reasonable detail. Only the Agenda items described in the notice of the meeting shall be discussed and voted upon, except that a majority of a quorum of Board members may authorize other matters to be placed on the agenda of a regularly scheduled meeting pursuant to Gov. Code 54950 Et Seq. At any regular meeting, the agenda shall provide space for people from the community to speak regarding the anti-poverty program or relevant problems.

SECTION D. QUORUMS

A majority of seated members of the Board shall constitute a quorum for the transaction of business, but no action of the board shall be effective without the concurrence of a majority of seated ATCAA

Board Chair Initials _____

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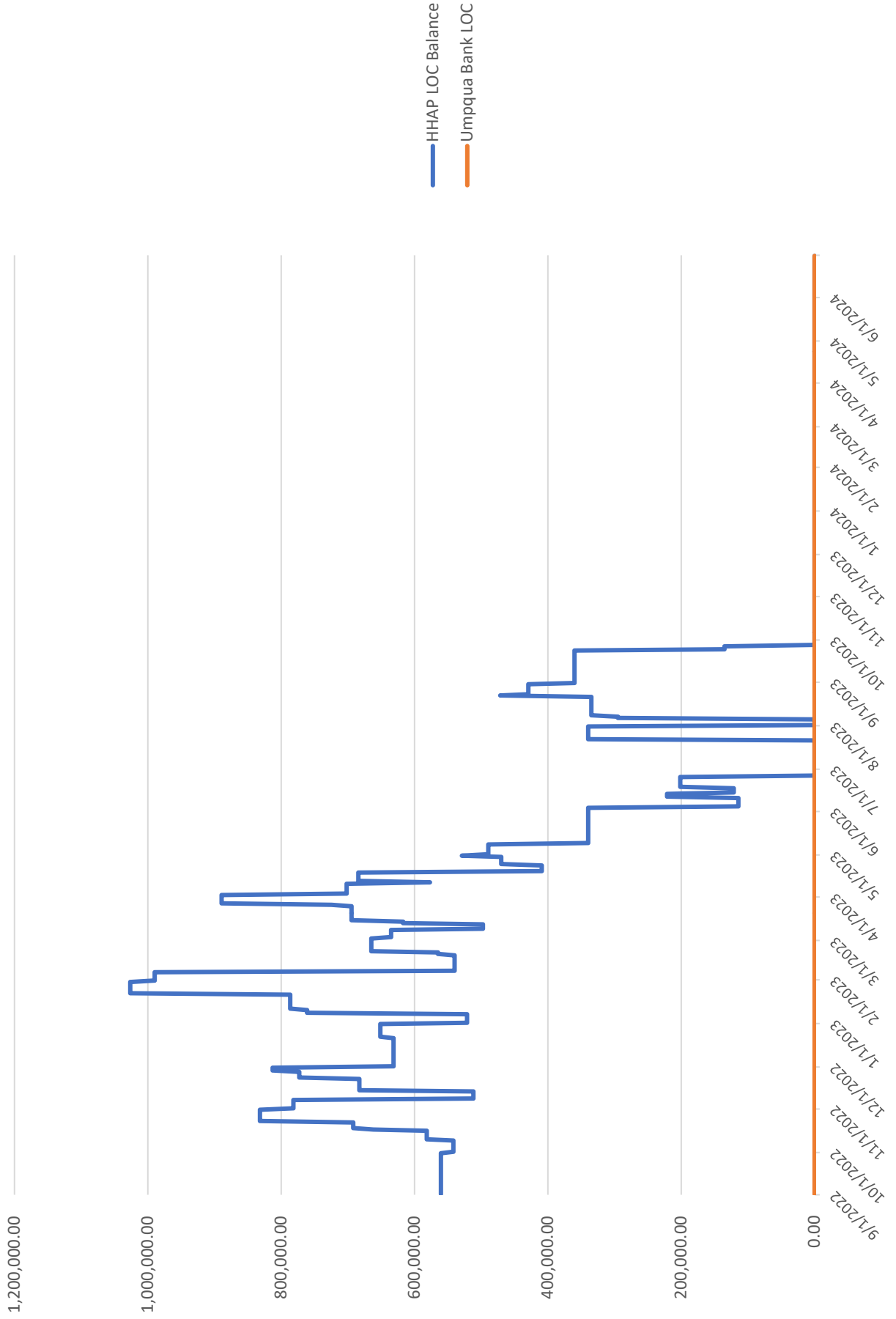
AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
Administrative Draft Budget: July 2024-June 2025

		July 2024- June 2025 Draft Budget	22-23 Budget Funds 91471 & 91481	23-24 Budget Funds 91471 & 91481 revised 04/12/24	July 2023- June 2024 Unaudited	% Budget received	Variance
REVENUE						100%	
Amador & Tuolumne Counties	4016	\$49,000	\$49,000	\$49,000	\$48,996	100%	\$0
Carryover revenue		0	70,000	151,534	149,215		151,534
Contractual Admin. Revenues:							
Current CSBG (Jun-Dec)		78,000	75,000	48,000	48,000	100%	-30,000
Future CSBG (Jan-Jun)		78,000	75,000	48,000	48,000	100%	-30,000
Contractual Admin. Revenue	4060	996,780	790,810	878,160	858,641	98%	-118,620.00
Total Cash Revenue		\$1,201,780	\$1,059,810	\$1,174,694	\$1,152,852	98%	-\$93,042
DIRECT EXPENSE						% Budget spent	
Personnel Expense							
Salaries & Wages							
Salaries & Wages	6010	\$629,250	\$537,980	\$590,235	\$582,303	99%	-\$39,015
Total Salaries & Wages		\$629,250	\$537,980	\$590,235	\$582,303	99%	-\$39,015
Fringe Benefits							
Accrued Leave	6020	\$60,481	\$43,038	\$54,992	\$53,948	98%	-\$5,489
FICA	6030	28,577	7,801	22,061	21,947	99%	-6,516
Health Insurance	6040	95,367	109,713	97,680	92,656	95%	2,313
Retirement	6050	26,207	40,348	27,484	26,904	98%	1,277
Unemployment Insurance	6060	10,551	6,276	7,700	5,965	77%	-2,851
Workers' Compensation Ins	6070	3,530	8,070	2,893	2,866	99%	-637
Total Fringe Benefits		224,712	215,246	212,810	204,287	96%	-11,902
Total Personnel Expense		\$853,962	\$753,226	\$803,045	\$786,590	98%	-\$50,917
Non-personnel Expense							
Travel (Out-of-Area)							
Out-of-Area Travel (Staff)	6120	\$425	\$500	\$541	\$405	75%	\$116
Total Travel (Out-of-Area)		\$425	\$500	\$541	\$405	75%	\$116
Supplies							
Household Supplies	6330	952	\$1,201	\$778	907	0%	-174
Postage	6350	6,947	3,460	6,942	6,616	95%	-5
Program Supplies	6360	1,556	2,879	1,677	1,482	88%	121
Routine Office Supplies	6370	4,966	4,181	3,738	4,729	127%	-1,228
Total Supplies		14,420	11,721	13,135	13,734	105%	-1,285
Contractual							
Accounting & Auditing	6410	\$91,500	\$56,546	\$100,166	\$90,727	0%	\$8,666
Legal Services	6430	25,000	11,063	73,031	51,797	71%	48,031
Outside Services	6440	5,166	4,598	287	4,920	1714%	-4,879
Computer Services	6450	79,207	98,623	69,426	75,435	109%	-9,781
Total Contractual		200,873	170,830	242,910	222,878	92%	42,037
Other (Equipment Expense)							
Computer Software(\$0-\$4,999)	6505	\$1,874	\$966	\$498	\$1,784	0%	-\$1,376
Computer (hardware)	6506	2,622	16,489	3,128	2,497	80%	506
Insurance (Vehicular)	6520	2,233	232	1,967	2,127	108%	-266
Maintenance (Equipment)	6530	1,026	0	1,466	978	0%	440
Small Tools/Equip (under \$500)	6550	587	724	137	559	408%	-450
Small Tools (minimal value)	6555	231	90	128	220	172%	-103
Total Other (Equipment Expense)		8,574	24,057	7,324	8,165	111%	-1,250
Other (General Personnel Costs)							
Local Travel (Staff)	6620	\$2,422	\$666	\$3,181	\$2,783	0%	\$759
Staff Licensing	6630	149	84	26	142	546%	-123
Training & Development (Staff)	6640	3,673	726	2,081	3,498	168%	-1,592
Total Other (General Personnel Costs)		6,244	1,476	5,288	6,868	130%	-956
Other (General Operating Costs)							
Ads & Legal Notices	6705	\$656	\$235	\$938	\$625	0%	\$282
Copying Fees	6710	2,106	1,082	2,193	2,006	91%	87
Insurance/Bonds(not auto,hlth)	6720	8,590	16,370	8,186	8,181	100%	-404
Meeting Costs	6730	4,024	500	702	3,832	546%	-3,322
Membership Dues	6740	2,634	1,681	705	2,508	356%	-1,929
Printing & Binding	6755	897	363	843	854	101%	-54
General Agency Promotion	6760	2,736	75	3,861	2,606	67%	1,125
Program Outreach	6765	343	124	490	327	67%	147
Publications	6770	110	382	0	105		-110
Subscriptions	6780	9,684	6,341	10,068	9,804	97%	384
Service Fees-Banking (Fiscal)	6784	6,652	5,654	5,868	6,716	114%	-784
Service Fees-Other (Fiscal)	6785	514	839	487	489	100%	-27
Taxes & Assessments	6790	58	50	83	55	66%	25
Total Other (General Operating Costs)		39,002	34,562	34,424	38,108	111%	-4,578

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
Administrative Draft Budget: July 2024-June 2025

Other (Space/Occupancy Costs)								
Communications	6810	\$5,869	\$3,057	\$5,957	\$5,590	0%	\$88	
Household Services	6820	12,565	7,640	11,643	12,443	107%	-922	
Maintenance -Structure/Grounds	6830	54	0	0	51	0%	-54	
Rents & Leases	6840	42,735	42,260	41,228	41,490	101%	-1,507	
Use Fees	6848	6,704	0	0	6,670	0%	-6,704	
Utilities	6850	0	4,931	6,749	0	0%	6,749	
Total Other (Space/Occupancy Costs)		67,927	57,888	65,577	66,244	101%	-2,350	
Total Non-personnel Expense		\$337,464	\$304,034	\$369,199	\$356,402	97%	\$31,735	
TOTAL DIRECT EXPENSE		\$1,191,427	\$1,057,260	\$1,172,244	\$1,142,992	98%	-\$19,183	
BOARD of DIRECTORS EXPENSE								
Non-personnel Expense								
Supplies								
Program Supplies	6370	\$21	\$100	\$100	\$20	\$0	\$79	
Total Supplies		21	\$100	\$100	20	\$0	79	
Other (General Personnel Costs)	6120							
Travel (Local & Out of Area)		\$213	\$250	\$250	\$203	\$1	\$37	
Total Other (General Personnel Costs)		213	\$250	\$250	203	\$1	37	
Other (General Operating Costs)								
Copying Fees	6710	\$1	\$100	\$200	\$1	\$0	\$199	
Insurance/Bonds(not auto,hlth)	6720	8,807	800	900	8,388	932%	-7,907	
Meeting Costs	6730	1,311	1,200	1,000	1,249	125%	-311	
Total Other (General Operating Costs)		10,119	2,200	2,100	9,638	459%	-8,019	
TOTAL BOARD of DIRECTORS EXPENSE		\$10,354	\$2,550	\$2,450	\$9,861	\$4	-\$7,904	
TOTAL ADMIN EXPENSE		\$1,201,780	\$1,059,810	\$1,174,694	\$1,152,853	98%	-\$93,043	
			2022-23 Budget	23-24 Budget Funds 91471 & 91481 revised 04/12/24	July 2023-June 2024 Unaudited		Variance to budget	
Revenue over/under Expenditures								
Total Revenue		\$1,201,780	\$1,059,810	\$1,174,694	\$1,152,852		-\$27,086	
Less Total Expenditures		-1,201,780	-1,059,810	-1,174,694	-1,152,853		27,086	
Current Year Revenue over/under Expenditures		\$0	\$0	\$0	\$0		\$0	
Carryover from prior years		318,186	318,186	318,186	318,186			
Year end revenue over/under expenditures		\$318,186	\$318,186	\$318,186	\$318,186			

Internal Line of Credit Usage September 2022 - June 2024



Amador-Tuolumne Community Action Agency

Activity in Local Agency Investment Fund (LAIF) FOR July 1, 2023 - June 30, 2024

Beginning Balance 7/1/2023	282,019.73
Draws	
Interest	
Qtr ending 6/30/23 Interest Earned @ 3.15%	2,214.25
Qtr ending 9/30/23 Interest Earned @ 3.67%	2,563.11
Qtr ending 12/31/23 Interest Earned @ 4.00%	2,881.21
Qtr ending 3/31/24 Interest Earned @ 4.30%	3,095.14
Qtr ending 6/30/24 Interest Earned @ 4.55%	3,303.35
Deposits	-

Ending Bal as of 6/30/24 **296,076.79**

Per Board Direction, LAIF will contain:

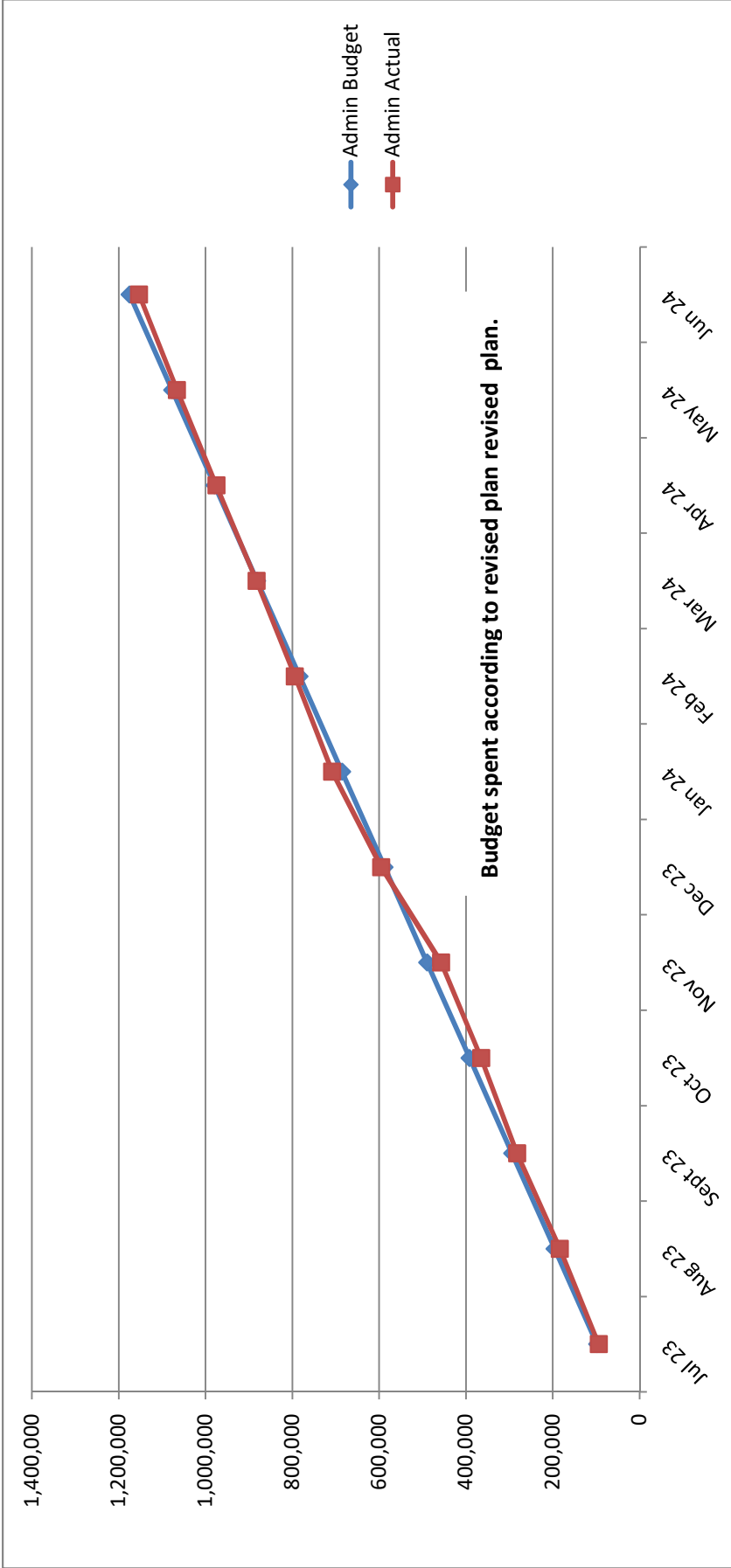
100% of the Committed Fund Balance	\$100,000	(For Contingencies and Future Development)								
75% of the prior fiscal year Accrued Leave Payable balance	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td align="right">\$197,643</td> <td></td> </tr> <tr> <td align="right">x 75%</td> <td></td> </tr> <tr> <td align="right" style="border-top: 1px solid black;">\$148,232</td> <td></td> </tr> <tr> <td align="right" style="border-top: 1px solid black; border-bottom: 3px double black;">\$248,232</td> <td></td> </tr> </table>	\$197,643		x 75%		\$148,232		\$248,232		
\$197,643										
x 75%										
\$148,232										
\$248,232										

A portion of these funds may be used to assist with cash flow needs only to cover allowable expenses included in grants and contracts awaiting reimbursement. In no event will the balance be less than:

100% of the Committed Fund Balance	\$100,000	(For Contingencies and Future Development)								
50% of the prior fiscal year Accrued Leave Payable balance	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td align="right">\$197,643</td> <td></td> </tr> <tr> <td align="right">x 50%</td> <td></td> </tr> <tr> <td align="right" style="border-top: 1px solid black;">\$98,821</td> <td></td> </tr> <tr> <td align="right" style="border-top: 1px solid black; border-bottom: 3px double black;">\$198,821</td> <td></td> </tr> </table>	\$197,643		x 50%		\$98,821		\$198,821		
\$197,643										
x 50%										
\$98,821										
\$198,821										

The Fiscal Officer may approve withdrawals of funds for outstanding Accounts Receivables. Documentation will be kept for the administrative file. The Board Chair, Board Secretary-Treasurer, and the Executive Director will be notified by email within 5 working days of all activity in the LAIF account. (Calculated minimum balance reflects FYE 2023 Accrued Leave Payable balance)

Administrative Budget to Actual: July 2023 - June 2024



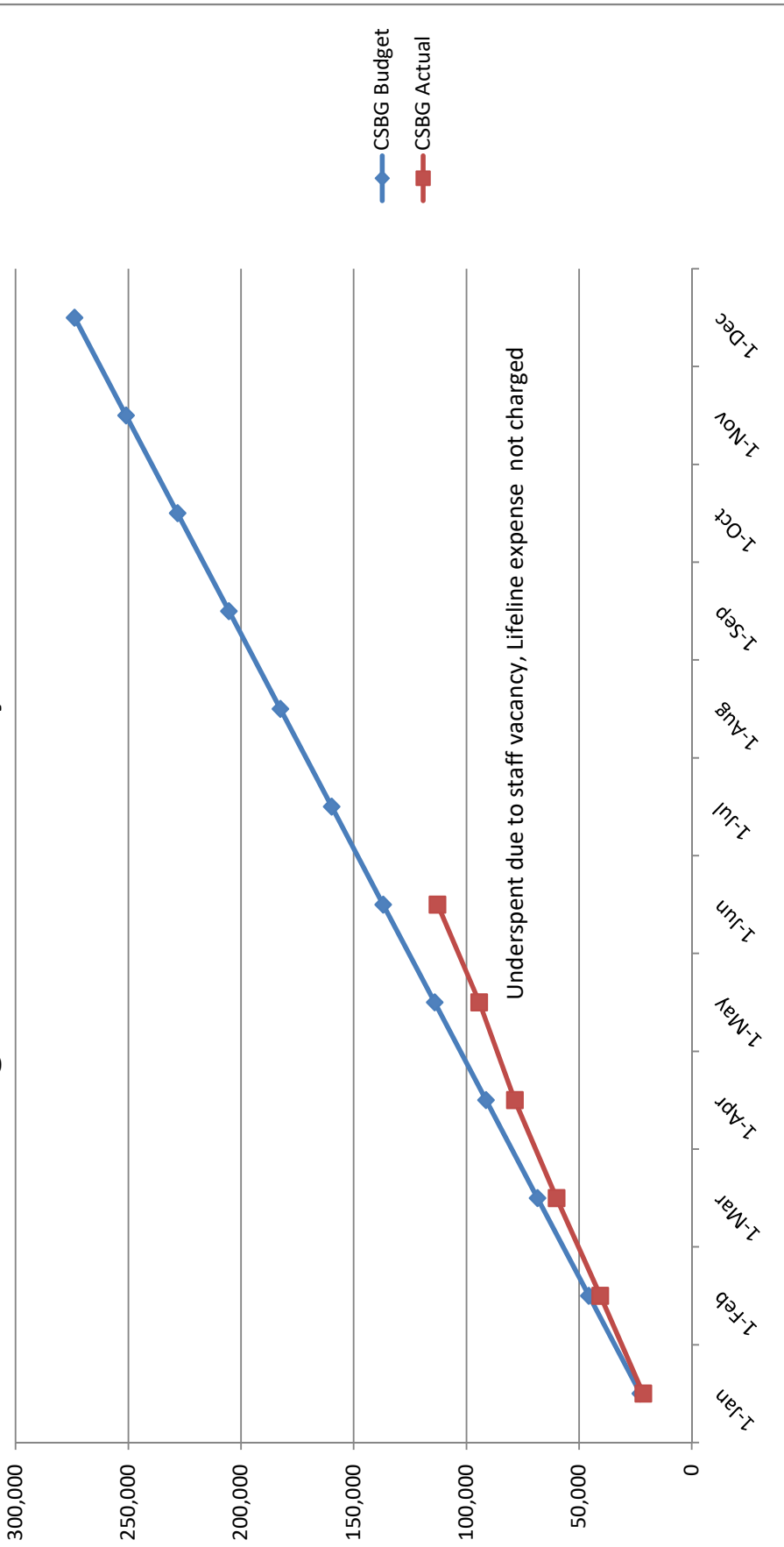
91471 - 7/22-6/23 Admin Bdgt

	Jul 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24
Admin Budget	97,891	195,782	293,674	391,565	489,456	587,347	685,238	783,129	881,021	978,912	1,076,803	1,174,694
Admin Actual	94,053	183,624	282,327	364,928	457,145	595,056	708,051	794,162	882,561	974,977	1,065,589	1,152,853

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
Administrative Budget to Actual Report: July 2023-June 2024

		23-24 Budget Funds 91471 & 91481 revised 04/12/24	July 2023- June 2024 Unaudited	% of Budget Received	Amount of Budget Remaining
REVENUE				100%	
Amador & Tuolumne Counties	4016	\$49,000	\$48,996	100%	\$4
Carryover Revenue		\$151,534	\$149,215	98%	\$2,319
Contractual Admin. Revenues:					
2023 CSBG (Jun23-Dec23)		\$48,000	\$48,000	100%	\$0
2024 CSBG (Jan24-Jun24)		\$48,000	\$48,000	100%	\$0
Contractual Admin. Revenue	4060	\$878,160	\$858,641.41	98%	\$19,519
Total Cash Revenue		\$1,174,694	\$1,152,852	98%	\$21,842
DIRECT EXPENSE				% of Budget Spent	
Personnel Expense					
Total Salaries & Wages		\$590,235	\$582,303	99%	\$7,932
Total Fringe Benefits		\$212,810	\$204,287	96%	\$8,523
Total Personnel Expense		\$803,045	\$786,590	98%	\$16,455
Non-Personnel Expense					
Total Travel (Out-of-Area)		\$541	\$405	0%	\$136
Total Supplies		\$13,135	\$13,734	105%	-\$599
Total Contractual		\$242,910	\$222,878	92%	\$20,032
Total Other (Equipment Expense)		\$7,324	\$8,165	111%	-\$841
Total Other (General Personnel Costs)		\$5,288	\$6,868	130%	-\$1,580
Total Other (General Operating Costs)		\$34,424	\$38,108	111%	-\$3,684
Total Other (Space/Occupancy Costs)		\$65,577	\$66,244	101%	-\$667
Total Non-personnel Expense		\$369,199	\$356,402	97%	\$12,797
TOTAL DIRECT EXPENSE		\$1,172,244	\$1,142,992	98%	\$29,252
BOARD OF DIRECTORS EXPENSE					
Non-Personnel Expense					
Total Supplies		\$100	\$20	0%	\$80
Total Other (General Personnel)		\$250	\$203	81%	\$47
Total Other (General Operating)		\$2,100	\$9,638	459%	-\$7,538
TOTAL BOARD of DIRECTORS EXPENSE		\$2,450	\$9,861	402%	-\$7,411
TOTAL ADMIN EXPENSE		\$1,174,694	\$1,152,853	98%	\$21,841
		23-24 Budget Funds 91471 & 91481 revised 04/12/24	July 2023- June 2024 Unaudited		Variance to Budget
Revenue Over/Under Expenditures					
Total Revenue		\$1,174,694	\$1,152,852		-\$21,842
Less Total Expenditures		-\$1,174,694	-\$1,152,853		-\$21,841
Current Year Revenue Over/Under Expendit		\$0	\$0		\$0
Carryover From Prior Years		\$318,186	\$318,186	-\$149,215	
Year End Revenue Over/Under Expenditures		\$318,186	\$318,186	\$168,971	

CSBG Budget to Actual: January - June 2024



	24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov	24-Dec
CSBG Budget	22,817	45,633	68,450	91,267	114,083	136,900	159,717	182,533	205,350	228,167	250,983	273,800
CSBG Actual	21,547	40,597	59,994	78,514	94,270	112,792	182,533	205,350	228,167	250,983	273,800	273,800



HEAD START BUDGET AND EXPENDITURE REPORT - 2024
8131.1

Period Covering: 01-01-2024 through 06-30-2024

<i>Budget Category</i>	<i>T&TA Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Training & Technical Assistance	\$21,860	\$24,518	-\$2,658	50%	-12%
Budget Category					
<i>Program</i>	<i>Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$1,282,751	\$609,200	\$673,551	50%	53%
Fringe Benefits	556,481	227,490	328,991	50%	59%
Travel	3,861	0	3,861	50%	100%
Equipment	120,000	0	120,000	50%	100%
Supplies	94,740	16,869	77,871	50%	82%
Contractual	29,068	12,068	17,000	50%	58%
Other	226,981	134,761	92,220	50%	41%
Total Direct Charges	\$2,313,882	\$1,000,388	\$1,313,494	50%	57%
Encumbered		0			
Indirect Charges	275,012	102,040	172,972	50%	63%
Total	\$2,588,894	\$1,102,428	\$1,486,466	50%	57%
Total to be charged from CACFP			\$1,486,466		
Total to be charged from CSPP		\$0	\$1,486,466		
Total Including Other Revenue	\$2,588,994	\$1,102,428	\$1,486,566	50%	57%



EARLY HEAD START BUDGET AND EXPENDITURE REPORT - 2024
8131.2

Period Covering: 01-01-2024 through 06-30-2024

<i>Budget Category</i>	<i>T&TA Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Training & Technical Assistance	\$31,634	\$33,952	-\$2,318	50%	-7%
Budget Category					
<i>Program</i>	<i>Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$817,480	\$445,308	\$372,172	50%	46%
Fringe Benefits	412,944	195,253	217,691	50%	53%
Travel	1,000	0	1,000	50%	100%
Equipment	70,000	0	70,000	50%	100%
Supplies	74,582	22,425	52,157	50%	70%
Contractual	25,130	2,774	22,356	50%	89%
Other	161,673	81,701	79,972	50%	49%
Total Direct Charges	\$1,562,809	\$747,461	\$815,348	50%	52%
Encumbered		0			
Indirect Charges	164,207	76,241	87,966	50%	54%
Total	\$1,727,016	\$823,702	\$903,314	50%	52%
Total to be charged from CACFP		\$0	\$903,314		
Total Including Other Revenue	\$1,727,228	\$823,702	\$903,526	50%	52%



HEAD START & EARLY HEAD START IN-KIND MATCH - 2024
8131.1 & 8131.2

Period Covering: 01-01-2024 through 06-30-2024

<i>In-Kind Match</i>	<i>Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Non-cash match		\$43,797			
Cash match		552,602			
Total	\$952,770	\$596,399	\$356,371	50%	37%



HEAD START & EARLY HEAD START IN-KIND MATCH - 2024
8131.1 & 8131.2

Period Covering: 01-01-2024 through 06-30-2024

<i>Volunteer Hours By Center</i>	<i>June 2024</i>	<i>TOTAL HOURS 2024</i>
Blue Bell Head Start	12.00	79.58
Ione Head Start	0.92	132.56
Jackson Head Start	0.00	38.35
Jamestown Head Start	0.25	45.00
Soulsbyville Head Start	1.33	242.17
Summerville Head Start	0.00	76.08
Blue Bell Early Head Start	2.25	3.91
Ione Early Head Start	0.25	50.51
Jackson Early Head Start	4.50	10.33
Jamestown Early Head Start	1.00	31.50
Home Base	0.00	0.00



Child and Adult Care Food Program BUDGET AND EXPENDITURE REPORT - 2023/2024
8227.1 & 8227.2

Period Covering: 10-01-2023 through 06-30-2024

<i>Budget Category</i>	<i>Program Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$22,000	\$21,978	\$22	25%	0%
Fringe Benefits	10,000	9,931	69	25%	1%
Food	85,647	70,001	15,646	25%	18%
Total Direct Charges	\$117,647	\$101,911	\$15,737	25%	13%
Indirect Charges	12,353	10,661	1,692	25%	14%
Total Charged	\$130,000	\$112,572	\$17,428	25%	13%
Total To Be Charged to HS/EHS					
Adjusted Total	\$130,000	\$112,572	\$17,428	25%	13%



CA STATE PRESCHOOL PROGRAM BUDGET AND EXPENDITURE REPORT
8294.1

Period Covering: 07-01-2023 through 06-30-2024

<i>Budget Category</i>	<i>Program Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$447,473	\$453,814	-\$6,341	0%	-1%
Fringe Benefits	\$152,500	167,727	-15,227	17%	-10%
Travel	0	0		17%	
Supplies	20,000	18,897	1,103	17%	6%
Contractual	0	302		17%	
Other	16,155	12,204	3,951	17%	24%
Total Direct Charges	\$636,128	\$652,943	-\$16,815	17%	-3%
Indirect Charges	50,890	65,294	-14,404	17%	-28%
Total Charged	\$687,018	\$718,237	-\$31,219	17%	-5%
Charged To CSPP Rate Increase Below		-\$31,219			
Adjusted Total	\$687,018	\$687,018	\$0	17%	0%
Tuolumne CSPP QRIS	\$51,025	\$16,612	\$34,413		
Amador CSPP QRIS	\$8,000	\$4,641	\$3,359		
CSPP Rate Increase	\$206,074	\$84,015	\$122,059	\$31,219 overage charged here	



TUOLUMNE HOME VISITING PROGRAM
8168.2

Period Covering: 07-01-2023 through 06-30-2024

<i>Budget Category</i>	<i>Program Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$42,823	\$22,251	\$20,572	0%	48%
Travel (Fuel)	500	485	15	0%	3%
Supplies	500	0	500	0%	100%
Other	0	157	-157	0%	
Total Direct Charges	\$43,823	\$22,893	\$20,931	0%	48%
Indirect Charges	4,601	2,237	2,364	0%	51%
Total	\$48,424	\$25,129	\$23,295	0%	48%

EARLY CHILDHOOD SERVICES (ECS) USAGE OF AGENCY'S CREDIT CARDS

**BILLING PERIOD: JUNE, 2024
AMERICAN EXPRESS PURCHASES**

<u>DATE</u>	<u>VENDOR</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
6/30/2024	COMCAST	8155 60 078 0537299 10550-7TH ST 05/11-06/10/24	118.28
6/30/2024	COMCAST	8155 60 078 0537299 10550-7TH ST JT EHS 06/11-07/10	118.28
6/1/2024	COMCAST	906631488 INV# 201211145 JACKSON ECS 05/01-31/24	109.95
6/30/2024	COMCAST	906631488 INV#203547013 JK ECS 06/01-30	109.95
6/30/2024	COMCAST	963176371 INV# 201259178 JT EHS 06/01-30/24	69.95
6/30/2024	COMCAST	963176371 INV# 203786627 JT HS 06/01-30/24	69.95
6/30/2024	COMCAST	963436312 INV# 197548034 SB HS	148.38
6/30/2024	COMCAST	963436312 INV#199932342 SB HS 04/01-05/31/24	296.76
6/30/2024	COMCAST	963436312 SB HS	2.23
6/6/2024	AMAZON	PO 11021 KITCHEN/TOWELS/KNIVES JT/JK/BB/NT	304.96
6/10/2024	AMAZON	PO 11028 KITCHEN ITEMS JT HS	109.75
6/12/2024	AMAZON	PO 11029 BRACKET/ROD/PAPER/BACKPACKS IONE/JACKSON	88.01
6/12/2024	WALMART	PO 11030 DIAPERS/WIPES JAMESTOWN EHS	154.22
6/13/2024	WALMART	PO 11031 PULLUPS/WIPES JACKSON HS/JAMESTOWN EHS	67.91
6/17/2024	WALMART	PO 11039 DIAPERS/WIPES BLUE BELL EHS	94.90
6/18/2024	MICROSOFT	MS-365 BUS STD LICENSES COMPANY-WIDE	139.10
6/30/2024	FAXAGE	PO 10906 INV# 202406-146438 SV FAX LINE	7.95
6/30/2024	FAXAGE	PO 10906 PORTAGE FAX LINE SV HS	5.64
6/30/2024	AMAZON	PO 10939 CLASSROOM SUPPLIES JT HS	1.00
6/3/2024	AMAZON	PO 11014 WAFFLE MAKER/KNIFE SHARPENER/SILVERWARE	218.03
6/3/2024	WALMART	PO 11016 DIAPERS/WIPES JACKSON EHS	67.79
6/5/2024	AMAZON	PO 11017 GLOVES/TONER IONE ECS	201.11
6/5/2024	AMAZON	PO 11018 CLASSRM/HHOLD/BLENDER JACKSON EHS	141.02
6/24/2024	WALMART	PO 11030 REFUND LITTLE SWIMMERS JT EHS	(42.82)
6/17/2024	AMAZON	PO 11038 FILE CABINET/PAPER/INK/TOOLS IO/HB/BB/NT	456.79
6/20/2024	WALMART	PO 11042 DIAPERS/TOOTHPASTE/GLUE IONE EHS	130.57
6/20/2024	AMAZON	PO 11043 CUPS BLUE BELL/IONE ECS	112.20
6/20/2024	AMAZON	PO 11044 LAPTOP STAND/HDMI CORD/BATTERY ECS	166.23
6/20/2024	AMAZON	PO 11045 HOME VISITING SUPPLIES HB	255.42
6/21/2024	AMAZON	PO 11047 CLASSROOM/HHOLD SUPPLIES JT EHS	370.33
6/24/2024	AMAZON	PO 11049 CLASSROOM/COOKING SHEETS JK EHS/IONE ECS	124.19
6/24/2024	AMAZON	PO 11201 GLOVES IONE EHS	20.90
6/26/2024	WALMART	PO 11202 LITTLE SWIMMERS JT EHS/IONE EHS	45.82
6/26/2024	AMAZON	PO 11204 RECRUITMENT ITEMS/SAND TABLE/SM TOOLS/CLSRM	301.47
6/27/2024	WAYFAUR	PO 11205 CLASSROOM RUGS JT EHC	284.33
6/11/2024	WIDGETCO	PO 99949 REPLACEMENT CORKBOARD JAMESTOWN HS	530.70

5,401.25

CHEVRON FUEL CARDS

<u>DATE</u>	<u>PURPOSE</u>	<u>AMOUNT</u>
BILLING PERIOD 06/01-30/24	FUEL	1,191.99
BILLING PERIOD 06/01-30/24	CAR WASH	-
		<u>1,191.99</u>

LOWE'S CARDS

DATE	PURPOSE	AMOUNT
6/3/2024	PO 99939 SHADE HDWE/SINK SPRAYER JK EHS/HS	55.72
6/5/2024	PO 99940 PAINTING SUPPLIES SOULSBYVILLE HS	241.07
6/6/2024	PO 99942 PAINTING SUPPLIES JAMESTOWN HS	492.77
6/6/2024	PO 99943 MISTERS FOR JACKSON EHS & IONE EHS	65.46
6/10/2024	PO 99944 PAINTING SUPPLIES JAMESTOWN HS	65.77
6/11/2024	PO 99948 MAINTENANCE/SB HS BOXES/JT EHS	43
6/13/2024	PO 99950 PAINTING SUPPLIES JAMESTOWN HS	35.91
6/28/2024	PO 11037 PAINTING SUPPLIES ECS JK/IO	327.83
6/28/2024	PO 11101 MAINTENANCE ITEMS/STAPLE GUN ECS	57.75
		1,385.28

SAVEMART CARDS

DATE	PURPOSE	AMOUNT
6/3/2024	PO 10287 RAW FOOD/CRV IONE EHS	161.91
6/3/2024	PO 10288 RAW FOOD JACKSON EHS	195.18
6/3/2024	PO 10289 RAW FOOD BLUE BELL EHS	166.24
6/3/2024	PO 10290 RAW FOOD JAMESTOWN EHS	184.29
6/7/2024	PO 11015 FOOD FOR SOCIAL/SPOONS/BAG ECS HB	27.93
6/10/2024	PO 11025 RAW FOOD JACKSON EHS	179.33
6/10/2024	PO 11026 RAW FOOD BLUE BELL EHS	234.91
6/14/2024	PO 11032 FOOD FOR SOCIAL HB	26.16
6/14/2024	PO 11035 RAW FOOD BLUE BELL EHS	219.63
6/14/2024	PO 11036 RAW FOOD JAMESTOWN EHS	140.37
6/21/2024	PO 11046 RAW FOOD BLUE BELL EHS	238.09
6/25/2024	PO 11151 RAW FOOD IONE EHS	216.61
6/25/2024	PO 11152 RAW FOOD JACKSON EHS	203.75
6/25/2024	PO 11153 RAW FOOD JAMESTOWN EHS	99.49
6/28/2024	PO 11024 RAW FOOD ECS IO EHS	174.31
6/28/2024	PO 11027 RAW FOOD ECS JT EHS	232.98
6/28/2024	PO 11033 RAW FOOD ECS IO EHS	194.96
6/28/2024	PO 11034 RAW FOOD ECS JK EHS	144.69
		3,040.83

WALMART CARDS

DATE	PURPOSE	AMOUNT
6/5/2024	PO 11020 SOIL/VEGGIE PLANTS FOR GARDEN STUDY JK EHS	67.98
6/6/2024	PO 11023 SUPPLIES/SNACKS FOR SUMMER SCHOOL BB	72.49
		140.47

ECS REPORT SUBMITTAL MATRIX For 12 Month Period Ending December 31, 2024

	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24
Head Start and Early Head Start (01/01/23-12/31/23)												
<i>(final)</i>												
SF-425 Status Reports				8130.1 & 2								
Report Period				Jan-Dec 23								
Due Date				4/30/2024								
Date submitted												
Head Start and Early Head Start (01/01/23-12/31/23)												
<i>(annual)</i>												
SF-425 Status Reports			8130.1 & 2									
Report Period			Jan-Dec 23									
Due Date			3/20/2024									
Date submitted			5/10/2024									
Head Start and Early Head Start (01/01/23-12/31/23)												
<i>(annual)</i>												
429 Real Property Status Reports				8130.1 & 2								
Report Period				Jan-Dec 23								
Due Date				4/30/2024								
Date submitted				2/26/2024								
Head Start and Early Head Start (01/01/24-12/31/24)												
<i>(semi-annual)</i>												
SF-425 Status Reports							8131.1 & 2					
Report Period							Jan 24 - Jun 24					
Due Date							7/30/2024					
Date submitted							7/29/2024					
Head Start and Early Head Start (01/01/24-12/31/24)												
<i>(annual)</i>												
SF-425 Status Reports												
Report Period												
Due Date												
Date submitted												
Head Start and Early Head Start (01/01/24-12/31/24)												
<i>(final)</i>												
SF-425 Status Reports												
Report Period												
Due Date												
Date submitted												
Head Start and Early Head Start (01/01/24-12/31/24)												
<i>(annual)</i>												
429 Real Property Status Reports												
Report Period												
Due Date												
Date submitted												
Head Start and Early Head Start (01/01/23-06/30/24)												
<i>(quarterly)</i>												
CDFS 9500												
Report Period												
Due Date												
Date submitted												
Head Start and Early Head Start (01/01/23-06/30/24)												
<i>(annual)</i>												
CDFS 9530-A												
Report Period												
Due Date												
Date submitted												
Head Start and Early Head Start (01/01/23-06/30/24)												
<i>(annual)</i>												
CDE Reserve												
Report Period												
Due Date												
Date submitted												
Head Start and Early Head Start (01/01/23-06/30/24)												
<i>(annual)</i>												
CDFS 9530-A												
Report Period												
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Head Start and Early Head Start (01/01/23-06/30/24)												
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Head Start and Early Head Start (01/01/23-06/30/24)												
<i>(annual)</i>												
CDFS 9530-A												
Report Period												
Due Date												
Date submitted												
Head Start and Early Head Start (01/01/23-06/3												

Contracts and Amendments Report
Reporting Months of December 2023 - July 2024

Date Reported	Fund #	Program	Funding Source	Contract Description	Type of Contract	Original Period	Original Budget	Amended Period	Amended Budget	Value of Prior Contract
7/24	1560.6	Housing	Tuolumne County DSS	Tuolumne County CalWorks Housing Support Program Services	Continuation	7/1/24-6/30/25	261,537			
7/24	5313.3	Youth	Tuolumne County Behavioral Health	Tuo Co Behavioral Health Substance Abuse Prevention	Continuation	7/1/24-6/30/25	75,000			
7/24	5314.4	Youth	Tuolumne County Behavioral Health	Tuo Co Friday Night Live ARPA	Continuation	7/1/24-6/30/25	26,088			
7/24	5526.2	Youth	Tuolumne County Behavioral Health	Tuo Co Behavioral Health Substance Abuse Prevention	Continuation	7/1/24-6/30/25	104,225			
7/24	5622.4	Youth	Tuolumne County	AOD Primary Prevention Services	Continuation	7/1/24-6/30/25	25,000			
7/24	5623.4	Youth	Tuolumne County	Tuo Co AOD Prim Prevention ARPA	Continuation	7/1/24-6/30/25	26,784			
7/24	8397.4	CSBG	California Dept of Community Services & Develop (CSD)	CSBG CalEITC	Continuation	7/1/24-6/30/25	220,000			
6/24	3127.2	Energy	Community Services and Development - CSD	SLIHEAP - Supplemental Low Income Home Energy Assistance Program	New	5/1/24-5/31/25	55,470			
5/24	1464.1	Housing	United Way	Amador Co FEMA Phase 41 St Aside	Continuation	10/1/23-12/31/24	5,000			
5/24	1465.1	Housing	United Way	Tuolumne Co FEMA Phase 41 St Aside	Continuation	10/1/23-12/31/24	5,000			
5/24	1779.1	Housing	HUD	Tuolumne Permanent Supportive Housing Combined	Continuation	4/1/24-3/31/25	41,387			
5/24	1780.1	Housing	HUD	Amador Permanent Supportive Housing Combined	Continuation	7/1/23-6/30/24	23,808			
5/24	1781.1	Housing	HUD	Homeless Management Information System (HMIS)	Continuation	7/1/24-6/30/25	50,000			
5/24	1782.1	Housing	HUD	TRC-RRH	Continuation	11/1/24-10/31/25	69,032			
5/24	1783.1	Housing	HUD	Continuum of Care Planning	Continuation	7/1/24-6/30/25	21,537			
5/24	2418.1	Food	DSS	EFAP Emergency Food Assistance Program	Amendment	10/1/23-9/30/24	43,781		145,462	43,781
5/24	2419.1	Food	DSS	EFAP Emergency Food Assistance Program	Continuation	3/1/24-9/30/24	46,133			
5/24	7137.1	Lifeline	Sutter Health - Sutter Valley Medical Foundation	Lifeline	New	1/1/24-12/31/24	7,000			
5/24	8295.1	ECS	CA Dept of Education	California State Preschool program	Continuation	7/1/24-6/30/25	687,018			
4/24	8294.4	ECS	CA Dept of Education	California State Preschool program SB 140 One time payment	New	04/1/24-until spent	18,000			
4/24	1462.1	Housing	United Way	Amador FEMA Phase 41 Direct	Continuation	10/1/23-12/31/24	8,208			
4/24	1463.1	Housing	United Way	Tuolumne FEMA Phase 41 Direct	Continuation	10/1/23-12/31/24	11,188			
4/24	1670.1	Housing	Tuolumne County	Encampment Resolution Funding Round 3 Tuo Rapid Rehousing	New	1/1/24-3/31/27	180,000			
3/24	5315.1	Youth	Tulare County Office of Education	Implement Friday Night Life SEL project	Amendment	7/1/23-6/30/25	200,000		240,000	200,000
2/24	2636.5	Food	Sandberg Goldberg Bernthal Family Charitable Foundation	General Operating Support	New	2/1/24 - until spent	40,000			
12/23	1373.1	Housing	DHCD	ESG Home Safe	Continuation	7/1/23-12/31/24	90,695			
12/23	1583.1	Housing	Amador County	Amador CalWorks HSP (Housing Support Program)	Amendment		146,940		168,895	146,940
12/23	1650.1	Housing	DHCD	CA Emergency Solutions and Housing (CESH)	Amendment	7/25/19-12/31/23		7/25/19-5/1/24		
12/23	1690.1	Housing	Anthem Blue Cross	Housing/Homelessness Prevention	New	10/18/23-12/31/24	60,000			
12/23	1719.1	Housing	Adventist Health Sonora	Short term emergency housing	New	1/4/24-12/31/24	15,000			
12/23	2418.1	Food	DSS	The Emergency Food Assistance Program (TEFAP)	Continuation	10/1/23-9/30/24	43,781			
12/23	3127.1	Energy	CSD	Low-Income Home Energy Assistance (LHEAP)	Continuation	11/1/23-6/30/25	1,301,536			
12/23	3350.1	Energy	Dept of Water Resources (DWR)	Low-Income Water Conservation	New	5/1/23-12/31/26	292,000			
12/23	3425.1	Energy	CSD	Low-Income Household Water Assist Prog (LIHWAP)	Amendment	4/1/22-12/31/24		4/1/22-3/31/24		
12/23	5313.2	Youth	Tuolumne County	Substance Use Disorder Primary Prention Svcs	Amendment	7/1/23-6/30/24		7/1/23-6/30/25		
12/23	8131.1	ECS	Health and Human Services - HHS	Head Start	Continuation	1/1/24-12/31/24	2,185,784			
12/23	8131.2	ECS	Health and Human Services - HHS	Early Head Start	Continuation	1/1/24-12/31/24	1,625,297			
12/23	8294.3	ECS	CA Dept of Education	CSPP Cost of Care Plus	New	1/1/24-6/30/24	41,031			
12/23	8327.1	Com Srv	Community Services and Development - CSD	CSBG	Continuation	1/1/24-12/31/24	273,800			

**Amador Tuolumne Community Action Agency
Statement of Net Position (Balance Sheet) - Comparative**

	UNAUDITED		AUDITED	
	<u>June 30, 2024</u>		<u>June 30, 2023</u>	
	<u>Operating</u>	<u>Capital Assets</u>	<u>Operating</u>	<u>Capital Assets</u>
Assets				
Cash	3,025,505		2,340,038	
Prepaid Deposits & Expenses	291,765		226,034	
Accounts Receivable	14,452,027		3,365,407	
Weatherization Materials Inventory	50,663		80,163	
Construction In Progress				
Structures & Improvements		7,968,607.72		7,845,658
Vehicles & Equipment		1,799,529		1,882,235
Land		460,999		460,999
Accumulated Depreciation		-4,958,986		-4,854,931
				664,538
Total Assets	<u>17,819,959</u>	<u>5,270,150</u>	<u>6,011,642</u>	<u>5,998,499</u>
Liabilities				
Accounts Payable	151,190.01		73,239	
Internal Line of credit	0		359,892	
Refundable Deposits	29,649		19,277	
Salaries & Benefits Payable	156,968		261,565	
Accrued Paid Time Off	191,733		197,643	
Notes Payable	0	277,274	0	294,006
Deferred Revenue	16,431,667		<u>4,303,071</u>	
			6,489	664,538
Total Liabilities	16,961,206	277,274	5,221,176	958,544
Net Assets				
Invested in Capital Assets		4,992,875.84		5,039,956
Committed Fund Balance				
For Contingencies	60,000		60,000	
For Future Development	40,000		<u>40,000</u>	
Total Committed Fund Balance	100,000		100,000	
Assigned Fund Balance				
For Lease Opt-Out	40,103		40,103	
For Employee Health Insurance	<u>150,374</u>		<u>150,374</u>	
Total Assigned Fund Balance	190,477		190,477	
Unassigned Fund Balance	568,276.60		499,988	
Total Net Assets	<u>858,753</u>	<u>4,992,876</u>	<u>790,465</u>	<u>5,039,956</u>
	<u>17,819,960</u>	<u>5,270,149</u>	<u>6,011,641</u>	<u>5,998,499</u>

Amador Tuolumne Community Action Agency
Revenue and Expenditure Report / Income Statement
July 1, 2023 - June 30, 2024

		July 1, 2022 - June 30, 2023 Actual	July 1, 2023 - June 30, 2024 Actual	Month 12 - 100% % variance from prior year
Revenue				
Cash and accrued Revenue				
Direct Federal Revenue	4000	3,971,246	4,355,926	110%
State Revenue(Pass-through Fed	4010	3,458,551	2,958,806	86%
State Revenue (Non-Federal)	4011	2,623,897	2,455,716	94%
Local Govern.Rev.(Pass through	4015	679,925	713,012	105%
Local Govern.Rev.(Non-Federal)	4016	502,862	621,532	124%
Private Revenue-Non Fed	4020	496,976	107,785	22%
Private Rev. (Pass through Fed	4021	90,658	22,266	25%
Community Donations	4030	119,681	129,283	108%
Client Fees	4034	63,033	51,955	82%
Miscellaneous Revenue	4039	217,542	182,317	84%
Interest Revenue	4040	4,995	11,028	221%
Rental Income	4041	213,714	277,624	130%
Vacancies	4042	0	-22,750	
Contractual Admin. Revenue	4060	1,042,672	953,621	91%
Carry-over Revenue (Non Grant)	4901	-186,266	1,478	
Total Cash Revenue		13,299,486	12,819,598	96%
Non-cash Revenue				
In-Kind Revenue	4050	1,810,722	1,253,486	69%
Admin.In-Kind Revenue	4051	198,084	76,570	39%
Total Non-cash Revenue		2,008,806	1,330,056	66%
Total Revenue		15,308,291	14,149,653	92%
Direct Expense				
Total Salaries & Wages		4,677,573	4,840,956	103%
Total Fringe Benefits		1,709,238	1,846,030	108%
Total Personnel Expense		6,386,811	6,686,986	105%
Non-personnel Expense				
Total Travel (Out-of-Area)		20,219	20,254	100%
Total Major Equipment and Assets		296,408	242,821	82%
Total Supplies		187,721	223,447	119%
Total Contractual		2,041,177	1,593,042	78%
Total Other (Equipment Expense)		254,276	219,189	86%
Total Other (General Personnel Costs)		108,846	132,217	121%
Total Other (General Operating Costs)		358,193	337,335	94%
Total Other (Space/Occupancy Costs)		718,249	751,648	105%
Total Other (Special Departmental		1,872,375	1,553,542	83%
Total Non-personnel Expense		5,857,463	5,073,495	87%
Total Direct Expense		12,244,274	11,760,481	96%
Total Encumbered Costs		0	37,251	0%
Total Indirect Expense		1,042,672	953,577	91%
Total Non-cash Expense		2,008,801	1,330,056	66%
Excess Revenue over Expense		12,544	68,289	
Total Direct & Indirect Expense		14,253,075	12,714,058	
Health fund		-224	0	
Program and admin funds		12,768	68,289	

ATCAA Fiscal Officer Narrative – August 2024 p1

Still busy with new contracts, extensions and revisions. No change in cash flow, internally borrowing from cash advances (HHAP2 HHAP3 & HHAP4). **Audit adjustments in process.** **Discussions with new bank PNC are continuing, with August being our first month in operation.** **Admin budget proposed for this meeting.**

Housing – Denise Cloward Issue: subcontract monitoring

Housing is fully operational – open hire for maintenance worker

Community Dev. Block Grant (CDBG): Tuolumne only – CV3 \$176k rapid rehousing funds to be spent by 12/24. No new 2024 funding.

Emergency Shelter Grants (ESG): New round – RR non-competitive and Shelter (\$200k) now spending. New 2024 RFFs are out; funding may be cut, having to share within the continuum.

CalWorks – New Tuolumne 2024-25 contract in process.

Continuum of Care (CoC): ATCAA as administrator CESH2 funding being spent through CoC county contracts. PIT (Point-In-Time) counts are being collated. New Policy and Fund Committee now in operation.

CoC HHAP1: 4-county \$1.9 million Round 1 CoC funds being spent, with some budget revisions.

CoC HHAP2: \$700k split between 4 counties, subcontracts in hand, spending almost done.

CoC HHAP3: \$1,907k in state funding secured, \$645k in HHIP (health insurance) funding added, projects in development, half of funding received. Associated HHIP funds adds \$645k in funding

CoC HHAP4: \$1,610k in funding secured, subcontracts being received (Tuolumne Co is in)

Varley Place: No vacant units at the moment, VASH funds are being received timely. Monthly rent increases have been approved by State, no impact to residents. At full occupancy, this project projects a small net positive result.

CACFP: supplements shelter food costs – needs about \$1,000/month from operations.

Carter St/State St: Carter Street with one vacancy, is now running a small net positive result.

Food bank – Lynne Ayers retiring: **Interviews complete, offer being made to new FB Director.**

Food bank is fully operational – full time from warehouse.

Community Dev. Block Grant (CDBG).

New CDBG \$475k 2 year started 10/23 in process. Detailed quarterly billings

Emergency Food Assist. Program (EFAP): **Total \$144k contract ends Sept 24. Additional CCC \$45K funds also end Sept 24.** This pays for staff and support to handle free Federal commodities – billed quarterly.

CalFoods: **2024-25 \$43k - only pays for CA food – new funding.** An additional \$150k was granted to be spent by 6/25 – same conditions. 40% was spent by 12/23.

Capital improvement project: **Budget revision in process** – up to \$900k available over many years. Purchasing new rollup doors, **fencing, cooling fans** and plans for parking in process.

Steinberg/Goldberg foundation: New \$40k received and already spent for 2024.

PG&E food box: Received and spent \$20K for food box reimbursement.

Pantries: pays for food on a per pound basis

Donations: Strong support through the holidays.

ATCAA Fiscal Officer Narrative – August 2024 p2

Energy –Ruth Brickner Issue: Joe Bors is acting Director – Open hire in process.

All Wx staff have returned to work, outreach/intake in the office every day and working from home one day per week.

Low Income Heat & Energy Assist Program (LIHEAP): weatherization & PGE assist – consistent funding – lower funding for upcoming years, point system implemented resulting in a decrease in the number of households we will be able to assist.

2023 ESLIHEAP: Only propane left in AMA & CAL

2023 LIHEAP ~1.2M budget is spent out. Close out package in progress.

2023-27 BIL DOE initiated ~938k budget through 2027.

2024 LIHEAP: **Amendment 1 increased budget from \$1.3M to \$1.986M**

2024-25 Prop-1 Water Conservation TCRCD: \$292K contract from T-Stan IRWM in process. **Submitted 2024-Q2 Invoice & Progress Report**

2024 LIHEAP Wx MOA with IMACA – approved by ATCAA Board of Directors, setting up

Amador youth – Pat Porto Issue: Non-federal match

Full time work, sometimes from home. Hired new Coordinator, started 4/8/24.

Drug Free Community coalition initiative: Spending first year of 5 yr contract at \$125k/year started October 2023.

Foster Youth: Funds from foster youth and donations combined for future use. Granted half of the ATCR 2023 donations.

Tuolumne youth – Bob White Issue: Hiring new staff

Staff increasing with funding

Friday Night Live (FNL): New ARPA \$26k funds in process – **through 6/25.**

- FNL SEL \$240K funding **carried over beyond 6/24 end date.**

Mentoring: New prevention and mentoring \$75k continues **through 6/25**

Suicide prevention: New \$104k contract received **through 6/25**

Youth Empowerment Solutions (YES) partnership: Primary prevention \$25k continues through **6/25**; \$26k ARPA primary prevention funds secured through **6/25**

Community – various Issue:

Staff ramping up, outreach increasing

Lifeline (Marie): Received \$18k 3 year Sutter Health grant to serve low-income population. Lower client levels are hurting revenue – program re-tool underway, fiscally broke even July 2023-Feb 2024, when counting Sierra grant. Portion of CSBG previously allocated for Pat Porto (youth programs- Amador) have been reallocated to Lifeline in the same amount for the 2024 CSBG application.

Community Services Block Grant (CSBG): Regular 2024 \$273k contract is process.

CSBG EITC (Kristy): Current EITC Contract at \$440k year-around contract complete, closed 6/24. \$50k in IRS VITA funding through 9/24 **in operation.** New \$98k application complete for 24-25 Federal fiscal year.

ATCAA Fiscal Officer Narrative – August 2024 p3

Early Child Services – Nancy Miner Issue: Monitoring remediation in process

Head Start/State preschool on summer break through 8/21, Early Head Start continues

Head Start/Early Head Start. COLA approved without needing to apply – retro to 1/24 – **distribution in process**. Budget revision applied for and accepted to accommodate carryover

Latino outreach: spending within budget.

CACFP: supplements Head Start food costs, normal subsidy needed.

Cal State Preschool Program (CSPP): higher funding/child makes program self-sufficient, allowing expenses charged to be billed – change from attendance. Fully spent, now using \$168k cost adjustment funding.

Administration – Issue: Training fiscal officer

New staffing, still some remote work

Admin budget running negative \$130k due to increased audit, legal, and staffing (fiscal officer duplication) costs. Admin budget modification approved to use \$149K of \$417k carryover revenue from previous years. **2024-2025 Admin budget presented to BOD for approval 8/9/2024. Slight reduction from previous year due to less labor duplication in critical jobs.**

Health insurance/special projects Issue: Change in insurance premiums

Health fund running even. Insurance premiums (employer paid portion) increased 23.5% with new plan. Presented and reviewed at Dec. 2023 BOD meeting.

Spending on yellow bldg. needed - \$18k available

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

June 7, 2024

VIA ZOOM:

Jackie Roberts (ATCAA Head Start, CA) is inviting you to a scheduled Zoom meeting.

Topic: June 7, 2024 Policy Council Meeting

Time: June 7, 2024 09:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81926496399?pwd=gGYiS9spd9ql6SCA8arTBcRXaFjley.1>

Meeting ID: 819 2649 6399

Passcode: 622866

9:30 a.m.

Policy Council Minutes

1.0 CALL TO ORDER: The June 7, 2024 Policy Council Meeting was called to order at 9:37 a.m. by Chairperson Jennifer Grenland.

2.0 ROLL CALL:

Policy Council Members: Jennifer Grenland (BB HS), Bryanna Lamb (IO HS), Amber Kinder (JK HS), Kamakani Tiwanak (SV HS), Donna Jackson (WIC), Carol Rush (ATCAA Board)

ATCAA Staff: Joe Bors (ATCAA Executive Director), Jackie Roberts (ECS Operations & Budget Manager), Marta Hunt (ECS Secretary), Mahaila Hendricks (ECS Disabilities Manager) Kelley Kirschten (Family Services Manager)

A quorum was established.

3.0 SEATING OF NEW MEMBERS

3.1 Seating of New Parent Members: None.

3.2 Deletion of Memberships (action item): None.

3.3 Addition of Memberships (action item): None.

4.0 APPROVAL OF AGENDA AS MAILED

4.1 Request for approval of the June 7, 2024 Policy Council Agenda (action item): **Donna Jackson moved to approve the June 7, 2024 Policy Council Agenda and Kamakani Tiwanak seconded. Vote was taken by roll call. Motion passed unanimously (MPU).**

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

5.0 CONSENT AGENDA

- 5.1 Request for approval of the May 3, 2024 Policy Council Minutes (action item): **Donna Jackson moved to approve the June 7, 2024 Consent Agenda and Kamakani Tiwanak seconded. Vote was taken by roll call. MPU.**

6.0 PUBLIC COMMENT

Donna Jackson shared that at Amador WIC, Amador First 5 and Amador Public Health are teaming up to put on a dental assessment for children in Jackson on July 16, 2024. There will also be water safety information, car seat checks and more.

7.0 NEW BUSINESS

- 7.1 Presentation about the Disabilities and Mental Health Services Area and data by Disabilities Manager, Mahaila Hendricks (presentation, no action required): Mahaila Hendricks shared a power point presentation and presented information on the Disabilities and Mental Health Service Areas of Head Start. Information was presented on ways Head Start supports children and families with disabilities, the role of the disabilities manager, inclusion, teaching pyramid, disabilities statistics, types of disabilities in our program and mental health services offered in our programs.
- 7.2 California Department of Education Program Self-Evaluation for 2023 – 2024 Results (informational, no action required): Jackie Roberts presented the 2023 – 2024 CDE Program Self-Evaluation for CSPP. The self-evaluation included information from twenty measures to determine if ATCAA met CDE standards. There were two areas that did not meet standards. One was that not all our preschool classrooms scored an average of 5.0 or above in terms of meeting the criteria for discipline in the ECERS subscale. We plan to improve in this area by providing training in Teaching Pyramid, Coaching/Mentoring, improving classroom environments and ongoing training and coaching around CLASS. The other area that did not meet CDE standards was that our annual fiscal audit was not submitted on time to CDE. Our ATCAA Fiscal Officer will work with the accounting firm to make sure that the audit is submitted to CDE by the required deadline. All other areas did meet CDE standards.
- 7.3 2024 – 2025 ECS Program Goals (action item): The final 2024 – 2025 ECS Program Goals were presented to the Council by Jackie Roberts. Objectives included training for parents about promoting children’s social and emotional skills using Teaching Pyramid, training parents about oral health, expanding ideas for parent volunteerism in our program, provide enhanced training and professional development for staff, strengthening transitions to kindergarten, building resiliency and self-care practices, having stable staff and facilities and reaching and maintaining full enrollment in Head Start and Early Head Start. **Donna Jackson moved to approve the 2024 – 2025 ECS Program Goals and Amber Kinder seconded. Vote was taken by roll call. MPU.**

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

8.0 REPORTS

8.1 Center and Home Base verbal reports for May 2024: Center and Home Base reports highlighting the activities for May 2024 were presented by Amber Kinder (JK HS), Kamakani Tiwanak (SV HS), Jennifer Grenland (BB HS & EHS), Bryanna Lamb (IO HS) and Kelley Kirschten (Home Base).

8.2 Monthly Statistical & Attendance Report for HS & EHS for April 2024: Jackie Roberts presented the April 2024 Monthly Statistical and Attendance Report to the Council. The report highlighted disability statistics in our program. The Council reviewed the report.

8.3 Budget & Credit Card Reports through April 2024

- 2023 Head Start 8131.1
- 2023 Early Head Start 8131.2
- 2023 In Kind (8131.1 & 8131.2)
- 2023 – 2024 CACFP 8227.1 & 8227.2
- 2023 – 2024 CA State Preschool 8294.1
- 2023 – 2024 Tuolumne Home Visiting Program 8168.2
- Credit Card Report April 2024

Jackie Roberts presented the Budget Reports through April 2024 including Head Start, Early Head Start, In-Kind, CACFP, CSPP and HVP. The Council reviewed the Budget Reports and Credit Card Reports.

9.0 DIRECTOR REPORTS

- Staffing Updates: We have three new teachers starting in Tuolumne County.
- Program Updates: Jackie Roberts shared the FA2 monitoring results including two areas of non-compliance in Governance (ATCAA Board Training) and Fiscal (Equipment Inventory). We will have a meeting later today with OHS to discuss our plans to fix the areas of non-compliance and will keep Policy Council and ATCAA Board informed as we improve these areas. The OHS CLASS review scores were also shared with the Council. Our overall scores were above the quality threshold, and we did very well.
- Summer School Plans: We will have summer school at Blue Bell for two weeks this summer. Amador County has the bridge to kinder program through First 5.

10.0 POLICY COUNCIL MEMBER REPORTS: None.

11.0 INFORMATIONAL ITEMS ONLY (These are Informational Items ONLY and ARE NOT DISCUSSED at the Meeting. However, you are encouraged to READ this material)

11.1 NEXT PC MEETING:

NO POLICY COUNCIL MEETING IN JULY 2024

August 2, 2024 PC Meeting

9:30 a.m.

Via ZOOM

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

- 11.2 Office of Head Start Information Memorandum on Strategies and Recommendations for Supporting Mental Health (ACF-OHS-IM-24-01)
 - 11.3 Office of Head Start Program Instruction on New Eligibility Provisions for Migrant and Seasonal Head Start Programs (ACF-OHS-PI-24-02)
 - 11.4 Office of Head Start Program Instruction on New Eligibility Provisions for American Indian and Alaska Native Programs (ACF-OHS-PI-03)
- 12.0 ADJOURNMENT:** The June 7, 2024 Policy Council Meeting was adjourned at 11:21 a.m.



Below is a comprehensive list of items that pertain to Board Orientation, several of which can be found in the Board Manual. If you have any questions pertaining to any of the below items, please reach out to the **Board Secretary** at: boardsecretary@atcaa.org.

- ATCAA Vision and Mission Statement
- Brief History of Community Action
- What is CSBG?
 - Organizational Standards for Public CAA
- What is ROMA?
- Formation of ATCAA and ATCR
 - *Joint Powers Agreement*
 - *ATCAA Board Bylaws*
- Board Position Description
- Board v Executive Director Roles within the CAA
- ATCAA Board Structure, Procedures and Policies
 - **Board Representation Process**
 - **Board Committees**
 - **Board Meetings**
 - ❖ *Board and Committee Meetings*
 - ❖ *Attendance*
 - ❖ *Open Meeting Act – Brown Act Summary*
 - **Governing Regulations**
 - ❖ *Fair Political Practices Commission (FPPC) Conflict of Interest Code with Appendix*
 - ❖ *ATCAA Board and Policy Council Code of Conduct and Conflict of Interest Policy*
 - ❖ *Form 700*
 - ❖ *FPPC Ethics Training (Link provided in Welcome email)*
 - ❖ *Board Actions/Resolutions*
- Shared Decision-Making and Head Start Standards
- Agency Policies and Procedures
 - *Whistleblower Policy (Included in the Board Manual)*
- **ATCAA Organizational Chart**
- **Board of Directors Roster**
- **Board of Directors Roster by Sector**
- **Committee Assignments Roster**
- **Board Meeting Calendar**

I certify that I have received a copy of the Board Manual, have reviewed the contents of the Manual and the items described above as they have been provided to me.

Board Member (Please Print)

Date Seated on Board

Board Member Signature

Today's Date


OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-IM-24-02	2. Issuance Date: 06/27/2024
	3. Originating Office: Office of Head Start	
	4. Key Words: Monitoring; FY 2025; CLASS®	

INFORMATION MEMORANDUM

TO: All Head Start and Early Head Start Recipients

SUBJECT: Fiscal Year 2025 Monitoring Process for Head Start and Early Head Start Recipients

INFORMATION:

Section 641A of the Improving Head Start for School Readiness Act of 2007 (the Act) requires the Office of Head Start (OHS) to implement ongoing monitoring of all programs receiving federal funds.

This Information Memorandum (IM) outlines the OHS monitoring process for fiscal year 2025 (FY25). It describes the types of monitoring reviews that recipients may experience, highlighting Focus Area 1 (FA1), Focus Area 2 (FA2), Classroom Assessment Scoring System (CLASS®), Risk Assessment Notification (RAN), and unannounced reviews.

FY25 Monitoring Review Types and Start Dates

Review Type*	FY25 Implementation Format	Start Date
FA1	FA1 reviews are conducted through a virtual format.	October 2024
FA2	FA2 reviews are conducted using a combination of virtual and on-site monitoring.	October 2024
CLASS®	CLASS reviews are conducted again this year using either self-recorded videos or onsite formats.	October 2024
Follow-up Reviews	Follow-up reviews are conducted virtually or in person.	Start dates will coincide with the end of the corrective action period.
RAN	RAN reviews are conducted through a virtual format.	As needed
Other	Special reviews may be conducted at any time, on site or virtually, without notice.	As needed

* Monitoring reviews may be conducted with or without prior notification to the recipient. OHS reserves the right to conduct unannounced reviews at any time.

FA1 Reviews

The FA1 review is an opportunity for recipients to describe their approach and plan for providing high-quality services to children and families. It typically occurs in the first or second year of the grant period. This focus area determines if programs are meeting the requirements of the Head Start Program Performance Standards (HSPPS), Uniform Guidance, and Head Start Act. The FA1 informs OHS' understanding of each recipient's foundation for program services — staffing structure, program design and governance, education, health and family services, and fiscal infrastructure. The FA1 review also allows OHS to assist recipients in fulfilling application commitments, provide resources to address any identified issues, and support recipients in reaching their goals.

FA2 Reviews

The FA2 review is an opportunity for recipients to demonstrate their implementation of high-quality services to children and families that meet Head Start requirements. It typically occurs in the third or fourth year of a grant period. This focus area broadens OHS' understanding of each recipient's performance and determines if programs are meeting the requirements of the HSPPS, Uniform Guidance, and Head Start Act.

CLASS[®] Reviews

Section 641A(c)(2)(F) of the Act requires OHS to assess the quality of teacher–child interactions using a valid and reliable observation measure. For the upcoming FY25 monitoring year, OHS will continue to use the 2008 edition of the Classroom Assessment Scoring System (3) Pre-K Teacher–Child Observation Instrument. Scores from CLASS observations will count toward Designation Renewal System (DRS) determinations using the competitive thresholds established in the **Final Rule on DRS Changes**.

For FY25, recipients that are scheduled for a CLASS monitoring review will have the option to self-record and submit their own videos (Video Review) or request a traditional on-site review with certified CLASS observers (On-site Review).

American Indian and Alaska Native (AIAN) Head Start programs have the option to do a self-review for the CLASS. OHS will transmit a letter to AIAN grant recipients with additional information on this option.

All recipients will have the opportunity to attend information sessions specifically developed to discuss FY25 CLASS options, including a group of sessions convened specifically for American Indian and Alaska Native recipients.

RAN Reviews

OHS conducts Risk Assessment Notification reviews, as necessary, to address child health and safety incidents. They are initiated when OHS needs to gather more information about significant incidents affecting program participants' health and safety. These reviews have a specific focus on abuse, neglect, inappropriate conduct, inadequate supervision, or unauthorized releases in Head Start programs.

RAN reviews:

- Ensure prompt and accurate reporting of serious incidents
- Investigate contributing program or management factors
- Communicate necessary corrective actions
- Provide feedback to improve program management and prevent future incidents

Other Reviews

Special reviews are conducted, as needed, to explore concerns outside of the typical FA1 or FA2 schedule. OHS reserves the right to conduct unannounced reviews at any time.

Scheduling

Each year, recipients are required to submit an accurate calendar of availability, which is used to schedule monitoring reviews. The availability calendar also gives recipients a way to inform OHS as to when their program is not operational and when children are not in session. Recipients should immediately update their calendars as

changes in program availability occur. Please note that OHS has very limited capacity to accommodate requests to reschedule reviews and can only do so under exceptional circumstances.

Monitoring reviews can also be conducted with or without prior notification to the recipient that it will take place.

Communications

Recipients scheduled to receive a monitoring review in FY25 will receive a notification letter 45 calendar days before the start of the event. They can also expect a planning call with their assigned coordinator to discuss their review. During the initial call, recipients should share their program's current service delivery options. OHS Review Reports are typically issued within 60 calendar days of the monitoring review.

If you have any questions regarding the FY25 monitoring season, please contact your regional office.

Thank you for the work you do on behalf of children and families!

Sincerely,

/Khari M. Garvin/

Khari M. Garvin
Director
Office of Head Start

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Management Bulletin 24-04

This Management Bulletin Provides Guidance on Timely Payments for Family Childcare Providers.

Early Education Division

Subject: Timely Payments for Family Childcare Providers

Number: 24-04

Date: June 2024

Expires: Until rescinded or superseded by regulations

Authority: Senate Bill (SB) 140 (Chapter 193, Statutes of 2023); California *Education Code (EC)* Section 8223.5; Agreement between the State of California and the Child Care Providers United (CCPU) Union

Attention: Executive Officers and Program Directors Operating a California State Preschool Program (CSPP) through a Family Childcare Home Education Network (FCCHEN)

Purpose

This Management Bulletin (MB) is to notify and provide guidance to California State Preschool Program (CSPP) contractors who provide CSPP services through a Family Childcare Home Education Network (FCCHEN) regarding state requirements on timely and accurate payments made to family childcare providers.

Policy

On or before March 1, 2024, contractors operating a CSPP through a FCCHEN are required to develop, implement, and publish for access by family childcare providers a plan for timely payments to family childcare providers. This written plan must be included in publications with information for providers and in individual provider agreements.

The plan must include certain provisions as stated in *Education Code (EC)* Section 8223.5 and referenced in the Implementation Directives section below.

Implementation Directives

Requirements for a Plan for Timely Payments to Family Childcare Providers

This plan is required to include the following provisions:

A provision that family childcare providers must be paid within 21 calendar days of the provider's submission of daily sign-in/sign-out sheets, as referenced in the *California Code of Regulations*, Title 5 (5 CCR) Section 17818.

A schedule for the payment of services which is required to be signed by the family childcare provider.

A provision that if a provider submits attendance records or invoices for multiple children and not all individual records or invoices within the submission are adequate, the contractor must not withhold payments for those individual records or invoices that include adequate information to provide a payment. This may mean that contractors are issuing multiple payments to the provider within the same month to keep to the respective 21-day timeline.

Procedures that establish clear processes and timelines to resolve overpayment and underpayment issues, which are required to include the provider's written consent in order to recover any overpayment.

A provision that if a contractor is unable to issue payments to providers within 21 calendar days of submission due to extenuating circumstances, including, but not limited to, an emergency or payment system malfunction, the impacted provider(s) is/are required to be notified within a reasonable timeframe of the contractor becoming aware of the circumstance causing the delay of reimbursement payment.

Contractors are required to publish the timely payment plan/plans for family childcare providers that are affiliated with the CSPP FCCHEN to access and reference. The plans must be published in documents available to providers, such as individual provider agreements, as appropriate.

EC 8223.5 requires the California Department of Education (CDE) to support CSPP contractors with the development and implementation of the plan and to provide guidance for compliance with the requirement for timely payments. If you need assistance in the development of your plan, please reach out to your Program Quality Implementation (PQI) office regional consultant. The Early Education Division (EED) PQI Consultant Regional Assignments directory can be accessed at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

If the CDE becomes aware that a CSPP contractor is not complying with the requirements of this section, the CDE may issue a finding of noncompliance, and the contractor may be subject to corrective action.

Background and Authority

Senate Bill (SB) 140 added *EC* Section 8223.5, which refers to the state requirements for payment timeliness and ratifies the agreement between the state and the Child Care Providers United (CCPU) Union.

The 5 *CCR* Section 17818 sets forth the requirements for Enrollment and Attendance Accounting around sign-in and sign-out sheets in CSPP.

Resources

To be informed of updated information from the EED, please sign up for the EED's email distribution list at <https://www.cde.ca.gov/sp/cd/ci/emailindex.asp>.

If you have any **programmatic** questions regarding the information in this MB, please contact your assigned EED, PQI Office Regional Consultant. The EED PQI Consultant Regional Assignments directory can be accessed at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

If you have any **fiscal** questions about the information in this MB, please contact your assigned Early Education and Nutrition Fiscal Services (EENFS) fiscal analyst. The fiscal analyst directory web page can be accessed at <https://www.cde.ca.gov/fg/aa/cd/faad.asp>.

Questions: Early Education Division | 916-322-6233

Last Reviewed: Thursday, June 13, 2024

Management Bulletin 24-05

Revised State Median Income Ceilings and Income Ranking Table for Fiscal Year 2024–25.

Early Education Division

Subject: Revised State Median Income (SMI) Ceilings and Income Ranking Table for Fiscal Year (FY) 2024–25

Number: 24-05

Date: June 2024

Expires: Until rescinded

Authority: California *Education Code* sections 8208, 8210, 8211, and 8213

Attention: Executive Directors and Program Directors of All California State Preschool Programs

Purpose

The purpose of this Management Bulletin (MB) is to notify California State Preschool Program (CSPP) contractors of:

- The revised Schedule of Income Ceilings to be used to determine families' income eligibility for CSPP for Fiscal Year (FY) 2024–25

- The updated Income Ranking Table to be used to determine a family's income ranking for purposes of enrollment priorities for CSPP based on income for FY 2024–25

This MB rescinds and replaces MB 23-06.

Policy

Effective July 1, 2024, CSPP contractors must use the revised Schedule of Income Ceilings when determining both initial and ongoing income eligibility for families in part- and full-day CSPP.

Contractors must use the revised Income Ranking Table when determining enrollment priorities related to a family's income level.

Directives for Implementation

The following Schedule of Income Ceilings must be used for determining income eligibility for families initially certified or recertified on or after July 1, 2024. The schedule must also be used for determining maximum monthly income for 15 percent above the income eligibility threshold.

State Fiscal Year 2024–25 Schedule of Income Ceilings

Family Size	Family Yearly Income Ceiling (100% of SMI)	Family Monthly Income Ceiling (100% of SMI)	Maximum Monthly Income for 15% above Income Eligibility Threshold
1–2	\$93,110	\$7,759	\$8,923
3	\$105,482	\$8,790	\$10,109
4	\$122,993	\$10,249	\$11,787
5	\$142,672	\$11,889	\$13,673
6	\$162,350	\$13,529	\$15,559
7	\$166,040	\$13,837	\$15,912
8	\$169,730	\$14,144	\$16,266
9	\$173,420	\$14,452	\$16,619
10	\$177,109	\$14,759	\$16,973
11	\$180,799	\$15,067	\$17,327
12+	\$184,489	\$15,374	\$17,680

Source: 2022 American Community Survey (ACS) Public Use Microdata Sample File

Note: Pursuant to the California *Education Code (EC)*, Section 8213(c), the State Median Income (SMI) for families of five (5) or more persons is calculated by multiplying the SMI for a family of four by the ratio for the appropriate family size used in the federal Low-Income Home Energy Assistance Program, and specified in federal regulations at paragraphs five (5), six (6), and seven (7) of subdivision (b) of Section 96.85 of Title 45 of the *Code of Federal Regulations*.

Effective July 1, 2024, contractors must use the revised Income Ranking Table located at <http://staging.cde.ca.gov/sp/cd/ci/documents/incomerankingtable2425.xlsx> when determining enrollment priorities for families. The revised Income Ranking Table is not provided for the purposes of determining eligibility for CSPP. Please note that this Income Ranking table goes to 100 percent

of SMI (rank 100) and includes income up to 15 percent above the income threshold as well (rank 115). Because there are some cases where families are served whose income exceeds 100 percent of SMI in CSPP, the California Department of Education (CDE) has accounted for these situations in the updated table so contractors serving these families know how to prioritize them. As a result, please pay careful attention to the income and family size of the family and those indicators on the chart, along with the applicable statute, regulations, and MB guidance that apply to enrolling children in those families.

Contractors Submitting Data to the California Preschool Data Collection System

Beginning in the July 2024 data submission period, local educational agencies (LEAs) operating CSPP will submit their Classroom, Staff, and Child data through the California Preschool Data Collection (CAPSDAC) system. LEAs are school districts, charter schools, county offices of education, community college districts, and school districts acting on behalf of one or more schools within the school district, as described in EC 8205(ad). The updated income boundaries will be reflected in CAPSDAC fields for "Family Size" and "Monthly Family Income."

Families that have been certified under a previous fiscal year's income rankings will continue to be able to be saved within the CAPSDAC.

Contractors Reporting to the Child Development Management Information System

The updated SMI thresholds for FY 2024–25 will take effect for contractors who are community-based programs in the Child Development Management Information System (CDMIS), beginning in the July 2024 CDD-801A Monthly Child Care Population Report (CDD-801A) reporting period. The updated income thresholds will be reflected in the CDD-801A reporting fields for "Family Size" and "Monthly Family Income." Families that have been certified under a previous fiscal year's income rankings will continue to be able to be saved within the CDMIS.

Background and Authority

The *EC* Section 8213(c) requires the California Department of Finance to annually recalculate the SMI based on the most recent census data and pursuant to the formula set forth in *EC* Section 8213 and provide the calculations to the CDE. The updated SMI calculations are used to revise the income ceilings used to determine a family's initial and ongoing eligibility for services, as part of the certification and recertification process, and to update the Income Ranking Table used for determining priority for enrollment.

In accordance with *EC* Section 8213(a) and (b), for families to be eligible for CSPP services based on income, a family's adjusted monthly income must be at or below 100 percent of the SMI adjusted for family size. Notwithstanding any other law, *EC* Section 8208 provides that a part-day and full-day

CSPP may provide services to children in families whose income is no more than 15 percent above the income eligibility threshold. However, no more than 10 percent of enrolled children can be from families whose income is within the 101–115 percent of the SMI bracket.

In addition, *EC* sections 8210 and 8211 require contractors to enroll families in priority order. The State Superintendent of Public Instruction adopts an Income Ranking Table, for purposes of determining enrollment priorities.

The *EC* sections 8210 and 8211 specify priorities for CSPP enrollment. The priorities for enrollment can also be found in the *California Code of Regulations*, Title 5 sections 17746 and 17747. Title 5 regulations are in the process of being amended to incorporate recent statutory changes and parts of the regulations may be superseded by statute until the regulations are promulgated.

Resources

If you have any programmatic questions regarding the information in this MB, please contact your assigned Early Education Division, Program Quality Implementation Office Regional Consultant. The Consultant Regional Assignments directory can be accessed at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

For questions related to the CDD-801A income data fields in the CDMIS, please email CDMIS@cde.ca.gov.

This MB is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this MB that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to California *EC* Section 33308.5.

Questions: Early Education Division | 916-322-6233

Last Reviewed: Tuesday, June 18, 2024

Management Bulletin 24-06

This Management Bulletin Provides Guidance on Family Fees for Fiscal Year 2024–25.

Early Education Division

Subject: Assessment and Reporting of Family Fees for Fiscal Year (FY) 2024–25

Number: 24-06

Date: June 2024

Expires: Until rescinded

Authority: *California Education Code (EC)* sections 8252–8254 and *Welfare and Institutions Code (WIC)* Section 10290; *California Code of Regulations Title 5 (5 CCR)* sections 17734–17737

Attention: Executive Directors and Program Directors Operating Full-Day California State Preschool Programs

Purpose

This Management Bulletin (MB) is to notify California State Preschool Program (CSPP) contractors of the Fiscal Year (FY) 2024–25 Family Fee Schedule that will become effective July 1, 2024, and provide guidance on calculating family fees.

This MB rescinds and replaces MB 23-07.

Policy

Effective July 1, 2024, CSPP contractors must use the 2024–25 fee schedule available at <https://www.cde.ca.gov/sp/cd/ci/documents/fy2425famfeeschedule.xlsx> when:

Assessing family fees for families at initial certification or at recertification

A parent voluntarily requests a reduction to their family fees

The *Education Code (EC)* Section 8253 and *Welfare and Institutions Code (WIC)* Section 10290 exempt the following families from family fees:

- Families receiving California Work Opportunity and Responsibility to Kids (CalWORKs) cash aid as described in *EC* Section 8253(b)

- Families of children enrolled in a part-day CSPP as described in *EC* Section 8253(c)
- Families with children who have been identified as at risk of abuse or neglect or who are receiving child protective services may be exempt from paying a family fee for up to 12 months if it is required by the child(ren)'s service plan as described in *EC* Section 8253(a) and *California Code of Regulations* Title 5 (5 *CCR*) Section 17735
- Families with an adjusted monthly income below 75 percent of the state median family income as described in *WIC* Section 10290(e)(2)(B)

The 5 *CCR* Section 17734(i) provides that families with a certified need of fewer than 130 hours per month will be assessed a part-time fee while families with a certified need of 130 hours or more per month will be assessed a full-time fee. Pursuant to *EC* Section 8252(d), fees may only be assessed at certification and recertification unless a parent voluntarily requests a reduction to family fees.

Directives for Implementation

New Enrollments and Recertifications

For FY 2024–25, contractors are required to calculate and assess the applicable family fee at initial certification and recertification for all full-day CSPP families not exempt from family fees using the updated family fee schedule and issue a Notice of Action (NOA) at initial certification or recertification that includes the amount of the assessed family fee. Families enrolling in part-day CSPP must not be assessed a fee at initial certification or recertification.

Pursuant to the 5 *CCR* Section 17734, families enrolled in full-day CSPP with a certified need of **fewer than 130 hours per month will be assessed a part-time fee**, while families enrolled in full-day CSPP with a certified need of **130 hours or more per month will be assessed a full-time fee**. When a family has more than one child enrolled in CSPP and/or childcare programs administered by the California Department of Social Services (CDSS), the family fee must be assessed based on the family's child who is certified for the greatest number of hours.

Families who were initially certified or recertified based on an eligibility criterion other than income, and who are not otherwise exempt from family fees, are still required to be assessed a fee. These families are required to self-certify their income for the purpose of assessing the family fee.

As a reminder, families shall only be assessed one flat monthly family fee when they have more than one child enrolled in either a CSPP program administered by the California Department of Education (CDE), or a combination of a CSPP and a childcare program administered by the CDSS. When a contractor has families with children enrolled in both a CSPP administered by the CDE, and a childcare program administered by the CDSS, and those children are enrolled for the same period, the contractor may choose which contract the family fee assessment will be applied to. Section 17737 of 5 *CCR* also establishes a process in which families can receive credit for fees paid to other service providers when the contractor is unable to fulfill the family's entire certified need for care.

Family Fee Requirements for Currently Enrolled Families

Contractors are strongly encouraged to notify families when the new family fee schedule is available and remind families that they can request a reduction to their family fee based on the new family fee schedule. Pursuant to *EC* Section 8263(h)(3) and 5 *CCR* 17756, a family may voluntarily report income or other changes. This information shall only be used to reduce family fees, increase the family's services, or extend the period of the family's eligibility before recertification.

Contractors must use the FY 2024–25 Family Fee Schedule, included in this bulletin, and the new income information reported by the family to assess the family's new fee.

If the family fee has decreased, the contractor must issue a NOA in accordance with 5 *CCR* Section 17756 reflecting the new family fee.

If the recalculation results in a higher fee, no further action is required until the next certification.

Families on Delinquent Family Fee Plans

The *EC* Section 8252(k) includes language that allows contractors to forgive and not collect any uncollected delinquent fee balance accrued **before** October 1, 2023; therefore, contractors do not need to collect any previous debts for family fees before this time. Any families with plans to pay delinquent fees accrued **prior to** October 1, 2023, may no longer be required to make payments in accordance with their plan. The intent of *EC* Section 8252(k) is to reduce the burden of fees on families; as such and to ensure consistency in implementation, the CDE strongly urges contractors not to collect any uncollected delinquent fee balances for this timeline.

However, contractors must follow the process outlined in 5 *CCR* Section 17739 for families with delinquent family fees accrued after October 1, 2023, including sending a NOA.

Contractor Reporting and Reimbursement

Contractors must report the amount of family fees assessed between July 1, 2024, and June 30, 2025, on the line *Family Fees for Certified Children* in the FY 2024–25 Enrollment, Attendance, and Fiscal Reports through the California Preschool Accounting Reporting Information System (CPARIS). Contractors are reminded that family fees reported on the *Family Fees for Certified Children* line must be based on the amount of fees the contractor expects to collect in the report month, regardless of when the revenue is actually received. Reporting fees according to this directive will ensure the CDE is reimbursing contractors accurately.

In instances where a family has children enrolled in both a CSPP administered by the CDE, and a childcare program administered by the CDSS, with the same number of hours, the contractor has the discretion on where to report the assessed fee (i.e., to either the CDE or the CDSS contract). However, to ensure consistency from one report month to the next, contractors must have written policies or procedures on how they determine the program to which they report the family fee.

Background and Authority

The *EC* Section 8213 requires the Department of Finance to update the State Median Income (SMI) annually.

The *EC* Sections 8252 through 8254 refer to the state requirements for establishing a family fee schedule, the assessment of those fees, and the applicable exemptions.

The *EC* Section 8252(d) states that fees may only be assessed at initial certification and recertification.

The *EC* Sections 8252(a) and (b) require the State Superintendent of Public Instruction to use the family fee schedule developed in conjunction with the CDSS, for families receiving preschool services and/or childcare and development services, pursuant to *WIC* Section 10290. Pursuant to *EC* Sections 8332(b) and (d), the family fee schedule is subject to the approval of the Department of Finance and designed based on the most current SMI, adjusted for family size.

The *EC* Section 8252(j) provides that family fees accrued but uncollected prior to October 1, 2023, may be forgiven and not collected.

The 5 *CCR*, sections 17733 through 17740, set forth family fee requirements for full-day CSPP.

The 5 *CCR*, Section 17734(b) and (i), further require that the family fee schedule differentiate between full-time fees and part-time fees and that families be assessed a flat monthly fee. Assessment of the monthly fee is based on the following factors:

- Hours of certified need, as documented on the application for services
- The family's adjusted monthly income
- Family size

The *WIC* Section 10290(e) caps the maximum family fee at 1 percent of a family's monthly income for families receiving CSPP services and provides that families with an adjusted monthly income below 75 percent of the SMI are not assessed a family fee.

Resources

To be informed of updated information, please sign up for the CDE Early Education Division's (EED) email distribution list at <https://www.cde.ca.gov/sp/cd/ci/emailindex.asp>.

If you have any programmatic questions regarding the information in this MB, please contact your assigned EED, Program Quality Implementation Office Regional Consultant. The Consultant Regional Assignments directory can be accessed at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

If you have any fiscal questions about the information in this MB, please contact your assigned Early Education and Nutrition Fiscal Services (EENFS) fiscal analyst. The Fiscal Analyst Directory can be accessed at <https://www.cde.ca.gov/fg/aa/cd/faad.asp>.

This MB is mandatory only to the extent that it cites a specific statutory or regulatory requirement. Any portion of this MB that is not supported by a specific statutory and/or regulatory requirement and is not prescriptive pursuant to California *EC* 33308.5.

Questions: Early Education Division | 916-322-6233

Last Reviewed: Wednesday, June 26, 2024



PROGRAM PRESENTATIONS

For the
Amador Tuolumne Community
Action Agency
Board of Directors
2024



INFORMATION & REFERRAL OFFERED AT ALL ATCAA LOCATIONS

Administration

- Fiscal Management
- Human Resource Management
- Program Support

Amador Lifeline Program

- Personal Emergency Response Service assisting the elderly and the disabled to live independently

Communications & Outreach

- Promotes, supports and advances the mission, vision and sustainability of ATCAA by creating and delivering professional, accurate and timely messaging, branding and advocacy.

Early Childhood Services (Head Start/State Preschool/Early Head Start)

- Education for children birth to five years of age – Center/Home Base
- Health & Nutrition
- Social Services
- School Readiness
- Family Engagement/Family Partnerships

Energy & Conservation Services

Amador, Calaveras & Tuolumne Counties

- Home Weatherization
- Home Energy Assistance Program
- Water Conservation
- Energy & Conservation Education
- Well Water Testing

Family Resource Services

- Child Abuse Prevention & Education
- SSAY Coalition
- Youth Assets for Independence (IDA)
- Literacy Support

Housing Resources

- Emergency Shelters in Sonora and Jackson
- Rapid Re-Housing rental assistance for homeless households in Amador, Calaveras and Tuolumne Counties
- \$mart Money classes for household budgeting and credit repair in Amador, Calaveras and Tuolumne Counties
- Veteran Supportive Housing HUD-VASH (Amador)
- Permanent Supportive Housing
- Central Sierra Continuum of Care
- Low Income Housing/Fair Market Rent (FMR):
 - Columbia – 3 Modulators
 - Tuolumne - Triplex

Tuolumne Food Program

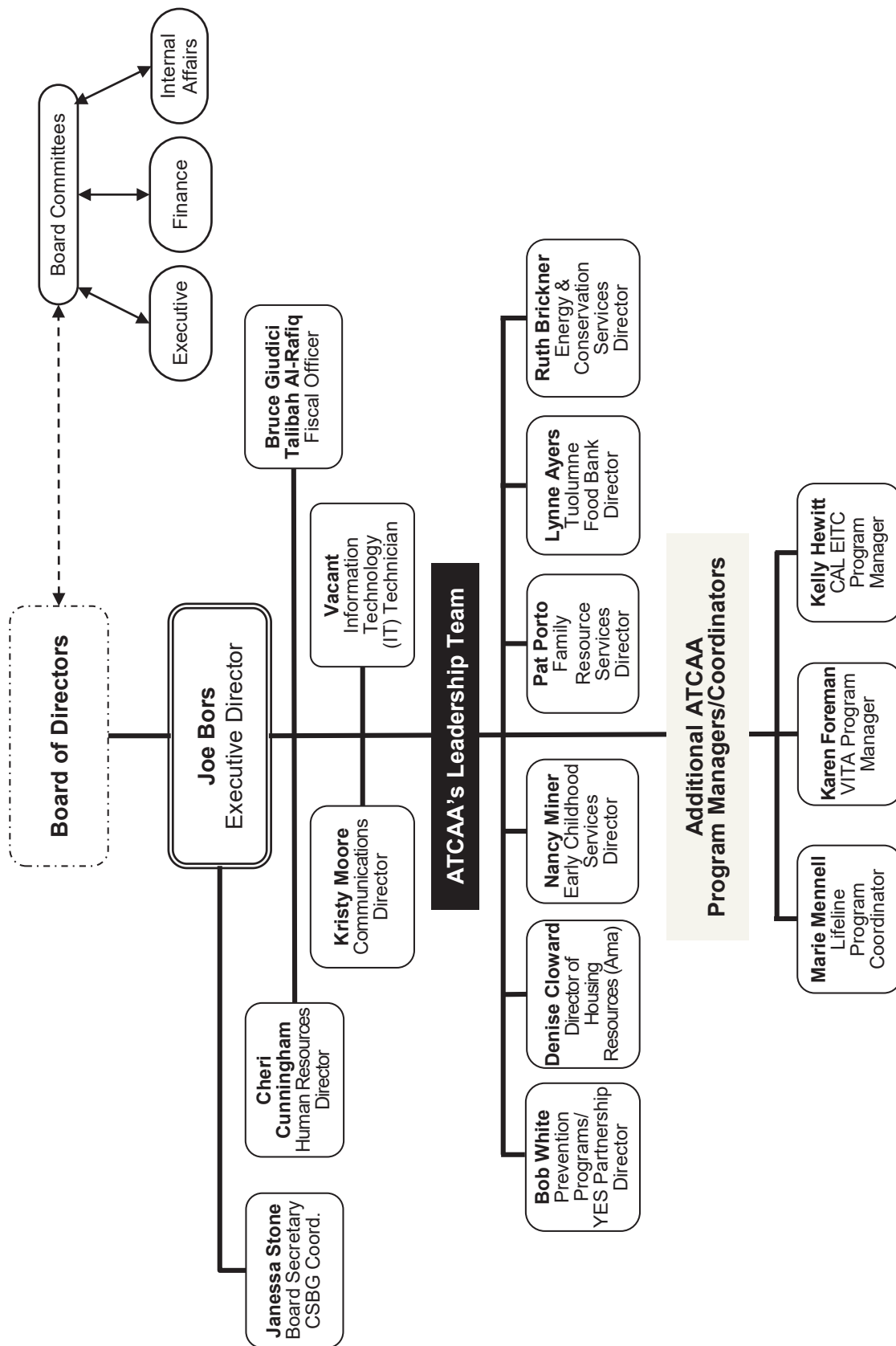
- Distributing to local pantries
- Tuolumne Food Distributions
- Holiday Baskets
- Seniors/Homebound
- Food for Kids (Plus)
- Produce Program

Tuolumne Prevention Programs

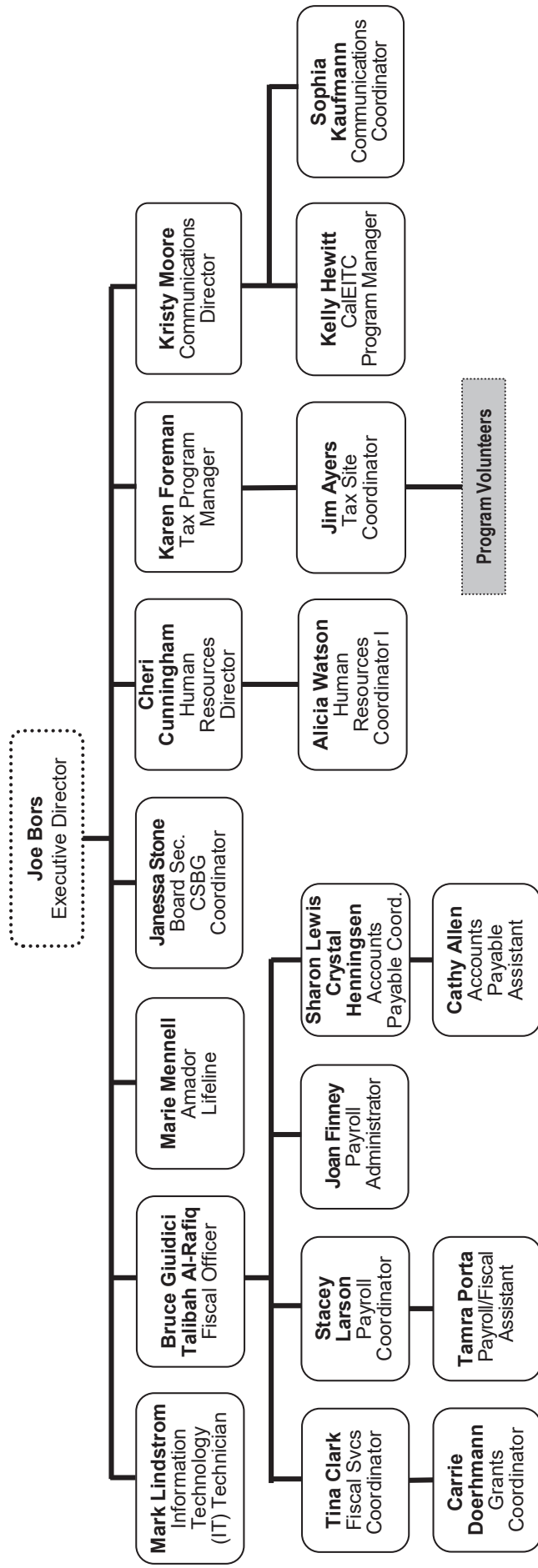
- Youth Mentoring
- Friday Night Live/Club Live
- Fiscal Agent for YES Partnership
- Suicide Prevention
- Community Resiliency

VITA/CAL EITC

- Volunteer Income Tax Preparation Program for income eligible residents.
- Education and Outreach (marketing) for the California Earned Income Tax Credit available to those earning 30k or less, proven to be one of the most effective poverty fighting measures in California.

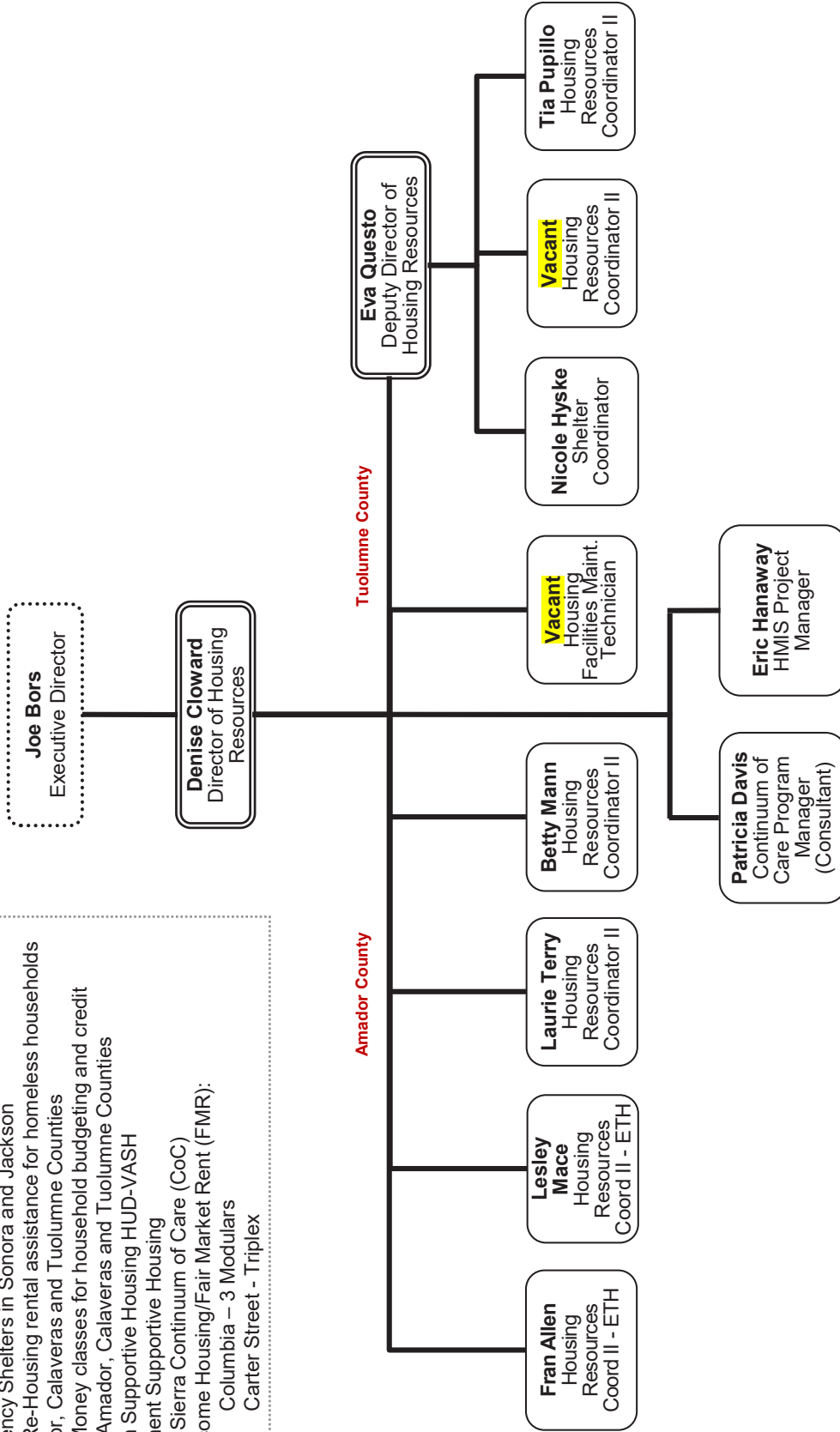


<p>Administration</p> <ul style="list-style-type: none"> • Fiscal Management • Human Resource Management • Program Support 	<p>Amador Lifeline Program</p> <ul style="list-style-type: none"> • Personal Emergency Response Service assisting the elderly and the disabled to live independently 	<p>ATCAA Information Technology (IT)</p> <ul style="list-style-type: none"> • IT Planning & Development • Employee Computer training
<p>VITA</p> <ul style="list-style-type: none"> • Volunteer Income Tax Preparation Program for income eligible residents 	<p>CAL EITC</p> <ul style="list-style-type: none"> • Education and Outreach for the California Earned Income Tax Credit proven to be one of the most effective poverty fighting measures in California 	<p>Communications & Outreach</p> <ul style="list-style-type: none"> • Promotes, supports and advances the mission, vision and sustainability of ATCAA by creating and delivering professional, accurate and timely messaging, branding and advocacy



Housing Resources

- Emergency Shelters in Sonora and Jackson
- Rapid Re-Housing rental assistance for homeless households in Amador, Calaveras and Tuolumne Counties
- Smart Money classes for household budgeting and credit repair in Amador, Calaveras and Tuolumne Counties
- Veteran Supportive Housing HUD-VASH
- Permanent Supportive Housing
- Central Sierra Continuum of Care (CoC)
- Low Income Housing/Fair Market Rent (FMR):
 - Columbia – 3 Modulators
 - Carter Street - Triplex



Contracts/Amendments

COC 2023 Contracts final x 4

Accomplishments

HUD regional check in- Stella review set up training
Varley Inspections Housing Authority
CDBG 2024 Grant request submitted (Intent to apply)
2023 annual CoC Sage reports uploaded
2023 annual ESG APRs submitted
HHAP R 5 Grant submitted w revisions on strategic plan and System performance measures
Anthem Community referral CES HMIS Meeting
Open Hire HRC 2 Tuolumne County
PIT HIC revisions to HUD
Health Reports, Anthem /Health net
Quarterly HDAP with rental assistance budgets complete
All End of year reporting ESG ESGCV, CESH

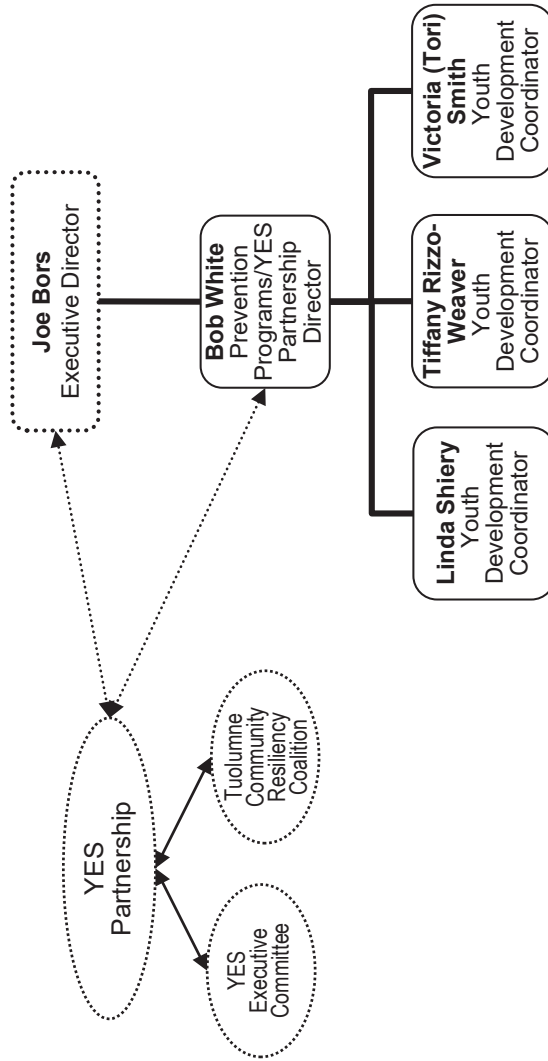
In Progress:

Health Care providers discussion- Coordinated Entry process ATCAA Reimbursement contract
Health providers discussion on CS provider and MOU with CoC and ECM
Conversations/collaborations Rising Phoenix Veterans Housing Amador County- docs in process rental agreements, T-hose rules agreements
Main Tech back out to open hire
HRC2 Back out to open hire
ESG Revise written Standards and VAWA HUD Standards (Emergency transfer plan DV)
HDAP Webinar CDSS New FY 23-24 Changes
NSPIRE Training as property owners (National Standards for the Inspection of Real Estate)
HMIS Policy revisions to Board
Tuolumne Mini Health grant

ATCAA Planning training/documents to submit NOFA as 2024 ESG Administrative Entity for CA-526. All
Emergency Solutions Grant funds will be contracted by ATCAA to CA-526 eligible Housing Service Providers.

Tuolumne Prevention Programs

- Youth Mentoring
- Friday Night Programs
- Fiscal Agent for YES Partnership
- Suicide Prevention
- Community Resiliency



Program Volunteers
Service Providers

Contracts/Amendments

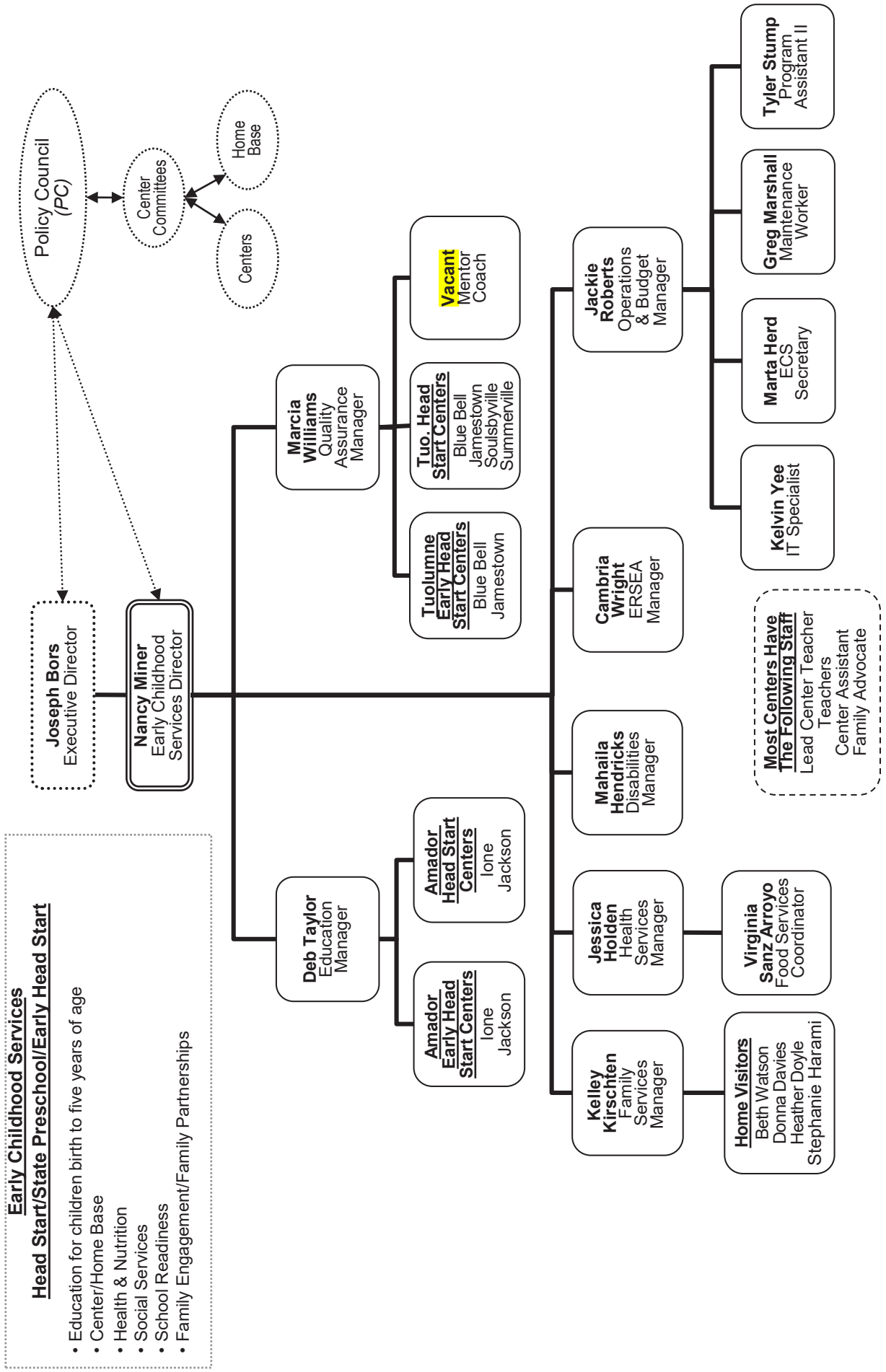
- No changes

Accomplishments

- The Friday Night Live (FNL) staff facilitated a workshop at the California Friday Night Live Partnership (CFNLP) annual Leadership Training Institute (LTI) in Sacramento on July 24.
- The Friday Night Live (FNL) program is establishing community-based chapters at the Groveland, Jamestown, and Tuolumne recreation centers.

In Progress

- YES Partnership Retreat on August 8.
- 3rd Annual Community Roots Resource Fair on August 14.
- Youth Mental Health First Aid training on August 16.
- Mental Health First Aid training on August 28.



Contracts/Amendments:

- We were awarded our 2024 2.35% COLA retroactively to 01/01/2024.
- The Tuolumne Co. Dept. of Social Services is working on a renewal of the Home Visiting Program contract for 2024-25.
- We negotiated a new lease agreement for Jamestown Early Head Start that will secure our leased building through 2030.

In Progress:

- Our flooring project for Jamestown Early Head Start began 07/01/2024 and should be done by 07/04/2024.
- Our Summerville Playground project is scheduled to start the last week of July or the first week of August.
- We are working with Training & Technical Assistance to fix our findings from our FA2 Review including training the ATCAA Board and reconciling our inventory.
- We hope to have our Change In Scope reducing slots in home base EHS approved in July of 2024 by the ATCAA Board and Policy Council.

Accomplishments:

- We had our All ECS Staff Wellness Celebration on June 4th with Blue Zones and it was very successful. We hope to be an approved Blue Zones Workplace by August 2024.
- We had all our playgrounds inspected by a Certified Playground Inspector and should have the results of those inspections soon.
- We had 5 ECS staff members certified to become CPR instructors which will help us to train our own staff and also begin training interested parents.
- One of our managers became certified to teach Teaching Pyramid which is our social emotional curriculum.

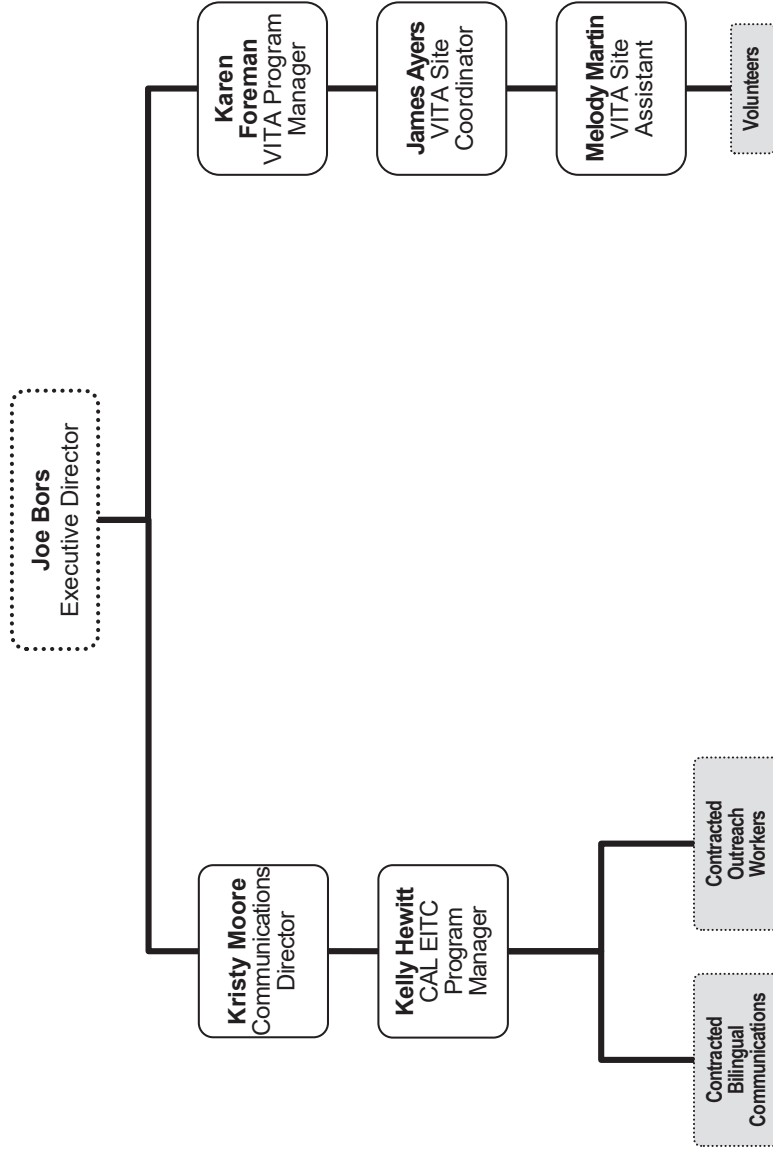


CAL EITC

- Education and Outreach (marketing) for the California Earned Income Tax Credit for those earning \$30k or less, proven to be one of the most effective poverty fighting measures in California.

VITA

- Volunteer Income Tax Preparation Program for income eligible residents.



Contracts/Amendments:

California Earned Income Tax Credit/CalEITC+ Education & Outreach Grant

07/1/2024 - 6/30/2025. \$220,000

A large portion of this grant is used for marketing and outreach to 27 rural county low-income residents earning less than \$31,950k annually to let them know about the credits and how to claim them.

In Progress:

- **2024-25 CalEITC Workplan and budget.** This is a 50% reduction from the prior year. Focus will be on nurturing current partnerships and forming new partnerships with trusted messengers both locally and in the rural CA regions. Media focus will be securing earned media opportunities such as radio and TV interviews as well as scheduling educational presentations to both potential partners and clients.

- **SSAY Collateral Development & Marketing Campaign**

Developing website, Facebook page, print and digital collateral for the SSAY (Substance Solutions for Amador Youth) Coalition. Phase One will target parents, partners and the general community. Phase 2, coming later this fall, will target youth.

**JOIN US
AUG 14th
3-6pm
Sonora**

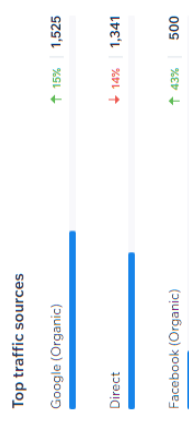


Communications plays an important role in job recruitment efforts:

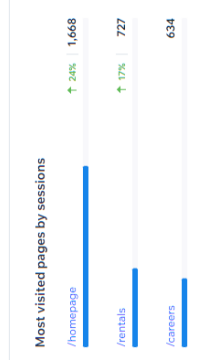
We first post to our page and 25+ Facebook job boards across the region.



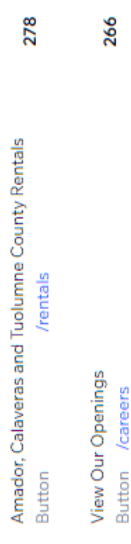
We can then clearly see whether our efforts are paying off.



Explore visitor engagement

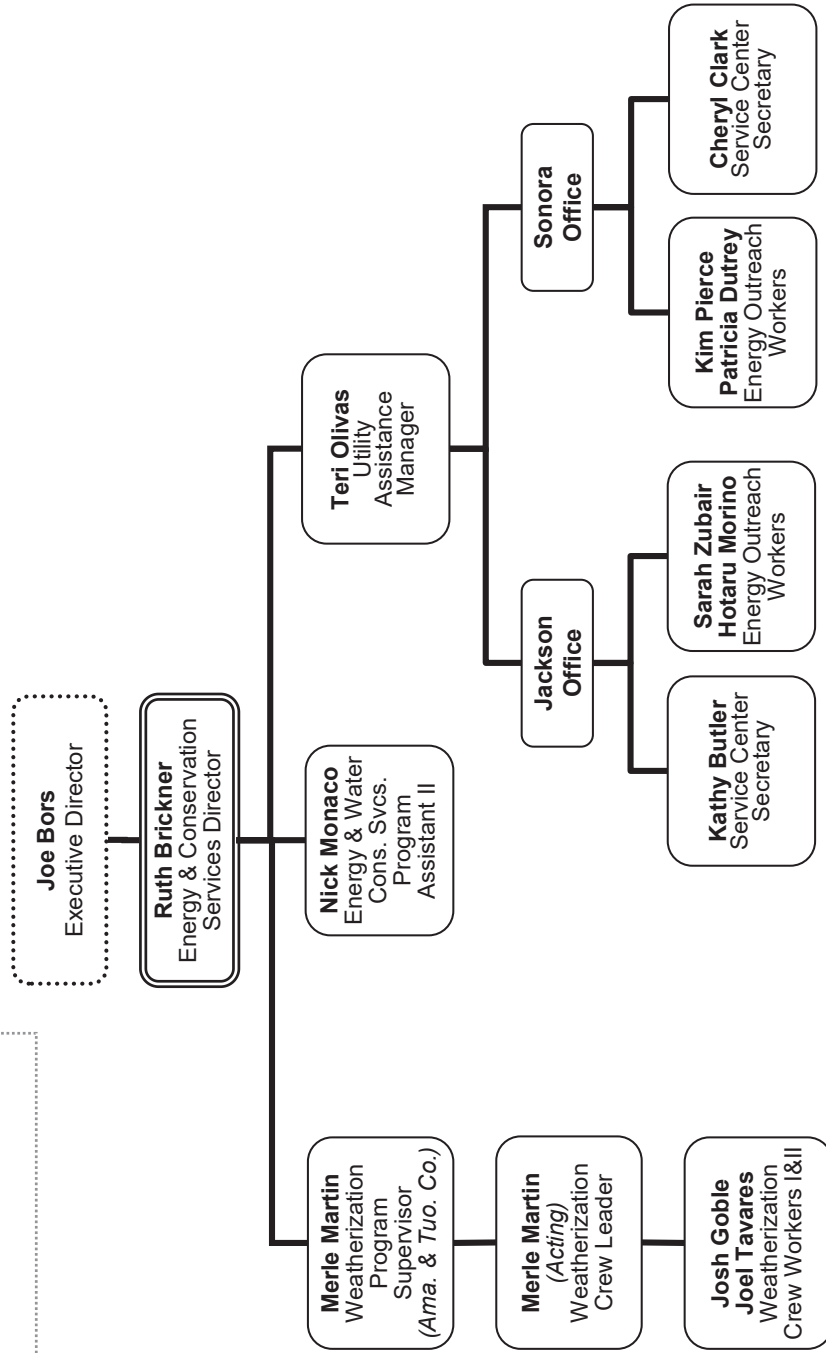


Most clicked buttons



**Energy & Conservation Services
Amador, Calaveras & Tuolumne Counties**

- Home Weatherization
- Home Energy Assistance Program
- Water Conservation
- Energy & Conservation Education



Program Volunteers
AmeriCorps Members

Contracts/Amendments

- 3126.1 2023 LIHEAP for \$1,214,294 100% Complete
- 3126.2 2023 ESLIHEAP for \$926,741 100% Complete
- 3127.1 2024 LIHEAP for \$1,301,536 19% Complete
- 3350.1 Prop-1 Water Conservation \$292,000 Just started
- 3425.1 2022 LIHWAP for \$82,759 Close out package submitted
- 3450.1 2023 TSIRWMA Well Testing for \$38,400 04% Complete

Accomplishments

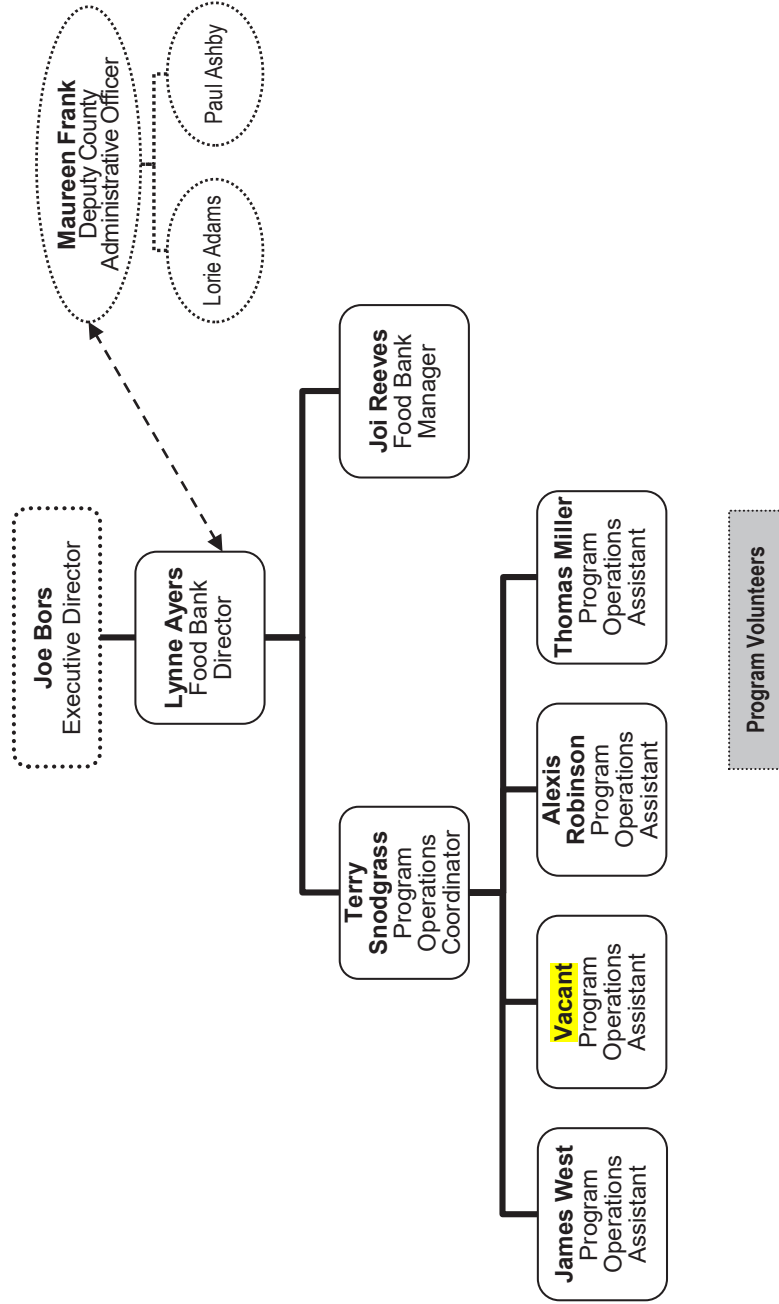
- Applied for DOE WAP Grant of \$40,000 – waiting for award
- Merle Martin, WX Program Supervisor, Contractor Class B License – Passed
- ATCAA met with IMACA in Bishop for Wx reconnaissance (June 2024)

In Progress

- Ad for crew worker for Weatherization (still need one more crew member)
- Opening up a Utility Assistance position in Tuolumne

Tuolumne Food Program

- Distributing to local pantries
- Tuolumne Food Distributions
- Holiday Baskets
- Seniors/Homebound
- Food for Kids (Plus)
- Produce Program



Contracts/Amendments:

- **CDBG** – A new round of funding was announced on July 3rd. The amount available has been reduced to \$256,000 (down from \$465,000). There are two grants that will be awarded but three competing proposals: ATCAA Food Bank, ATCAA Housing, and AREA 12. Proposals are due on 7/22/24. Due to this major reduction, if we receive one of the awards, we will need to find additional funding sources to keep the food bank open and operating at its current level of services and programs. These funds have been used for food purchases, staff & program costs, and keeping the lights on.
- **TEFAP** - We expect to see a dramatic reduction in Federal Funding (TEFAP). These funds are used to for pay staff, programs and services, but not for food.
- **Capacity Grant** – We have started reducing the award monies for the approved purchases – see below. We have two years to fully spend the grant but are scheduled to complete all projects by 6/30/25.

In Progress:

- Due to the extreme heat, we made a quick pivot to change from a car service to a semi choice distribution model. Temperatures were 105 but much hotter in the warehouse and out on the asphalt on July 3. To protect members/customers, staff and volunteers from heat exhaustion we flipped our distribution model. The heat took its toll on everyone, but all customers were able to get food for the holiday weekend. We are brainstorming ways to keep our team cool by purchasing some misters, setting up benches under the awning, designating a cart drop off area via a canopy, cooling neck wraps, and cold, electrolyte drinks. Next year, the warehouse will be insulated and HVAC installed to maintain a healthy temperature for people and food.
- Capacity Grant – conveyors, fans, carts, speed doors/electrician, windows, exterior doors, outdoor forklift, vehicles, and more.
 - Bloomerang – Volunteer Management Software has been purchased and we onboarding will start this week.
 - Link2Feed – demo on 7/11. This software system will handle member/customer data, pounds in and out, duplicated and unduplicated serves, demographics, and Inventory Management. We should have a decision made by the end of August 2024. Possibility of partnering with other food banks to get a group discount.
 - Shopping Carts were purchased that allow members to shop with ease. These beauties ‘nest’ for easy storage and glide easily on the pavement.
 - Expandable, moveable conveyor belts arrived that will help with our Kids Club program. Volunteers and staff will have bags/boxes and food items at the proper height and move them along with ease.
 - Big Ass Fans (the name of the company) arrived 7/8/24. These will be hooked up to a hose and work like a ‘swamp cooler’ to help lower the temperature in the warehouse. We are told that it should reduce the temp in our warehouse 10 – 20 degrees. Bring it on!
- Parking Lot Paving – Tuolumne County received monies to repair and pave our parking lot. The project started on 6/21 and should wrap up by 7/10/24. It’s made receiving and delivering challenging, but the result should improve the parking situation as well as the ability to move equipment around on the now level surfaces (prior our forklift and pallet jacks would get stuck in the ruts).
- Working with Chicken Ranch Fellowes – Edible Food Recovery, Compost, Farm Feed. Exploring innovative ways to reduce waste.
- Heat Issues – Walk In Freezer went out during this heat wave. Luckily, we were able to get it restored before we lost \$40K of frozen meat. There are a couple of design issues that need to be addressed for future servicing and to prevent this situation from happening again.
- Forklift certification for staff / Food Handling certification for staff – all team members should be certified or recertified by August 1, 2024.
- Warehouse Audit scheduled for August 29th, 2024.

Accomplishments:

- Our warehouse is full of in-date, more nutrient dense foods. More fresh fruits and vegetables (Farm to Family) are being procured for our members. We are committed to providing nutritious, fresh, and healthy foods in a respectful and dignified environment. We were able to reduce the amount of ‘garbage produce’ that we were contracted to purchase from Second Harvest. This contract ends on 12/31/24; in the future, we will only be purchasing produce from CAFB Farm to Family program and/or the Woodland Mixing Center (donated and purchased options).
- Joi Reeves, Food Bank Manager, completed a grant writing class so she can help with grants for our programs and services.
- Terry Snodgrass has stepped up as a Team Leader in the Warehouse; he’s eager to learn systems, schedules, and provide exceptional customer service to internal and external customers.

AUGUST 2024

Contracts/Amendments: Lifeline service contract; Sutter Health Investment Grant, 1/3/2022 to 12/31/2024. No changes.

In Progress: Sent out Volunteer forms to 1 potential Checker. A Checker calls clients monthly to see how they're faring and to remind them to test their button. This month, I learned one client had a painting at the Amador County Fair!

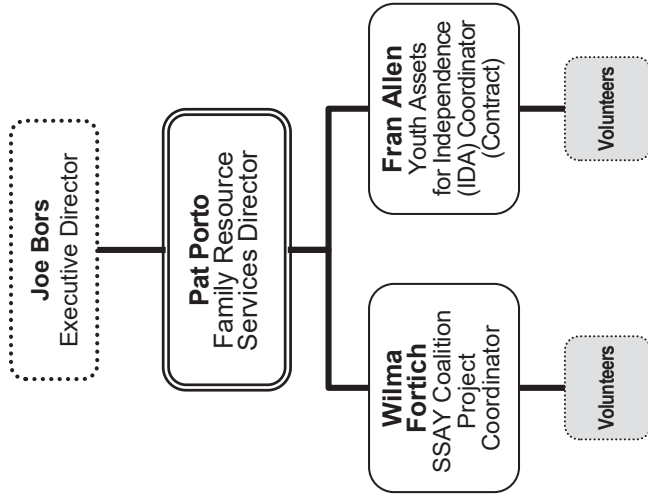
Accomplishments:

- Sent out a sheet with Lifeline's clients' August monthly statement outlining 2 methods of payment, other than by check and return mail, hoping to save clients the cost of a first-class stamp: \$0.73. The payment methods are: via credit or debit card charge monthly; or clients can prepay 11 months' subscription charges and get the *12th month FREE*.
- I have been presenting our prepay for 11 months subscription charges and get the 12th month free option to clients when I notice they prepay for multiple months.
- Number of clients taking advantage of prepayment plan: 9, with 1 undecided.
- I have written out and sorted all of our clients' birthdays. In doing so, I have cleaned up our 4 databases to align with Lifeline's database 100%.
- I have moved the monthly Checkers to email from regular mail, with a SASE for the return of their report. This will save me \$150.00 per year.
- With the help of volunteer Liz Larson, inventory has been cleaned, disinfected, labeled and put in an orderly fashion in the Lifeline closet. Now we are confident all available units are disinfected and available for installation.
- We took 54 obsolete units to e-waste and filled out the appropriate ATCAA forms.

Upcoming Events:

- Invited by Amador Sewing Guild to their August 9th meeting. I'll have inventory numbers of their gifts we have in-house. We will be planning sewing projects for 2024 Sierra Belles' gift baskets as well as gifts to be given at installation to clients who use a walker or wheelchair.
- Invited by Upcountry Lions to give a presentation at the Community Resource Event at Pine Grove Mobile Home Estates on August 22nd. Presenters are: Amador Alzheimer, Amador Lifeline, Amador STARS, Amador County Commission on Aging, and Up Country 88 Lions – Vision Care and White Cane Safety.

- Family Resource Services**
- Child Abuse Prevention & Education
 - SSAY Coalition
 - Youth Assets for Independence (IDA)
 - Literacy Support



7-2024

Contracts/Amendments:

- Drug Free Communities (DFC) for SSAY Coalition
Grant Period: 10-1-2023 to 9-30-2028
\$125,000 per year
- ECS: Parent's Place, ongoing
- Housing Dept: parenting support for our Homeless Shelters, ongoing

In Progress:

- DFC: In July Wilma Fortich, SSAY Project Coordinator, has continued conducting surveys regarding youth's perception of harm, and availability of marijuana. Outreach to increase the Coalition membership also continues.
- Parent's Place: Meetings continue being offered to ECS in the Amador Centers during the summer. One class monthly for each location, lone and Jackson parents. HS is off for the summer.
- Homeless Shelters: Monthly classes are offered at the Sonora and Jackson family shelters.
- Outreach work continues. I attend approximately 8 – 10 different Amador County coalitions, councils, roundtables, and organizations, sharing information about ATCAA's services.

Accomplishments:

- The SSAY Project Coordinator met with 7 groups in July, that included 53 youth and 30 adults. We were invited to, and attended the Am. Co. Behavioral Health Opioid Coalition. The Coordinator is also in contact with a Mule Creek Prison representative, for the Coalition to possibly receive donations from the inmate fundraisers. We continue to receive support from CADCA, the training division of the DFC grant. Monthly meeting attendance remains steady with 8-14 community members. We had 3 new participants at the July meeting.
- Head Start in Jackson and Lone is off for the summer, I will resume Parent's Place for them in September. Two JX Early Head Start parents attended Parent's Place in July. Family Advocates at both centers still share topic videos with parents/caregivers. Participants who have attended, report they are successfully applying the tips and ideas covered in class.
- This month, both shelters had participants for parenting discussions. 3 in Jackson, and 3 in Sonora.
- Outreach efforts continue to connect ATCAA with a variety of collaborations and opportunities. The SSAY Project Coordinator has been attending select meetings to network, offer updates and promote the SSAY Coalition.

Each of us, whether we have anything to do with children or not, is directly affected by how they are treated.

Contracts/Amendments:

California Earned Income Tax Credit/CalEITC+ Education & Outreach Grant

07/1/2023 - 6/30/2024. \$440,000 annually

Marketing, outreach and free tax prep support for California’s rural counties.

Cash back for those eligible earning \$30,950K or less from work or self-employment.

VITA – Volunteer Income Tax Assistance Grant – an IRS funded grant.

10/1/2023 – 9/30/2024. \$52,410

Free tax preparation for households earning \$60k or less and within VITA’s scope. Program expansion made possible with supplemental funding from CalEITC+ and will allow us to accept CalEITC+ eligible clients post-tax day. Clients choose from virtual, drop-off and in-person tax preparation options this year along with free self preparation options.

In Progress:

When tax season ends, the real work begins:

- We are focusing on reaching eligible CalEITC people in all rural counties in Northern California who have not yet filed their tax returns and claimed their credits and help them file their tax returns.
- The tax office is open through the summer with 3 VITA volunteers continuing to prepare taxes as needed for eligible people in Tuolumne and Amador Counties and virtually for CalEITC eligible clients in rural counties in Northern California.

Accomplished:

We have prepared a total of 902 tax returns so far this year. Forty-two of those returns were prepared after tax season ended.

Tuolumne County – 484, Amador County – 210, Calaveras County – 166, Mariposa – 6, Other Counties – 36

“ I use ATCAA’s free tax prep services because I can’t afford a professional service. I am getting a refund thanks to CalEITC that will help me buy food for my family.” -Craig Filipowicz

The virtual platform lets our volunteers prepare and file for those unable to make the trip to us.



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All Programs...

No need to leave your house. Use our virtual method below. Go to GetYourRefund.org and OUR LOCAL Volunteers will be there to assist you.

VIRTUAL FILING STEP #1

Free tax filing, made simple.

If you earned income and are ready to file with all of your tax documents, we can help you maximize your tax benefits!

File your taxes for free. Get the assistance you need.

START HERE

Already started? [Sign In](http://SignIn)



0 Worker's Comp. Claims in 2023!

383 Applications Received in 2023

SEPARATIONS - 2023

W/C Ex Mod History

2023/2024	178
2022/2023	179
2021/2022	191
2020/2021	252
2019/2020	239
2018/2019	168
2017/2018	132

HIRED - 2023

Admin	4
ECS	10
Energy	2
Food	1
Housing	4
Youth & Family	2
Taxes	1
Total	24

INVOLUNTARY

Reasons	
Performance issues	8
Other	3
Total	11
By Program Area	
Administration	2
Taxes	1
Early Childhood Education	4
Energy	1
Food	1
Housing	2
Total	11

VOLUNTARY

Reasons	
Stay at home mom	3
Facing performance issues	5
Different career path	
Medical/Nursing	3
Law Enforcement	1
Agriculture	1
Other	1
Different job	
Took a job with the County	2
Another job in ECE field	1
Retired	3
Medical issues: self or family	3
Moved out of State	1
Decided job wasn't for them	1
Unknown - Personal	1
Total	26

By Program Area

Administration	2
Early Childhood Education	15
Energy	2
Food	2
Housing	4
Tuolumne Youth	1
Total	26

Medical Leaves 2023

Pregnancy	4
FMLA/CFRA	10
Misc.	3
Total	17

Working behind the scenes to support employees