

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.