

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

Amador Tuolumne Community Action Agency BOARD OF DIRECTORS' & GOVERNING BOARD MEETING

Friday, August 15, 2025 | 9:30 A.M. – 12:30 P.M.

LOCATIONS

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

Joint Powers Governing Board:
ATCAA Sonora Service Center

AGENDA

1. CALL TO ORDER:

2. MISSION STATEMENT:

ATCAA promotes the economic security, self-sufficiency and the well-being of families and individuals by providing for basic human needs through direct assistance and community collaborations with the belief that all people deserve the opportunity to thrive.

3. ROLL CALL:

2025 Board of Directors					
	<i>Ryan Campbell, Board Chairperson</i>				Tuolumne - PUB
	<i>Frank Axe, Board Vice-Chair</i>				Amador - PRI
	<i>Claire Gunselman, Board Treasurer</i>				Amador - PUB
Amador			Tuolumne		
	Jeff Brown	PUB		Andy Merrill	PUB
	Dan Epperson	PUB		Jaron Brandon	PUB
	Lynn Morgan	PRI		Diane Bennett	PRI
	Joni Drake	LIR		Andréa-Victoria Lisbon	PRI
	Susan Conn	LIR		Jennifer Grenland	LIR-HSPC
	Mary Pulskamp	LIR		Cathy Parker	LIR
	Antoinette Del Rio	LIR		Vacant	PRI/LIR
Calaveras					
	Sabrina Smith	LIR			

ATCAA Staff	
	Joseph Bors, Executive Director
	Bruce Giudici, Outgoing Fiscal Officer
	Jennifer Kraskouskas, Incoming Fiscal Officer
	Janessa Stone, Board Secretary
	Cheryl Clark, Sonora Service Secretary
	Alicia Hanks, Energy and Water Conservation Director

ATCAA Board of Directors Meeting 08/15/2025

	Cheri Cunningham, Human Resources Director
	Denise Cloward, Housing Director
	Karen Foreman, Tax Program Manager
	Kindy Kelly, Early Childhood Services Director
	Kristy Moore, Communications Director
	Marie Mennell, Lifeline Coordinator
	Miko Daniels, Food Bank Director
	Pat Porto, Family Resource Services Director
	Robert White, Prevention Program Director
	Wilma S. Fortich, Substance Solutions of Amador Youth

Others Present:

1. **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.
2. **APPROVAL OF AGENDA:** Approval of agenda for this date, *August 15, 2025*, any and all off-agenda items must be approved by the Board (*Pursuant to Government Code 54954.2*) (**ACTION ITEM**) Pg. 1
3. **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).
 - 3.1. Consideration and Approval of Minutes from *Friday, June 27, 2025* meeting (*Org Std. 2.3*) (**ACTION ITEM**) Pg. 5
4. **NEW BUSINESS:**
 - 4.1. Request for Approval of 2026 Head Start/Early Head Start Grant Application (*Full Grant Application Available for Review upon Request*) (**ACTION ITEM**) Pg. 10
 - 4.1.1. Fiscal Year 2026 Continuation Grant Budget
 - 4.1.2. 2025–2026 Program Approach
 - 4.1.3. 2025–2026 Organization Chart
 - 4.1.4. 2025–2026 School Readiness Goals
 - 4.2. Request for Approval of Revised ATCAA Personnel Policies (*Org Std. 7.2*) (**ACTION ITEM**) Pg. 14
 - 4.2.1. 6.17 Reproductive Loss Leave
 - 4.2.2. 6.2 Paid Time Off (*PTO*)
 - 4.3. Request for Approval of ECS Policies (*Org Std. 7.2*) (**ACTION ITEM**) Pg. 19
 - 4.3.1. Employee Engagement Policy
 - 4.3.2. Staff Wellness Policy
 - 4.4. Consideration and Approval of 2025 Nominating Committee (**ACTION ITEM**) Pg. 23
 - 4.5. Discussion of Board Member Attendance for Board meetings (*Org Std. 5.5*) Pg. 24
 - 4.6. Board Advocacy Update (*Verbal from Board members*)

5. CSBG REPORT:

- 5.1. ATCAA On-Site Monitoring from *August 7th–8th, 2025* with Community Services and Development (CSD) Field Representative, Andrea Vogler (*Verbal*) (**Org Std. 1.3**)
- 5.2. Organizational Standards (*Verbal*)

6. EXECUTIVE DIRECTOR REPORT:

- 6.1. All-Staff Meeting, *October 17th, 2025* at First Five in Amador (*Verbal*)
- 6.2. Leadership Training Matrix Update (**Org. Std. 7.9**) Pg. 25
- 6.3. Risk Management Updates (*Verbal*) (**Org. Std. 4.6**)
- 6.4. Executive Director 360-Review Evaluation Timeline (**Org. Std. 7.6**) Pg. 26
- 6.5. Executive Director participation in a 2026 CSBG Budget Task Force Pg. 27
- 6.6. NCAF Overview of Legislative Actions affecting ATCAA Pg. 28
- 6.7. Presentation of ATCAA services to Calaveras Board of Supervisors on *August 26th, 2025* (*Verbal*)

7. HEAD START REPORT:

- 7.1. 2024 Head Start Annual Report (*Handout*) (**Org. Std. 3.3**)
- 7.2. Head Start Monthly Statistical Report for Month of June 2025 (**Org Std. 8.7**) Pg. 30
- 7.3. Policy Council Minutes of *June 06, 2025*, meeting (**Org Std. 2.3**) Pg. 31
- 7.4. Training for New Board Members (*Verbal*) (**Org Std. 5.8**)

8. COMMITTEE REPORTS:

- 8.1. Finance Committee: Verbal Report of *Friday, August 08, 2025*, meeting Pg. 35
 - 8.1.1. Financial Reports (**Org Std. 8.7**)
 - Administrative Reports
 - HS/EHS Reports
 - Program Fiscal Reports
 - Agency Financial Reports
 - Fiscal Officer Narrative
 - 8.1.2. Recommendation regarding ATCAA Board consideration of transferring \$420K to ATCR for purchase of 427 Hwy 49, Sonora property
- 8.2. Executive Committee: Verbal Report of *August 08, 2025* meeting
- 8.3. Internal Affairs Committee: Verbal Report of *July 22, 2025* meeting
- 8.4. Nominating Committee: No report, committee has not met
- 8.5. Early/Head Start Policy Council: Verbal Report of *August 01, 2025*, meeting

9. OLD BUSINESS:

- 9.1. Family Fun Day Event, *July 19, 2025* at Greenhorn Creek, Angels Camp (*Verbal*)
- 9.2. Board Member Orientation Training and Decision on In-Person Training Date(s) (*Verbal*) (**Org. Std. 5.7**) (**ACTION ITEM**)
- 9.3. Discussion and Update on Recruiting and Filling Board/Committee Vacancies (*Verbal*) (**Org. Std. 5.5**)
- 9.4. **CLOSED SESSION** – Conference with Real Property Negotiators (*Authority: Government Code Section § 54956.8*): The closed session will involve discussions regarding the property located at 427 Hwy-49, Sonora, California. The agency negotiators attending this session will be Joe Bors,

Executive Director, and Sarah Carrillo, Legal Counsel. The negotiations are with Northtown Property. The negotiation will focus on price and terms of payment.

- 9.5. OPEN SESSION** – Consideration of Resolution 2025-01 (*Approved by the ATCR Board*) and Approval to transfer \$420,000 from ATCAA to ATCR to purchase property located at: 427 Hwy-49, Sonora, California (*APNs: 001-053-011-000 and 001-053-012-000*) Pg. 51

10. OTHER BUSINESS:

- 10.1.** Tour of ATCAA Sonora Service Center (*Walk-Through*)

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

- 11.1.** Energy, Alicia Hanks (*Verbal Presentation*) Pg. 58
- 11.2.** Prevention, Robert White (*Verbal Presentation*) Pg. 60
- 11.3.** Tax Assistance, Karen Foreman (*Slide Only*) Pg. 62
- 11.4.** Early Childhood Services, Kindy Kelly (*Slide Only*) Pg. 64
- 11.5.** Family Services, Pat Porto (*Slide Only*) Pg. 66
- 11.6.** Food Bank, Miko Daniels (*Slide Only*) Pg. 69
- 11.7.** Human Resources, Cheri Cunningham (*Slide Only*) Pg. 71
- 11.8.** Lifeline, Marie Mennell (*Slide Only*) Pg. 73
- 11.9.** Housing, Denise Cloward (*Slide Only*) Pg. 75
- 11.10.** Substance Solutions for Amador Youth, Wilma S. Fortich (*Slide Only*) Pg. 67
- 11.11.** Communications, Kristy Moore (*Slide Only*) Pg. 77

12. MISCELLANEOUS INFORMATIONAL UPDATES:

- 12.1.** CDE Management Bulletin 25-05 on Revised State Median Ceilings and Income Ranking Table for Fiscal Year 2025-26 Pg. 78
- 12.2.** CDE Management Bulletin 25-26 on Assessment and Reporting of Family Fees for Fiscal Year 2025-26 Pg. 81

- 13. NEXT BOARD MEETING:** Discussion and Approval of next Regular meeting proposed for *Friday, October 10, 2025*, at the ATCAA Jackson 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.



MINUTES OF THE BOARD MEETING – MEETING

REGULAR MEETING, JUNE 27, 2025, 10:30 A.M.

ATCAA, Sonora Service Center, 427 N. Hwy 49, Ste. 305, Sonora, CA 95370, +1 (209) 533-1397

ATCAA, Jackson Service Center, 10590 Hwy 88, Jackson, CA 95642, +1 (209) 223-1485

1. **CALL TO ORDER:** The meeting was called to order at **10:43 A.M.** by Ryan Campbell, ATCAA Board Chair.

2. **ROLL CALL:**

PRESENT: Ryan Campbell, PUB (*Tuolumne*) – Board Chairperson; Frank Axe, PRI (*Amador*) – Vice-Chair; Claire Gunselman, PUB (*Amador*) – Board Treasurer; Jeff Brown, PUB (*Amador*) – District 3 Supervisor; Dan Epperson, PUB (*Amador*) – District 2 Supervisor; Diane Bennett, PRI (*Tuolumne*); Susan Conn, LIR (*Amador*); Jennifer Grenland, LIR-HSPC (*Tuolumne*); Sabrina Smith, LIR (*Calaveras*); Ann Segerstrom, Alternate for PUB Andy Merrill (*Tuolumne*).

OTHER ATTENDEES: Joseph Bors, ATCAA Executive Director; Bruce Giudici, ATCAA Outgoing Fiscal Officer; Jennifer Kraskouskas, ATCAA Incoming Fiscal Officer; Janessa Stone, ATCAA Board Secretary; Kristy Moore, ATCAA Communications Director; Alicia Hanks, ATCAA Energy & Water Conservation Director; Miko Daniels, ATCAA Food Bank Director; Kindy Kelly, ATCAA Head Start Director; Jackie Roberts, Head Start Budget Manager.

ABSENT: Jaron Brandon, PUB (*Tuolumne*) – District 5 Supervisor; Andy Merrill, PUB (*Tuolumne*) – Sonora City Council Member; Lynn Morgan, PRI (*Amador*); Joni Drake, LIR (*Amador*); Mary Pulskamp, LIR (*Amador*); Antoinette Del Rio, LIR (*Amador*); Cathy Parker, LIR (*Tuolumne*); Andréa-Victoria Lisbon, PRI (*Tuolumne*).

3. **PUBLIC MATTERS NOT ON THE AGENDA:** Ryan Campbell, Chairperson, announced the item.

No public comments.

4. **CONSENT CALENDAR:** Campbell announced the item.

- a. **Approval of Minutes:** Campbell announced the item from **Friday, June 27th, 2024 (Org Std. 2.3):**

PUB Jeff Brown corrected he is from District 3, not District 5.

MOTION: Approval of Minutes from **Friday, June 27th, 2024.**

RESULT: **Approved**

MOVER: PRI Axe

SECONDER: LIR Conn

AYES: 10-0

ABSENT: PUB Brandon, PUB Merrill, PRI Morgan, LIR Drake, LIR Pulskamp, LIR Del Rio, LIR Parker, PRI Lisbon

5. **NEW BUSINESS:** Campbell announced the item.

- a. **Request for Approval of Head Start 2025 Budget Revision:** Campbell announced the item.

ATCAA Head Start Budget Manager, Jackie Roberts, summarized the item. Roberts explained the request for budget revision is due to needing new equipment. Head Start has requested to move funds from the “Head Start Personnel” account into Head Start’s “Major Equipment & Assets” fund account to support those upgrades.

MOTION: Approval of Head Start 2025 Budget Revision.

RESULT: Approved
MOVER: PUB Epperson
SECONDER: PUB Gunselman
AYES: 10-0
ABSENT: PUB Brandon, PUB Merrill, PRI Morgan, LIR Drake, LIR Pulskamp, LIR Del Rio, LIR Parker, PRI Lisbon

- b. **Request for Approval of the Head Start 2025-2026 Program Goals:** Campbell announced the item.

Head Start Director, Kindy Kelly, summarized Head Start’s program goals for 2025-2026.

MOTION: Approval of Head Start 2025-2026 Program Goals.

RESULT: Approved
MOVER: LIR Conn
SECONDER: PRI Axe
AYES: 10-0
ABSENT: PUB Brandon, PUB Merrill, PRI Morgan, LIR Drake, LIR Pulskamp, LIR Del Rio, LIR Parker, PRI Lisbon

- c. **Request for Approval of the ATCAA Head Start 2025 Community Needs Assessment Overview:** Campbell announced the item.

Kelly highlighted previous Head Start (*ECS*) Director, Nancy Miner, who conducted the Community Needs Assessment.

MOTION: Approval of ATCAA Head Start 2025 Community Needs Assessment.

RESULT: Approved
MOVER: PUB Gunselman
SECONDER: PUB Campbell
AYES: 10-0
ABSENT: PUB Brandon, PUB Merrill, PRI Morgan, LIR Drake, LIR Pulskamp, LIR Del Rio, LIR Parker, PRI Lisbon

6. **CSBG REPORT:** Campbell announced the item.

Bors summarized the Community Needs under the CAP/CNA. Bors showed the results of the 2024 Board Self-Assessment to the Board. He mentioned a few questions under the Self-Assessment regarding ‘fundraising’ and ‘gifts’ received by board members to contribute to ATCAA. Bors stated those lines will be removed in the next Board Self-Assessment that will be sent out in 2026.

- a. **Consideration and Approval of Final ATCAA Community Action Plan/Community Needs Assessment (CAP/CNA):** Campbell announced the item.

MOTION: Approval of Final ATCAA CAP/CNA.

RESULT: Approved

MOVER: PRI Axe

SECONDER: PUB Epperson

AYES: 10-0

ABSENT: PUB Brandon, PUB Merrill, PRI Morgan, LIR Drake, LIR Pulskamp, LIR Del Rio, LIR Parker, PRI Lisbon

7. **EXECUTIVE DIRECTOR REPORT:** Campbell announced the item.

- a. **Family Fun Day Event, July 19th, 2025 at Greenhorn Creek, Angels Camp:** Campbell announced the item.

Bors announced the upcoming family event that will be held on a Saturday at Greenhorn Creek in Angels Camp for all employees and board members welcome to come.

- b. **Board Member Orientation Training and Discussion for In-Person meeting:** Campbell announced the item.

Bors discussed with board members in obtaining a preferred date/time to gather board members for an in-person orientation training, which would be a consistent annual training. Bors elaborated that Board meetings can become in-person again after the pandemic.

The majority of the board spoke in support of in-person orientation training and board meetings moving forward.

- c. **Leadership Training Update:** Campbell announced the item.

Bors highlighted the Leadership Team's updated trainings and certifications since the last Board meeting. Bors mentioned DISC (*Dominance, Influence, Steadiness, and Conscientiousness*) Training and that ATCAA cannot support the costs it would take for all members of the Leadership Team to be tested.

Low-Income Representative, Sabrina Smith, mentioned that she has an outlet where she can assist ATCAA's Leadership staff in taking the DISC Training either free-of-charge or with a small price.

8. **HEAD START REPORT:** Campbell announced the item.

- a. **Jennifer Garner Lobbies Congress to Save Head Start Program:** Campbell announced item.

(Tabled until Break.)

- b. **Head Start Monthly Statistical Report for Month of April 2025:** Campbell announced item.

Kelly summarized the outcomes of Head Start's Statistical report.

- c. **Policy Council Minutes of May 02, 2025, meeting:** Campbell announced item.

Nothing to report.

- d. **CDE Self-Evaluation Overview 2024-2025:** Campbell announced the item.

Kelly summarized the CDE Self-Evaluation Overview.

- e. **Head Start Training and Disabilities Services Area and Data:** Campbell announced the item.

Kelly explained the importance of supporting children with disabilities. Kelly shared that referrals are being made around the counties to serve those with disabilities.

- f. **Training for New Board Members:** Campbell announced the item.

Kelly mentioned that there are a few board members who need to take the Head Start training.

9. **COMMITTEE REPORTS:** Campbell announced the item.

- a. **Finance Committee: Verbal Report of Friday, June 27, 2025, meeting:** Campbell announced the item.

Board Treasurer, Claire Gunselman, summarized the Finance Committee reports.

- b. **Internal Affairs Committee: Verbal Report of Friday, April 22, 2025, meeting:** Campbell announced the item.

Bors summarized the Internal Affairs Committee meeting from April 22nd. He mentioned the committee met regarding two policies: CFRA/FMLA and Reproductive Loss Leave. Bors also mentioned the committee tried revisiting a policy at another meeting May 22nd, but the meeting did not continue due to a quorum loss.

- c. **Early/Head Start Policy Council: Verbal Report of Friday, June 06, 2025, meeting:** Campbell announced the item.

Nothing to report.

(The meeting recessed into a break at 12:15 P.M. And returned to the meeting at 12:40 P.M.)

10. **OLD BUSINESS:** Campbell announced the item.

- a. **Discussion and Update on Recruiting and Filling Board/Committee Vacancies (Org Std. 5.5):** Campbell announced the item.

Bors reminded board members there is a vacancy still available on the ATCAA board. Bors stated we are recruiting someone located in Tuolumne County either Private Sector and Low-Income Representative Sector, and asked the board for any considerations.

- b. **CLOSED SESSION - Conference with Real Property Negotiations – Status of Northtown Property Lease/Buy Option (Authority: Government Code Section 54956.8) Negotiators: Joe Bors, Executive Director, related to leased property located at 427 Hwy-49, Sonora, California:** Campbell announced the item.

Campbell announced the item, and Campbell recessed the committee into **CLOSED** session at **12:48 A.M.** The committee came out into **OPEN** session at **1:07 P.M.** with nothing to report out of closed session.

11. **PROGRAM PRESENTATIONS/UPDATES (Org Std. 5.9):** Campbell announced the item.

- a. **Communications, Kristy Moore: Verbal Report on Program Slide:** Campbell announced the item.

Communications Director, Kirsty Moore, summarized her program slide. Moore explained she is in progress with hiring a Communications Coordinator, promoting CalEITC through outreach campaigns, and cross-training employees to help the Communications department until a Communications Coordinator is hired.

12. **MISCELLANEOUS INFORMATIONAL UPDATES:** Campbell announced the item.

Nothing to report.

13. **FUTURE BOARD MEETING:** *Friday, August 08, 2025.*

14. **ADJOURNMENT:** Ryan Campbell, Chairperson, adjourned the meeting at ***1:08 P.M.***

APPROVED:

Ryan Campbell
ATCAA Chairperson

ATTEST:

Janessa Stone
ATCAA Board Secretary

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

TO: ATCAA POLICY COUNCIL
SUBJECT: REQUEST FOR APPROVAL OF 2026 CONTINUATION GRANT BUDGET
DATE: July 17, 2025

Our Grant budget for the fiscal year of 2026 is for the spring and summer portion of this program year and the fall portion of the 2026/2027 program year. Our grant application is due on October 1st. We request 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.

Jackie Roberts
ECS Operations & Budget Manager

Proposed Program Option(s) and Funded Enrollment

ATCAA Head Start Proposed Program Approach

Centers and Classes	Enrollment	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 and Amador Home Base	2	32 weeks	1.5 hour home visits/ week and 16 socializations/ year	

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

Total California State Preschool Program (CSPP) enrollment = 85 (all center based)*

Hours of operation – Head Start = 1050

Early Head Start Proposed Program Approach

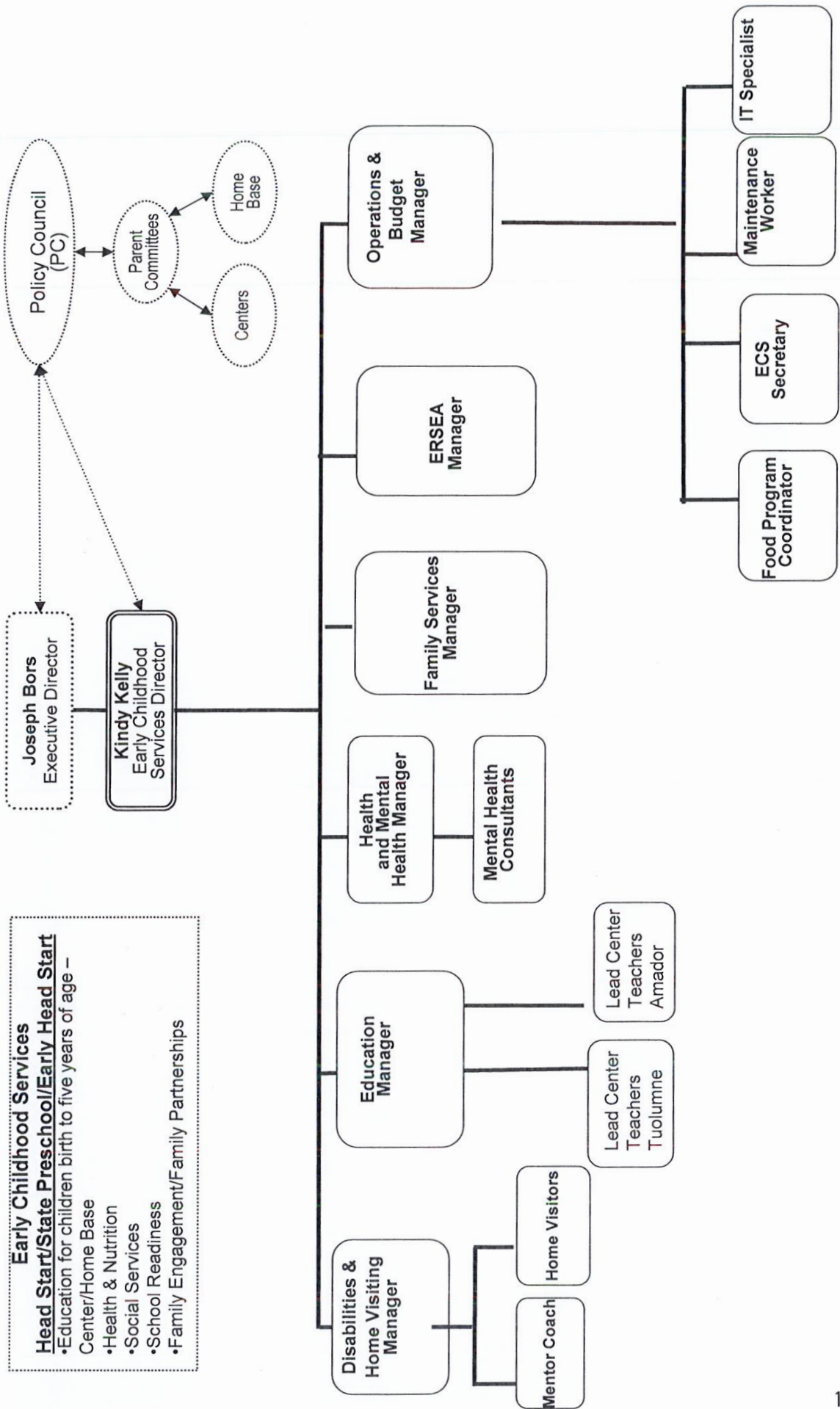
Centers and Classes	Enrollment	Days of Operation	Program Option	Hours of Operation
Jackson Early Head Start	12 toddlers	224	5 Days/week Year-Round	6.17 hours/day
Ione Early Head Start	12 toddlers	224	5 Days/week Year-Round	6.17 hours/day
Blue Bell Early Head Start	8 toddlers	224	5 Days/week Year-Round	6.17 hours/day
Jamestown Early Head Start	8 toddlers	224	5 Days/week Year-Round	6.17 hours/day
Tuolumne and Amador Home Base	20 children & pregnant women	46 weeks	1.5 hour home visits/ week and 22 socializations/ year	

Total Early Head Start enrollment = 60 children and pregnant women (40 Center Based, 20 Home Based including pregnant women)

Hours of operation Early Head Start = 1382

Amador Tuolumne Community Action Agency

Early Childhood Services 2025



ATCAA Early Head Start/Head Start School Readiness Goals 2025/2026

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

Demonstrates increasing precision, strength, coordination, and efficiency when using hand muscles for play and functional tasks - (Holds a spoon using thumb and fingers, lifts cup to mouth with both hands but may spill some. Scribbles back and forth, using one hand.)

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

Demonstrates increasing precision, strength, coordination, and efficiency when using hand muscles for play and functional tasks - (Performs simple hand-eye tasks, such as drawing simple shapes like circles and cutting paper with scissors)

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

PERSONNEL POLICIES

6.17 Reproductive Loss Leave – DRAFT 7-22-25

(Board xx/xx/xx, PC – xx/xx/xx, Effective – xx/xx/xx)

ATCAA complies with California's Fair Employment and Housing Act (FEHA) enforced by the Civil Rights Department (CRD), which provides eligible employees up to **five days of leave** from work after a reproductive loss. Leave under this statute is unpaid, unless the employee chooses to use PTO. Reproductive loss leave does not need to be taken on consecutive days but must be completed within 3 months of the date of the event.

Eligibility:

- Any ATCAA employee who has worked for ATCAA for at least 30 days before taking leave are eligible.
- An employee can take leave following their own reproductive loss event or that of another person – such as a spouse or partner – if the employee would have been the parent of the child born or adopted.
- If an employee experiences more than one reproductive loss event within a 12-month period, reproductive loss leave time is limited to a total of 20 days within a 12-month period.

Reproductive loss leave is a separate and distinct right from any other right under the California Fair Employment and Housing Act and the Family Medical Leave Act.

ATCAA will maintain the confidentiality of any employee requesting a reproductive loss leave.

A reproductive loss event is any of the following and applies to an employee or the employee's current spouse or domestic partner, or by another individual if that person would have been a parent or legal guardian of the child:

- Miscarriage
- Stillbirth
- Failed adoption
- Failed surrogacy – for example, if a surrogate breaches or dissolves a surrogacy agreement, or if an embryo transfer fails. This event applies to a person who would have been the parent of a child born because of surrogacy.
- Unsuccessful assisted reproduction – for example, a failed intrauterine insemination embryo transfer, or of an assisted reproductive technology procedure.

It is against the law for an employer to interfere with or deny an employee's right to take leave after a reproductive loss if they meet the above criteria.



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

6.2 Paid Time Off (PTO) – DRAFT 7-22-25

(Board – 08/12/22, PC – 09/02/2022, Effective – 09/02/2022)

Introductory & Regular Status employees:

Introductory- and Regular-status employees will earn Paid Time Off (PTO) for each compensated hour, including PTO hours taken, except when programs or grantors require compensation for unworked hours (national disasters, emergencies, etc.) employees may be compensated but PTO will not be earned on those non-worked hours.

PTO is earned according to the following schedule:

Length of Service	Annual Accrual of PTO	Accrual Rate
Up to two (2) years	Three (3) weeks (fifteen (15) days)	5.77% per compensated hour
Over two (2) years	Four (4) weeks (twenty (20) days)	7.70% per compensated hour

Earned PTO will accrue up to a maximum of 320 hours. Once the maximum cap is reached, no further PTO will be earned or accrued until the PTO balance falls below the 320 hour cap. ATCAA does not allow for PTO buy-outs once the maximum cap is reached.

When an employee nears the 320 hour cap, the employee must meet with their supervisor to arrange for time off.

Because no PTO is earned after the employee's PTO balance reaches the maximum cap, there is no recapture or credit of PTO after the balance of PTO falls below the maximum cap. ~~PTO payments for any given day/week can never exceed the employee's normal work hours.~~

ATCAA will not pay an employee for unused accrued PTO in lieu of time off except upon separation of employment or when the employee's status changes to one that earns at a lower rate.

Employees on PTO when a holiday occurs will receive holiday pay in lieu of PTO pay.

Limited Term & Substitute Status employees:

Limited Term & Substitute Status employees will earn Paid Time Off (PTO) for each compensated hour, including PTO hours taken, except when programs or grantors require compensation for unworked hours (national disasters, emergencies, etc.) employees may be compensated but PTO will not be earned on those non-worked hours.



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

PTO is earned according to the following schedule:

For Limited Term & Substitute Employees		
Length of Service	Annual Accrual of PTO	Accrual Rate
n/a	n/a	3.50% per compensated hour

Earned PTO will accrue up to a maximum of 48 hours. Once the maximum cap is reached, no further PTO will be earned or accrued until the PTO balance falls below the 48 hour cap. Because no PTO is earned after the employee's PTO balance reaches the maximum cap, there is no recapture or credit of PTO after the balance of PTO falls below the maximum cap. ATCAA does not allow for PTO buy-outs once the maximum cap is reached.

PTO payments for any given day/week can never exceed the employee's normal work hours.

Additional PTO Policy Guidelines (For all employees):

The amount of PTO that can be taken on any given day is limited to one-fifth of an employee's weekly assigned hours.

PTO must be used in a minimum of fifteen (15) minute increments.

It is the employee's responsibility to notify their Supervisor immediately if PTO is taken for a purpose that may qualify for an authorized medical leave. PTO benefits will be coordinated with state disability benefits as appropriate. (For more information see ATCAA's personnel policy # 6.6 - Medical Leaves of Absence).

Specific policies governing leaves and PTO usage are explained in the applicable sections of this handbook.

It is the Supervisor's responsibility to implement PTO consistently in accordance with this policy.

An employee who takes PTO due to illness is required to inform their Supervisor of their illness as soon as possible. (Please see ATCAA's Attendance & Punctuality Policy # 6.11)

Except in emergency situations, an employee must submit a time off request for PTO to their Supervisor at least fifteen (15) working days prior to the first day of PTO requested. Reaching the maximum accrual cap is not considered an emergency. The employee must confirm scheduled PTO with their Supervisor a minimum of one (1) week prior to the first scheduled day off.

PTO is intended to be a complete separation from work so that employees can fulfill personal interests, spend time with family and friends, and restore balance. Therefore, while taking PTO, telecommuting is prohibited unless authorized in advance by the employee's supervisor. (x-ref: ATCAA policy 4.15 Telecommuting).



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

Except in emergency situations, PTO will be taken when mutually convenient to the employee and Supervisor. In some cases, an employee's request for PTO may have to be deferred, denied, set or rescinded due to program operational needs, upon the determination of the Program Director. The Supervisor is responsible for advising the employee promptly of the approval or denial of their request. The Program Director may also set up to ten (10) work days per calendar year as mandatory PTO days for staff for planned program needs or closures.

Employees are responsible for requesting only the amount of accrued PTO available to them.

Employees will document all PTO taken on their timesheets. Employees are responsible for taking only the amount of accrued PTO available to them. Employees will not be paid for any PTO in excess of accrued PTO available, ~~nor will an employee be paid for any PTO requested that would result in total weekly compensated hours exceeding the employee's normally assigned weekly hours.~~

If an employee's work day ends earlier than their normal work day due to program needs or lack of work, the employee may use PTO time for those hours not worked, but they are not required to. The employee must document clearly on their timesheet that ~~they were sent home early~~ there was no work available on that day.

There will be no advance of PTO.

PTO is available for use only by the employee who earned it and may not be donated to another employee.

Employees are responsible for keeping track of the amount of accrued PTO available to them and for notifying their Supervisor when approaching the maximum accrual cap in order to schedule PTO.

When employment with ATCAA ends, an employee will be paid for any unused accrued PTO/Professional Leave. When the employee's status changes to one that has a different rate of accrual, Payroll will process a PTO buyout on any unused accrued PTO so that the employee can begin to accrue PTO at the new rate.

No additional hours are accrued on the PTO buyout.

PTO will be paid at the employee's current rate of pay at the time the PTO is taken or at the time unused accrued PTO is paid upon separation of employment or when the employee's status changes to one that has a different rate of accrual.

Any pattern of un-expected absences may become a disciplinary matter.

Head Start Employees:

~~Head Start~~ e Employees are required to use all but ~~one~~ **three (3)** weeks of PTO during scheduled program closures.



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

Program closures are defined as a program area with recurring grant funding that only operates during certain months of the year based on program funding or due to coordination with the schedules of school districts or other agencies.



Early Childhood Services

Early Head Start ❖ Head Start ❖ California State Preschool

POLICY: Employee Engagement Policy	Effective Date Board Approved: Policy Council Approved:	Relates to: HSPPS 1302.101(a)(2)
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PERFORMANCE OBJECTIVE(S): To promote more responsive management styles designed to identify and resolve barriers to high-quality staff job performance.

OPERATIONAL PROCEDURES:

- Every new employee will complete an orientation. The orientation will cover:
 - Communication, Confidentiality and Code of Conduct
 - Attendance and Punctuality
 - Behavior Guidance
 - Use of Technology for Personal Business
 - Appropriate Work Apparel Guidelines
 - ATCAA Head Start Values
 - Visual Supervision Guidelines and Procedures
 - Teacher Skills Checklist (For teachers only)
 - School Calendar(s) and Holidays
 - Staff Directory
- The management styles of supervisors and staff will be determined, and efforts will be made to ensure that the management style is responsive and engaging to the staff member.
- Each staff member receives, at minimum, an annual performance review. This review identifies areas of strength, potential growth, and identifies which teaching staff would benefit the most from intensive coaching. Specifically, the review identifies:
 - Status of goals from last evaluation
 - New job-related goals
 - Education, training and coaching plan
 - Supervisor final comments
- Ensure that assessments and performance reviews are not used to solely determine punitive actions for staff without providing time, resources, and a corrective action plan which supports the improvement of staff behavior.
- ATCAA Head Start implements a mentor/coaching strategy to continually improve staff work performance and increase the quality of Early Head Start and Head Start programs. ATCAA Head Start and Early Head Start will implement research-based coaching strategies for education staff. Both staff and coach will complete the coaching agreement, which includes the following:
 - Coaches will agree to:

Employee Engagement Policy Continued

- Be respectful and supportive of the staff member by being punctual and prepared for coaching sessions
- Work in collaboration with the staff member to identify the needs that will be addressed
- Provide the staff member with a schedule and plan, and will facilitate focused observations and coaching sessions
- Focus on the staff member's strengths, emerging skills, and individual professional goals
- Staff members will agree to:
 - Share strengths and needs
 - Ask questions
 - Be open to observation and to receiving feedback
 - Reflect, listen, and identify goals
 - Collaborate with assigned coach to determine an action plan for achieving identified goals
 - Be organized and prepared for each staff-coach meeting
 - Be videotaped as a tool to improve interactions with children
 - Set aside time to meet with coach for feedback and action planning

For more information, please consult the ATCAA Personnel Policies Section 3.10 Performance Evaluation



Early Childhood Services

Early Head Start ❖ Head Start ❖ California State Preschool

STAFF WELLNESS POLICY	Effective Date: September 2024 Board Approved: Policy Council Approved:	Relates to: 1302.47 Safety practices, 45 CFR §1302.93(b)). 45 CFR §1302.47(b)(5). 45 CFR §1302.45(a)
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PERFORMANCE OBJECTIVES:

ATCAA Early Head Start and Head Start promotes a program-wide culture that promotes children’s mental health, social and emotional well-being, and overall health (45 CFR §1302.45(a)). This culture also includes emphasis and provides resources to support the well-being and overall health of all staff. Activities to support this goal are:

- Develop a clear mission and goals for staff wellness with actionable steps and strategies
- Maintain status of a Blue Zones approved Work Site
- Implement identified policies, procedures, and strategies to support staff wellness that are informed by program data
- Gather feedback from staff on wellness strategies to determine if refinements or improvements are needed

ATCAA Early Head Start and Head Start ensures all staff, volunteers and consultants follow appropriate practices to keep children safe during all activities, including, at a minimum, the requirements listed in 45 CFR §1302.47(b)(5). To achieve this, we:

- Provide at least one regularly scheduled break for staff during their workday as required by California State Law
- Support staff to feel comfortable to request and receive a brief unscheduled ‘wellness break,’ in addition to a regularly scheduled break, to cool down or regroup if they are feeling overwhelmed
- When possible, provide a dedicated space for staff breaks that offers comfortable seating, water, soft lighting, stress-reduction resources, etc.
- Provide paid vacation and sick leave for staff.
- When appropriate we allow staff to work at home
- Offer employee assistance programs which includes consultation with a mental or physical health provider to address personal well-being concerns

ATCAA Early Head Start and Head Start strives to foster a working environment of mutual respect, trust, and teamwork where staff feel empowered to make decisions and know that program leadership is there to support them. To achieve this, we:

- We create opportunities for staff to take the lead on decisions about education practices as well as family engagement practices and implement strategies that work for their classroom or home-based setting

STAFF WELLNESS POLICY Continued

- Support staff to try innovative strategies and treat mistakes as learning opportunities in their work with children and their families.
- We encourage staff to ask for help when they need it
- Use strategies such as reflective supervision, peer reflection groups, mentoring, coaching, and mental health consultation to build a work climate of respect and trust
- We engage staff in team activities that foster a safe and fun work environment, such as:
 1. Health and fitness challenges (e.g., staff exercising together or achieving a common health goal such as collectively walking 100 miles)
 2. Celebrating personal and professional achievements
 3. Noticing and rewarding staff for their work (e.g., personal thank-you notes, shout outs to staff who did something great in a certain week, etc.)

ATCAA Early Head Start and Head Start makes mental health and wellness information available to staff regarding health issues that may affect their job performance and provides staff with regularly scheduled opportunities to learn about mental health, wellness, and health education. To achieve this, we may:

- Share exercise and stress reduction videos regularly.
- Make movement and deep breathing a regular part of meetings
- Share recipes and health tips from Blue Zones Project
- Communicate with staff about the importance of their well-being in one-on-one and team meetings.
- Our leadership team engages directly with teams to understand staff challenges
- Contract with a mental health consultant and provide an employee assistance program to provide opportunities for staff to learn about mental health and wellness.
- Offer three private therapy sessions for staff with a therapist per year (as funding allows)
- Offer an online stress reduction program for staff to use at the workplace and/or at home. This includes videos on breathing to reduce stress and lower blood pressure, how to get better sleep, and exercises to do at your desk to relieve stress and fatigue
- Ensure program policies and procedures comply with the Occupational Safety and Health Administration (OHSA) requirements for employers
- Support staff to attend training focused on well-being

See ATCAA Personnel Policies Sections 4.9 Rest Breaks and 4.10 Meal Breaks, Section 5 Employee Benefits and 6.2 and 6.4 for Holidays and Paid Time Off

Section from ATCAA Bylaws:

SECTION E. NOMINATING COMMITTEE

The Nominating Committee shall be selected by the Board every odd year in June. The Committee members must have served a minimum of one (1) year on the Board. The Committee shall elect its own Chairperson. The committee shall consist of a minimum of three (3) members. The Nominating Committee will have the following responsibilities:

1. Receive communications related to the selection of officer candidates.
2. Present a slate of candidates and open the floor for additional nominations at the regular meeting of the Board held in October.
3. Officer election will be held at the regular meeting of the Board held in December. If there is more than one interested candidate for any office the vote will be held by secret ballot with no proxies or absentee ballots allowed.
4. If presented slate is accepted with no additional nominations from the floor, vote will be open.

2024 Nominating Committee:

1. Frank Axe
2. Joni Drake
3. Andy Merrill

Sector	2025												Attendance Rate By Member
	Call to Order	(Special) BOD 01/03/25	BOD 02/14/25	(Special) BOD 03/07/25	BOD 04/11/25	BOD 06/27/25	BOD 08/25	BOD 10/25	BOD 12/25	Absences By Member	Attendance By Member		
	Ajournment	12:58	10:39	9:02	10:34	10:43							
PUB	Ryan Campbell	P	A	P	P	P				1	4	80%	
PUB	Jeff Brown	P	P	P	P	P				0	5	100%	
PUB	Jaron Brandon	P	P	P	A	A				2	3	60%	
PUB	Andy Merrill	P	A	P	P	A				2	3	60%	
PUB	Claire Gunselman	P	A	P	A	P				2	3	60%	
PUB	Frank Axe	P	P	P	P	P				0	5	100%	
U	Joni Drake	P	P	P	A	A				2	3	60%	
U	Mary Pulskamp	P	P	P	P	A				1	4	80%	
U	Susan Conn	P	P	P	P	P				0	5	100%	
U	Cathy Parker	A	P	A	P	A				3	2	40%	
U	Jennifer Grenland	P	P	P	P	P				0	5	100%	
U	Sabrina Smith	P	A	P	A	P				2	3	60%	
U	Antoinette Del Rio	A	P	P	P	A				2	3	60%	
PRI	Lynn Morgan	P	P	P	A	A				2	3	60%	
PRI	Dan Epperson	N/A	P	P	P	P				0	4	100%	
PRI	Diane Bennett	P	P	P	P	P				0	5	100%	
PRI	Andréa-Victoria Lisbon	P	P	A	A	A				3	2	40%	
PRI/LIR	Vacant	N/A	N/A	N/A	N/A	N/A				0	0	#DIV/0!	
	Total Members Present	14	13	15	11	9	0	0	0	62			
	Total Members Absent	2	4	2	6	8	0	0	0	22			
	Attendance Rate	88%	76%	88%	65%	53%				74%			
	Length of Meeting (Hours)	2.37	1.75	2.20	2.40	-9.58	0.00	0.00	0.00	-0.87			
	Total Hours Present	33.13	22.75	33.00	26.40	-86.25	0.00	0.00	0.00	29.03			
	Total Hours Absent	4.73	7.00	4.40	14.40	-76.67	0.00	0.00	0.00	-46.13			
	Alternates												
PUB	Am Segerstrom	N/A	N/A	N/A	N/A	P				0	1	100%	
PUB	Anaiah Kirk	N/A	N/A	N/A	N/A	N/A				0	0	#DIV/0!	
PUB	Julie Stierk-Zanze	N/A	N/A	N/A	P	N/A				0	1	100%	
PRI	Serena Ormans-Ochs	N/A	N/A	N/A	P	N/A				0	1	100%	

Leadership Team Training Update

Everything																
High Performance Organization (on-line)	DJSIC Management Facilitator Kit	Guided "DISC" training Individual 1 hour	"DISC" Assessment	Strengths Assessment and Training	Workers' Comp & FMLA Medical Leave, ADA Accommodation Training	Roma-Results Oriented Management & Accountability	Discrimination & Retaliation	Entry Level Management Training	Performance & System Implementation	Diversity & Inclusion	Bullying & Harassment	New Disability Policy	Ethics Training	Dare to lead	Conflict Resolution	Developing Emotional Intelligence
Joe	Mar-25	x	x	x	4/19/2024	x	10/31/2024	5/22/2024	6/3/2024	x	x	x	11/3/2024	x	x	x
	Mar-25	x	x	x	4/19/2024	10/10-10/11/24	10/31/2024	11/25/2024	6/3/2024	x	11/24/2024	x	x	x	x	x
	Mar-25	x		x	4/19/2024	10/10-10/11/24	10/31/2024	7/29/2023	6/3/2024		8/11/2023	x	x	x		
	Janessa	Mar-25		x			10/31/2024	12/18/2024	6/3/2024	12/18/2024	12/18/2024	12/18/2024	x	x	x	x
	Kristy	Mar-25		x	4/19/2024			x	6/3/2024	x	x		x	x	x	x
Karen			x	4/19/2024				x	6/3/2024		x		x	x	12/5/2024	x
Jen K	Mar-25		x	x		x		12/17/2024	x	12/12/2024	12/12/2024	x	x	x	12/16/2024	x
	Carrie		x	x	4/19/2024						x				x	
	Tina		x	x	4/19/2024			x		x	x		x	x		x
	Stacey		x	x	4/19/2024			x		x	x			x	x	x
	Grace M		x	x						x	x				x	
Joan		x								x	x				x	
Crystal		x		4/19/2024			x			x	x			x	x	x
Cathy A										x	x				x	
Miko	Mar-25		x	x		x		x	x	x	x	x	x	x	x	x
	Sarah S		x					x		x	x	x		x	x	x
Denise	Mar-25		x	x	4/19/2024	10/3/2024		10/3/2024	6/3/2024	x	10/3/2024	x	x	x	10/3/2024	x
	Eva		x					x	6/3/2024	x				x	x	
Alicia	Mar-25		x		9/23/2024	9/23/2024		9/23/2024	x	9/20/2024	9/20/2024	x	x	x	11/15/2024	x
	Teri				4/19/2024			11/18/2024	6/3/2024	x	11/18/2024			x		
Merle				4/19/2024					x					x		
Pat	Mar-25		x	x	4/19/2024			x	6/3/2024	x		x	x	x	x	x
	Wilma				4/19/2024				6/3/2024					x	x	
Bob	Mar-25		x		4/19/2024			x	6/3/2024	x		x	x	x	x	x
Kindy	Jun-25		x	x		x		x	x	x	x	x	x	x	x	x
	Jackie R		x		4/19/2024	x		x		x	x	x		x	x	x

2025 Executive Director - Employee Performance Review Timeline

(8/08)	<p>Full Board Meeting –</p> <ol style="list-style-type: none"> 1. The Chairperson of the Board will invite members of the Executive Committee to form an Ad-Hoc Committee to review and evaluate the Executive Director's performance over the last 12 months and <i>recommend</i> any changes to the Executive Director's contract and salary to the Executive Committee <i>or</i> full Board
(8/29)	<p>Meeting: 30 minutes (<i>New Business</i>)</p> <ol style="list-style-type: none"> 2. Review and finalize questions to be asked of reviewers and ED self-evaluation 3. Review and finalize list of reviewers (<i>board members, staff, community members</i>) <ol style="list-style-type: none"> a. Executive Director to provide community member reviewers and contact information 4. Finalize date of next meeting
(9/02)	<p>Board Secretary to create and distribute survey</p> <p>Survey available (<i>20 days</i>)</p>
(9/22)	Board Secretary to compile 360 survey results
(9/26)	<p>Ad-Hoc Meeting – 90 minutes (CLOSED Session)</p> <ol style="list-style-type: none"> 1. Review and discuss compiled data
(10/10)	<p>Ad-Hoc Meeting after Full Board Meeting – 90 minutes (CLOSED Session)</p> <ol style="list-style-type: none"> 1. Review and discuss compiled data (<i>if needed</i>) 2. Conduct an in-person Employee Performance Review with Executive Director 3. Request Executive Director changes to Contract, if applicable, by 12/12/25
(12/12)	<p>Full Board Meeting – Executive Committee w/ BOD (CLOSED Session)</p> <ol style="list-style-type: none"> 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

To: Wilmer Brown Jr.
California Department of Community
Services and Development
Chief, Community Services Branch
Wilmer.Brown@csd.ca.gov

22 July 2025

Subject: ATCAA's Request to Participate in the 2025-2026 CSBG Funding Task Force (FTF)

Dear Wilmer,

ATCAA recognizes and appreciates the importance of this Task Force as CSD preemptively identifies CSBG network options to address possible funding cuts to the 2026 CSBG budget. If there is an open opportunity, ATCAA would like to represent small, public Community Action Agencies (CAAs) in the network.

Our Executive Director, Joseph Bors, has been granted by our Board by Resolution the authority to apply, accept, and administer all programs, including CSBG, to perform any and all responsibilities under the contract. This includes the ability to negotiate funding formula changes that may result in reductions in ATCAA funding for future CSBG contracts, when Federal funding is reduced. Joe has 10 years of experience working with network partners and he looks forward to working collaboratively with them to reach an optimum set of options.

We appreciate your consideration of our Executive Director's participation in this important effort. Please don't hesitate to reach out to me or Joe, if you have any further questions.

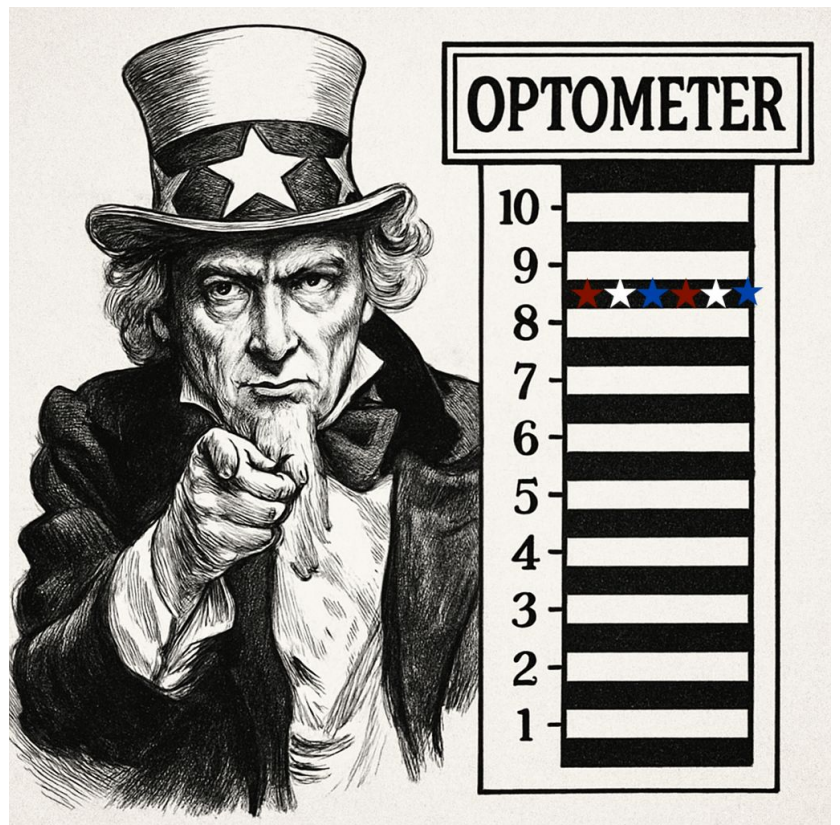
Sincerely,



Ryan Campbell, Board Chairperson
Amador Tuolumne Community Action Agency

Cc: Janessa Stone, CSBG Coordinator
Joseph Bors, Executive Director

**Some Good
News!**



FY2026 Proposed Appropriations

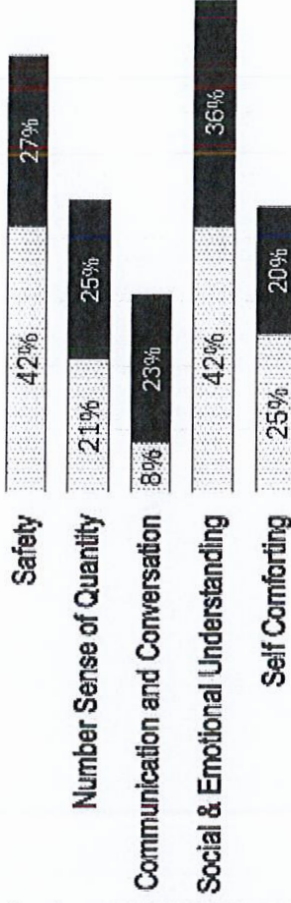


	Current	White House Recommendation	House mark-up level	Senate mark-up level
<i>Community Services Block Grant</i>	\$770 million	\$0	TBD	\$770 million + 200% of FPL eligibility
<i>Head Start</i>	\$12.3 billion	\$12.3 billion	TBD	"Nearly \$12.4 billion"
<i>LIHEAP</i>	\$4.025 billion	\$0	TBD	\$4.045 billion
<i>Weatherization Assistance Program</i>	\$326 million (core program); \$30 million (Readiness Fund)	SILENT	\$180 million (core program); \$10 million (Readiness Fund)	TBD

ATCAA MONTHLY STATISTICAL REPORT
Early Head Start/Head Start/California State Preschool

School Readiness Goals Percent Reaching 2 Highest Level - EHS

	Head Start	Early Head Start	State Preschool
Funded Enrollment	100	60	85
Cumulative Enrollment	n/a	108	n/a
Number of Children with IEP/IFSP	n/a	14	n/a
Children Enrolled <45 days	n/a	11	
Left the Program	n/a	49	
Pregnant Women Served	n/a	5	
Dual Language Learners	n/a	13	
Children with Medical Home		90	
Children with Dental Home		85	
Families w/out Medical Insurance		2	



0% 10% 20% 30% 40% 50% 60% 70% 80% 90%

□ Fall ■ Winter

	Blue Bell EHS	Blue Bell	Lone EHS	Lone	Jackson EHS	Jackson	Jamestown EHS	Jamestown	Soulsbyville	Summerville	Home Base
Actual Enrollment	7	n/a	10	n/a	11	n/a	8	n/a	n/a	n/a	21
Attendance %	77%	n/a	80%	n/a	88%	n/a	80%	n/a	n/a	n/a	85%
# on Wait List Income Eligible	4	2	2	1	2	1	3	5	2	0	7
# on Wait List Over Income	0	1	2	3	1	5	3	2	6	3	2
% of Children with all Health Screenings w/in 45 days	100%		100%		100%		100%				62%
% of Children with complete Immunizations	88%		100%		92%		88%				57%
% of Children with Physicals Complete	100%		100%		92%		100%				66%
% Dental Screenings	88%		100%		100%		88%				45%
# Children needing Dental Treatment	0		0		2		2				1
Of these, # receiving treatment	0		0		1		1				0

Meals Served:											
Breakfast	87	0	148	0	168	0	114	0	0	0	0
Lunch	103	0	141	0	169	0	118	0	0	0	0
Snack	69	0	132	0	0	0	0	0	0	0	0

Note: Children Enrolled in State Preschool are also enrolled in Head Start. Not all Head Start children are enrolled in State Preschool.

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

June 6, 2025

VIA ZOOM:

9:30 a.m.

Policy Council Minutes

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

Topic: Policy Council 06/06/2025

Time: Jun 6, 2025 09:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83478008515?pwd=yOJsz5VmCdeh6pi4qrYSAne9upvqhd.1>

Meeting ID: 834 7800 8515

Passcode: 842420

1.0 CALL TO ORDER: Chairperson Jennifer Grenland called the meeting to order at 9:34 a.m.

2.0 ROLL CALL:

PC Members: Jennifer Greland (BB HS), Markki Poston (JT EHS), Vincent Smith (SB HS), Kamakani Tiwanak (SV HS), Bryanna Lamb (IO HS), Cathy Parker (ATCAA Board Liaison)
ATCAA Staff Members: Kindy Kelly (ECS Director), Jackie Roberts (ECS Operations & Budget Manager), Mahaila Hendricks (ECS Disabilities & Home Base Manager), Marta Hunt (ECS Secretary), Jordan Miller (ECS Home Visitor)

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 June 6, 2025 Policy Council Agenda (action item):
Kamakani Tiwanak moved to approve the June 6, 2025 Policy Council Agenda and Vincent Smith seconded. Motion passed unanimously (MPU).

5.0 CONSENT AGENDA

5.1 Request for approval of May 2, 2025 Policy Council Minutes (action item): Cathy Parker moved to approve the May 2, 2025 Policy Council Minutes and Kamakani Tiwanak seconded. Vincent Smith abstained from the vote as he was not present at the meeting. Motion passed.

6.0 PUBLIC COMMENT

None.

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

7.0 NEW BUSINESS

- 7.1 Request for approval of Head Start 2025 Budget Revision (action item): Jackie Roberts presented the request to purchase new sanitizing machines for four of our Head Start centers. The total amount of the budget revision is \$24,000 (\$6,000 budgeted for four sanitizing machines).

Cathy Parker moved to approve the Head Start 2025 Budget Revision request and Kamakani Tiwanak seconded. MPU.

- 7.2 Request for approval of the ATCAA Head Start 2025 – 2026 Program Goals (action item): Kindy Kelly presented the 2025 – 2026 Program Goals that were developed from a variety of assessment tools. Goals included increasing parent/guardian participation in trainings and events by better meeting their needs, increasing parent/guardian understanding and integration of strategies used in the classrooms to support their child(ren's) social emotional development in their home environments, increasing parents/guardians opportunities and integrate strategies presented in home visits to support their child(ren's) social emotional development in their home environments, build resiliency and self-care practices for staff, increasing training, resources and support for staff when working with families and children who are experiencing trauma and in crisis situations, parents receiving training and coaching to help support their ability to parent effectively to answer questions about child development and to strengthen their role as their child's first and most important teacher and children will receive more education and exposure to new fruits and vegetables in the classroom. Parents will receive information about the importance of family meals. Parents will receive resources that will help them create healthy and inexpensive foods. Staff will learn more about allergies and the nutritional needs of young children.

Kamakani Tiwanak moved to approve the ATCAA Head Start 2025 – 2026 Program Goals and Vincent Smith seconded. MPU.

- 7.3 Request for approval of the ATCAA Head Start 2025 Community Assessment Overview (action item): Kindy Kelly presented the highlights of the 2025 Community Assessment of Amador and Tuolumne County. A summary of the data was provided to the Council.

Cathy Parker moved to approve the ATCAA Head Start 2025 Community Assessment Overview and Kamakani Tiwanak seconded. MPU.

- 7.3 Presentation about the Disabilities and Home Base Services Area and data by Disabilities Manager, Mahaila Hendricks (presentation, no action required): Mahaila Hendricks presented information on the Disabilities Service Area including supporting children with disabilities. She explained the importance of early intervention and the role of the Disabilities Manager. Our classrooms are inclusive of all children and some children are mainstreaming in our classrooms

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY

Policy Council Regular Meeting

while co-enrolled with Tuolumne County Special Education. Our Teaching Pyramid social emotional curriculum was explained, and pictures of cozy areas and visual schedules were shared. Markki Poston shared that she is grateful for our program and for Mahaila's help.

8.0 REPORTS

- 8.1 Center and Home Base verbal reports for May 2025: Center and Home Base reports highlighting the activities from May 2025 were presented by Jennifer Grenland (BB HS), Bryanna Lamb (IO HS), Vincent Smith (SB HS), Kamakani Tiwanak (SV HS) and Jordan Miller (Tuol. HB).
- 8.2 Monthly Statistical & Attendance Reports for HS & EHS for April 2025: Kindy Kelly presented by Monthly Statistical & Attendance Report for HS & EHS for April 2025 and went over the highlighted spring 2025 parent survey data.
- 8.3 Budget & Credit Card Reports through April 2025
 - 2024 Head Start 8132.1
 - 2024 Early Head Start 8132.2
 - 2024 In Kind (8132.1 & 8132.2)
 - 2024 – 2025 CACFP 8228.1 & 8228.2
 - 2024 – 2025 CA State Preschool 8295.1
 - 2024 – 2025 Tuolumne Home Visiting Program 8168.3
 - Credit Card Reports April 2025

Jackie Roberts presented the April 2025 Budget and Credit Card reports. She announced that our balance of funds for Head Start and Early Head Start 2025 have been received and that we are still waiting for our 2024 Head Start and Early Head Start Carryover Request.

9.0 DIRECTOR REPORTS

- Kindy Kelly reminded the Council that although the 2024 – 2025 Head Start school year has come to an end 2024 – 2025 Policy Council members will still meet in August and September 2025 with new parents being seated in October 2025.

10.0 POLICY COUNCIL MEMBER REPORTS

- Jennifer Grenland announced that ATCAA is having a Community Assessment Needs meeting asking for input next week on June 11, 2025. More information is available on the ATCAA website.

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 ACF Information Memorandum on Expanding Educational Freedom and Opportunities for Families in Head Start Programs (ACF-OHS-IM-25-04)

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11.2 CDE Management Bulletin 25-04 on Flexibilities for California State Preschool Programs in Los Angeles (LA) and Ventura Counties Related to Wildfires

11.3 NEXT PC MEETING:
(NO JULY PC MEETING)
August 1, 2025 PC Meeting
9:30 a.m.
Via ZOOM

12.0 ADJOURNMENT: The June 6, 2025 Policy Council Meeting was adjourned at 10:56 a.m.

Amador-Tuolumne Community Action Agency

Activity in Local Agency Investment Fund (LAIF) FOR July 1, 2024 - June 30, 2025

Beginning Balance 7/1/2024	296,076.79
Draws	
Interest	
Qtr ending 9/30/24 Interest Earned @ 4.71%	3,511.16
Qtr ending 12/31/24 Interest Earned @ 4.36%	3,484.29
Qtr ending 3/31/25 Interest Earned @ 4.31%	3,339.82
Qtr ending 6/30/25 Interest Earned @ 4.27%	3,357.06
Deposits	-
Ending Bal as of 6/30/25	309,769.12

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	\$191,733	
	x 75%	
	\$143,800	
	\$243,800	

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:

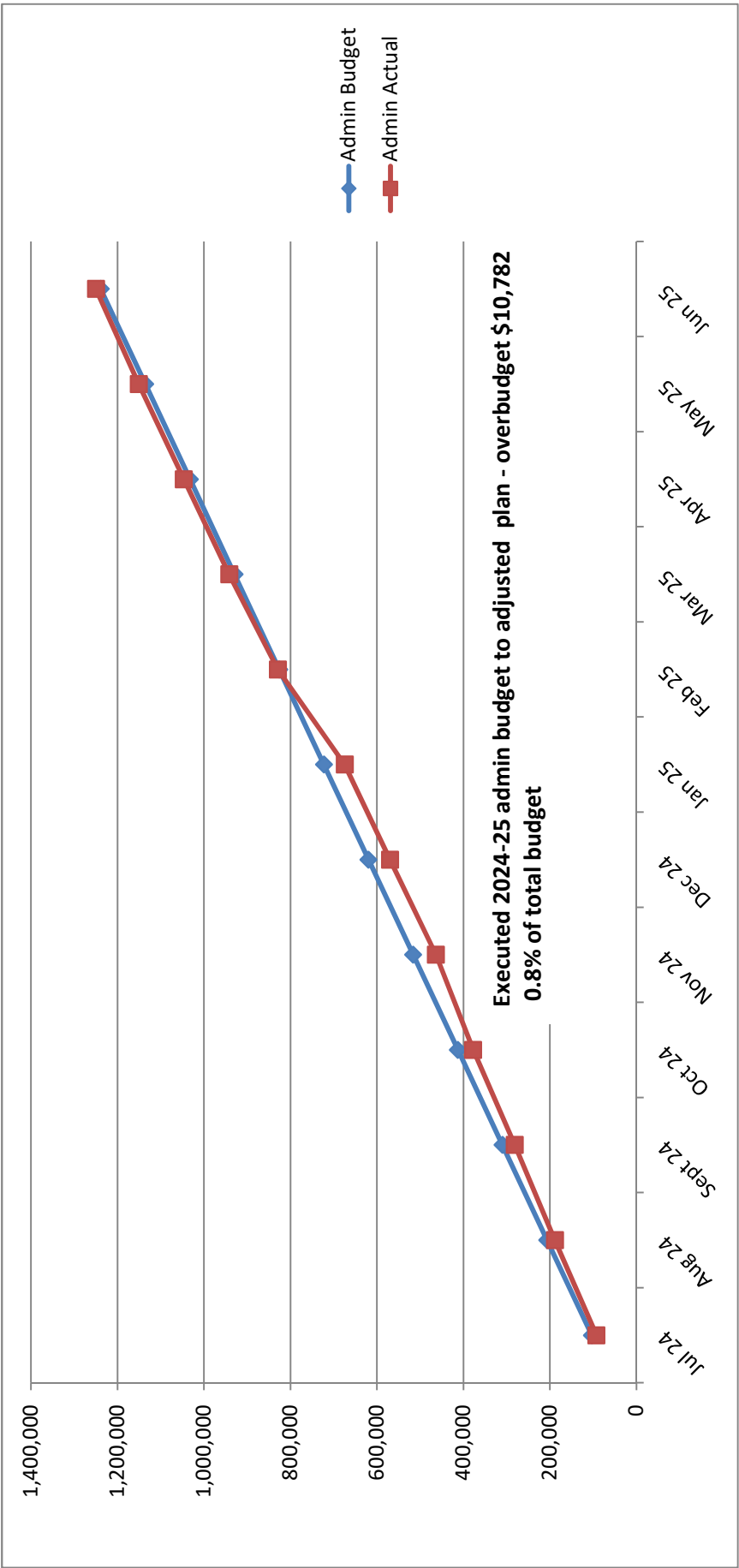
100% of the Committed Fund Balance	\$100,000	(For Contingencies and Future Development)
50% of the prior fiscal year Accrued Leave Payable balance	\$191,733	
	x 50%	
	\$95,866	
	\$195,866	

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 2024 Accrued Leave Payable balance)

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
Administrative Budget to Actual Report: July 2024-June 2025

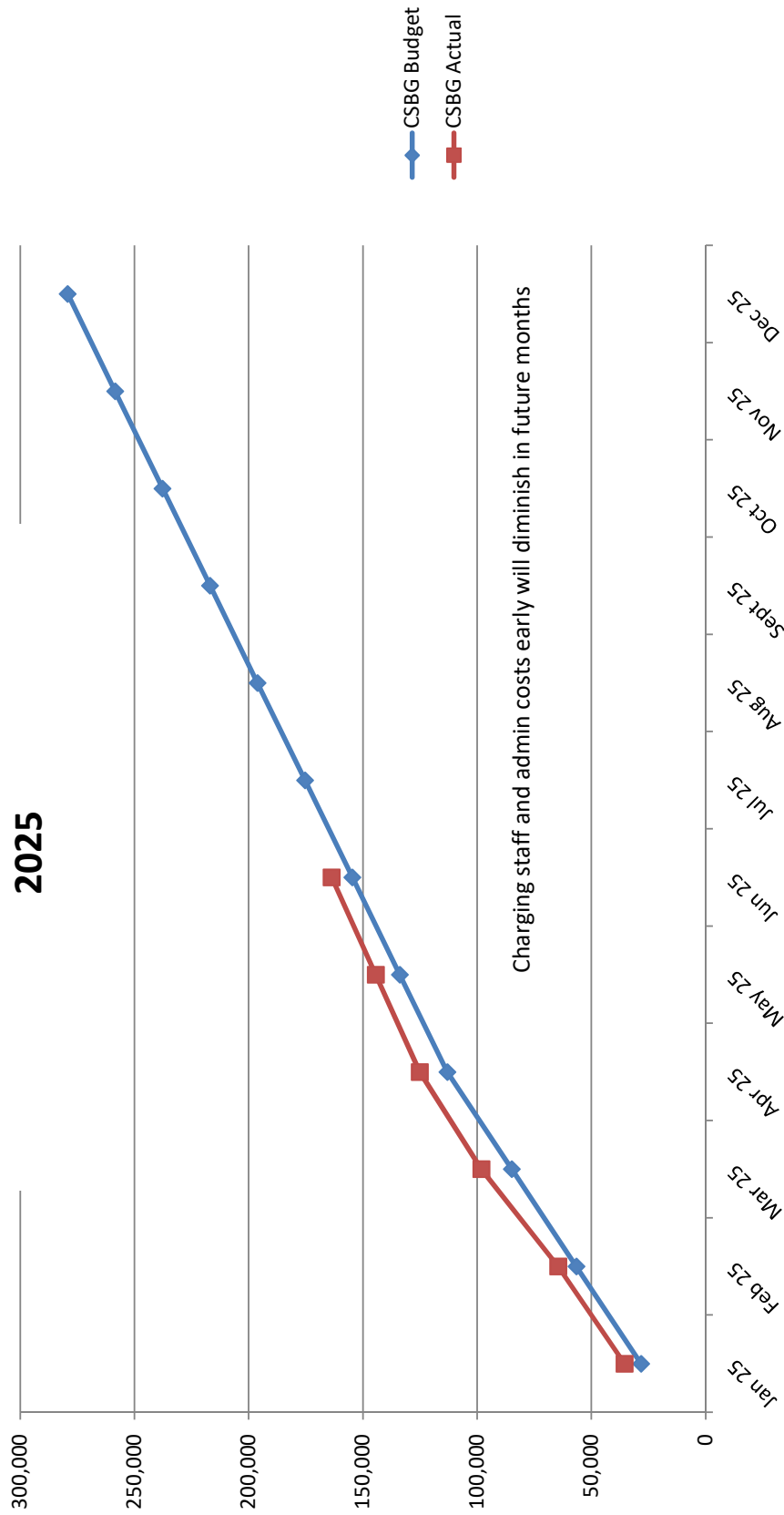
		24-25 Budget Funds 91471 & 91481	July 2024 - June 2025 Unaudited	% of Budget Received	Amount of Budget Remaining	25-26 Budget Funds 91471 & 91481 proposed
REVENUE				100%		
Amador & Tuolumne Counties	4016	\$49,000	\$48,996	100%	\$4	\$49,000
Carryover Revenue		0	\$0		\$0	0
Contractual Admin. Revenues:						
2024 CSBG (Jul 24-Dec24)		78,000	\$78,000	100%	\$0	\$70,624
2025 CSBG (Jan25-Jun25)		78,000	\$68,000	87%	\$10,000	\$69,664
Contractual Admin. Revenue	4060	996,780	\$961,719.60	96%	\$35,060	\$1,115,323
Total Cash Revenue		\$1,201,780	\$1,156,716	96%	\$45,064	\$1,304,611
DIRECT EXPENSE				% of Budget Spent		
Personnel Expense						
Total Salaries & Wages		\$660,873	\$657,758	100%	\$3,115	\$676,467
Total Fringe Benefits		\$230,172	\$232,443	101%	-\$2,270	\$240,953
Total Personnel Expense		\$891,046	\$890,201	100%	\$845	\$917,420
Non-Personnel Expense						
Total Travel (Out-of-Area)		\$425	\$2,330	0%	-\$1,904	\$2,400
Total Supplies		\$14,420	\$22,016	153%	-\$7,595	\$24,200
Total Contractual		\$200,873	\$190,374	95%	\$10,499	\$190,799
Total Other (Equipment Expense)		\$8,574	\$9,520	111%	-\$946	\$21,300
Total Other (General Personnel Costs)		\$6,244	\$7,694	123%	-\$1,450	\$6,600
Total Other (General Operating Costs)		\$39,002	\$49,771	128%	-\$10,768	\$61,871
Total Other (Space/Occupancy Costs)		\$67,927	\$66,242	98%	\$1,684	\$68,971
Total Other (Special Departmental Costs)		\$0	\$225	0%	-\$225	\$0
Total Non-personnel Expense		\$337,464	\$348,170	103%	-\$10,706	\$376,140
TOTAL DIRECT EXPENSE		\$1,228,510	\$1,238,372	101%	-\$9,861	\$1,293,560
BOARD OF DIRECTORS EXPENSE						
Non-Personnel Expense						
Total Supplies		\$21	\$130	0%	-\$109	\$130
Total Other (General Personnel)		\$213	\$0	0%	\$213	\$1
Total Other (General Operating)		\$10,119	\$11,144	110%	-\$1,025	\$10,920
TOTAL BOARD OF DIRECTORS EXPENSE		\$10,354	\$11,275	109%	-\$921	\$11,051
TOTAL ADMIN EXPENSE		\$1,238,864	\$1,249,646	101%	-\$10,782	\$1,304,611
			July 2024 - June 2025 Unaudited		Variance to Budget	
Revenue Over/Under Expenditures						
Total Revenue		\$1,201,780	\$1,156,716		-\$45,064	\$1,304,611
Less Total Expenditures		-\$1,238,864	-\$1,249,646		\$10,782	-\$1,304,611
Current Year Revenue Over/Under Expenditures		-\$37,084	-\$92,931		-\$55,847	\$0
Carryover From Prior Years		\$318,186	\$318,185.61	\$0		\$318,186
Year End Revenue Over/Under Expenditures		\$318,186	\$225,255	\$225,255		\$318,186

Administrative Budget to Actual: July 2024 - June 2025



	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25
Admin Budget	103,239	206,477	309,716	412,955	516,193	619,432	722,671	825,909	929,148	1,032,387	1,135,625	1,238,864
Admin Actual	92,638	188,577	281,078	377,645	463,611	569,706	674,281	828,996	941,574	1,046,545	1,150,864	1,249,646

CSBG Budget to Actual: January - June 2025



	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sept 25	Oct 25	Nov 25	Dec 25
	CSBG Budget	CSBG Budget	CSBG Budget	CSBG Budget	CSBG Budget	CSBG Budget	CSBG Budget	CSBG Budget	CSBG Budget	CSBG Budget	CSBG Budget	CSBG Budget
	28,266	56,533	84,799	113,066	133,833	154,600	175,367	196,134	216,901	237,668	258,435	279,202
	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sept 25	Oct 25	Nov 25	Dec 25
	CSBG Actual	CSBG Actual	CSBG Actual	CSBG Actual	CSBG Actual	CSBG Actual	CSBG Actual	CSBG Actual	CSBG Actual	CSBG Actual	CSBG Actual	CSBG Actual
	35,496	64,534	98,187	125,112	144,373	163,634						



HEAD START BUDGET AND EXPENDITURE REPORT - 2025

8132.1

Period Covering: 01-01-2025 through 06-30-2025

Budget Category	T&TA Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Training & Technical Assistance	\$21,860	\$8,560	\$13,300	50%	61%
Budget Category	Program Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Personnel	\$1,080,327	\$771,648	\$308,679	50%	29%
Fringe Benefits	492,967	308,969	183,998	50%	37%
Travel	1,500	0	1,500	50%	100%
Equipment	0	0	0	50%	
Supplies	65,500	21,772	43,728	50%	67%
Contractual	37,837	9,152	28,685	50%	76%
Other	331,648	167,402	164,246	50%	50%
Total Direct Charges	\$2,009,779	\$1,278,943	\$730,836	50%	36%
Encumbered		0			
Indirect Charges	204,997	130,362	74,635	50%	36%
Total	\$2,214,776	\$1,409,305	\$805,471	50%	36%
Total to be charged from CACFP		\$0	\$805,471		
Total to be charged from CSPP		\$0	\$805,471		
Total Including Other Revenue	\$2,215,313	\$1,409,305	\$806,007	50%	36%



EARLY HEAD START BUDGET AND EXPENDITURE REPORT - 2025

8132.2

Period Covering: 01-01-2025 through 06-30-2025

Budget Category	T&TA Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Training & Technical Assistance	\$31,634	\$31,855	-\$221	50%	-1%
Budget Category	Program Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Personnel	\$867,511	\$401,332	\$466,179	50%	54%
Fringe Benefits	337,713	151,871	185,842	50%	55%
Travel	1,000	0	1,000	50%	100%
Equipment	0	0	0	50%	
Supplies	94,543	21,837	72,706	50%	77%
Contractual	10,500	5,018	5,482	50%	52%
Other	168,873	115,191	53,682	50%	32%
Total Direct Charges	\$1,480,140	\$695,248	\$784,892	50%	53%
Encumbered		0			
Indirect Charges	150,974	70,570	80,404	50%	53%
Total	\$1,631,114	\$765,818	\$865,296	50%	53%
Total to be charged from CACFP		\$0	\$865,296		
Total Including Other Revenue	\$1,631,918	\$765,818	\$866,100	50%	53%



HEAD START & EARLY HEAD START IN-KIND MATCH - 2025

8132.1 & 8132.2

Period Covering: 01-01-2025 through 06-30-2025

In-Kind Match	Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Non-cash match		\$39,573			
Cash match		319,990			
Total	\$974,943	\$359,563	\$615,380	50%	63%



HEAD START & EARLY HEAD START IN-KIND MATCH - 2025

8132.1 & 8132.2

Period Covering: 01-01-2025 through 06-30-2025

Volunteer Hours By Center	June 2025	TOTAL HOURS 2025
Blue Bell Head Start	0.00	141.24
Ione Head Start	4.50	48.38
Jackson Head Start	0.00	111.85
Jamestown Head Start	0.00	25.26
Soulsbyville Head Start	0.00	265.75
Summerville Head Start	0.00	55.67
Blue Bell Early Head Start	0.92	23.26
Ione Early Head Start	1.75	11.66
Jackson Early Head Start	3.33	20.67
Jamestown Early Head Start	1.50	4.50
Home Base	0.00	7.00



Child and Adult Care Food Program BUDGET AND EXPENDITURE REPORT - 2024/2025
8228.1 & 8228.2

Period Covering: 10-01-2024 through 06-30-2025

Budget Category	Program Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Personnel	\$22,000	\$20,666	\$1,334	25%	6%
Fringe Benefits	10,000	9,592	408	25%	4%
Food	85,647	82,231	3,416	25%	4%
Total Direct Charges	\$117,647	\$112,489	\$5,158	25%	4%
Indirect Charges	12,353	11,478	875	25%	7%
Total Charged	\$130,000	\$123,968	\$6,032	25%	5%
Total To Be Charged to HS/EHS					
Adjusted Total	\$130,000	\$123,968	\$6,032	25%	5%



CA STATE PRESCHOOL PROGRAM BUDGET AND EXPENDITURE REPORT
8295.1

Period Covering: 07-01-2024 through 06-30-2025

Budget Category	Program Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Personnel	\$447,473	\$427,622	\$19,851	0%	4%
Fringe Benefits	\$152,500	171,773	-19,273	0%	-13%
Travel	0	0		0%	
Supplies	18,000	17,407	593	0%	3%
Contractual	0	13		0%	
Other	6,588	7,806	-1,218	0%	-18%
Total Direct Charges	\$624,561	\$624,622	-\$61	0%	0%
Indirect Charges	62,456	62,473	-16	0%	0%
Total Charged	\$687,018	\$687,095	-\$77	0%	0%
Charged To CSPP Rate Increase Below		\$0			
Adjusted Total	\$687,018	\$687,095	-\$77	0%	0%
 Tuolumne CSPP QRIS	 \$43,350	 \$43,350	 \$0		
Amador CSPP QRIS	\$8,000	\$7,707	\$293		
CSPP Rate Increase	\$328,978	\$101,764	\$227,214		



TUOLUMNE HOME VISITING PROGRAM

8168.3

Period Covering: 07-01-2024 through 06-30-2025

Budget Category	Program Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Personnel	\$39,329	\$10,392	\$28,937	0%	74%
Travel (Fuel)	1,000	162	839	0%	84%
Supplies	0	0	0	0%	
Other	0		0	0%	
Total Direct Charges	\$40,329	\$10,554	\$29,775	0%	74%
Indirect Charges	4,114	1,076	3,037	0%	74%
Total	\$44,443	\$11,630	\$32,812	0%	74%

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

**BILLING PERIOD: JUNE, 2025
AMERICAN EXPRESS PURCHASES**

DATE	VENDOR	PURPOSE	AMOUNT
6/30/2025	MS 365 BUSINESS LICENSES 5/10-6/9		156.00
			<u>156.00</u>

PNC CC PURCHASES

DATE	VENDOR	PURPOSE	AMOUNT
6/25/2025	AMAZON PO 15111 KITCHEN ITEMS ECS JT HS		270.87
6/25/2025	AMAZON PO 15115 CUPS/STORAGE CONTAINERS/FAN ECS		241.08
6/25/2025	AMAZON PO 15118 KITCHEN ITEMS/ HB SOCIAL ECS JK EHS/HB		98.46
6/25/2025	AMAZON PO 15119 GLOVES/CUPS/TONER/BATTERIES ECS IO		253.40
6/25/2025	AMAZON PO 15123 FOIL/DESKS/PENCIL SHARPENER ECS		315.59
6/25/2025	AMAZON PO 15126 PRINTER DRUM/MIXER/CUPS/GLOVES ECS		270.77
6/25/2025	AMAZON PO 15128 BINS/PT/TRASH BAGS/TOYS/WIPES ECS JK EHS		238.11
6/25/2025	AMAZON PO 15132 BATTERIES/CUPS/RECRUITMENT/FIRST AID ECS		176.66
6/25/2025	AMAZON PO 15134 KITCHEN ITEMS/CUPS/RECRUITMENT ECS BB		286.62
6/25/2025	AMAZON PO 15135 KITCHEN ITEMS ECS IO		342.20
6/25/2025	AMAZON PO 15136 RECRUITMENT ITEMS ECS		454.48
6/25/2025	FAXAGE.COM INV#202505-146438 5/1-5/31		7.95
6/25/2025	WALMART PO 15109 DIAPERS/WIPES ECS JK HS		81.20
6/25/2025	WALMART PO 15114 DIAPERS/AQUAPHOR/HAND SANITIZER ECS IO EHS		112.46
6/25/2025	WALMART PO 15122 DIAPERS/WIPES ECS JT EHS		156.72
6/25/2025	WALMART PO 15127 DIAPERS/CALENDARS/HHOLD/BUBBLES ECS		80.49
6/25/2025	WALMART PO 15139 DIAPERS ECS BB EHS		39.94
6/30/2025	AMAZON PO 15138 CLASSROOM RUGS ECS IO EHS		420.04
6/30/2025	AMAZON PO 15143 KITCHEN ITEMS ECS		173.75
6/30/2025	AMAZON PO 15144 MIGHTY MAX BATTERY CYBERPOWER ECS		337.69
6/30/2025	AMAZON PO 15145 FOLDERS/TONER/PAPER/CLEANER/GLUE ECS		214.51
6/30/2025	AMAZON PO 15146 CLASSROOM RUGS ECS IO EHS		1,054.60
6/30/2025	AMAZON PO 15147 WGT BLANKETS/FIDGETS/STEP STOOL ECS IO EHS		168.26
6/30/2025	COMCAST 8155 60 078 0537299 10550 7TH ST 5/11-6/10 JT EHS		137.09
6/30/2025	COMCAST 8155 60 078 0537299 10550 7TH ST 6/11-7/10 JT EHS		137.09
6/30/2025	COMCAST 963176371 18234 4TH AVE MAY AND JUNE JT HS		139.90
6/30/2025	WALMART PO 15148 DIAPERS/SWIFFER ECS IO EHS		138.32
			<u>6,348.25</u>

CHEVRON FUEL CARDS

DATE	PURPOSE	AMOUNT
BILLING PERIOD 5/01-31/25	FUEL	\$1,280.87
BILLING PERIOD 5/01-31/25	CAR WASH	-
		<u>1,280.87</u>

LOWE'S CARDS

DATE	PURPOSE	AMOUNT
6/11/2025 PO 14431 MAINTENANCE YELLOW HOUSE UPPER OFFICE ECS		38.17
6/20/2025 PO 14437 STORAGE CONT/WALL PLATE/CARPET CLNR ECS		150.42
6/25/2025 PO 14439 DOOR SWEEP-BB/SUN SHADE & BONA MOP-JT EHS ECS		124.20
6/27/2025 PO 14441 PAINT/FLY TRAP ES		54.29
		<u>367.08</u>

SAVEMART CARDS			
DATE	PURPOSE		AMOUNT
6/5/2025	PO 15059 RAW FOOD WEEK 1 ECS JT EHS		309.41
6/5/2025	PO 15060 RAW FOOD WEEK 1 ECS BB EHS		226.45
6/11/2025	PO 15058 RAW FOOD WEEK 1 ECS JK EHS		299.70
6/11/2025	PO 15121 PLAYDOUGH INGREDIENTS ECS IO EHS		33.92
6/17/2025	PO 15131 SNACK FOR HB SOCIAL ECS HB		20.27
6/20/2025	PO 14696 RAW FOOD WEEK 1 ECS SV HS		313.20
6/20/2025	PO 15064 RAW FOOD WEEK 2 ECS JK EHS		324.22
6/20/2025	PO 15065 RAW FOOD WEEK 2 ECS JT EHS		353.55
6/20/2025	PO 15066 RAW FOOD WEEK 2 ECS BB EHS		258.43
6/20/2025	PO 15069 RAW FOOD WEEK 3 ECS JT EHS		206.20
6/25/2025	PO 15070 RAW FOOD WEEK 3 ECS BB EHS		223.88
6/25/2025	PO 15072 RAW FOOD WEEK 1 ECS JK EHS		243.88
6/27/2025	PO 15068 RAW FOOD WEEK #3 ECS JK EHS		305.64
6/27/2025	PO 15073 RAW FOOD WEEK #1 ECS JT EHS		269.74
6/27/2025	PO 15074 RAW FOOD WEEK #1 ECS BB EHS		150.76
6/27/2025	PO 15140 FOOD FOR PARENT MTG/ICE ECS BB EHS		54.41
6/30/2025	PO 15076 RAW FOOD WEEK 2 ECS JK EHS		273.62
			3,867.28

WALMART CARDS			
DATE	PURPOSE		AMOUNT
6/5/2025	PO 15113 END OF YEAR ITEMS/FOOD ECS		179.09
6/11/2025	PO 15062 MILK ECS IO EHS		15.61
6/11/2025	PO 15112 DIAPERS/ STORAGE CONTAINERS ECS JK EHS		131.08
6/20/2025	PO 15117 DIAPERS/WIPES ECS IO EHS		47.68
6/25/2025	PO 15142 DIAPERS/PLTES/LNDRY SOAP/BUBBLES/WIPES ECS JK EHS		145.48
			518.94

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

			Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25
Head Start and Early Head Start (01/01/24-12/31/24) (semi-annual)	SF-425 Status Reports		8131.1 & 2											
	Report Period		Jan 24 - Dec 24											
	Due Date		1/31/2025											
	Date submitted		1/29/2025											
Head Start and Early Head Start (01/01/24-12/31/24) (annual)	SF-425 Status Reports				8131.1 & 2									
	Report Period				Jan-Dec 24									
	Due Date				4/30/2025									
	Date submitted				3/31/2025									
Head Start and Early Head Start (01/01/24-12/31/24) (final)	SF-425 Status Reports					8131.1 & 2								
	Report Period					Jan-Dec 24								
	Due Date					4/30/2025								
	Date submitted					4/15/2025								
Head Start and Early Head Start (01/01/24-12/31/24) (annual)	429 Real Property Status Reports													
	Report Period													
	Due Date													
	Date submitted													
Head Start and Early Head Start (01/01/25-12/31/25) (semi-annual)	SF-425 Status Reports								8132.1 & 2					
	Report Period								Jan-Jun 25					
	Due Date								7/30/2025					
	Date submitted								7/30/2025					
Head Start and Early Head Start (01/01/25-12/31/25) (annual)	SF-425 Status Reports													
	Report Period													
	Due Date													
	Date submitted													
Head Start and Early Head Start (01/01/25-12/31/25) (final)	SF-425 Status Reports													
	Report Period													
	Due Date													
	Date submitted													
Head Start and Early Head Start (01/01/25-12/31/25) (annual)	429 Real Property Status Reports													
	Report Period													
	Due Date													
	Date submitted													
8295.1 2024 CSPP (07/01/24-06/30/25) (quarterly)	CDFS 9500		Sep 24 - Dec 24						8295.1			8295.1		
	Report Period		1/20/2025						Apr 25 - Jun 25			Jul 25 - Sep 25		
	Due Date		1/20/2025						7/21/2025			10/20/2025		
	Date submitted		1/20/2025						7/18/2025					
CDE Reserve (annual)	CDFS 9530-A								8295.1					
	Report Period								7/1/24-6/30/25					
	Due Date								7/18/2025					
	Date submitted													

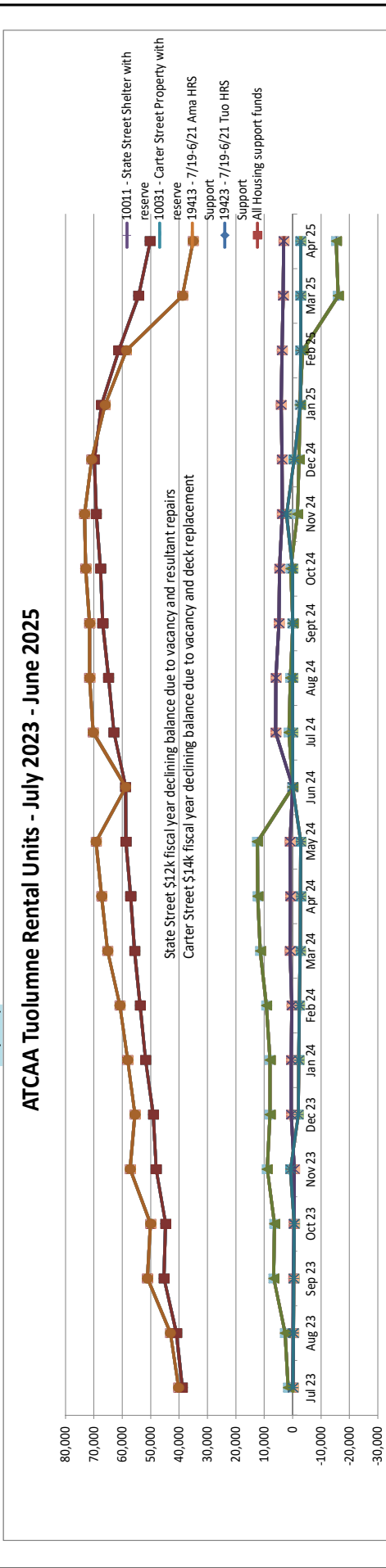
Contracts and Amendments Report
Reporting Months of January 2025 - July 2025

Date Reported	Fund #	Program	Funding Source	Contract Description	Type of Contract	Original Period	Original Budget	Amended Period	Amended Budget	Value of Prior Contract
7/25	1690.4	Housing	Anthem Blue Cross of California	Housing and Homelessness Incentive Program	Continuation	7/1/25-	99,049			
7/25	1785.1	Housing	HUD	Amador Permanent Supportive Housing	Continuation	7/1/25-6/30/26	30,072			
7/25	1786.1	Housing	HUD	Homeless Management Information System HMIS	Continuation	7/1/25-6/30/26	53,185			
7/25	1787.1	Housing	HUD	Continuum of Care Planning	Continuation	7/1/25-6/30/26	50,000			
7/25	3128.1	Energy	Community Services and Development - CSD	LIHEAP Inyou Mono Advocates for Community Action IMACA	Continuation	7/1/25-6/30/26	126,497			
7/25	3128.1	Energy	Community Services and Development - CSD	Low-Income Home Energy Assistance (LIHEAP)	Amendment		1,605,931		1,896,944	
7/25	5313.4	Youth	Tuolumne County Behavioral Health	Substance Abuse Prevention and Mentoring	Continuation	7/1/25-6/30/26	75,000			
7/25	5526.3	Youth	Tuolumne County Behavioral Health	Suicide Prevention	Continuation	7/1/25-6/30/26	104,225			
7/25	8249.1	ECS	Tuolumne County	CA State Preschool Program CSPP QRIS Stipends	Continuation	7/1/25-6/30/26	22,500			
7/25	8296.1	ECS	California Department of Education	CA State Preschool Program CSPP QRIS Stipends	Continuation	7/1/25-6/30/26	687,018			
7/25	8397.5	CalEITC	Franchise Tax Board/CA Dept of Comm Services & Develop (CSD)	Education, outreach, free tax support for low income rural CA	Continuation	7/1/25-6/30/26	220,000			
4/25	1325.1	Housing	California Dept of Housing and Community Development (HCD)	Emergency Solutions Grants ESG	Continuation	4/18/25 -	305,546			
2/25	1784.1	Housing	Tuolumne Permanent Supportive Housing	Continuum of Care Program	Continuation	4/1/25-3/31/26	50,197			
2/25	1695.1	Housing	Health Net	Housing and Homelessness Incentive Program	Continuation	1/22/25-12/31/25	162,536			
1/25	1625.1	Housing	California Dept of Housing and Community Development (HCD)	Homeless, Housing, Assistance & Prevention (HHAP) Round 5	Continuation	7/1/24-6/30/29	1,159,530			
1/25	1692.2	Housing	Kaiser Permanente	Housing and Homelessness Incentive Program (HHIP)	Continuation	1/1/25-6/30/26	2,358			
1/25	1693.1	Housing	Tuolumne Me-Wuk Indian Health Center	Covid-19 Mitigation Grant	New	1/1/25-4/30/25	41,667			
1/25	1694.1	Housing	Mathiesen Memorial Health Clinic	Rural Health Care Outreach Year 1 of 4 \$20k per year	New	5/1/25-4/30/26	20,000			
1/25	2636.6	Food	Sandberg Goldberg Bernthal Family Charitable Foundation	General Operating Support	Continuation	2/1/25 until spent	40,000			
1/25	8132.1	ECS	Health and Human Services - HHS	Head Start	Continuation	1/1/25-12/31/25	2,236,636			
1/25	8132.2	ECS	Health and Human Services - HHS	Early Head Start	Continuation	1/1/25-12/31/25	1,662,748			
1/25	8328.1	CSBG	California Dept of Community Services & Develop (CSD)	CSBG	Continuation	1/1/25-12/31/25	279,197			
1/25	8397.4	CalEITC	Franchise Tax Board/CA Dept of Comm Services & Develop (CSD)	Education, outreach, free tax support for low income rural CA	Amendment	7/1/24-6/30/25	220,000		243,742	220,000
12/24	1690.3	Housing	Anthem Blue Cross of California	Housing and Homelessness Incentive Program (HHIP)	Continuation	12/1/24-6/30/26	228,886			
12/24	3128.1	Energy	Community Services and Development - CSD	Low-Income Home Energy Assistance (LIHEAP)	Continuation	11/1/24-6/30/26	1,605,931			

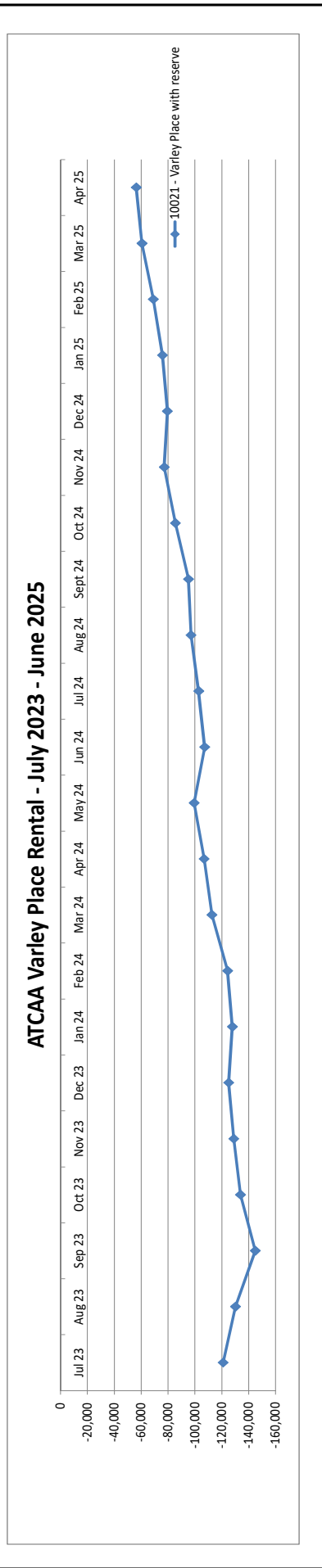
Amador Tuolumne Community Action Agency
Statement of Net Position (Balance Sheet) - Comparative

	UNAUDITED		AUDITED	
	<u>June 30, 2025</u>		<u>June 30, 2024</u>	
	Operating	Capital Assets	Operating	Capital Assets
Assets				
Cash	4,545,174		3,185,061	
Prepaid Deposits & Expenses	150,745		169,348	
Accounts Receivable	8,687,780		3,571,731	
Weatherization Materials Inventory	61,471		33,301	
Structures & Improvements		7,957,388		7,909,524
Vehicles & Equipment		2,092,089		1,820,159
Land		460,999		460,999
Accumulated Depreciation		-4,958,986		-4,950,194
Right of use assets	22,730	514,781	10,884	514,781
Total Assets	13,467,900	6,066,271	6,970,325	5,755,269
Liabilities				
Accounts Payable	37,840		81,017	
Internal Line of credit	0		0	
Refundable Deposits	30,139		29,649	
Salaries & Benefits Payable	217,979		162,939	
Varley Payable	204,773		204,773	
Accrued Paid Time Off	215,777		191,733	
Notes Payable	0	260,055	0	277,274
Deferred Revenue	12,048,810		5,501,345	
Right of use liabilities		537,511		537,511
Total Liabilities	12,755,318	797,566	6,171,456	814,785
Net Assets				
Invested in Capital Assets		5,268,705		4,940,484
Committed Fund Balance				
For Contingencies	60,000		60,000	
For Future Development	40,000		40,000	
Total Committed Fund Balance	100,000		100,000	
Assigned Fund Balance				
For Lease Opt-Out	40,103		40,103	
For Employee Health Insurance	150,374		150,374	
Total Assigned Fund Balance	190,477		190,477	
Unassigned Fund Balance	422,105.67		508,392	
Total Net Assets	712,582	5,268,705	798,869	4,940,484
	13,467,900	6,066,271	6,970,325	5,755,269

Amador Tuolumne Community Action Agency			
Revenue and Expenditure Report / Income Statement			
July 1, 2024 - June 30, 2025			
		Month 12 - 100%	
	July 1, 2023 - June 30, 2024 Actual	July 1, 2024 - June 30, 2025 Actual	% variance from prior year
Revenue			
Cash and accrued Revenue			
Direct Federal Revenue	4,378,958	4,692,468	107%
State Revenue(Pass-through	3,058,837	3,242,009	106%
State Revenue (Non-Federal)	2,500,881	2,338,608	94%
Local Govern.Rev.(Pass	706,755	667,996	95%
Local Govern.Rev.(Non-	593,073	852,812	144%
Private Revenue-Non Fed	108,615	274,310	253%
Private Rev. (Pass through Fed	22,817	30,794	135%
Community Donations	126,283	127,195	101%
Client Fees	51,955	58,884	113%
Miscellaneous Revenue	199,559	194,170	97%
Interest Revenue	11,028	125,213	1135%
Rental Income	277,624	278,718	100%
Vacancies	-22,750	0	
Contractual Admin. Revenue	1,038,961	1,106,307	106%
Carry-over Revenue (Non	-102,841	700	
Total Cash Revenue	12,949,754	13,990,184	108%
Total Non-cash Revenue	1,382,848	798,260	58%
Total Revenue	14,332,602	14,788,444	103%
Direct Expense			
Personnel Expense			
Total Salaries & Wages	4,840,956	5,281,817	109%
Total Fringe Benefits	1,845,986	2,098,456	114%
Total Personnel Expense	6,686,942	7,380,273	110%
Non-personnel Expense			
Total Travel (Out-of-Area)	20,254	24,684	122%
Total Major Equipment and	438,165	604,843	138%
Total Supplies	223,620	244,670	109%
Total Contractual	1,649,530	1,373,369	83%
Total Other (Equipment Expense)	219,189	299,373	137%
Total Other (General Personnel	132,217	163,288	123%
Total Other (General Operating	338,339	288,116	85%
Total Other (Space/Occupancy	716,370	855,583	119%
Total Other (Special	1,577,231	1,715,490	109%
Total Non-personnel Expense	5,314,916	5,569,417	105%
Total Direct Expense	12,001,858	12,949,690	108%
Total Encumbered Costs	0	20,474	0%
Total Indirect Expense	1,038,961	1,106,307	106%
Total Non-cash Expense	1,382,851	798,260	58%
Excess Revenue over Expense	-91,068	-86,287	
Total Direct & Indirect Expense	14,423,670	14,854,257	103%
Health fund	0	0	
Program and admin funds	-91,068	-86,286	

[illegible]

	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Total
10021 - Tier 1 Parley with reserve	-120,925	-130,078	-144,784	-133,752	-128,888	-125,109	-127,834	-124,311	-112,517	-106,702	-99,374	-107,225	-102,702	-96,958	-95,198	-85,355	-77,094	-79,471	-75,730	-68,895	-60,525	-56,249	-42,097	-60,027	-56,249



ATCAA Fiscal Officer Narrative – August 2025 p1

ATCR and Varley audits complete. Admin budget presented this meeting. No change in cash flow, internally borrowing from cash advances (HHAP2 HHAP3 & HHAP4). New bank PNC is in operation – credit card in process. Training of new Fiscal Officer Jen Kraskouskas going well.

Housing – Denise Cloward Issue: subcontract monitoring

Housing is fully operational

Emergency Shelter Grants (ESG): 2023 round –Spending 2024 RR non-competitive and Shelter (\$200k) received 9/24. **Signed** new ESG grant **~308K**– combining fewer funds altogether in rapid rehousing and shelter

CalWorks – New Tuolumne 2024-25 contract **complete**. 2025-26 contract in hand.

Continuum of Care (CoC)

CoC HHAP1: 4-county \$1.9 million Round 1 CoC funds are **fully spent, ended** June 2025, with some budget revisions.

CoC HHAP2: \$700k split between 4 counties, 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, all subcontracts received, spending in process.

Coc HHAP5: \$2,059k in funding secured, cash advance of half of contract received, all subcontract budgets received.

Varley Place: One vacant unit 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. **\$55k roof repair was completed with reserve funds**. Approved \$2,500 cost increase due to newly found problems.

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. Repairs tapped into reserves.

Food bank – Miko Daniels Issue: CDBG funding loss, Federal TEFAP funding uncertainty

Food bank is fully operational – full time from warehouse, new program manager hired.

Community Dev. Block Grant (CDBG).

New CDBG \$475k 2 year started 10/23 in process. Detailed quarterly billings, 2025 CDBG contract for \$265k can't be applied for by Tuolumne County due to lack of prior year audit submittals; funding expected late 2026 – available reserves are projected to last until May '26. Need to resolve disconnect.

Emergency Food Assist. Program (TEFAP): Spending regular current annual \$53k allocation, starting Oct 2024. **Received \$92,000 additional funds to be spent by 9/25**. This pays for staff and support to handle free Federal commodities – billed quarterly. **2025-26 may face Federal funding cuts**

CalFoods: 2024-25 \$43k - only pays for CA food – new funding. An additional \$206k was granted was spent by 4/25 – same conditions. The two "one-time" grants summing to \$250K were spent by 4/25 (the remaining unspent 60%).

Capital improvement project: Budget revision approved – up to \$900k available over many years. Purchasing new rollup doors, fencing, cooling fans and vehicles in process. Billing for \$300k in budgeted expenses now complete. Project end dates 6/30/26.

Steinberg/Goldberg foundation: New \$40k received, to be spent **before 12/25**.

PG&E food box: Received \$12K in new funding for food box reimbursement, to be spent before 8/25.

ATCAA Fiscal Officer Narrative – August 2025 p2

PG&E food box: Received \$12K in new funding for food box reimbursement.
Pantries: pays for food on a per pound basis
Donations: Strong support through the holidays. Are spending a large portion of support funds, due to CDBG delay.

Energy –Alicia Hanks Issue:

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 –point system re-implemented resulting in a decrease in the number of households we will be able to assist.

2022 DOE WAP: \$52K Contract completed. Closeout Report submitted

2023 ESLIHEAP: Contract completed. Closeout Report submitted

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

2024 LIHEAP: \$1.3M Contract completed. Closeout Report is in process

2024-25 Prop-1 Water Conservation TCRCD: \$292K T-Stan IRWM contract in process

2024 LIHEAP Wx MOA with IMACA – in process

2025 LIHEAP: Received Amendment-1 increasing value to \$1.987M

2025 LIHEAP Wx MOA with IMACA: MOA received from IMACA to continue service

Amador youth – Pat Porto Issue: Non-federal match

Full time work, sometimes from home.

Drug Free Community coalition initiative: Spent \$108k first year of 5 yr contract at \$125k/year. New contract for yr 2 being spent. Struggling to find in-kind match.

Foster Youth: Funds from foster youth and donations combined for future use.

Tuolumne youth – Bob White Issue:

Staff is at optimum level

Friday Night Live (FNL): New ARPA \$26k funds spent.

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

Mentoring: New prevention and mentoring \$75k continues through 6/26

Suicide prevention: New \$104k contract received through 6/26

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

Community – various Issue:

Staff ramping up, outreach increasing

Lifeline (Marie): With CSBG support, operations running with a small positive result.

Community Services Block Grant (CSBG): 2025 \$279k contract is in operation. No 2025 Discretionary contract \$26k was received this year.

CSBG EITC (Kristy): New EITC Contract at \$220k year-around contract runs 12/25-6/26.

IRS VITA contract for \$60k for 24-25 Federal fiscal year in operation to 9/25.

Early Child Services – Kindy Issue: Carryover funds

Head Start/State preschool & Early Head Start in operation

Head Start/Early Head Start. New carryover request approved. Monitoring remediation now complete.

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

Cal State Preschool Program (CSPP): \$687k contract **complete; new 25-26 approved at \$687K**. Will use \$168k cost adjustment funding as needed.

ATCAA Fiscal Officer Narrative – August 2025 p3

Administration – Issue:

Admin 24-25 budget ran negative \$37k due to increased audit, legal, and staffing (fiscal officer duplication) costs. **Preliminary actuals show \$92k negative, due to \$9k increased expense and \$45k less revenue (more expected through audit). Anticipating a revised indirect cost rate (ICR) increase from 10.2% to 11.5% in coming months to erase future deficits. Near term staffing cutbacks in place to manage to budget until ICR increase is approved.**

ATCAA LOC: ATCAA has no external Line of Credit (LOC). ATCAA's cash balance resulting from contract advances is adequate to support cash flow.

Health insurance/special projects Issue:

Workers Comp premiums have been reduced by 21% in 2025 from \$125k to \$99k.

Health fund running even. Insurance premiums (employer paid portion) will remain flat due to ATCAA negotiating success.

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



ATCR

AMADOR TUOLUMNE COMMUNITY RESOURCES

We are a 501(c)3 Nonprofit Organization.
Federal Tax ID #94-3136027

SUPPORTING AMADOR TUOLUMNE COMMUNITY ACTION AGENCY IN PROVIDING CRITICAL HUMAN SERVICES

10590 Highway 88, Jackson, CA. 95642

Phone: +1 (209) 223-1485 / Fax: +1 (209) 223-4178

**2025-01 RESOLUTION OF
AMADOR-TUOLUMNE COMMUNITY RESOURCES (ATCR)
BOARD OF DIRECTORS**

WHEREAS, the Board of Directors of Amador-Tuolumne Community Resources, a public California nonprofit corporation ("ATCR"), desires to acquire two (2) contiguous improved parcels of real property located at 59 Columbia Way, Sonora, California, being further described as Assessor's Parcel Numbers 001-053-011-000 and 001-053-012-000 ("Property").

WHEREAS, negotiators designated by the Board of Directors negotiated with the owners of the Property for the purchase thereof by ATCR at a price of Four Hundred Thousand Dollars and no cents (\$400,000.00).

WHEREAS, prior to consummation of the acquisition, publication of a notice of intent to purchase the property is required, once a week for three successive weeks prior to the board meeting to consummate the purchase, in a newspaper of general circulation in the County of Tuolumne.

NOW THEREFORE, BE IT RESOLVED AND ORDERED by the Board of Directors of Amador-Tuolumne Community Resources, as follows:

1. That this Board at its special meeting on or after 1 P.M. on Friday August 15, 2025, located at 427 Hwy 49, Sonora, California, intends to authorize a transaction in which ATCR will purchase real property in the incorporated area of the City of Sonora, County of Tuolumne, State of California, identified as Assessor's Parcel Numbers 001-053-011-000 and 001-053-012-000, more particularly described in Exhibits A and B attached hereto and made a part hereof, from Bottom Feeder International Inc., a Nevada corporation, and Scott McDonald, and individual, as tenants in common, for a purchase price of Four Hundred Thousand Dollars and no cents (\$400,000.00).
2. The Secretary of the Board of Directors is directed to publish the Notice of Intent in the form as set forth in Exhibit C attached hereto.

ADOPTED BY THE BOARD OF DIRECTORS OF ATCR on July 29, 2025.

AYES: 5
NOES: 0
ABSENT: 1
ABSTAIN: 0



Candace Raupach, Chair of the Board of Directors

ATTEST:



Janessa Stone, Board Secretary

EXHIBIT A

Legal Description

Real property located in the incorporated area of the City of Sonora, commonly known as 427 North Highway 49 or 59 Columbia Way, Sonora, California, and more particularly described as:

Parcel One:

Parcel A, as shown and designated on that certain Parcel Map filed in the office of the County Recorder of Tuolumne County, California on May 5, 1992 in Book 30 of Parcel Maps, at page 51-52.

Parcel Two:

A Non-exclusive easement for Driveway purposes and incidentals thereto, over and across a portion of Parcel B, as said Parcel and Easement are shown and Designated on the above referenced Parcel Map.

Parcel Three:

Parcel B, as shown and designated on that certain Parcel Map filed in the office of the County Recorder of Tuolumne County, California on May 5, 1992 in Book 30 of Parcel Maps at page 51-52.

Assessor's Parcel No: 01-53-11 & 12

Map:



EXHIBIT C

NOTICE OF THE INTENT TO PURCHASE REAL PROPERTY

NOTICE IS GIVEN that the Board of Directors of Amador-Tuolumne Community Resources, a public California nonprofit corporation ("ATCR"), intends to purchase real property in the incorporated area of the City of Sonora, California, identified as APNs 001-053-011-000 and 001-053-012-000. The property is being acquired from Bottom Feeder International Inc., a Nevada corporation, and Scott McDonald, as tenants in common for a purchase price of Four Hundred Thousand Dollars and no cents (\$400,000.00). The ATCR Board of Directors will hold a special meeting to authorize purchase of the property and approve a purchase agreement on or after 1 P.M. on Friday August 15th, 2025, located at 427 Hwy 49, Sonora, California.

Public notice of ATCRs intention to purchase the property shall be published once a week for three consecutive weeks in accordance with Government Code Section 6063.

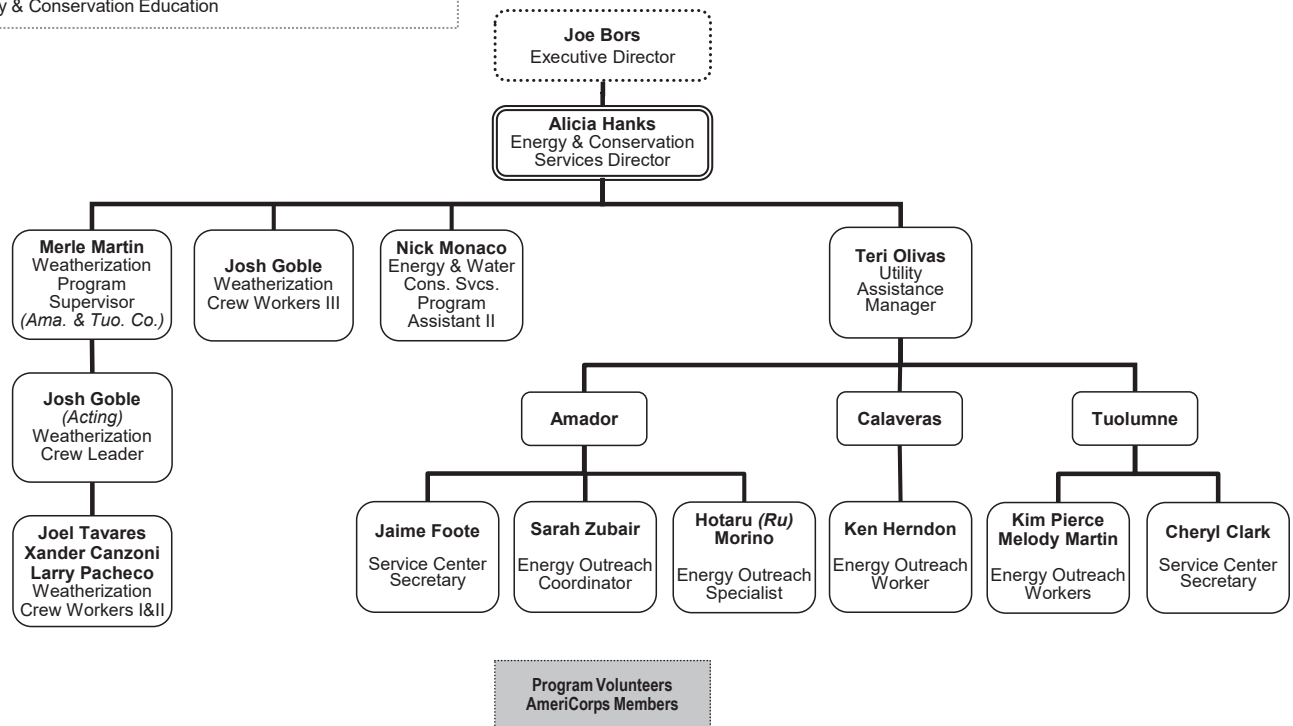


PROGRAM PRESENTATIONS

For the
Amador Tuolumne Community
Action Agency
Board of Directors
2025

Energy & Conservation Services
Amador, Calaveras & Tuolumne Counties

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



Contracts/Amendments

- 3127.1 2024 LIHEAP for \$1,970,775 100% Complete
- 3127.2 2024 SLIHEAP for \$49,222 100% Complete
- 3350.1 Prop-1 Water Conservation \$292,000 61 homes completed to date
- 3450.1 2023 TSIRWMA Well Testing for \$38,400 99% Complete
- 3128.1 2025 LIHEAP for \$1,896,944 45% Complete
- 3220.1 6/23-6/27 BIL DOE WAP for \$938,372 1% Complete
- 3222.1 6/22-6/25 DOE WAP \$52,238 100% Complete

Accomplishments

- 24 SLIHEAP Closeout Submitted
- 23 ESLIHEAP Closeout Submitted
- 22 DOE WAP Closeout Submitted
- 4 DOE WAP Jobs completed 1 BIL DOE Home Completed
- IMACA Weatherization Started for 2025
- TSIRWMA Well Testing funds Moved to Provide Local Water Stations
- Calaveras Outreach Worker in San Andreas 2x weekly and Murphys 1x weekly

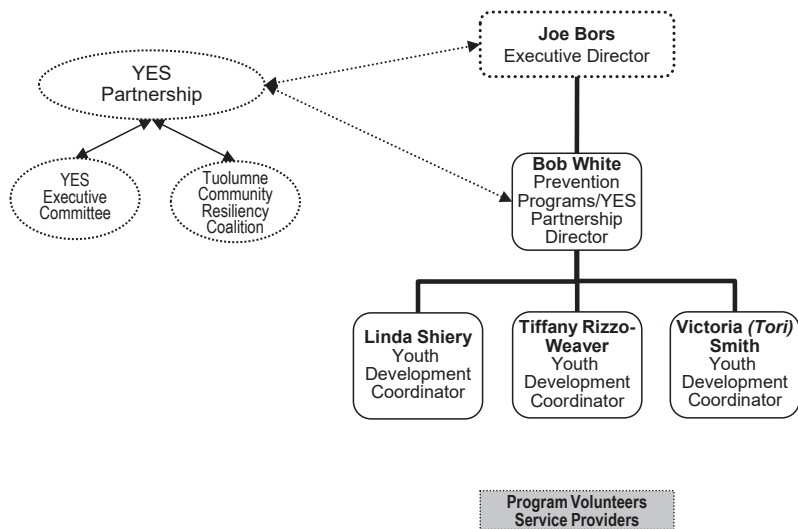
In Progress

- 5 BIL DOE WAP Homes Waiting for Inspection
- Additional DOE training in place
- 2025 CSD Monitoring taking place 7/14-8/15/25
- 24 LIHEAP Closeout in Process

Energy Programs on Plan, 4 Contracts Completed

Tuolumne Prevention Programs

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



Contracts/Amendments

- FY 25/26 \$104,225-Suicide Prevention Program Services
- FY 25/26 \$75,000-Substance Abuse Primary Prevention & Mentoring Services

Accomplishments

- Tiffany Rizzo-Weaver, Linda Shiery, and Tori Smith attended the California Friday Night Live Partnership (CFNLP) Leadership Training Institute (LTI) in Visalia on July 22-24.
- Tiffany Rizzo-Weaver was awarded the “Rising Star Award” from the CFNLP at LTI on July 24.

In Progress

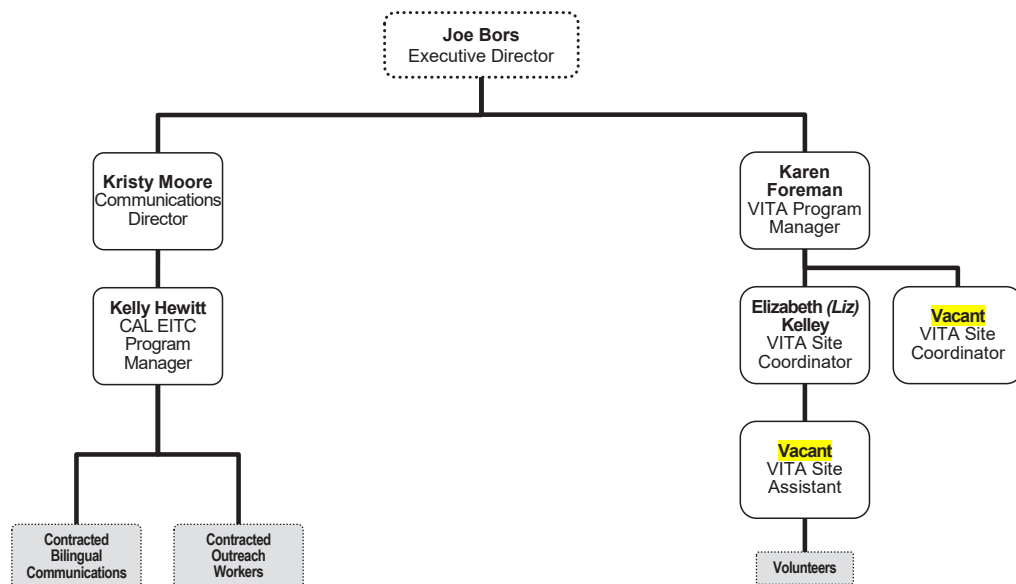
- Friday Night Live (FNL) program closure from June 23 – August 17.
- Suicide Prevention Month in September.
- Youth Mental Health First Aid (YMHFA) training on September 12.
- Applied Suicide Intervention Skills Training (ASIST) training on September 25-26.

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.





TAX ASSISTANCE

Karen Foreman/Kelly Hewitt



Contracts/Amendments:

VITA – Volunteer Income Tax Assistance Grant – an IRS funded grant.
10/1/2024 – 9/30/2025. \$65,000

Free tax preparation for households earning \$6k or less and within VITA's scope. Clients choose from virtual, drop-off and in-person tax preparation options along with free self preparation options.

Betty

Age 67, works part-time, has a pension and social security and is raising her two grandchildren. Betty received an \$800.00 refund she is using to pay for her grandkids' cheerleading and sporting events.

Kate and Sean

Kate and Sean have two kids and have credit card debt. Kate and Sean received a \$6000.00 refund which was enough to pay off their credit card.

Contracts/Amendments:

California Earned Income Tax Credit/CalEITC+ Education, Outreach and Tax Program Support Grant. Funded by the Franchise Tax Board and administered by CSD.
12/1/2025 - 6/30/2026. \$220,000

A portion of this grant allows for expanded free tax preparation support for low-income residents within California's rural counties. Funds from this grant have helped us significantly expand our local tax program. Visit ATCAA's separate website at <https://www.mycalaitc.org/> to learn more.

ATCAA Sonoma Service Center - Return Preparation Analysis 2025

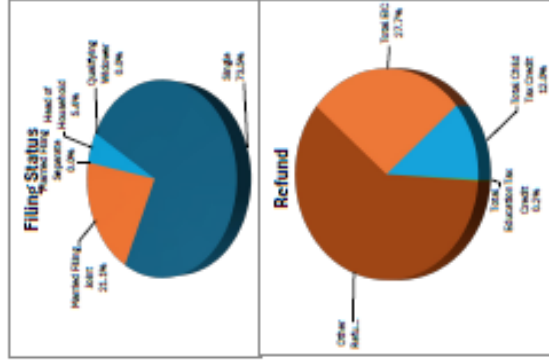
VITA Report Overview	
2024-2025 Filing Season	100
2024-2025 Filing Season	100
2024-2025 Filing Season	100
2024-2025 Filing Season	100
2024-2025 Filing Season	100
2024-2025 Filing Season	100
2024-2025 Filing Season	100
2024-2025 Filing Season	100
2024-2025 Filing Season	100
2024-2025 Filing Season	100

VITA Report Overview	
2024-2025 Filing Season	100
2024-2025 Filing Season	100
2024-2025 Filing Season	100
2024-2025 Filing Season	100
2024-2025 Filing Season	100
2024-2025 Filing Season	100
2024-2025 Filing Season	100
2024-2025 Filing Season	100
2024-2025 Filing Season	100
2024-2025 Filing Season	100

Oct-Dec 2024 Paperless+ Returns - 100% 37 Cycles 40 - 52

State Returns	100
Refundable Money Earned	\$ 100,000

*Based on the current National Society of Accountants (NSA), Form 1040 (Prescribed Sub A & State) Minimum Fee for State of California. It is authorized that the VITA/ITSE program receive an average of \$471 for every return prepared.



Janelle

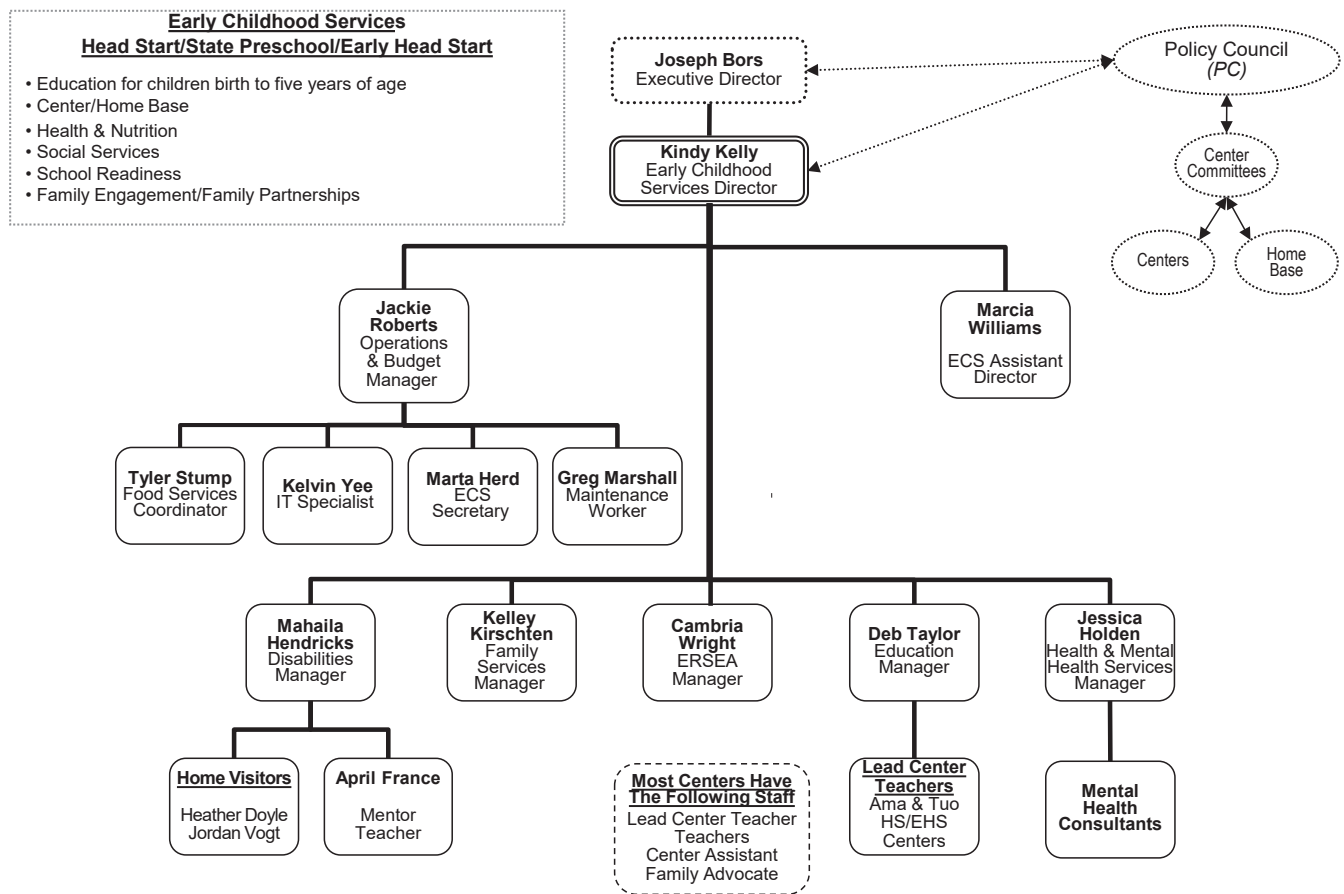
Working single mom of three. Janelle attempted to file her tax return herself but was disappointed at her potential tax refund. ATCAA prepared her current tax return plus reviewed the two previous tax returns and found missed credits Janelle received a \$15,000 refund and is using it to move into a bigger home and go back to school.

Diane

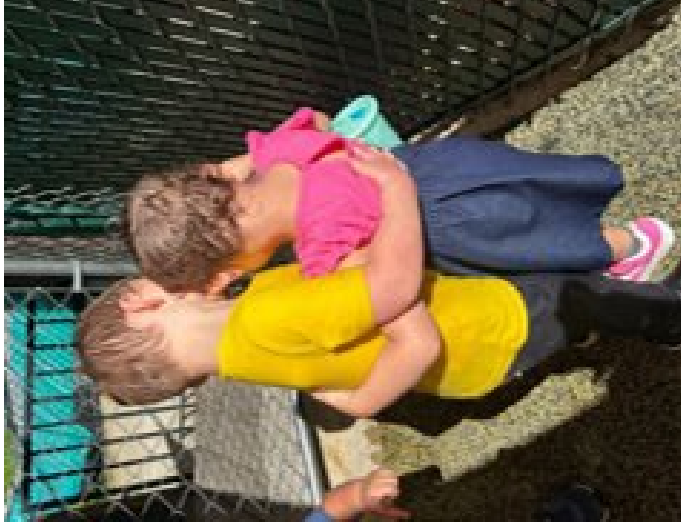
Diane, the Social Worker with home bound client. Diane was able to assist her clients by utilizing our virtual tax preparation service allowing us to prepare and file her client's tax return without them leaving their home.



Learn more at <https://www.atcaa.org/tax-assistance> | Call our tax line at 209-268-6232

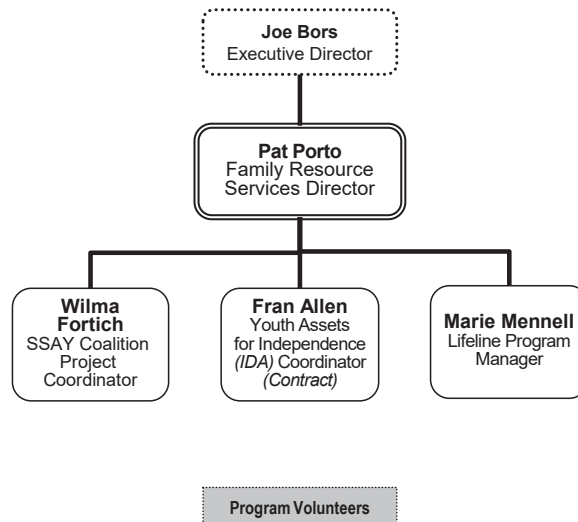


- Continued updates to policies to reflect Office of Head Start changes (Employee Wellness and Engagement just approved by Head Start/ Early Head Start Policy Council)
- Grant finalized and approved by Policy Council
- Annual Report is finalized and available on the ATCAA/Head Start website
- Site Leadership staff return on Aug 4th – all ECS staff return on Aug. 11th
- Head Start is back in session on August 20th



Family Resource Services

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



7-2025

Contracts/Amendments:

- Drug Free Communities (DFC) for SSAY Coalition, year 2
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: DETAILS REGARDING MONTHLY PROGRAM PROGRESS & ACCOMPLISHMENTS, ARE REPORTED IN IN A SEPARATE SLIDE, PROVIDED BY THE SSAY PROJECT COORDINATOR, Wilma S. Fortich. Monthly meeting attendance remains steady with 8-14 community members attending, both in-person and Zoom. The Project Coordinator and I are currently working on the 2024-25 DFC year-end report, which is due Aug. 15th. Outreach with the youth committee has continued during these summer months.
- Parent's Place: One class is offered monthly for each location, in Lone and Jackson. It includes Early Head Start, and Head Start parents / caregivers.
- Homeless Shelters: Monthly classes are offered at the Sonora shelter, and both Jackson shelters.
- Outreach work continues. I attend approximately 8 – 10 different Amador County coalitions, councils, roundtables, and organizations, sharing information about ATCAA's services, and the SSAY Coalition.

Accomplishments:

- Working on our DFC 2024-25 year-end report, we have been able to compare advancement in many program areas compared to our 2023-24 report. Most notably is success creating a youth committee who chose a name and are creating community projects; we now having an operational SSAY Youth Coalition website and Facebook page; and have increased a more diverse array of Coalition members and partnerships.
- EHS – HS: During the summer months I only meet with the EHS parents. In July, 2 attended the Lone Parent's Place, and 2 attended the Jackson Parent's Place.
- Shelters: In July, 2 parents attended the discussion at the Water Street shelter; no residents available at the Broadway shelter due to the residents primarily being elderly; I did not go to Sonora shelter due to issues residents were experiencing at that time.
- Outreach efforts continue to connect ATCAA with a variety of collaborations and opportunities, via community meetings.

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

July 2025

Contracts/Amendments:

Drug Free Communities (DFC) for SSAY Coalition

Grant Period: 10-1-2023 to 9-30-2028 \$125,000 per year

In Progress:

- Wilma, the Project Coordinator of the SSAY Coalition has been meeting with the Voices of the Youth during summer vacation at the Jackson ATCAA office.
- The Little Free Libraries are the Voices of the Youth Committee's first project. The members are almost finished decorating and it will be placed at Sierra Yard Building Supply in Pine Grove.
- Voices of the Youth Committee members are creating a PowerPoint to use for their presentation to the Upcountry Lion's Club in September.
- Monthly meeting attendance remains steady with 8-14 community members monthly, both in-person and Zoom.
- Wilma attends approximately 8 – 10 different Amador County coalitions, councils, roundtables, and organizations, sharing information specific about the SSAY Coalition.

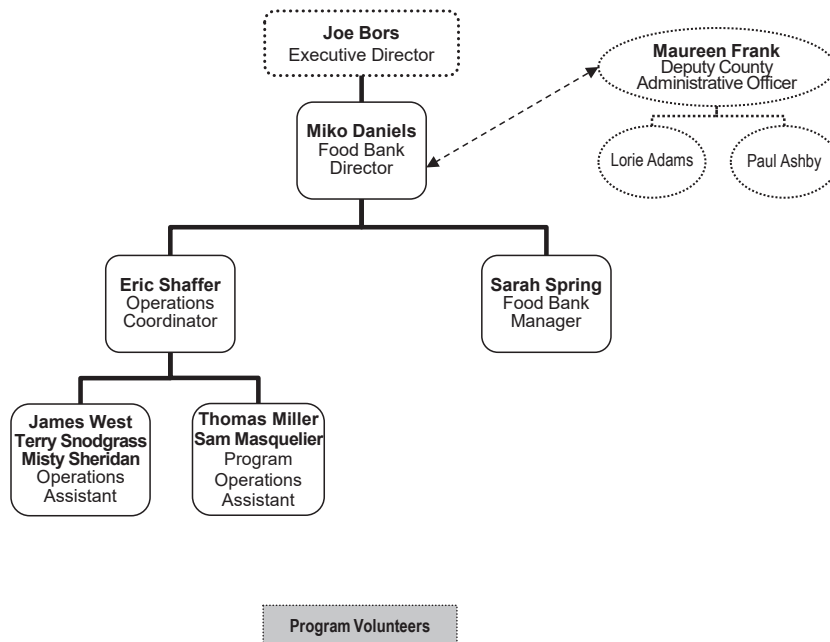
Accomplishments:

Voices of the Youth Committee members wrote birthday cards for Lifeline clients.



Tuolumne Food Program

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



Contracts/Amendments:

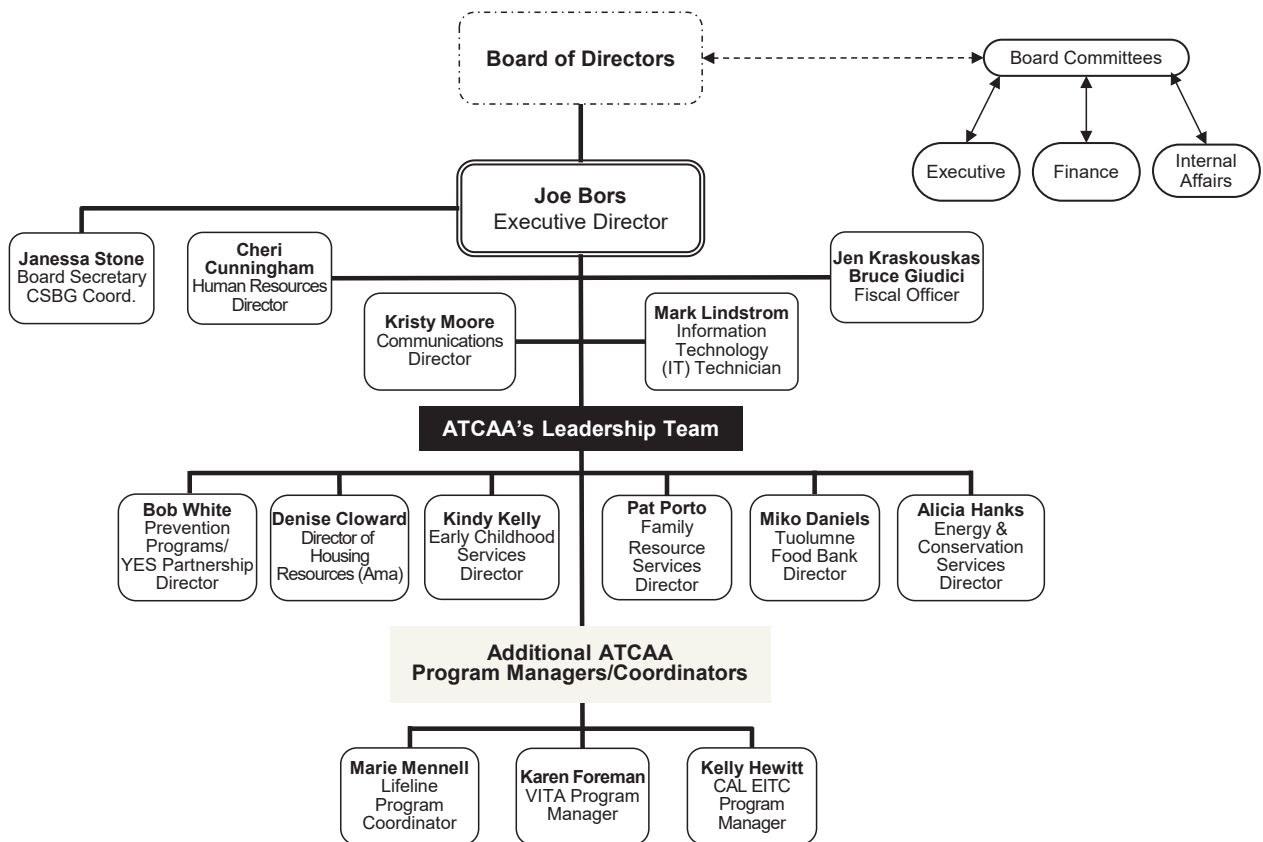
- **Local Food Purchase Assistance (LFPA)** – Our current contract will remain in effect for the rest of the current performance period (July 31, 2026), but USDA has confirmed that there will not be another round.
- **TEFAP** – ATCAA Food Bank has been awarded an additional \$90+K!!
- **TEFAP Reach and Resiliency 2** – This grant ended 6/30/2025. Final report was sent 7/31/2025.
- **Capacity Grant** – Nearly \$630K to spend on upgrades to the food bank warehouse by June 2026! Currently in the re-bidding process.
- **Anthem Blue Cross Food Insecurity Grant** - Food Bank Director applied for this grant of \$10K. We received word that we did not receive this grant, but Miko will continue applying to grants with Carrie's help.

In Progress:

- **Pantries/Sites** - We held meetings with all sites to review compliance requirements and Food Bank operations. Pantries and sites are currently being scheduled for inspection and documentation will be updated and current for all (by end of summer).
- **Retail Rescue** - Miko and Sarah went with Melanie (Second Harvest) to numerous retail locations where the food bank and pantries receive donated food. Managers/receivers were updates on our process and requirements. Miko and Sarah will visit the rest of the retailers in upcoming weeks to ensure all retail rescue locations are up to date.
- **Volunteer Appreciation** – This event is postponed until further notice and we expect to have the new event date soon.
- **Kids Club** – School is out! Kids Club applications for the next school year will go out soon!
- **Team Training & Certifications** – There is now a certification wall at the food bank inside the office area. All staff are doing their best to obtain as many certifications as possible. Certifications include ServSafe Food Handler and CPR/First Aid, etc. Ongoing.

Accomplishments:

- **Face Lift at the Food Bank** - Come by to see the many changes that have occurred at the food bank! (many more to come)
 *The front office is a whole new world!
 *The yard and the perimeter of the parking lot have been cleaned up so much that 4-5 more cars can park on distribution days!
 *Weed eating the lot will be completed again in the next few weeks.
 NOTE: WE STILL NEED TO HAVE THE CALTRANS OWNED TREE BEHIND OUR YARD REMOVED BEFORE THIS WINTER!
 WE CALL AND EMAIL OFTEN AND STILL HAVE NOT RECEIVED ANY RESPONSE.



4 Worker's Comp.
Claims in 2024

351 Applications
Received in 2024

W/C Ex Mod History	
*2025/2026	133
2024/2025	152
2023/2024	151
2022/2023	179
2021/2022	184
2020/2021	252
2019/2020	239
2018/2019	168
2017/2018	132

HIRED - 2024	
Admin	7
Community Svcs	3
ECS	13
Energy	4
Food	6
Housing	1
Youth/Family	2
	36

*Projected

Medical Leaves 2024	
Pregnancy/ Baby Bonding	3
FMLA/CFRA	11
Misc	1
	15

SEPARATIONS - 2024

INVOLUNTARY	
Reasons	
Performance issues	3
Other	
	3
By Program Area	
Administration	
Taxes	
Early Childhood Education	1
Energy	
Food	1
Housing	1
	3

VOLUNTARY	
Reasons	
Stay at home mom	
Facing performance issues	
Job/Different career path	
Medical/Nursing	2
Cal-Trans	1
Tuo School District	1
Other/Unknown	4
Took a job with the County	2
Retired	2
Medical issues: self or family	2
Moved out of State	3
Decided job wasn't for them	3
Unknown - Personal	2
	22
By Program Area	
Administration	6
Community Services	1
Early Childhood Education	7
Energy	3
Food	3
Housing	1
Taxes	1
	22



Organizational Chart – July 2025
Amador/Tuolumne Joint Powers Agreement



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

Information Technology (IT)

- IT Planning & Development
- Employee Computer training

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 Modulars
 - 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.

AUGUST 2025

Contracts/Amendments:

- Sutter Health Investment Grant: MOU, W-9, and invoice emailed to Sutter Health. Grant is approved, SAH is following up on payment.
- Report generated. SAH following up on payment.

In Progress:

- VMRC is paying for a client's Lifeline subscription. Working to get approved as a vendor.
- Working on a social media blast for more volunteers.
- Joined High Performance Organization (HPO) committee.
- Waiting for Lifeline's repaired personal help buttons. Ready to exchange equipment when units arrive.
- Working on a social media post on Lifeline equipment.

Accomplishments:

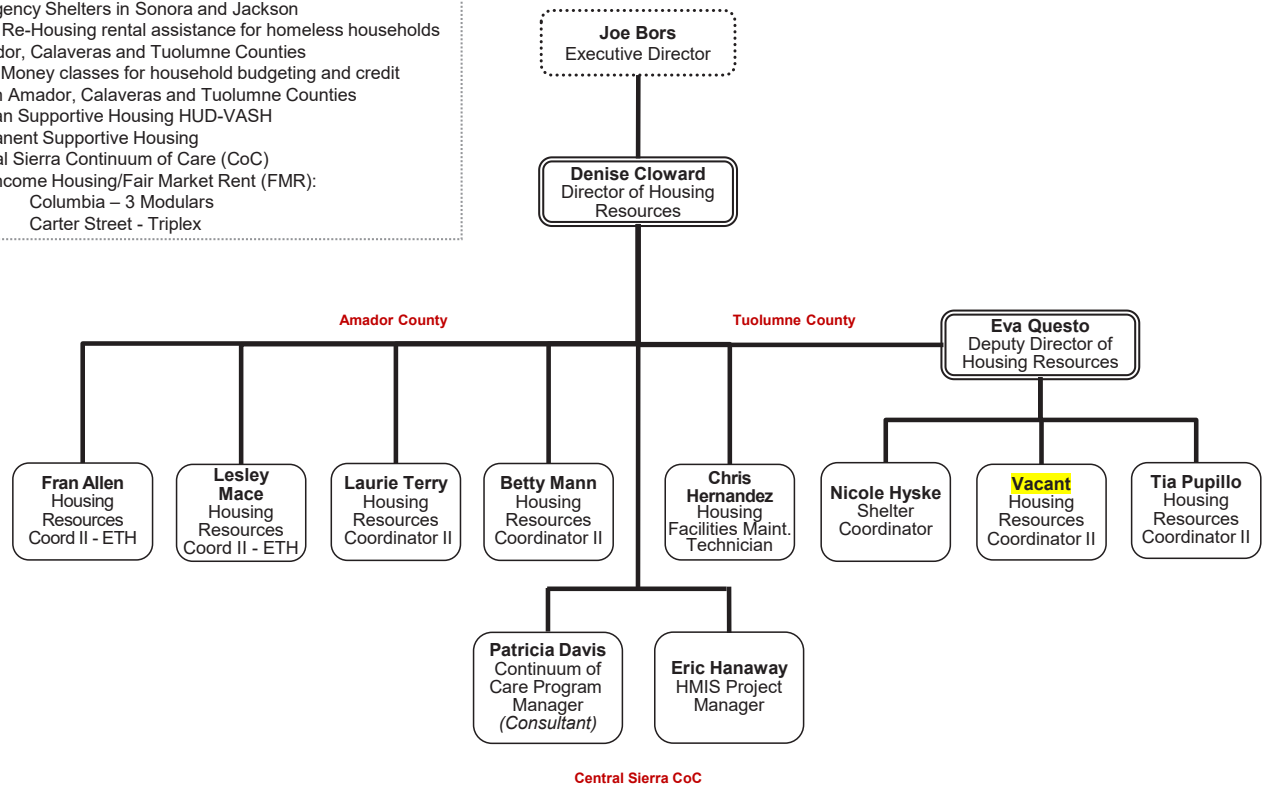
- A client on hospice is gifting her Mini cellular unit so we can give it to someone who cannot afford a unit.
- VMRC is paying full price (\$65.00) for a client that was paying \$20.00.
- Signed up a returning Checker!
- 22 clients are taking advantage of the prepay for 11 months and get the 12th month free option.
- 40 clients are taking advantage of our monthly credit card payments.

Upcoming Events:

- Rollingwood Coffee and Conversation presentation, August 1, 2025.
- Upcountry 88 Lions's Bowling Fundraiser August 23, 2025 (Lifeline is a recipient of funds raised.).
- Celebrate Pine Grove, September 12, 2025.
- Amador Adult Education Resource Fair, September 15, 2025.
- Calaveras County Health Fair, September 25, 2025.

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
- Permanent Supportive Housing
- Central Sierra Continuum of Care (CoC)
- Low Income Housing/Fair Market Rent (FMR):
 - Columbia – 3 Modulares
 - Carter Street - Triplex



Contracts/Amendment

Anthem – CalAIM support start up capacity funding -99k
Health Net-Cal AIM support –Capacity funding – 40K

Accomplishments

Columbina unit Tenant walk through
Close outs HDAP, Whole person Care, all CoC grants FY 2025
Annual reporting ESG- Capers x 4 reports, SAGE reports x4
CoC website revisions
Community Support provider Managerial Compliance Training
Meeting with Amador County to collaborate on Transitional rent for Beh Health Population
Meeting Tuolumne County Vet Building discussion for possible collaborations
Train Sierra Hope HUD ESNAPS System
Coordinate Entry regional revisions meeting
Dept of Health Care/ATCAA Cal AIM Community Supports training (part 1)
Transitional rent meeting Amador County Behavior Health
Sutter Hospital meeting, Collaboration Cal AIM
Violent Intruder training
New safety binders all shelters
Varley roof complete, and reporting

In Progress

HHAP R 6 Application due in Aug 2025
Varley Place unit turn over
Open hire Cal Aim supports provider Tuolumne County
Staff housing budget FY 25-26- All staff but 2 moved from 40 TO 37.5 hours
CACFP Annual program renewal application w Head Start

ATCAA has very limited rental assistance to deliver in Amador County, as no County contracts in collaboration.
ATCAA will continue to be the CES line for all calls until Feb 2026, working to discuss continuing to be the main call in line for Coordinated Entry, or passing off to Amador Social Services due to lack of funding. 1025 annually expected for Housing services.



Administration

- Fiscal Management
- Human Resource Management
- Program Support

Amador Lifeline Program

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

ATCAA Information Technology (IT)

- IT Planning & Development
- Employee Computer training

VITA

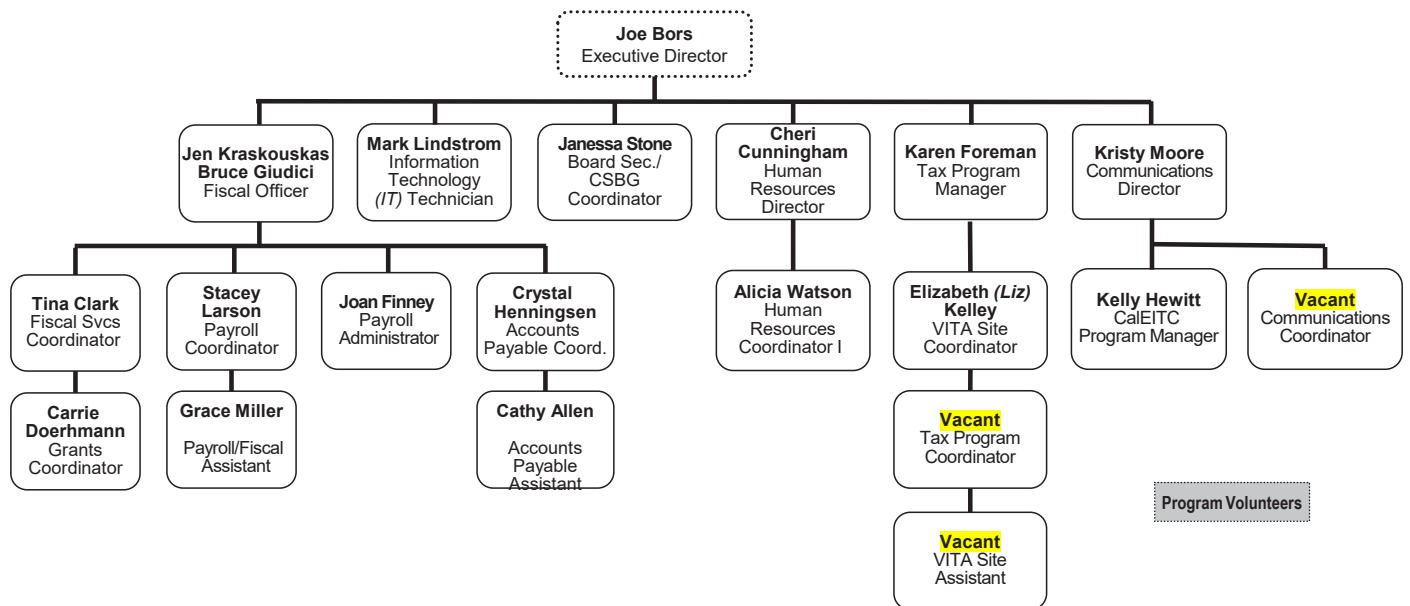
- Volunteer Income Tax Preparation Program for income eligible residents

CAL EITC

- Education and Outreach for the California Earned Income Tax Credit proven to be one of the most effective poverty fighting measures in California

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



Contracts/Amendments:

California Earned Income Tax Credit (CalEITC+) Education & Outreach Grant

12/1/2025 - 6/30/2026. \$220,000

Marketing, education, outreach and tax prep support for rural low-income residents. ***This state funded grant managed by CSD changed the contract terms from year-around to 7 months. Amount remains the same.***

In Progress:

- Closing out the 2024-25 California Earned Income Tax Credit grant. Preparing budgets and workplans to allow for shorter contract term.
- Continued website modifications on ATCAA.org including easier way for donors to donate online. Website updates for YES Partnership, SSAY Coalition and MyCal
- Researching private and foundation funding sources to possibly supplement programs and other areas where funding has been reduced.

Update:

- Uncertain funding is forcing the decision to not fill the Communications Coordinator position at this time. Communications will be training key personnel in most departments to help with their program's share of communications updates.
- Presented to two large groups of CA State Retirees groups in Jackson and in Jamestown.

Just a few shots from our recent Family Fun Day at Greenhorn Creek. Thank you Joe for putting this all together and thank you Board members Jennifer Grenland and Frank Axe for sharing the fun with us.



Putting contest winner – Mr. Jennifer Grenland!!!



Face Panthers – Miko and Sarah from the Food Bank!



Corn hole tournaments winners – Teri Olivas and daughter!



Management Bulletin 25-05

The purpose of this Management Bulletin is to notify California State Preschool Program contractors of the revised Schedule of Income Ceilings and the updated Income Ranking Table.

Early Education Division

Subject: Revised State Median Income Ceilings and Income Ranking Table for Fiscal Year 2025–26

Number: 25-05

Date: June 2025

Expires: June 30, 2026

Authority: California *Education Code (EC)* 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) 2025–26
- 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 2025–26

This MB rescinds and replaces MB 24-05.

Policy

Effective July 1, 2025, 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, 2025. The schedule must also be used for determining maximum monthly income for 15 percent above the income eligibility threshold.

State Fiscal Year 2025–26 Schedule of Income Ceilings

Family Size	Family Yearly Income Ceiling (100 percent of State Median Income [SMI])	Family Monthly Income Ceiling (100 percent of SMI)	Maximum Monthly Income for 15 percent above Income Eligibility Threshold
1-2	\$96,854	\$8,071	\$9,282
3	\$109,904	\$9,159	\$10,532
4	\$127,338	\$10,612	\$12,203
5	\$147,712	\$12,309	\$14,156
6	\$168,086	\$14,007	\$16,108
7	\$171,906	\$14,326	\$16,474
8	\$175,726	\$14,644	\$16,840
9	\$179,547	\$14,962	\$17,207

10	\$183,367	\$15,281	\$17,573
11	\$187,187	\$15,599	\$17,939
12+	\$191,007	\$15,917	\$18,305

Source: 2023 American Community Survey (ACS) Public Use Microdata Sample File

Note: Pursuant to the California *Education Code (EC)*, Section 8213(c), the 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, 2025, contractors must use the revised [Income Ranking Table](#) (XLSX) when determining enrollment priorities for families. The revised Income Ranking Table is not provided for the purpose 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 2025 reporting period, the updated SMI thresholds for FY 2025–26 will take effect for contractors who local educational agencies (LEAs) operating CSPP and reporting in the California Preschool Data Collection (CAPSDAC) system. LEAs reporting in CAPSDAC are school districts, charter schools, county offices of education, and school districts acting on behalf of one or more schools within the school district. 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 2025–26 will take effect for contractors who are community-based programs in the Child Development Management Information System (CDMIS), beginning in the July 2025 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 children enrolled in this category 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.

Resources

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

If you have fiscal questions regarding the information in this MB, please contact your assigned CDE, Early Education Nutrition and Fiscal Services (EENFS) fiscal apportionment analyst. The CDE, EENFS Fiscal Apportionment Analyst Directory web page 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, and is not prescriptive, pursuant to *EC* Section 33308.5.

Questions: Early Education Division | 916-322-6233

Last Reviewed: Friday, June 6, 2025

Management Bulletin 25-06

This Management Bulletin notifies California State Preschool Program contractors of the Fiscal Year 2025–26 Family Fee Schedule, effective July 1, 2025, and provides guidance on calculating family fees.

Early Education Division

Subject: Assessment and Reporting of Family Fees for Fiscal Year 2025–26

Number: 25-06

Date: June 2025

Expires: June 30, 2026

Authority: California *Education Code (EC)* sections 8252–8254 and *Welfare and Institutions Code (WIC)* sections 10290–10291; *California Code of Regulations*, Title 5 (5 *CCR*) sections 17733–17737

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

Purpose

This Management Bulletin (MB) is to notify California State Preschool (CSPP) contractors of the Fiscal Year (FY) 2025–26 Family Fee Schedule that will become effective July 1, 2025, and provide guidance on calculating family fees.

This MB rescinds and replaces MB 24-06.

Policy

Effective July 1, 2025, CSPP contractors must use the [2025–26 Family Fee Schedule \(XLSX\)](#) when:

- Assessing family fees for families at initial certification or at recertification
- A parent voluntarily requests a reduction to their family fees

The California *Education Code (EC)* Section 8253 and *Welfare and Institutions Code (WIC)* sections 10290–10291 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 the *California Code of Regulations*, Title 5 (5 *CCR*) Section 17735(a)
- Families with an adjusted monthly income below 75 percent of the state median family income as described in *WIC* Section 10290(e)(2)(B) or families that have an income level that, in relation to family size, is less than the first entry in the family fee schedule pursuant to 5 *CCR* Section 17735(c)

Directives for Implementation

For FY 2025–26, 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 amount of hours, the contractor may choose which contract the family fee assessment will be applied to. 5 CCR Section 17737 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

Beginning July 1, 2025, and in accordance with 5 CCR 17756(b), contractors are required to notify all families annually when the updated family fee schedule has been released by the CDE and remind families that they can voluntarily request a reduction to their family fee based on the new family fee schedule. Pursuant to EC Section 8208(e)(4) 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 2025–26 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

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

Contractor Reporting and Reimbursement

Contractors must report the amount of family fees assessed between July 1, 2025, and June 30, 2026, on the line *Family Fees for Certified Children* in the FY 2025–26 Enrollment, Attendance, and Fiscal Reports through the California Preschool Accounting Reporting Information System. 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 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

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

If you have fiscal questions regarding the information in this MB, please contact your assigned CDE, Early Education Nutrition and Fiscal Services (EENFS) fiscal apportionment analyst. The CDE, EENFS Fiscal Apportionment Analyst Directory web page 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, and is not prescriptive, pursuant to *EC* Section 33308.5.

Questions: Early Education Division | 916-322-6233

Last Reviewed: Friday, June 6, 2025