

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

	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**)
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**)
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**)
 - 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**)
 - 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**)
 - 4.3.1. Employee Engagement Policy
 - 4.3.2. Staff Wellness Policy
 - 4.4. Consideration and Approval of 2025 Nominating Committee (**ACTION ITEM**)
 - 4.5. Discussion of Board Member Attendance for Board meetings (*Org Std. 5.5*)
 - 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**)
- 6.3. Risk Management Updates (*Verbal*) (**Org. Std. 4.6**)
- 6.4. Executive Director 360-Review Evaluation Timeline (**Org. Std. 7.6**)
- 6.5. Executive Director participation in a 2026 CSBG Budget Task Force
- 6.6. NCAF Overview of Legislative Actions affecting ATCAA
- 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**)
- 7.3. Policy Council Minutes of *June 06, 2025*, meeting (**Org Std. 2.3**)
- 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
 - 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*)

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*)
- 11.2.** Prevention, Robert White (*Verbal Presentation*)
- 11.3.** Tax Assistance, Karen Foreman (*Slide Only*)
- 11.4.** Early Childhood Services, Kindy Kelly (*Slide Only*)
- 11.5.** Family Services, Pat Porto (*Slide Only*)
- 11.6.** Food Bank, Miko Daniels (*Slide Only*)
- 11.7.** Human Resources, Cheri Cunningham (*Slide Only*)
- 11.8.** Lifeline, Marie Mennell (*Slide Only*)
- 11.9.** Housing, Denise Cloward (*Slide Only*)
- 11.10.** Substance Solutions for Amador Youth, Wilma S. Fortich (*Slide Only*)
- 11.11.** Communications, Kristy Moore (*Slide Only*)

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
- 12.2.** CDE Management Bulletin 25-26 on Assessment and Reporting of Family Fees for Fiscal Year 2025-26

- 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.