

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

BOARD OF DIRECTORS MEETING

Friday/April 12, 2024 | 10:30 a.m.

LOCATIONS

Host, Cynthia Rockwell: **ATCAA Sonora Service Center**, 427 N. Hwy 49, Ste. 305, Sonora, CA 95370 (209) 533-1397

Host, Joseph Bors: **ATCAA Jackson Service Center**, 10590 Hwy 88, Jackson, CA 95642 (209) 223-1485

AGENDA

1. CALL TO ORDER:
2. ROLL CALL:

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

ATCAA Staff	
Joseph Bors, Executive Director	
Bruce Giudici, Fiscal Officer	
Cynthia Rockwell, Board Secretary	
Pat Porto, Family Resource Director	
Tonya Kraft, Lifeline Coordinator	
Denise Cloward, Housing Director	
Nancy Miner, Early Childhood Services Director	
Kristy Moore, Communications	
Ruth Brickner, Energy and Water Conservation Director	
Robert White, Prevention Program Director	
Cheri Cunningham, Human Resources Director	
Karen Foreman, CalEITC/VITA	

Others Present:



3. **PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.
4. **BOARD MEMBER APPOINTMENTS: (*Org Std. 5.1*)**
 - 4.1. Antionette Del Rio Lopez; Amador County, Low-Income Representative, (**ACTION ITEM**) Pg. 1
Tribal Council Member California Valley Miwok Tribes
 - 4.2. Andrea-Victora Lisbon, Tuolumne County, Private Sector Community Organization (**ACTION ITEM**) Pg.5
 - 4.3. Sabrina Smith; Calaveras County, Low-Income Representative (**ACTION ITEM**) Pg. 6
5. **CONSENT CALENDAR:** Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a board member(s).
 - 5.1. Approval of minutes from Friday, February 12, 2024 meeting (*Org Std. 2.3*) (**ACTION ITEM**) Pg. 13
 - 5.2. Head Start Monthly Statistical Report for Month of February 2024 (**ACTION ITEM**) Pg. 17
6. **NEW BUSINESS:**
 - 6.1. Iyno/Mono County Weatherization Memorandum of Agreement (MOA) (**ACTION ITEM**) Pg. 18
 - 6.2. Carryover Request for ATCAA Head Start: 09CH011917; 2024 Board Signature Needed (**ACTION ITEM**) Pg. 26
 - 6.3. HS/EHS Budget Revision; 2024 Board Signature Needed (**ACTION ITEM**) Pg. 29
 - 6.4. RENTENTION INCENTIVE ATCAA ECS EMPLOYEES 2024 – 2025: 2024 Board Signature Needed (**ACTION ITEM**) Pg. 31
7. **OLD BUSINESS:** Status of Internal Pending Claims/Actions Pg.
 - 7.1. Case #1 - Closed
 - 7.2. Case #2 – W/C Claim was denied. Appeal in process. Depositions occurred on 4/9.
8. **CSBG REPORT:**
 - 8.1. Update on 2023 CSBG Annual Report accepted as Final Submission March 5, 2024 (Verbal) (*Org Std. 2.2*)
 - 8.2. Community Needs Assessment Action Item Update (*Verbal Report*) (*Org Std. 2.3*)
9. **COMMITTEE REPORTS:**
 - 9.1. Finance Committee: Verbal Report of Friday, February 9, 2024 meeting
 - 9.1.1. Recommendation for Banking Change (*Org Std. 8.7*) (**ACTION ITEM**) Pg. 33
 - 9.1.2. Recommendation for Admin Budget Modification Pg. (**ACTION ITEM**) Pg. 37
 - 9.1.3. Financial Reports (*Org Std. 8.7*)
 - 9.1.3.1. Administrative Reports. Pg.38
 - 9.1.3.2. HS/EHS Reports. Pg. 43
 - 9.1.3.3. Program Fiscal Reports. Pg. 47
 - 9.1.3.4. Agency Financial Reports Pg. 49
 - 9.1.3.5. Fiscal Director Narrative. Pg. 50
 - 9.2. Executive Committee: Report on behalf of Wednesday, April 10, 2024 meeting
 - 9.3. Internal Affairs Committee: Has not met.
 - 9.4. Nominating Committee: Has not met.
 - 9.5. Early/Head Start Policy Council: Verbal Report of April 5, 2024 meeting

10. EXECUTIVE DIRECTOR REPORT:

- 10.1. 2023 ATCAA Annual Report
- 10.2. Succession Plan (DRAFT) Pg. 53
- 10.3. Calaveras Updates (Verbal Report)
- 10.4. In talks with I.C.E.S about possible merger (Verbal Report)
- 10.5. North Town Property for Sale (Verbal Report) Pg. 59

11. PROGRAM PRESENTATIONS/UPDATES: (*Org Std. 5.9*) Pg. 69

- 11.1. Human Resources, Cheri Cunningham (Verbal Report) Pg. 73
- 11.2. Food Ban, Lynne Ayers (Verbal Report) Pg. 83
- 11.3. Early Childhood Services, Nancy Miner (Slide Only) .
- 11.4. Communications, Kristy Moore (Slide Only) .
- 11.5. Prevention, Robert White (Slide Only)
- 11.6. CalEITC/VITA, Karen Foreman (Slide Only)
- 11.7. Lifeline, Tonya Kraft (Slide Only) .
- 11.8. Family Services, Pat Porto (Slide Only)
- 11.9. Energy Department, Ruth Brickner (Slide Only)
- 11.10 Housing, Denise Cloward (Slide Only)

12. INFORMATIONAL:

- 12.1. Policy Council Minutes, March 1, 2024 Pg. 90
- 12.2. Current CDE Management Bulletins Pg. 94

13. FUTURE BOARD MEETING:

- 13.1. Friday, June 14, 2024 at the ATCAA Jackson and Sonora Service Center

14. ADJOURNMENT:

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590. State Hwy. 88 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Sonora Service Center at 209-533-1397 or our Jackson Service Center at 209-223-1485 during business hours at least 48 hours before the meeting so appropriate arrangements may be made