

## AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

### Amador Tuolumne Community Action Agency INTERNAL AFFAIRS COMMITTEE MEETING

Wednesday, August 07, 2024 | 10:30 A.M.

### LOCATIONS

Host, Joseph Bors, Cheryl Clark: **ATCAA Sonora Service Center**, 427 N. Hwy 49, Ste. 305, Sonora, CA 95370 (209) 533-1397  
 Host, Janessa Stone: **ATCAA Jackson Service Center**, 10590 Hwy 88, Jackson, CA 95642 (209) 223-1485

### AGENDA

**1. CALL TO ORDER:**

**2. ROLL CALL:**

| <b>ATCAA Internal Affairs Committee Members</b> |   |       |
|---|---|-------|
|   | <i>Joni Drake, Vice-Chair Committee Chair</i> | A-LI  |
|   | Mary Pulskamp                                 | A-LI  |
|   | Lynn Morgan                                   | A-PRI |
|   | Andy Merrill                                  | T-PUB |
|   | Diane Bennett                                 | T-PRI |

| <b>ATCAA Staff</b> |  |
|--------------------|--|
|                    | Joseph Bors, Executive Director            |
|                    | Talibah Al-Rafiq, Fiscal Officer           |
|                    | Bruce Giudici, Outgoing Fiscal Officer     |
|                    | Janessa Stone, Board Secretary             |
|                    | Cheryl Clark, Sonora Front Desk Secretary  |
|                    | Cheri Cunningham, Human Resources Director |
|                    | Alicia Watson, Human Resources Coordinator |

**Others Present:**

**3. PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.

**4. CONSENT CALENDAR:**

4.1. Approval of minutes from Wednesday, August 09, 2023 meeting Pg. 3

**5. NEW BUSINESS:**

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

5.1.1. 3.4.10 Criminal Records and Background Clearance (*Along w/Memo*) Pg. 5

5.1.2. 4.9 Meal Periods Pg. 11

- 5.1.3. 5.1 Health Benefits Pg. 12
- 5.1.4. 5.3 Travel Reimbursement Pg. 14
- 5.1.5. 6.7 Jury Duty and Court Appearances Pg. 17

**6. 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.