

## AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

### Amador Tuolumne Community Action Agency BOARD OF DIRECTORS MEETING

Friday, December 13, 2024 | 10:30 A.M.

### LOCATIONS

Host, Janessa Stone: **ATCAA Jackson Service Center**, 10590 Hwy 88, Jackson, CA 95642 +1 (209) 223-1485

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

### 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
Vacant	PRI		Andy Merrill	PUB
Vacant	PRI		Diane Bennett	PRI
Susan Conn	LIR		Andréa-Victoria Lisbon	PRI
Mary Pulskamp	LIR		Jennifer Grenland	LIR-HSPC
Antoinette Del Rio	LIR		Cathy Parker	LIR
Calaveras				
Sabrina Smith	LIR			

ATCAA Staff	
Joseph Bors, Executive Director	
Bruce Giudici, Fiscal Officer	
Janessa Stone, Board Secretary	
Cheryl Clark, Sonora Service Secretary	
Sophia Kaufman, Communications Coordinator	
Pat Porto, Family Resource Director	
Marie Mennell, Lifeline Coordinator	
Denise Cloward, Housing Director	
Marcia Williams, Early Childhood Services Director	
Alicia Hanks, Energy and Water Conservation Director	

	Robert White, Prevention Program Director
	Miko Daniels, Food Bank Director
	Cheri Cunningham, Human Resources Director
	Karen Foreman, Tax Program Manager

**Others Present:**

3. **PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.
4. **CONSENT CALENDAR:** Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a board member(s).
  - 4.1. Approval of minutes from *Friday, October 11, 2024*, meetings (*Org Std. 2.3*) (**ACTION ITEM**)
  - 4.2. ATCAA – CDE CSPP Continued Funding Application (CFA), Fiscal Year (FY) 2025-26 (**ACTION ITEM**)
  - 4.3. Change in Scope request – Enrollment Conversion/Reduction for EHS (**ACTION ITEM**)
  - 4.4. Review and approve Mental Health Consultant Policy (**ACTION ITEM**)
  - 4.5. Request for approval of Computer Use Personnel Policy 7.5 (**ACTION ITEM**)
  - 4.6. Request for Approval of Non-Federal Share Waiver for Head Start and Early Head Start for Fiscal Year 2024 (**ACTION ITEM**)
  - 4.7. Request for Approval of revised Selection Criteria for Head Start and Early Head Start (**ACTION ITEM**)
  - 4.8. Request for Approval of revised Eligibility Policy (**ACTION ITEM**)
  - 4.9. Request for Approval of revised ATCAA Head Start Policy Council By-Laws (**ACTION ITEM**)
5. **BOARD MEMBER APPOINTMENTS:**
  - 5.1. Consideration of accepting of Diane Bennett; ATRC member replacement of Lloyd Schnieder (*Vice-President*) (**ACTION ITEM**)
6. **CSBG REPORT:**
  - 6.1. Attended CADCA Annual Conference in Monterey in November (*Verbal*)
7. **EXECUTIVE DIRECTOR REPORT:**
  - 7.1. ATCAA Staff Family Event scheduled for *Saturday, January 11, 2025* at the Game Room in Sonora (*Verbal*)
  - 7.2. ATCAA 2025 Health Benefits Negotiated at a 1% Cost Savings (*Verbal*)
8. **HEAD START REPORT:**
  - 8.1. Head Start Monthly Statistical Report for Month of October 2024
  - 8.2. Policy Council Minutes of *December 06, 2024*, meeting
9. **NEW BUSINESS:**
  - 9.1. Approval of Nominating Committee’s “*Slate of Candidates*” for Officers in 2025 (**ACTION ITEM**)
  - 9.2. Review and Approval of COLA for all Non-ECS employees effective *January 01, 2025* (**ACTION ITEM**)
10. **OTHER BUSINESS: CLOSED SESSION** Public Employee Performance Evaluation and Executive Director Contract (*Authority: Government Code Section 54957*)
  - 10.1. Approval of Public Employee Performance Evaluation and Renewal Executive Director Contract of Joe Bors (*After CLOSED Session*) (**ACTION ITEM**)
11. **COMMITTEE REPORTS:**

- 11.1. Finance Committee: Verbal Report of *Friday, October 11, 2024*, meeting
  - 11.1.1. Banking Change Update (*Org Std. 8.7*) (*Verbal*)
  - 11.1.2. Financial Reports (*Org Std. 8.7*) (*Verbal*)
    - 10.1.2.1. Administrative Reports
    - 10.1.2.2. HS/EHS Reports
    - 10.1.2.3. Program Fiscal Reports
    - 10.1.2.4. Agency Financial Reports
    - 10.1.2.5. Fiscal Officer Narrative
- 11.2. Executive Committee: No report out, **CLOSED** Session: *October 18, 2024*, meeting
- 11.3. Internal Affairs Committee: No report, committee has not met
- 11.4. Nominating Committee: No report, committee has not met
- 11.5. Early/Head Start Policy Council: Verbal Report of *December 06, 2024*, meeting

**12. MISCELLANEOUS INFORMATIONAL UPDATES:**

- 12.1. CDE Management Bulletin 24-09 on Continued Funding Application (*CFA*), Fiscal Year (*FY*) 2025-26
- 12.2. CDE Management Bulletin 24-07 on Preschool/Transitional Kindergarten Learning Foundations
- 12.3. CDE Management Bulletin 24-08 on Data Collection for California State Preschool Programs Operated by a Local Educational Agency
- 12.4. ACF Office of Head Start Information Memorandum on Affirming the Use of Indigenous Knowledge to Meet Curricula and Assessment Requirements in American Indian and Alaska Native Head Start Programs (*ACF-OHS-IM-24-03*)
- 12.5. Office of Head Start Program Instruction on Final Rule on Supporting the Head Start Workforce and Consistent Quality Programming (*ACF-OHS-PI-24-05*)
- 12.6. Office of Head Start Information Memorandum on Administration for Children and Families of Health and Human Services (*ACF-OHS-IM-24-04*)

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

- 13.1. Family Services, Pat Porto (*Slide Only*)
- 13.2. Lifeline, Marie Mennell (*Slide Only*)
- 13.3. Energy Department, Alicia Hanks (*Slide Only*)
- 13.4. Prevention, Robert White (*Slide Only*)
- 13.5. Communications, Kristy Moore (*Slide Only*)
- 13.6. Food Bank, Miko Daniels (*Slide Only*)
- 13.7. Early Childhood Services, Marcia Williams (*Slide Only*)
- 13.8. Housing, Denise Cloward (*Slide Only*)
- 13.9. Tax Assistance, Karen Foreman (*Slide Only*)
- 13.10. Human Resources, Cheri Cunningham (*Slide Only*)

**14. NEXT BOARD MEETING:** Discussion and approval of next meeting proposed for *Friday, February 14, 2025*, at the ATCAA Jackson and Sonora Service Center

**15. 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.