

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

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

Friday, June 27, 2025 | 10:30 A.M. – 2:00 P.M.

LOCATIONS

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

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

Joint Powers Governing Board:
ATCAA Jackson Service Center

AGENDA

1. CALL TO ORDER:
2. ROLL CALL:

ATCAA Board of Directors					
	Ryan Campbell, Board Chairperson			Tuolumne - PUB	
	Frank Axe, Board Vice-Chair			Amador - PRI	
	Claire Gunselman, Board Treasurer			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. **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).
 - 2.1. Consideration and Approval of Minutes from *Friday, February 14, 2025 (Regular Meeting)* and *Friday, April 11, 2025 (Regular Meeting)*, meetings (**Org Std. 2.3**) Pg. 3 (**ACTION ITEM**)
3. **NEW BUSINESS:**
 - 3.1. Request for Approval of Head Start 2025 Budget Revision Pg. 16 (**ACTION ITEM**)
 - 3.2. Request for Approval of the ATCAA Head Start 2025-2026 Program Goals Pg. 17 (**ACTION ITEM**)
 - 3.3. Request for Approval of the ATCAA Head Start 2025 Community Assessment Overview Pg. 20 (**ACTION ITEM**)
4. **CSBG REPORT:**
 - 4.1. Consideration and Approval of Final ATCAA CAP/CNA (*Handout*) (**Org Std. 1.3**) (**ACTION ITEM**)
5. **EXECUTIVE DIRECTOR REPORT:**
 - 5.1. Family Fun Day Event, *July 19, 2025* at Greenhorn Creek, Angels Camp Pg. 30
 - 5.2. Board Member Orientation Training and Discussion for In-Person meetings (*Verbal*)
 - 5.3. Leadership Training Update (*Handout*)
6. **HEAD START REPORT:**
 - 6.1. Jennifer Garner Lobbies Congress to Save Head Start Program ([*Video*](#))
 - 6.2. Head Start Monthly Statistical Report for Month of April 2025 Pg. 31
 - 6.3. Policy Council Minutes of *May 02, 2025*, meeting Pg. 32
 - 6.4. CDE Self-Evaluation Overview 2024-2025 Pg. 35
 - 6.5. Head Start Training about Disabilities Services Area and Data (*Verbal*)
 - 6.6. Training for New Board Members (*Verbal*) (**Org Std. 5.8**)
7. **COMMITTEE REPORTS:**
 - 7.1. Finance Committee: Verbal Report of *Friday, June 27, 2025*, meeting
 - 7.1.1. Financial Reports (*Verbal*) Pg. 36 (**Org Std. 8.7**)

- Administrative Reports Pg. 37
- HS/EHS Reports Pg. 40
- Program Fiscal Reports Pg. 45
- Agency Financial Reports Pg. 46
- Fiscal Officer Narrative Pg. 51

- 7.2. Executive Committee: No report, committee has not met
- 7.3. Internal Affairs Committee: Verbal Report of *April 22, 2025 (Special)* meeting
- 7.4. Nominating Committee: No report, committee has not met
- 7.5. Early/Head Start Policy Council: Verbal Report of *June 06, 2025*, meeting

8. OLD BUSINESS:

- 8.1. Discussion and Update on Recruiting and Filling Board/Committee Vacancies (*Verbal*) (**Org. Std. 5.5**)
- 8.2. Status of Foodbank Reserve Pg. 54
- 8.3. **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

9. PROGRAM PRESENTATIONS/UPDATES: (Org Std. 5.9)

- 9.1. Communications, Kristy Moore Pg. 56
- 9.2. Housing, Denise Cloward Pg. 58
- 9.3. Early Childhood Services, Kindy Kelly (*Slide Only*) Pg. 60
- 9.4. Energy, Alicia Hanks (*Slide Only*) Pg. 62
- 9.5. Family Services, Pat Porto (*Slide Only*) Pg. 64
- 9.6. Food Bank, Miko Daniels (*Slide Only*) Pg. 66
- 9.7. Human Resources, Cheri Cunningham (*Slide Only*) Pg. 68
- 9.8. Lifeline, Marie Mennell (*Slide Only*) Pg. 70
- 9.9. Prevention, Robert White (*Slide Only*) Pg. 72
- 9.10. Substance Solutions for Amador Youth, Wilma S. Fortich (*Slide Only*) Pg. 74
- 9.11. Tax Assistance, Karen Foreman (*Slide Only*) Pg. 76

10. MISCELLANEOUS INFORMATIONAL UPDATES:

- 10.1. ACF Information Memorandum on Expanding Educational Freedom and Opportunities for Families in Head Start Programs (*ACF-OHS-IM-25-04*) Pg. 77
- 10.2. CDE Management Bulletin 25-04 on Flexibilities for California State Preschool Programs in Los Angeles (*LA*) and Ventura Counties Related to Wildfires Pg. 81

- 11. NEXT BOARD MEETING:** Discussion and Approval of next Regular meeting proposed for *Friday, August 08, 2025*, at the ATCAA Jackson and Sonora Service Center

12. 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.

ATCAA Board of Directors Meeting 06/27/2025

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, FEBRUARY 14, 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 **10:39 A.M.** by Jaron Brandon, Public Sector Representative.

Brandon stated that he can lead the board meeting until item 5.2 when Frank Axe is reappointed as a Private Sector representative.

2. **ROLL CALL:**

PRESENT: Jeff Brown, PUB (*Amador*) – District 5 Supervisor; Jaron Brandon, PUB (*Tuolumne*) – District 5 Supervisor; Dan Epperson, PUB (*Amador*) – District 2 Supervisor; Joni Drake, LIR (*Amador*); Lynn Morgan, PRI (*Amador*); Diane Bennett, PRI (*Tuolumne*); Andréa-Victoria Lisbon, PRI (*Tuolumne*); Susan Conn, LIR (*Amador*); Mary Pulskamp, LIR (*Amador*); Antoinette Del Rio, LIR (*Amador*); Jennifer Grenland, LIR-HSPC (*Tuolumne*); Cathy Parker, LIR (*Tuolumne*);

OTHER ATTENDEES: Joseph Bors, ATCAA Executive Director; Bruce Giudici, ATCAA 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; Marie Mennell, ATCAA Lifeline Coordinator; Miko Daniels, ATCAA Food Bank Director; Pat Porto, ATCAA Family Resources Director; Jackie Roberts, Head Start Budget Manager; Chris Schmidt, Legal Counsel (*Tuolumne*); Frank Axe.

ABSENT: Ryan Campbell, PUB (*Tuolumne*) – Board Chairperson, Claire Gunselman, PUB (*Amador*) – Board Treasurer; Andy Merrill, PUB (*Tuolumne*) – Sonora City Council Member; Sabrina Smith, LIR (*Calaveras*).

3. **PUBLIC MATTERS NOT ON THE AGENDA:** Jaron Brandon, Public Sector Representative acting as Chair, announced the item.

Outgoing Fiscal Officer, Bruce Giudici, reminded the public that advocating for community action is important especially after the federal funding freeze that halted ATCAA's financial support in programs like energy assistance. Giudici commented on the importance of serving low-income families and taking our jobs seriously so we can continue to support our community in such ways.

PRI Diane Bennett applauded the tax assistance program members.

LIR Cathy Parker thanked the Head Start leadership team in gathering and providing their policy packets.

Head Start's Budget Manager, Jackie Roberts, thanked Parker in return for having been a part of the Policy Council meetings.

Brandon commented that in Tuolumne County, there will be 15% cuts to all non-public safety departments in general funds. Brandon suggested looking for opportunities to collaborate services, which could create a possible overlap with ATCAA for efficiency.

4. **CONSENT CALENDAR:** Brandon, acting as chair, announced the item.

1. **Approval of Minutes:** Brandon announced the item from *December 13th, 2024* and *January 03, 2025* (*Special*) (*Org Std. 2.3*): Brandon, acting as chair, announced the item.

PUB Brandon stated parts of the regular board meeting minutes from December 13th, 2024 contained some subjective comments and requested to revise the minutes to reflect objectively.

MOTION: Approval of Minutes from *December 13th, 2024* and *January 03, 2025*.

RESULT: **Rejected**

ABSENT: PUB Campbell, PUB Gunselman, PUB Merrill, LIR Smith

(*Tabled until the next Board meeting.*)

2. **Adoption of Resolution 2025-01:** Brandon, acting as chair, announced the item.

MOTION: Approve Adoption of Resolution 2025-01.

RESULT: **Approved**

MOVER: PRI Bennett

SECONDER: LIR Parker

AYES: 12-0

ABSENT: PUB Campbell, PUB Gunselman, PUB Merrill, LIR Smith

5. **BOARD MEMBER APPOINTMENTS:** Brandon, acting as chair, announced the item.

1. **Appointment of Dan Epperson, Public Sector (Amador):** Brandon, acting as chair, announced the item.

New Public Sector Representative for Amador County, Dan Epperson, introduced himself.

2. **Reaffirmation of Accepting Frank Axe as a Private Sector (Amador) representative of the Board:** Brandon, acting as chair, announced the item.

Axe recited his background in community action and history of involvement with ATCAA.

Brandon suggested to the board, reconsidering Frank Axe as Vice-Chair of ATCAA Board.

Legal Counsel, Chris Schmidt, stated the reconsideration might need to be another vote at the next board meeting because this vote is strictly limited to reappointing Axe as a Private Sector Representative on the ATCAA Board. Schmidt suggested he would call Sarah Carrillo, Legal Counsel, for verification if the formal vote for officers from December 13th, 2024's regular board meeting was, and still is, considered final after Frank Axe's reappointment. (*Schmidt exits room to contact Carrillo via phone.*) During item 9.b Schmidt returns to the Board meeting and confirms that the December vote to appoint Frank Axe as the ATCAA Board Vice-Chair was legitimate, pending a positive vote to accept him as a Private Sector member.

Brandon asked the board if Axe will have another vote regarding the Vice-Chair position, then Brandon can continue to lead the meeting after item 5.2. (*reappointing Axe as a Private Sector Representative*).

During Public Comment, Pat Porto, Family Resource Services Director, commented that she supports Frank Axe's position because he has been involved in community action for years and is one of ATCAA's longest

advocates.

MOTION: Approve Frank Axe as a Private Sector Member (*Amador*).

RESULT: Approved
MOVER: LIR Grenland
SECONDER: PRI Bennett
AYES: 11-2 Abstained
ABSENT: PUB Campbell, PUB Gunselman, PUB Merrill, LIR Smith

Though Axe was voted in as the Vice Chair, Axe deferred leading the meeting to Brandon who continued to act as Chair until Adjournment.

6. **CSBG REPORT:** *Tabled until the next Board meeting.*
7. **EXECUTIVE DIRECTOR REPORT:** *Tabled until the next Board meeting.*
8. **HEAD START REPORT:** *Tabled until the next Board meeting.*
9. **NEW BUSINESS:** Brandon, acting as Chair, announced the item.
 1. **Requested for Approval of Hiring Incoming ATCAA Fiscal Officer, Jennifer Kraskouskas:** Brandon, acting as chair, announced the item.

Incoming Fiscal Officer, Jennifer Kraskouskas, briefly summarized her career background.

MOTION: Approve Jennifer Kraskouskas as ATCAA Fiscal Officer.

RESULT: Approved
MOVER: PRI Bennett
SECONDER: PRI Morgan
AYES: 13-0
ABSENT: PUB Campbell, PUB Gunselman, PUB Merrill, LIR Smith

2. **Review and Approval of revision to Head Start Attendance Policy:** Brandon, acting as chair, announced the item.

Bors explained the revision of the Head Start Attendance Policy was amended to clarify removing a child temporarily from attendance in specific situations.

Roberts mentioned that Head Start and California's Department of Education released specific language required for changes.

(Schmidt re-enters meeting.)

MOTION: Approve Head Start Attendance Policy Revision.

RESULT: Approved
MOVER: LIR-HSPC Grenland
SECONDER: PUB Brown
AYES: 13-0
ABSENT: PUB Campbell, PUB Gunselman, PUB Merrill, LIR Smith

10. **OLD BUSINESS:** *Tabled until the next Board meeting.*

11. **COMMITTEE REPORTS:** Brandon, acting as chair, announced the item.

1. **Finance Committee: Verbal Report of Friday, February 14, 2025, meeting:** *Tabled until the next Board meeting.*

i. **Receipt of ATCAA 2024 Fiscal Year Audit (Org. Std. 8.1):** Brandon, acting as chair, announced the item.

Bors stated the overall audit was successful with no non-compliances.

Giudici stated the audit was processed a little late, but it is a good product and good to go.

MOTION: Approve all action items 11.1.1.

RESULT: Approved

MOVER: LIR Grenland

SECONDER: PUB Epperson

AYES: 13-0

ABSENT: PUB Campbell, PUB Gunselman, PUB Merrill, LIR Smith

ii. **Review and Approval of Recommended Use of Maintenance Reserve to fund new roof for Varley Place:** Brandon, acting as chair, announced the item.

Bors explained the maintenance needed at one of ATCAA's shelters. He described the areas in need to be fixed. Bors mentioned the quotes from contractors he recently received.

Low-Income and Head Start Policy Council Representative, Jennifer Grenland, stated the items 11.1.2 and 11.1.3 were brought to the Finance Committee and were approved.

MOTION: Approve all action items 11.1.2 and 11.1.3.

RESULT: Approved

MOVER: LIR Grenland

SECONDER: PRI Axe

AYES: 13-0

ABSENT: PUB Campbell, PUB Gunselman, PUB Merrill, LIR Smith

iii. **CLOSED SESSION - Conference with Real Property Negotiations – Lease or Purchase Price and Terms (Authority: Government Code Section 54956.8)**
Negotiators: Joe Bors, Executive Director, related to leased property located at 427 Hwy-49, Sonora, California: Brandon, acting as chair, announced the item.

Brandon, acting as Chair, announced the item, and Brandon recessed the committee into **CLOSED** session at **11:54 A.M.** The committee came out into **OPEN** session at **12:20 P.M.** with nothing to report out of closed session.

iv. **Financial Reports (Org Std. 8.7):** *Cancelled due to loss of quorum.*

Brandon announced items that were tabled will be brought to the next board meeting.

12. **FUTURE BOARD MEETING:** *Friday, April 11, 2025.*
13. **ADJOURNMENT:** Jaron Brandon, Public Sector Representative acting as Chair, adjourned the meeting at ***12:23 P.M.***

APPROVED:

Jaron Brandon (Acting) in Ryan Campbell's Absence
ATCAA Chairperson

ATTEST:

Janessa Stone
ATCAA Board Secretary



MINUTES OF THE BOARD MEETING – MEETING

REGULAR MEETING, APRIL 11, 2025, 10:30 A.M. – 2:00 P.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 **10:34 A.M.**

2. **ROLL CALL:**

PRESENT: Ryan Campbell, PUB (*Tuolumne*) – Board Chairperson; Frank Axe, PUB (*Amador*) – Vice-Chair; Jeff Brown, PUB (*Amador*) – District 5 Supervisor; Dan Epperson, PUB (*Amador*) – District 2 Supervisor; Andy Merrill, PUB (*Tuolumne*) – City Council Member; Diane Bennett, PRI (*Tuolumne*); Susan Conn, LIR (*Amador*); Mary Pulskamp, LIR (*Amador*); Antoinette Del Rio, LIR (*Amador*); Jennifer Grenland, LIR-HSPC (*Tuolumne*); Cathy Parker, LIR (*Tuolumne*); Joseph Bors, ATCAA Executive Director; Bruce Giudici, ATCAA Fiscal Officer; Jennifer Kraskouskas, ATCAA Incoming Fiscal Officer; Janessa Stone, ATCAA Board Secretary; Alicia Hanks, ATCAA Energy & Water Conservation Director; Julia Sierk-Zanze, PUB Alternate for Claire Gunselman; Serena Orman-Ochs, PRI Alternate for Andréa-Victoria Lisbon; Cambria Wright, ERSEA Coordinator, Speaker.

ABSENT: Jaron Brandon, PUB (*Tuolumne*) – District 5 Supervisor; Joni Drake, LIR (*Amador*); Lynn Morgan, PRI (*Amador*); Claire Gunselman, PUB (*Amador*) – Board Treasurer; Andréa-Victoria Lisbon, PRI (*Tuolumne*); Sabrina Smith, LIR (*Calaveras*).

3. **PUBLIC MATTERS NOT ON THE AGENDA:** Chairperson Ryan Campbell announced the item and no public comment to report.
4. **CONSENT CALENDAR:** Chairperson Campbell announced the item.
 - a. **Approval of Minutes:** Brandon announced the item from **January 03, 2025 (*Special*) and March 07, 2025 (*Special*) (Org Std. 2.3)**: Chairperson Campbell announced the item.
 - b. **Approval of Resolution 2025-02:** Chairperson Campbell announced the item.
 - c. **Carryover Request for Head Start FY24:** Chairperson Campbell announced the item.

ATCAA Executive Director, Joe Bors, mentioned the carryover request was presented at the Finance Committee meeting and was approved.

MOTION: Approval of all items under “Consent Calendar”.

RESULT: **Approved**

MOVER: PUB Merrill

SECONDER: PRI Axe

AYES: 13-0

ABSENT: PUB Brandon, PUB Gunselman, PRI Lisbon, LIR Drake, LIR Smith

5. **CSBG REPORT:** Chairperson Campbell announced the item.

Bors apologized for not having CSBG (Community Services Block Grant) charts that were going to contain a summary of Item 3.3: CAP/CNA Update. Bors stated that he will give a verbal report for time being.

- a. **CSBG Annual Report:** Chairperson Campbell announced the item.

Bors highlighted the acceptance of ATCAA's submitted annual report to CSD, Community Services and Development, as it was sent by ATCAA's Board Secretary and CSBG Coordinator, Janessa Stone, before the deadline date. With final edits made, the annual report was submitted and accepted federally.

- b. **Risk Assessment Update:** Chairperson Campbell announced the item.

Bors explained that the Leadership team is working together on risk assessments, which is a requirement for CSD and CSBG. Bors assigned ten people to complete the assessments. Bors stated he continues to follow up with the Leadership team on what they have completed, and what has been implemented or changed since the prior risk assessments.

- c. **CAP/CNA Update:** Chairperson Campbell announced the item.

Bors asked if he needs volunteers of the board to review the draft CAP/CNA in an Ad-Hoc meeting prior to the regular board meeting in June. He stated the process in a public announcement of the CAP needs to be at least 30 days prior to submission to CSD, which is June 30, 2025.

PRI Frank Axe volunteered. Along with PRI Diane Bennett and LIR Cathy Parker.

6. **EXECUTIVE DIRECTOR REPORT:** Chairperson Campbell announced the item.

- a. **Approval of hiring new Head Start Director, Kindy Kelly:** Chairperson Campbell announced the item.

Bors introduced ATCAA's new Head Start Director, Kindy Kelly. With her absence, Bors continued to highlight Kelly's background.

MOTION: Approval of Hiring Kindy Kelly:

RESULT: Approved

MOVER: PUB Merrill

SECONDER: PUB Campbell

AYES: 13-0

ABSENT: PUB Brandon, PUB Gunselman, PRI Lisbon, LIR Drake, LIR Smith

- b. **All-Staff Meeting (April 25, 2025):** Chairperson Campbell announced the item.

Bors announced the All-Staff meeting on April 25, 2025 and invited all board members to attend. Bors reassured those who are unable to attend in April, there will be another All-Staff meeting in October.

PUB Campbell mentioned all JPA members have an event in Sacramento that week, and he will try to attend if the events don't overlap.

- c. **Staff Training Plan Update:** Chairperson Campbell announced the item.

Bors asked the board to look over the handout titled, "HPO (High Performance Organization) Training". Bors explained the series of 12 courses the Leadership team completed in the last few weeks (four 6-hour

sessions). The training was a required task asked for by a board member; and Bors stated that the presentation of our HPO plan will be implemented by our HPO mentors (Leadership team), through the course of the year.

- d. **Federal Contract Update:** Chairperson Campbell announced the item.

Bors briefly updated the board that he has no indication of loss in funding. There is a pause in reimbursements, and as a community action agency, ATCAA is moving forward cautiously.

Axe questioned if Bors is keeping up daily with federal updates.

Bors, Campbell, and Merrill stated, “Yes.”

Campbell enlightened the board that Bors and Campbell together, as well as, Merrill, have been seated on a series of Board and Administration meetings in Tuolumne county to receive additional feedback given from the federal government.

Bors stated he would like a sense of security, so changes will occur when needed.

7. **HEAD START REPORT:** Chairperson Campbell announced the item.

- a. **Head Start Monthly Statistical Report (February 2025):** Chairperson Campbell announced the item.
- b. **Policy Council Meeting Minutes (March 07, 2025):** Chairperson Campbell announced the item.
- c. **Training for New Board Members:** Chairperson Campbell announced the item.

Marcia Williams, ATCAA’s Outgoing Head Start Director, mentioned training is required from the state so the board is in compliance, which is why Head Start training is mandatory for ATCAA’s regular board meetings.

Cambria Wright explained the importance of training for ATCAA’s ECS program (Head Start and Early Head Start). Wright gave the board training options that would be budget-friendly and minimal time-consumption.

Wright mentioned the changed language from HHS, Health and Human Services, in a State contract update; in which it states the required verbiage needs to be posted on every non-profit Community Action agency website. Wright stated her opinion about the required change.

- d. **ERSEA Training Presentation by Cambria Wright:** Chairperson Campbell announced the item.

ERSEA (Eligibility, Recruitment, Enrollment, and Attendance) Coordinator and presenter for today, Cambria Wright, summarized the acronym, ERSEA. Wright recited the process of enrolling your child into Head Start or Early Head Start (i.e. background checks, birth certificates, et cetera) that are mandatory requirements to apply.

- e. **Review and Approval of Selection Criteria:** Chairperson Campbell announced the item.

Wright continued to explain that the process can be problematic given the number of applications received but not accepted due to the applicant's income levels needing to be at or below poverty line to be accepted.

Wright, then, explained that once a child is enrolled, they are enrolled for 2 years automatically. Afterwards, there will be a revaluation process. She stated it is not a "first come, first serve" policy, but described instances where enrollment will be open year-round (i.e. if there are enrollment vacancies during program year).

- f. **Review and Approval of Recruitment Policy:** Chairperson Campbell announced the item.

Bors elaborated Wright's summarized Selection Criteria and Recruitment Policy. Bors enlightened that Dual Language learners, which is mandatory by State, was added to the policy.

Low-Income Representative, Antoinette Del Rio, asked if ERSEA is partnered with TANF, and if Native American children are also listed as eligible, since they go through a series of court regulations in order for Native American foster children to be adopted into a Native American home/community, which is under the ICWA, Indian Child Welfare Act.

Wright answered, yes, under one of the pages of the Recruitment Policy, there listed is the Child Protective Services and Indian Child Welfare Act referral. That allows ECS to reach out to the court system for those referrals.

- g. **Review and Approval of Recruitment Plan:** Chairperson Campbell announced the item.

Wright stated along with the Recruitment Policy, the plan would be to advertise over social media, the community of different sources and events as of October this year; and added QR codes with recruitment information for the public to access.

MOTION: Approval of all items under "Head Start Report".

RESULT: Approved

MOVER: PUB Epperson

SECONDER: LIR Conn

AYES: 13-0

ABSENT: PUB Brandon, PUB Gunselman, PRI Lisbon, LIR Drake, LIR Smith

8. **COMMITTEE REPORTS:** Chairperson Campbell announced the item.

- a. **Finance Committee: Verbal Report of Friday, April 11, 2025, meeting:** Chairperson Campbell announced the item.

PUB Alternate for Claire Gunselman, Julia Sierk-Zanze, recited the report from the Finance Committee. Sierk reported that the Finance Committee received a detailed report from ATCAA's Outgoing Fiscal Officer, Bruce Giudici, and the committee approved using Deferred revenue for the Food Bank.

Bors mentioned the Admin budget is a bit high due to the Non-ECS COLA increase. The chart is straight lining, so we are in good standing.

9. **OLD BUSINESS:** Chairperson Campbell announced the item.

- a. **Approval of Minutes from Friday, December 13, 2025:** Chairperson Campbell announced the item.

Campbell asked what were the changes that needed to be made due to his absence at the February meeting.

Bors explained there were some language changes due to a board member stating the Minutes from December were subjective. Bors pointed out the red/blue edits would be the amended versions in those sections.

MOTION: Approval of Revised Minutes from Friday, December 13, 2025.

RESULT: Approved
MOVER: LIR-HSPC Grenland
SECONDER: PUB Merrill
AYES: 9-4 Abstained
ABSENT: PUB Brandon, PUB Gunselman, PRI Lisbon, LIR Drake, LIR Smith

b. **Review and Approval of the use of Deferred Revenue Reserve to Fund the Food Bank through 2025:** Chairperson Campbell announced the item.

Bors explained using the Deferred Revenue Reserve to help fund the Food Bank through 2025 is to support the lack of funds the Food Bank lost due to the CDBG (Community development Block Grant) funding conflicts. Bors stated the use of Deferred Revenue is for securing the Food Bank is still running.

Axe asked, what is the limited amount of Deferred Revenue usage in 2025.

Bors answered, "\$117,172".

MOTION: Approval of using Deferred Revenue to Fund the Food Bank.

RESULT: Approved
MOVER: PUB Epperson
SECONDER: LIR Conn
AYES: 13-0
ABSENT: PUB Brandon, PUB Gunselman, PRI Lisbon, LIR Drake, LIR Smith

(Break from 12:28 P.M. to 12:48 P.M. Serena Orman-Ochs exited the meeting at 12:30 P.M.)

c. **CLOSED SESSION - Conference with Real Property Negotiations – Lease or Purchase Price and Terms (Authority: Government Code Section 54956.8) Negotiators: Joe Bors, Executive Director, related to leased property located at 427 Hwy-49, Sonora, California:** Chairperson Campbell announced the item.

Before the **CLOSED** session began, Bors stated he needs to create a Property Ad-Hoc group to further discuss plans regarding this Closed session.

Chairperson Campbell announced the item, and Campbell recessed the committee into **CLOSED** session at **12:50 P.M.** The committee came out into **OPEN** session at **1:28 P.M.** with nothing to report out of closed session.

10. **FUTURE BOARD MEETING:** *Friday, June 13, 2025.*

11. **ADJOURNMENT:** Chairperson Ryan Campbell adjourned the meeting at **1:30 P.M.**

APPROVED:

Ryan Campbell
ATCAA Chairperson

ATTEST:

Janessa Stone
ATCAA Board Secretary



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AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

Amador Tuolumne Community Action Agency Head Start & Early Head Start Budget Revision Request

Head Start

Personnel:

We are requesting to move \$24,000 from Head Start Personnel into Major Equipment & Assets. We need to purchase new sanitizing dishwashers for four of our sites (Blue Bell, Soulsbyville, Jamestown and Jackson). We estimate the cost of the sanitizers to be about \$6,000 each. Our Food Program & Operations Coordinator is currently researching and working with our Maintenance Worker to recommend which sanitizers would best benefit our sites.

Head Start Personnel -\$24,000

Head Start Major Equipment +\$24,000

2025-2030 Program Goals, Measurable Objectives and Strategies

Goal: Increase parent/guardian participation in trainings and events by better meeting their needs

Objective: In the 2023/2024 program year 33% of parents attended at least one event. In 2024/2025 program year, 40% of parents attended at least one event. Our goal is to bring that percentage up to 75%.. This goal will be achieved through yearly increases until all centers reach 75%.

Strategies:

- Provide short training during parent meetings and events to maximize parent participation
- Survey parents and conduct focus groups three times a year to find out what parents want to learn, how they want to learn and what modalities work best for them
- Provide evening trainings that include dinner and childcare so that parents who work can participate
- Continue to explore and expand online/video training such as *Ready Rosie*
- Focus events on student demonstration of skills, "All about me" sharing, art exhibits, etc. so participation is child-led
- Utilize enrollment meetings to ask for volunteer sign-ups, mark calendar dates for meetings/trainings, etc.
- Identify, train, and implement techniques that are working at centers with high participation rates
- Create and distribute Center Newsletters highlighting events, training opportunities and benefits

Goal: Increase parent/guardian understanding and integration of strategies used in the classrooms to support their child(ren's) social emotional development in their home environments

Objective: At least 50% of parents will participate in trainings/activities that help them use techniques/strategies from Teaching Pyramid Social Emotional Curriculum with their children. At the end of the year, at least 35% will report using the strategies with their children.

Strategies:

- Teach techniques and strategies during parent meetings, at family events and at parent/teacher conferences
- Help parents create props such as Tucker Turtle, icons and other supports to help them implement strategies and increase understanding
- Creation and distribution of Center Newsletters highlighting Tucker's Teaching moments, "what to do if your child...?" sections, etc. Ask parents to share photos and stories of "at home" successes

Goal: Increase parents/guardians opportunities to understand and integrate strategies presented in home visits to support their child(ren's) social emotional development in their home environments

Objective: At least 50% of parents will participate in trainings/activities that help them use techniques/strategies from Teaching Pyramid Social Emotional Curriculum with their children. At the end of the year, at least 35% will report using the strategies with their children.

Strategies:

- Teach techniques and strategies during home visits, at Family Events and at parent/teacher conferences
- Help parents create props such as Tucker Turtle, icons and other supports to help them implement strategies and increase understanding

Goal: Build resiliency and self-care practices for Staff

Objectives:

1. **Provide increased wellness resources for staff**
2. **Staff will report increased usage of resources. Usage reported in 2025 = 30% Goal is 75%**
3. **Research additional resources to measure staff wellness**

Strategies:

- Collaborate with the Blue Zone Project to implement strategies and create work environments that support staff wellness and productivity
- Give staff specific time off for wellness breaks and activities
- Make information about wellness resources and opportunities a part of new staff orientation
- Embed Winning with Wellness in training and meetings for staff to promote ways to reduce stress and increase well-being
- Continue to survey staff to see if self-care/wellness resources are being used

Goal: Increase training, resources and support for staff when working with families and children who are experiencing trauma and in crisis situations

Objectives:

1. **Our Family Support plan will include support for staff from mental health consultants**
2. **Staff will receive coaching on how to manage challenging behavior**
3. **Staff will report increased feelings of safety and support in the workplace**

Strategies:

- Provide training for staff about de-escalation strategies to help families experiencing distressing situations
- Provide training for staff about effectively supporting families in crisis situations or those experiencing homelessness or trauma
- Provide mental health counseling and coaching for staff during and after they are working with children and families experiencing crisis and other distressing situations

Goal: Parents will receive training and coaching to help support their ability to parent effectively, to answer their questions about child development and to strengthen their role as their child's first and most important teacher

Objective: 70% of parents surveyed at the end of the year will report increased knowledge and interest in child development and learning

Strategies:

- Partner with community agencies providing parenting training and coaching to bring them to centers and socializations to give specific presentations based on the topics that parents expressed interest in.
- Explore the possibility of hiring a parent coach/educator who would give group presentations but also work with parents who are struggling with challenging behaviors, potty training and other concerns
- Build opportunities for parents to become mentors/coaches for other parents
- Create a newsletter and/or Frequently Asked Questions page for parents

Goals: 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.

Objectives:

(for the classroom)

- Food program monitoring will report that fruits and vegetables will be introduced to children in a variety of ways before they are served

Strategies:

- Create pictures with labels of foods to be shown to children at and before meals
- Use play food and dramatic play to learn about nutrition
- Menu boards are created for children that include pictures of foods served

(for parents/guardians)

- Parents will learn the importance and value of sitting down for a family meal. Parents will be given opportunities to learn how to cook quick and healthy meals using community food resources such as community gardens and food pantries as measured by parent attendance and surveys

Strategies:

- Family meal curriculum will be part of orientation and parent meetings
- Collaborate with Community Partners to teach strategies for cooking quick and healthy meals instead of using fast food options
- Develop recipe cards to go with Food Bank distributions
- Model Family Style meals at center events

(for food services staff)

- Staff will report that they have a better understanding of nutritional needs of young children especially around the areas of food allergies

Strategies:

- Staff will receive training around food allergies in general. When there is a significant allergy at a center, staff will receive training on that item
- Staff will learn about food preferences for children with disabilities and neuro-diversity

ATCAA Head Start and Early Head Start 2025 Community Assessment Overview

To provide high quality services in the areas where they are most needed, it is important to review community data. This report will summarize some key demographic information such as population, income and race and will also look at some of the indicators specific to children such as education, childcare, and health.

Amador County

Amador County is located in the Sierra Nevada foothills in California and ranges in elevation from approximately 250 feet in the western portion of the county to over 9,000 feet in the east. The county is bordered on the north by the Cosumnes River and on the south by the Mokelumne River. The county seat is located in Jackson and there is a substantial wine-growing industry in the county.

According to the U.S. Census Bureau, the county has a total area of 605 square miles, of which 593 square miles is land and 12 square miles is water. Water bodies in the county include Lake Amador, Lake Camanche, Pardee Reservoir, Bear River Reservoir, Silver Lake, Sutter Creek, Cosumnes River, Mokelumne River, and Jackson Creek.

Tuolumne County

Tuolumne County is in the central eastern section of California. It covers 2,221 square miles and ranges in elevation from about 300 feet in the Sierra Nevada foothills to almost 13,000 feet in the eastern regions. Federal, state, and local governments own approximately 77% of the land in Tuolumne County and the county seat is located in Sonora.

Tuolumne County is bordered by rivers to the north and south, by the Sierra Nevada to the east and the San Joaquin valley to the west. With portions of Yosemite National Park in the southern sectors, tourism drives a significant percentage of the local economy.

Population

According to the US Census Bureau, the population in Amador County has increased 3.8% since 2020, whereas the population in Tuolumne County has decreased 3.1% during the same timeframe. In addition, data from USA Facts indicate that the 65+ population is the fastest growing age group in the area and has increased by 45.8% in Amador County and 35% in Tuolumne County since 2010. Of note, the population in Amador County is influenced by the number of incarcerated individuals (3,775 in April 2025) and employees (up to 1,800) at Mule Creek State Prison. Children 0-4 make up approximately 4% of the population in Amador County and 4.3% in Tuolumne County.

Population	Tuolumne	Amador
Total population (2024)	53,893	42,026
Children < 2 years	905	676
Children 2 years	404	340
Children 3 years	485	327
Children 4 years	507	348
Total children 0-4 years	2,301	1,691
Children 5-17 years	7,006	3,993
Adults 18-64 years	29,119	24,533
Adults 65+ years	15,467	11,809

Data from: US Census Bureau, Child Care Portfolio, USA Facts, and California Dept. of Corrections,

Children's Race and Ethnicity

The largest racial/ethnic group in our service area is non-Hispanic white. From 2010 to 2022, the Hispanic/Latino population grew by 3.5% in Amador County and 2.9% in Tuolumne County.

	Tuolumne	Amador
White	89.7%	88.4%
Hispanic or Latinx	14.1%	16.5%
Multiracial	3.9%	4%
Black or African American	2%	3%
American Indian or Alaska Native	2.3%	2.2%
Asian	1.7%	2%
Native Hawaiian and other Pacific Islander	.3%	.4%

Data from: USA Facts (2022) and US Census Bureau (2023)

Languages Spoken in Households

The primary home language for most families in the region is English. Other languages spoken at home include Spanish, French, Russian, Persian, Chinese, Japanese, Korean, Vietnamese, Tagalog, and Arabic.

	Tuolumne	Amador
English only	92%	90%
Spanish	5%	6%
Tagalog	0%	1%
Arabic	0%	1%
Other	1%	1%
Not specified	2%	1%

Data from: Community Opportunity Map (2024)

Individuals Living in Poverty

The federal poverty line is determined by the U.S. Department of Health and Human Services and changes based on the number of people in a family. In California, 12% of the state's residents lived at or below the federal poverty line in 2023. In Amador and Tuolumne Counties, the percentage of children living in poverty is less than the average in California of 15%. To give context to the definition of poverty, in 2025 a family of four with a gross annual income of \$32,150 would be at the federal poverty line.

	Tuolumne	Amador
All residents living in poverty in 2023	10.5%	11.7%
Children under 5 years living in poverty in 2024	7%	4%
Children under 18 years living in poverty in 2023	14%	14%
American Indian & Alaska Native children in poverty	9%	2%
Asian children living in poverty in 2023	15%	-
Hispanic children living in poverty in 2023	16%	2%
White children living in poverty in 2023	8%	5%
Children participating in CalFresh (2024 PIT count)	1,630	1,325
Children participating in CalWORKs per 1,000 (2024)	51.9	54.5
Households under 200% of the poverty level (2023)	18%	12%

Data from: US Census Bureau, County Health Rankings & Roadmaps, Community Opportunity Map, CalFresh Dashboard, American Community Survey, and KidsData

Income, Housing and Transportation

In 2023, the median income for residents in California was \$96,334 which was higher than the median income for Amador County (\$81,526) and Tuolumne County (\$72,259). When considering income, the amount asked for rent is an important factor as households are deemed rent-burdened if more than 30% of the family's income is spent on rent. This moves to a severe cost burden if 50% or more of the family's income is spent on housing costs. Within the service area, renters need to earn approximately 1.4 times the minimum wage to afford the average asking rent. Another challenge in the region is transportation. Because of the service area's rural nature, transportation is automobile-oriented, and many residents are affected and isolated by limited options for transportation. This is especially problematic when planning for emergency evacuations or how to mitigate the impact of extreme heat.

	Tuolumne	Amador
Total housing units	31,622	19,110
Home ownership rate	74%	80%
Median rent (2-bedroom housing)	\$1,439	\$1,493
Wage/hour needed to afford average asking rent	\$21.29	\$22.77
Families spending > 30% of their income on housing costs	40.5%	35.6%
Severe housing cost burden for low-income families	73%	67%
Resident turnover in 2023	12%	12%
Households with no vehicle	5.5%	5.4%
2024 Point in Time count of individuals experiencing homelessness	290	213
2024 Point in Time count of children experiencing homelessness	36	18
2024 Point in Time count of sheltered individuals experiencing homelessness	100	52
2024 Point in Time count of sheltered children experiencing homelessness	34	12
2024 Point in Time count of unsheltered individuals experiencing homelessness	190	161
2024 Point in Time count of unsheltered children experiencing homelessness	2	6
2024 Point in Time count of individuals couch surfing	41	16

Data from: Community Opportunity Map, US Housing Data, Central Sierra Continuum of Care PIT Count, US Census Bureau, Affordable Housing Needs Report, Amador County Transportation Commission 2024/25 Overall Work Program, and Overflow Data 2024

Computer and Internet Use

Families living in poverty are less likely to own to a computer or be connected to the internet. This can have an impact on their ability to pursue education or training, or to access community resources and services.

	Tuolumne	Amador	California
Households with a computer (2023)	93.8%	92.4%	96.4%
Computer and internet access (2023)	88.2%	87.9%	92.5%

US Census Bureau

Health, Dental and Mental Health

The ability to access health insurance, and health, dental, and mental health services, has a profound impact on children and families' health and wellbeing. In rural areas, families often struggle to get the services they need due to cost, lack of insurance and providers, and the time and resources needed to travel out of the area to receive care.

	Tuolumne	Amador	California
Uninsured children (2023)	3%	3.27%	3.4%
Uninsured people <65 without health insurance	6.4%	7.47%	9.95%
Children enrolled in Medi-Cal	51%	48%	36%
Patient to healthcare provider ratio	1,652 to 1	1,743 to 1	1,230 to 1
Patient to dental provider ratio	859 to 1	1,590 to 1	1,080 to 1
Low-income children 0-5 having dental visits (2020)	22%	23%	34%
Patient to mental health provider ratio	439 to 1	368 to 1	210 to 1
2023 Suicide rate (per 100,000 people)	21	30	10
Emergency Room visits due to self-harm (2023)	86	98	-
Residents with feelings of loneliness (2023)	36%	36%	33%
Rate of insufficient sleep in 2022 (< 7 hours/night)	36%	34%	35%
Adult smoking (2023)	13.9%	14.4%	9%
Adult excessive drinking (2023)	23%	24.3%	18.4%
Adults who are physically inactive (2023)	18.4%	18.6%	21.1%
Adequate access to locations for physical activity	75.3%	61.6%	94.6%
Adult obesity (2023)	28.6%	30%	30.2%
Diabetes prevalence (2023)	8.6%	8.5%	9.2%
Cancer prevalence	6.3%	6.2%	5.4%
Heart disease prevalence	5.1%	5.1%	4.8%
Emergency Room visits per 1,000 people (2021)	420	420	330
Emergency Room visits due to falls (2023)	1,900	1,840	-
Emergency Room visits due to assault (2023)	183	175	-
Emergency Room visits due to overexertion (2023)	439	531	-
Emergency Room visits- being struck by object	850	831	-
Emergency Room visits due to transportation (2023)	481	355	-
Emergency Room visits due to cuts/being pierced	431	383	-
Emergency Room visits due to bites/stings (2023)	274	270	-
Emergency Room visits due to poisoning (2023)	234	184	-
Drug overdose deaths per 100,000 people (2023)	17.1	23	17.3
Emergency Room visits due to fentanyl (2023)	17	19	-
Vehicle crash fatality rate per 100,000 people	12.7	39.9	11
Motor vehicle deaths involving alcohol (2023)	36.2%	35.3%	27.7%
Deaths due to injury (2023)	41	57	-
Deaths due to poisoning (2023)	21	12	-
Teen births (per 1, 000 girls ages 15-19)	11.6	11.6	10.8
Receiving prenatal care	84.7%	88%	86.8%
Low birth weight (live births under 2,500 grams)	6.7%	5.9%	6.89%
Children entering kindergarten with all immunizations	90.2%	91.2%	94.3%
Child obesity 2-11 years old (2022)	9.03%	9.03%	14.78%

Data from: Community Opportunities Map, County Health Rankings and Roadmaps, MediCal Certified Eligibles Table, Mental Health America County & State Data Map (2024), DataUSA, Epicenter California Injury Data Online, California Obesity Web Tool, and the California Health Care Almanac (2023)

Adverse Childhood Experiences (ACEs)

Adverse Childhood Experiences (ACEs) are events such as abuse, neglect, and experiencing violence that occur in childhood and have the potential to undermine a child's sense of safety and stability. Individuals experiencing these types of traumas have an increased risk of engaging in risky health behaviors, having chronic health conditions and lower life potential. The greater number of ACEs a child experiences increases these risks, with a threshold of concern being four ACEs.

	Tuolumne	Amador	California
Oldest child in family experiencing four or more ACEs (2022)	3.3%	7.9%	4.5%
Oldest child in family experiencing three ACEs (2022)	6.6%	6.9%	5.8%
Oldest child in family experiencing two ACEs (2022)	16.1%	17.6%	10.5%
Oldest child in family experiencing one ACE (2022)	22.1%	16.1%	16.7%
Oldest child in family experiencing no ACEs (2022)	51.8%	51.5%	62.6%
Adults identifying as trauma survivors per 100,000 people (2020-2024)	59.1	57.6	60.1
Adults with frequent mental distress in 2022 (> 2 weeks/month)	18%	17%	15%
Emergency Room visits due to abuse (2023)	17	11	-
Rate of child abuse/neglect allegations for infants per 1,000 children (2024)	74	116	55.5
Rate of child abuse/neglect investigations for infants per 1,000 children (2024)	44.8	63.7	42.6
Rate of substantiated cases of child abuse/ neglect for infants per 1,000 children (2023)	33.5	50.2	15.9
Rate of child abuse/neglect allegations for toddlers per 1,000 children (2024)	86.5	69.6	40.2
Rate of child abuse/neglect investigations for toddlers per 1,000 children (2024)	46.6	43.3	30.6
Rate of substantiated cases of child abuse/ neglect for toddlers per 1,000 children (2024)	---	20.1	6.8
Rate of child abuse/neglect allegations for preschoolers per 1,000 children (2024)	98.6	101.2	46.8
Rate of child abuse/neglect investigations for preschoolers per 1,000 children (2024)	43.6	57.3	32.7
Rate of substantiated cases of child abuse/ neglect for preschoolers per 1,000 children (2024)	20.7	17.4	5.9
Total children in foster care per 1,000 children (2024)	6.2	7.4	4
Toddlers in foster care per 1,000 children (2024)	14 (2023)	17	6.3
Preschoolers in foster care per 1,000 children (2024)	8.6	-	4.2
Domestic violence calls for assistance from law enforcement (2023)	359	106	-
Domestic violence calls for assistance per 1,000 people (2020)	8.9	5.9	6.1
Incarceration rate per 100,000 residents (2023)	480	480	309

Data from: Mental Health America County & State Data Map (2024), KidsData, Open Justice, Bureau of Justice Statistics, Prison Policy Initiative, County Health Rankings and Roadmaps and the Child Welfare Indicators Project

New Parents' Mental Health

Depression is one of the common mental health conditions experienced during or after pregnancy. Prenatal depression increases the risk of preterm delivery and low birthweight and can negatively impact breastfeeding and parents' ability to bond with their infant. Postpartum depression can increase a parent's risk of chronic depression and suicide as well as the child's risk of developmental problems. Of note in the United States, around 11% to 12% of adoptive mothers and fathers have parental postadoption depression (PAD).

	Tuolumne	Amador	California
Prenatal depression symptoms (2021)	17.3%		14.7%
Prenatal depression symptoms- 15-19 years	18.2%		28.6%
Prenatal depression symptoms- 20-34 years	18.6%		15.5%
Prenatal depression symptoms- 35+ years	11.7%		10.7%
Prenatal depression symptoms- less than high school	24.9%		16.6%
Prenatal depression symptoms- high school grad	21.2%		18.5%
Prenatal depression symptoms- some college	15.2%		17.4%
Prenatal depression symptoms- college grad	15.4%		10.1%
Prenatal depression symptoms- 0 to 100% of poverty	27.4%		20%
Prenatal depression symptoms- 101 to 200% of poverty	15.1%		16.8%
Prenatal depression symptoms- 200%+ of poverty	10.9%		10.4%
Prenatal depression symptoms- using Medi-Cal	20.5%		18.1%
Prenatal depression symptoms- using private insurance	11.2%		13.2%
Postpartum depression symptoms (2021)	15.6%		13.5%
Postpartum depression symptoms- 15-19 years	29%		15.1%
Postpartum depression symptoms- 20-34 years	15.8%		14.2%
Postpartum depression symptoms- 35+ years	11.5%		11.2%
Postpartum depression symptoms- less than high school	9.2%		10.9%
Postpartum depression symptoms- high school grad	16.6%		13.7%
Postpartum depression symptoms- some college	17.3%		15.8%
Postpartum depression symptoms- college grad	13.1%		12.2%
Postpartum depression symptoms- 0-100% of poverty	19.7%		15.4%
Postpartum depression symptoms- 101-200% of poverty	16.4%		14.6%
Postpartum depression symptoms- 200%+ of poverty	10.6%		11.9%
Postpartum depression symptoms- using Medi-Cal	16.3%		13.6%
Postpartum depression symptoms- using private insurance	12.4%		13.2%
Any alcohol use in 3rd trimester of pregnancy (2021)	7.7%		7.4%

California Maternal Mental Health Dashboard (2021), and the National Council for Adoption (2021)

Children's Mental Health

- According to KidsData, from 2017 to 2021, 12% of the children in California had behavioral or mental health issues.
- The 2022 Kids Count Data Book states that anxiety and depression in children ages 3-17 in California rose from 7% in 2016 to 11.9% in 2020.
- Kaiser Family Foundation data from 2021 indicate that 9.3% of the children in California and 11.2% in the United States received mental health care.

- According to the California Association of Local Behavioral Health Boards and Commissions, “up to 80% of children in foster care have significant mental health issues.” Factors associated with the mental and behavioral health of children in foster care include complex trauma, broken relationships, inconsistent life situations, inadequate access to mental health care and over prescription of psychotropic medication.

Nutrition

Many families in our area struggle with food insecurity, or the inability to provide enough food for every person to maintain an active healthy life. This can lead to health issues for all family members and affect children’s ability to learn and grow.

	Tuolumne	Amador
Food insecurity rate for all residents (2023)	13.6%	11%
Food insecure population (2023)	7,630	4,710
Food insecurity rate for children (2023)	20%	14.8%
People with easy access to healthy food (within ½ mile of home)	41%	20%
Individuals using SNAP/CalFresh (2024)	12%	10%
Children under 18 using CalFresh (% of total child population)	18%	23%
Among food insecure population, % eligible for SNAP/CalFresh (At or below 200% of the poverty level)	59%	46%
Among food insecure population, % above eligibility threshold for SNAP/ CalFresh	41%	54%
Average meal cost (2023)	\$4.23	\$4.38
Children qualifying for Free or Reduced-Price School Meals (2023)	52%	49%
Children 0-5 receiving WIC benefits (December 2021)	380	361
Children 0-5 receiving WIC benefits (December 2024)	482	423

Data from: Community Opportunity Map, Feeding America- Map the Meal Gap, County Health Rankings, and CalFresh Data Dashboard (2024)

Employment and Educational Attainment

Having a high school diploma or equivalent is often a determining factor in obtaining employment. In California, the high school graduation rate is 86.4%. The rate for Amador and Tuolumne residents is a bit higher. Conversely, 36.5% of residents in California have a bachelor’s degree or higher while those rates are lower in the motherlode region. In 2020, during the height of the pandemic, the unemployment rates for Amador and Tuolumne Counties were significantly higher when compared with rates for 2021 to 2023. Since 2023, unemployment rates have risen slightly again.

	Tuolumne	Amador
2024 High school graduation rate	89.5%	92.9%
2024 High school graduation rate for economically disadvantaged students	86.9%	90.5%
2024 High school graduation rate for students experiencing homelessness	87.1%	84.4%
2024 High school graduation rate for students with disabilities	73%	87.5%
Residents with a bachelor’s degree or higher	23.9%	22.4%
Unemployment rate in June 2020	14.1%	12.3%
Unemployment rate in June 2021	7.7%	7.5%
Unemployment rate in June 2022	4%	3.8%
Unemployment rate in June 2023	4.9%	4.8%

Unemployment rate in June 2024	5.2%	5.3%
Unemployment rate in Feb 2025	5.6%	6.1%

Data from: FRED Economic Data, World Population Review, Community Opportunity Map, Bureau of Labor Statistics, Ed Data, Educational Data Partnership and US Census Bureau

Education

Children's early childhood experiences, and the support given to their families, have an impact on later academic outcomes and success in life.

	Tuolumne	Amador	California
Preschool enrollment for children ages 3 & 4 (2024)	53%	38%	44%
Public school children with disabilities (2024)	17.6%	20.6%	14.9%
Public school children in foster care (2024)	1%	1%	.5%
Public school children experiencing homelessness (2024)	4.6%	5.9%	4.7%
Economically disadvantaged children in public schools (2024)	52.5%	45.8%	65%
English language learners in public schools (2024)	2.5%	3.1%	18.4%
School suspension rate (2024)	5.4%	6.8%	3.3%
Suspension rate for children with disabilities (2024)	9.9%	10.2%	5.6%
Suspension rate for children in foster care (2024)	9.8%	11.4%	13.6%
Suspension rate for children experiencing homelessness	10.2%	9.1%	5.8%
Suspension rate for economically disadvantaged children (2024)	7.1%	9.8%	4.1%
Number of children suspended for violence with injury (2024)	57	104	-
Number of children suspended for violence without injury (2024)	285	251	-
Number of children suspended for drugs (2024)	111	75	-
Children meeting or exceeding math standards (2024)	30.7%	24.4%	35.5%
Children who do not meet math standards (2024)	69.3%	75.6%	64.4%
Children meeting or exceeding language arts standards (2024)	43.2%	36.5%	47%
Children with disabilities meeting lang. arts standards (2024)	16.5%	14.3%	15.8%
Children in foster care meeting language arts standards (2024)	25%	9.09%	19.9%
Children experiencing homelessness meeting lang. arts standards	30.3%	25.2%	25.8%
Economically disadvantaged children meeting lang. arts standards	34.5%	28.4%	36.8%
English language learners meeting language arts standards (2024)	36.2%	29.2%	47%
Children who do not meet language arts standards (2024)	56.7%	63.4%	52.9%
2024 graduates meeting UC/CSU course requirements	22%	23.7%	51.9%
2024 chronic absenteeism rate in public schools (absent > 10%)	22.9%	24.6%	20.4%
2024 chronic absenteeism rate for children with disabilities	31.2%	33%	29%
2024 chronic absenteeism rate for children in foster care	36.4%	41.9%	37%
2024 chronic absenteeism rate for economically disadvantaged children	29.6%	31.7%	25.3%
High school dropout rate (2024)	7.2%	4.6%	8.9%

Data from: Ed Data Educational Data Partnership, and the Community Opportunity Map

Data from the 2022 Kids Count Data Book

According to the 2022 Kids Count Data Book developed by the Annie E. Casey Foundation, California ranks 33rd in the nation in terms of child well-being.

- The state is 45th in economic well-being and ranks the highest in the nation for the number of children in households that spend more than 30% of their income on housing.
- California is 37th in education according to academic outcomes and has a lower percentage of young children in preschool than many other states.
- The state also ranks 37th in supporting families and providing safe, healthy communities.
- California is 7th in health and would benefit from an increased focus on lowering teen deaths.

The Annie E. Casey Foundation urges California's legislators to prioritize meeting children's basic needs and to ensure access to mental health care when needed that is trauma informed and culturally relevant.

Disabilities and Special Needs

For people with disabilities, the appropriate support can help individuals overcome barriers and achieve their goals. This is especially critical for young children. Early intervention for children at risk of developmental delays can improve their outcomes regarding health, mental health, language and cognitive skills, and social and emotional development. Specialized services assist families in caring and advocating for their children and help children reach their potential and live happy, healthy and successful lives.

	Tuolumne	Amador	California
Individuals <65 with a disability (2023)	14.3%	10.4%	7.3%
Children < 18 with a disability (2021)	5.9%	5.9%	5.9%
Children with autism per 1,000 (2020)	26.8	21.1	20.3
Children with emotional disturbances per 1,000 (2020)	6.9	5	4.1
Children with a learning disability per 1,000 (2020)	49.5	85.2	48.4
Children with speech or language impairment per 1,000 (2020)	25.3	32.6	27.1
Children with another impairment (2020)	21.5	28.1	17.8
Valley Mountain Regional Center data	San Joaquin, Stanislaus, Tuolumne, Amador & Calaveras		California
(2.8% of VMRC clients live in Tuolumne County & 2.2% live in Amador County)			
Number of children 0-2 served by VMRC in 2022	2,864	-	-
Number of children 3-5 served by VMRC in 2022	2,506	-	-
Number of individuals 6-21 served by VMRC in 2022	6,623	-	-
Number of individuals 22-51 served by VMRC in 2022	4,475	-	-
Number of individuals 52+ served by VMRC in 2022	1,432	-	-
Children 0-1 with an Individualized Family Service Plan (2022)	1.2%	-	1.1%
Children 0-3 with an Individualized Family Service Plan (2022)	4.8%	-	4.4%
VMRC clients with a diagnosis of autism (2022)	44%	-	-
VMRC clients with a diagnosis of mild/ moderate intellectual disability (2022)	33%	-	-
VMRC clients with a diagnosis of epilepsy (2022)	11%	-	-
VMRC clients with a diagnosis of cerebral palsy (2022)	8%	-	-
VMRC clients with a diagnosis of severe intellectual disability (2022)	4%	-	-
VMRC Early Start children 0-3 exhibiting a substantially increased rate of social and emotional skills since enrollment (2022)	73.9%	-	64.8%
Children 0-3 whose social and emotional skills were within age expectations when exiting VMRC Early Start (2022)	65%	-	63%
VMRC Early Start children 0-3 exhibiting a substantially increased rate of knowledge and skills since enrollment (2022)	74.5%	-	73.3%
Children 0-3 whose knowledge and skills were within age expectations when exiting VMRC Early Start (2022)	48.4%	-	49.7%
VMRC Early Start children 0-3 exhibiting a substantially increased rate of growth in self-help skills since enrollment (2022)	53.1%	-	51.6%
Children 0-3 whose self-help skills were within age expectations when exiting VMRC Early Start (2022)	52.7%	-	57%
Percentage of families with children enrolled in VMRC Early	77.1%	-	78.7%

Start who know and understand their rights (2022)

Data from: US Census Bureau, KidsData, and California Department of Social Services Early Start Local Performance Materials

Child Care

As a whole, there are not enough childcare spaces available for 75.3% of the children in California. While county specific data is not available, it is estimated that the region including Amador and Tuolumne Counties does not have enough childcare spaces for 76.7% of the children living in the area.

	Tuolumne	Amador
Number of licensed childcare centers (2021)	14	15
Childcare spaces in center-based facilities	636	404
Number of licensed family childcare homes (2021)	29	27
Childcare spaces in family childcare homes	298	264
Children for whom childcare spaces are available	23.3%	23.3%
Annual cost of center-based childcare for infants	\$14,321	\$15,676
Annual cost of family childcare for infants	\$12,061	\$11,700
Annual cost of center-based children for preschoolers	\$10,019	\$10,849
Annual cost of family childcare for preschoolers	\$10,110	\$9,697
Child care cost burden (2023-24)	27% to 30%	23% to 26%
Requests for infant and toddler care (2021)	37%	19%
Requests for preschool age care (2021)	49%	59%

Data from: kidsdata, County Health Rankings for 2022, and County Health Ranking and Roadmaps

Data from Community Partners

Some of our community partners regularly conduct assessments using qualitative and quantitative data to highlight the needs in the region. Of particular interest to Head Start are the Adventist Health Sonora 2020/21 Health Needs Assessment, the Sutter Amador 2022 Health Needs Assessment, and the Amador Tuolumne Community Action Agency (ATCAA) 2023 Community Needs Survey.

The community needs outlined in these assessments are as follows:

- There is limited access to mental health treatment and not enough mental health professionals in the region.
- Substance use and abuse is prevalent and there are not enough rehab facilities available.
- The area is isolated and remote.
- Access to healthy food and health care is limited.
- There is not enough affordable housing or temporary accommodation/shelters available.
- The cost of living is high, and many community program income thresholds are too low for needy families to access services.
- Transportation, employment opportunities and job training are limited in the region.

GOLF OPPORTUNITY!

- You and/or your guests
- 9 holes
- \$50 p/p, includes cart
- 1pm start
- Driving Range Token Included

Space limited!

Contact JOE.

jbors@atcaa.org



FAMILY FUN DAY

**SATURDAY
JULY 19**
11AM – 4PM

**Buffet Lunch
Provided**

**GREENHORN CREEK
711 MCCAULEY RANCH RD,
ANGELS CAMP, CA.**

INCLUDES:

- Corn Hole
- Bocce Ball
- Ladderball
- Giant Jenga
- Putting Contest
- 9 holes of golf and more...

Golf Limited. Interested? Ask Joe.

• PRIZES •



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

SPRING 2025 SATISFACTION SURVEY DATA

Total surveys completed 131

EHS-43 HS-88

For the month of: April 2025	Head Start	Early Head Start	State Preschool
Funded Enrollment	100	60	85
Cumulative Enrollment	114	101	101
Number of Children with IEP/IFSP	25	9	20
Children Enrolled <45 days	4	11	
Left the Program	13	41	
Pregnant Women Served	n/a	3	
Dual Language Learners	14	14	
Children with Medical Home	114	80	
Children with Dental Home	112	72	
Families w/out Medical Insurance	1	6	

	Blue Bell EHS	Blue Bell	lone EHS	lone	Jackson EHS	Jackson	Jamestown EHS	Jamestown	Soulsbyville	Summerville	Home Base
Actual Enrollment	8	16	12	16	12	16	8	16	16	16	25
Attendance %	76%	81%	84%	83%	89%	79%	79%	83%	84%	88%	88%
# on Wait List Income Eligible	3	7	1	3	5	11	3	13	8	1	3
# on Wait List Over Income	2	2	2	2	5	2	2	2	6	0	5
% of Children with all Health Screenings w/in 45 days	88%	100%	100%	100%	100%	94%	88%	100%	100%	100%	78%
% of Children with complete immunizations	75%	94%	100%	100%	92%	100%	75%	100%	100%	100%	57%
% of Children with Physicals Complete	88%	100%	100%	100%	92%	100%	88%	100%	100%	100%	78%
% Dental Screenings	88%	88%	100%	100%	100%	94%	88%	100%	100%	100%	50%
# Children needing Dental Treatment	0	3	0	5	0	3	2	4	2	2	0
Of these, # receiving treatment	0	3	0	5	0	1	2	3	2	0	0

Meals Served:											
Breakfast	75	214	208	242	222	248	103	220	214	198	
Lunch	91	204	206	272	220	260	101	179	223	206	
Snack	51	91	184	243	0	208	0	107	123	105	

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

May 2, 2025

VIA ZOOM:

Marcia Williams is inviting you to a scheduled Zoom meeting.

Topic: Policy Council

Time: May 2, 2025 09:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89435411039>

Meeting ID: 894 3541 1039

9:30 a.m.

Policy Council Minutes

1.0 CALL TO ORDER: Chairperson Jennifer Grenland called the May 2, 2025 Policy Council Meeting to order at 9:35 a.m.

2.0 ROLL CALL

Policy Council Members: Jennifer Grenland (BB HS), Megan Buchanan (IO EHS), Bryanna Lamb (IO HS), Markki Poston (JT EHS), Kamakani Tiwanak (SV HS), Selina Flores (Columbia College), Christian Tucker (Amador Public Health), Cathy Parker (ATCAA Board Liaison), Sarah Hosny (Tuol. Home Base)

ATCAA Staff Member: Joe Bors (ATCAA Executive Director), Kindy Kelly (ECS Director) Marcia Williams (Assistant ECS Director), Deb Taylor (Education Manager), Kelvin Yee (IT), Kelley Kirschten (Family Services Manager), April France (Mentor Teacher), Stephanie Harami (LCT SB HS), Marta Hunt (ECS Secretary)

A quorum was established.

3.0 SEATING OF NEW MEMBERS

3.1 Seating of New Parent Members: Sarah Hosny from Tuolumne Home Base was automatically seated to the Policy Council.

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 May 2, 2025 Policy Council Agenda (action item):

Cathy Parker moved to approve the May 2, 2025 Policy Council Agenda and Kamakani Tiwanak seconded. Motion passed unanimously (MPU).

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

5.0 CONSENT AGENDA

- 5.1 Request for approval of April 4, 2025 Policy Council Minutes (action item):
Kamakani Tiwanak moved to approve the April 4, 2025 Policy Council Minutes and Cathy Parker seconded. Selena Flores abstained from the vote. Motion passed.

6.0 PUBLIC COMMENT:

ATCAA Executive Director, Joe Bors, asked the Council what they feel are the greatest needs in the community. The council agreed transportation, affordable housing, having more health care providers, energy assistance, and food distribution are all needed in the community.

7.0 NEW BUSINESS

- 7.1 Presentation about the Education Service Area, School Readiness Goals, and child assessment data by Education Manager Deb Taylor (informational, no action needed)
Deb Taylor presented information on the Education Service Area and child assessment data to the council.
- 7.2 2024 – 2025 CDE Self Evaluation Overview (informational, no action needed)
Marcia Williams presented the Self Evaluation Overview with the council.
- 7.3 Child Internet Safety Presentation (informational only, no action needed)
Kelvin Yee discussed Child Internet Safety and educating parents on cyber bullying and also showed the council the filtering software we use and categories filtered out such as gambling, hacking, weapons, and adult content.

8.0 REPORTS

- 8.1 Center and Home Base verbal reports for April 2025: Center reports highlighting The activities for April 2025 were presented by Megan Buchanan (IO EHS), Bryanna Lamb (IO HS), Kamakani Tiwanak (SV HS), Stephanie Harami (SB HS), and Jennifer Grenland (BB HS).
- 8.2 Monthly Statistical & Attendance Reports for HS & EHS for March 2025: Marcia Williams presented the Monthly Statistical & Attendance Reports highlighting the number of children with IEP's and IFSP's.
- 8.3 Budget & Credit Card Reports through March 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

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

- 2024 – 2025 CA State Preschool 8295.1
- 2024 – 2025 Tuolumne Home Visiting Program 8168.3
- Credit Card Reports March 2025
-

Marcia Williams presented the Budget and Credit Card reports though March 2025.

9.0 DIRECTOR REPORTS

- Act Now To Save Head Start: Kindy Kelly discussed the potential budget cut to Head Start and how the community can help by sending a message directly to President Trump or members of the Congress.
- Plan Ahead For Policy Council 2025 – 2026: Jennifer Grenland asked the council to recruit parents for the 25-26 Policy Council and inform them on the officer positions and what those positions entail.

10.0 POLICY COUNCIL MEMBER REPORTS: None.

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 Consolidating the Head Start Regional Offices

11.2 CDE Management Bulletin 25-03 on Serving Two-Year-Old Children in CSPP

11.3 NEXT PC MEETING:
June 6, 2025 PC Meeting
9:30 a.m.
Via ZOOM

12.0 ADJOURNMENT: The May 2, 2025 Policy Council Meeting was adjourned 11:24 a.m.

Results of 2024-25 Self-Assessment and Improvement Plan

Our plan for self-assessment and improvement includes parents, staff, the management team, Policy Council, and the ATCAA Governing Board in a cyclical process that involves the collection, analysis, and use of data to inform program goals and practices, and to revise, add or delete them as needed. This year we chose to closely focus on the following areas:

- Human Resources by using Human Resources System Audit from the National Center on Program Management and Fiscal Operations
- Governance through completing the Head Start A-Z Governance Readiness Assessment
- Mental Health Services for Parents and Staff through the completion of surveys by staff and parents
- Health and Safety (focusing on facilities, active supervision and nutrition)

In addition to the focus areas, to inform our decisions and prioritize goals, we also reviewed data from:

- Community assessments
- Parent surveys and family assessments
- Staff surveys
- Site monitoring results (is this ChildPlus?)
- Child Outcome Data (DRDP)
- Child Attendance
- Attendance at family-focused events
- Family goals and referrals to services

Policy Council, Board, and the management team are involved in analyzing data to determine if we are meeting the objectives associated with child and family goals, program goals, and school readiness goals. In addition, we reviewed the previous program goals and outcomes that we have been working on for the past five years to decide if they need to continue into the next grant cycle. We determined that new goals needed to be developed for the next 5 years.

The final process of reviewing self-assessment data and the formulation, revision, addition, deletion, and approval of program goals and school readiness goals is carried out by the Policy Council and the ATCAA Governing Board. The outcomes of the self-assessment process for 2024-25 and the next steps for the objectives associated with our 2025-30 program goals are listed in the following pages.

Amador-Tuolumne Community Action Agency

Activity in Local Agency Investment Fund (LAIF) FOR July 1, 2024 - May 31, 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
Deposits	-
Ending Bal as of 5/31/25	306,412.06

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	
	<u>\$243,800</u>	

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:

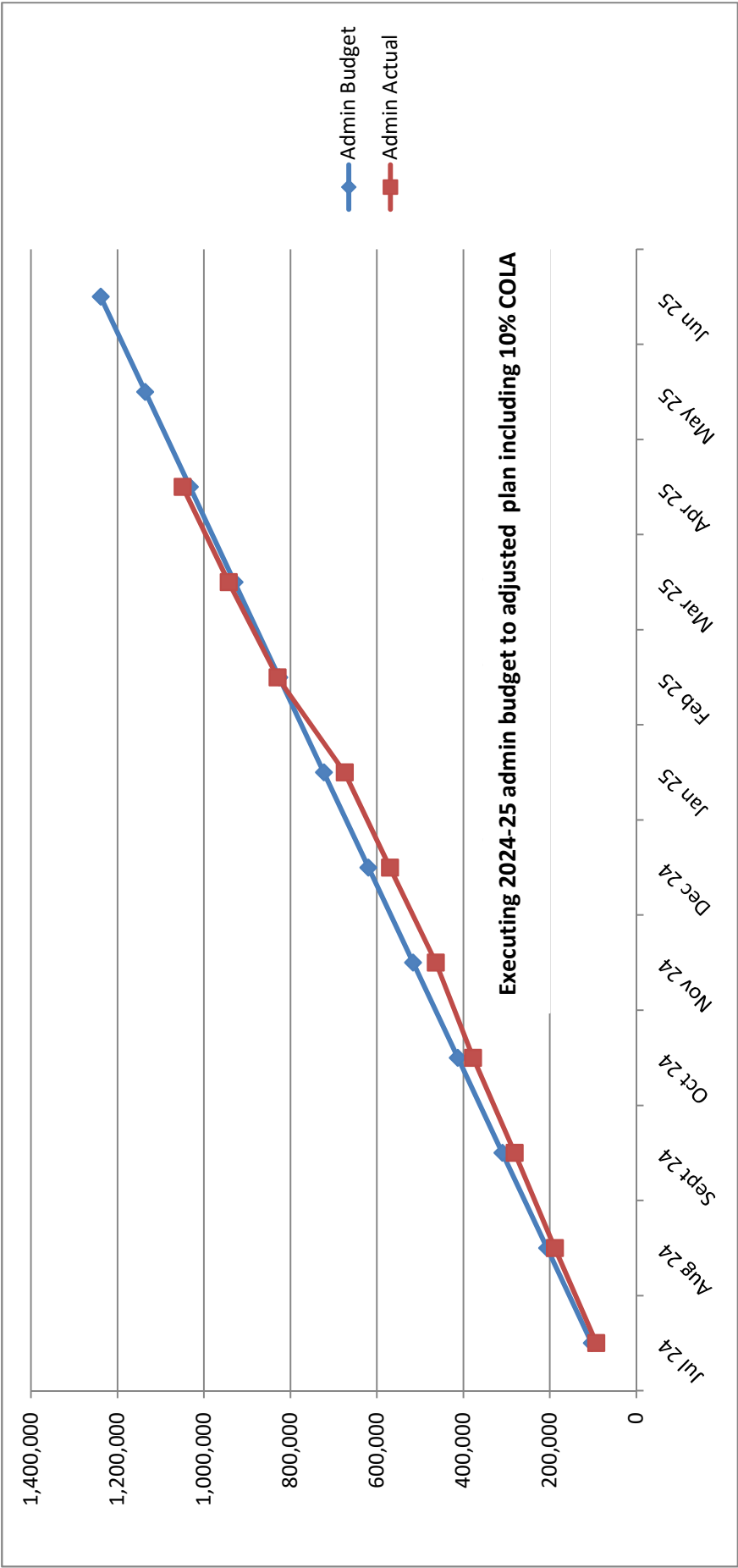
100% of the Committed Fund Balance	\$100,000	(For Contingencies and Future Development)
50% of the prior fiscal year Accrued Leave Payable balance	\$191,733	
	x 50%	
	\$95,866	
	<u>\$195,866</u>	

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-April 2025

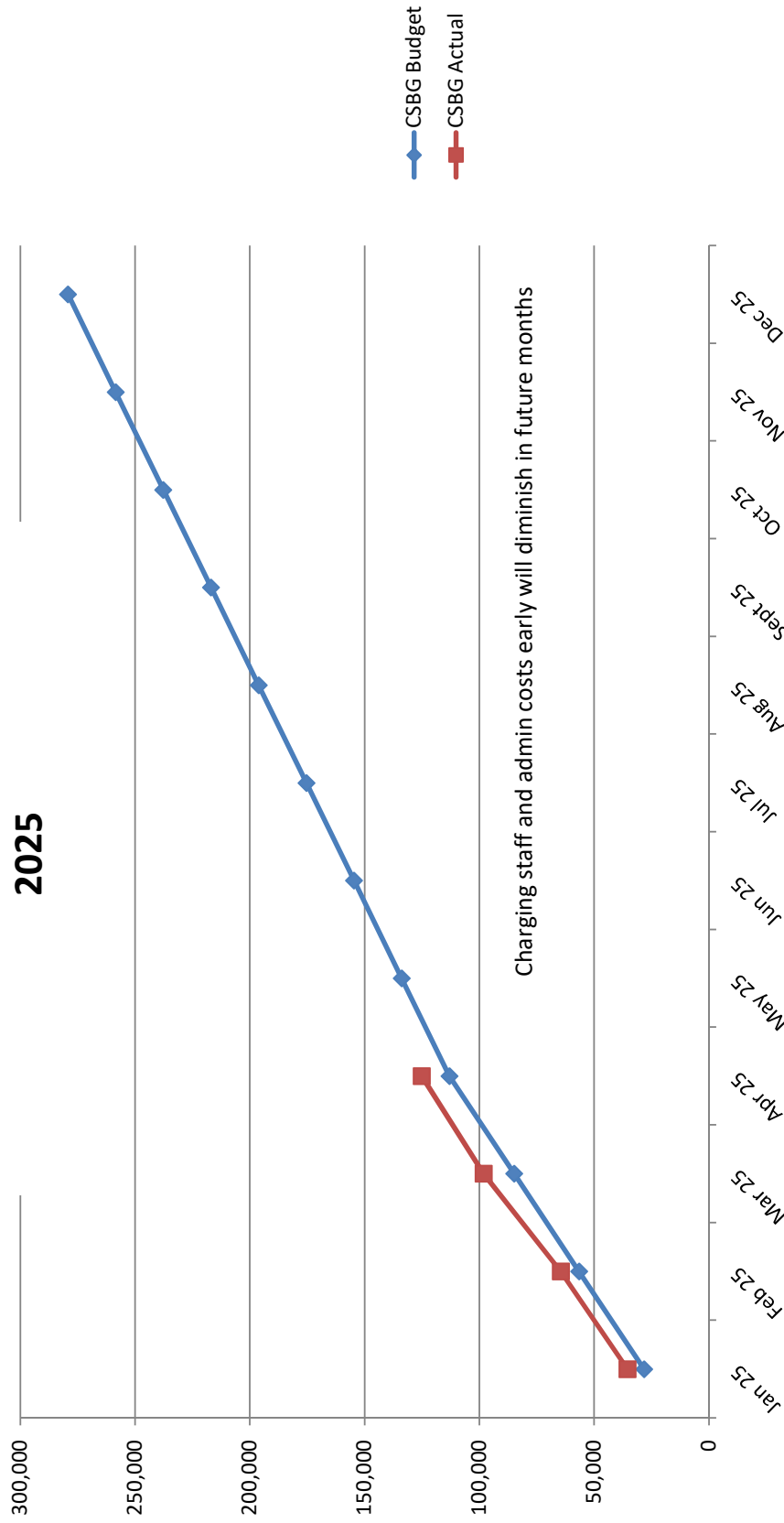
		24-25 Budget Funds 91471 & 91481	July 2024 - April 2025 Unaudited	% of Budget Received	Amount of Budget Remaining
REVENUE				83%	
Amador & Tuolumne Counties	4016	\$49,000	\$40,830	83%	\$8,170
Carryover Revenue		0	\$0		\$0
Contractual Admin. Revenues:					
2024 CSBG (Jul 24-Dec24)		78,000	\$78,000	100%	\$0
2025 CSBG (Jan25-Jun25)		78,000	\$52,000	67%	\$26,000
Contractual Admin. Revenue	4060	996,780	\$800,725.21	80%	\$196,055
Total Cash Revenue		\$1,201,780	\$971,555	81%	\$230,225
DIRECT EXPENSE				% of Budget Spent	
Personnel Expense					
Total Salaries & Wages		\$660,873	\$542,040	82%	\$118,833
Total Fringe Benefits		\$230,172	\$194,339	84%	\$35,834
Total Personnel Expense		\$891,046	\$736,379	83%	\$154,667
Non-Personnel Expense					
Total Travel (Out-of-Area)		\$425	\$2,330	0%	-\$1,904
Total Supplies		\$14,420	\$19,456	135%	-\$5,035
Total Contractual		\$200,873	\$168,818	84%	\$32,054
Total Other (Equipment Expense)		\$8,574	\$8,787	102%	-\$214
Total Other (General Personnel Costs)		\$6,244	\$5,591	90%	\$652
Total Other (General Operating Costs)		\$39,002	\$43,219	111%	-\$4,216
Total Other (Space/Occupancy Costs)		\$67,927	\$54,831	81%	\$13,095
Total Non-personnel Expense		\$337,464	\$303,033	90%	\$34,431
TOTAL DIRECT EXPENSE		\$1,228,510	\$1,039,412	85%	\$189,099
BOARD OF DIRECTORS EXPENSE					
Non-Personnel Expense					
Total Supplies		\$21	\$130	0%	-\$109
Total Other (General Personnel		\$213	\$0	0%	\$213
Total Other (General Operating		\$10,119	\$9,331	92%	\$789
TOTAL BOARD of DIRECTORS EXPENSE		\$10,354	\$9,461	91%	\$893
TOTAL ADMIN EXPENSE		\$1,238,864	\$1,048,873	85%	\$189,991
			July 2024 - April 2025 Unaudited		Variance to Budget
Revenue Over/Under Expenditures					
Total Revenue		\$1,201,780	\$971,555		-\$230,225
Less Total Expenditures		-\$1,238,864	-\$1,048,873		-\$189,991
Current Year Revenue Over/Under Expenditure:		-\$37,084	-\$77,317		-\$40,234
Carryover From Prior Years		\$318,186	\$318,185.61	\$0	
Year End Revenue Over/Under Expenditures		\$318,186	\$240,868	\$240,868	

Administrative Budget to Actual: July 2024 - February 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	674,401	829,944	942,808	1,048,873		

CSBG Budget to Actual: January - April 2025



CSBG Budget
CSBG Actual



HEAD START BUDGET AND EXPENDITURE REPORT - 2025

8132.1

Period Covering: 01-01-2025 through 04-30-2025

<i>Budget Category</i>	<i>T&TA Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Training & Technical Assistance	\$21,860	\$6,171	\$15,689	67%	72%
<i>Budget Category</i>	<i>Program Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$1,080,327	\$538,232	\$542,095	67%	50%
Fringe Benefits	492,967	211,229	281,738	67%	57%
Travel	1,500	0	1,500	67%	100%
Equipment	0	0	0	67%	
Supplies	65,500	16,138	49,362	67%	75%
Contractual	37,837	3,504	34,333	67%	91%
Other	331,648	86,893	244,755	67%	74%
Total Direct Charges	\$2,009,779	\$855,996	\$1,153,783	67%	57%
Encumbered		0			
Indirect Charges	204,997	87,010	117,987	67%	58%
Total	\$2,214,776	\$943,006	\$1,271,770	67%	57%
Total to be charged from CACFP		\$0	\$1,271,770		
Total to be charged from CSPP		\$0	\$1,271,770		
Total Including Other Revenue	\$2,215,313	\$943,006	\$1,272,307	67%	57%



EARLY HEAD START BUDGET AND EXPENDITURE REPORT - 2025

8132.2

Period Covering: 01-01-2025 through 04-30-2025

<i>Budget Category</i>	<i>T&TA Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Training & Technical Assistance	\$31,634	\$3,112	\$28,522	67%	90%
<i>Budget Category</i>	<i>Program Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$867,511	\$249,053	\$618,458	67%	71%
Fringe Benefits	337,713	98,120	239,593	67%	71%
Travel	1,000	0	1,000	67%	100%
Equipment	0	0	0	67%	
Supplies	94,543	13,873	80,670	67%	85%
Contractual	10,500	1,428	9,072	67%	86%
Other	168,873	60,933	107,940	67%	64%
Total Direct Charges	\$1,480,140	\$423,408	\$1,056,732	67%	71%
Encumbered		0			
Indirect Charges	150,974	42,950	108,024	67%	72%
Total	\$1,631,114	\$466,358	\$1,164,756	67%	71%
Total to be charged from CACFP		\$0	\$1,164,756		
Total Including Other Revenue	\$1,631,114	\$466,358	\$1,164,756	67%	71%



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

8132.1 & 8132.2

Period Covering: 01-01-2025 through 04-30-2025

<i>In-Kind Match</i>	<i>Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Non-cash match		\$22,084			
Cash match		268,879			
Total	\$974,943	\$290,963	\$683,980	67%	70%



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

8132.1 & 8132.2

Period Covering: 01-01-2025 through 04-30-2025

<i>Volunteer Hours By Center</i>	<i>April 2025</i>	<i>TOTAL HOURS 2025</i>
Blue Bell Head Start	31.67	118.62
Ione Head Start	12.58	37.18
Jackson Head Start	27.42	50.15
Jamestown Head Start	4.42	21.18
Soulsbyville Head Start	42.50	175.12
Summerville Head Start	8.58	19.34
Blue Bell Early Head Start	0.75	22.17
Ione Early Head Start	4.58	8.91
Jackson Early Head Start	6.42	13.34
Jamestown Early Head Start	0.00	0.00
Home Base	7.00	7.00



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

8228.1 & 8228.2

Period Covering: 10-01-2024 through 04-30-2025

<i>Budget Category</i>	<i>Program Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$22,000	\$16,601	\$5,399	42%	25%
Fringe Benefits	10,000	7,705	2,295	42%	23%
Food	85,647	68,183	17,464	42%	20%
Total Direct Charges	\$117,647	\$92,489	\$25,158	42%	21%
Indirect Charges	12,353	9,401	2,952	42%	24%
Total Charged	\$130,000	\$101,889	\$28,110	42%	22%
Total To Be Charged to HS/EHS					
Adjusted Total	\$130,000	\$101,889	\$28,110	42%	22%



CA STATE PRESCHOOL PROGRAM BUDGET AND EXPENDITURE REPORT

8295.1

Period Covering: 07-01-2024 through 04-30-2025

<i>Budget Category</i>	<i>Program Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$447,473	\$402,033	\$45,440	17%	10%
Fringe Benefits	\$152,500	161,948	-9,448	17%	-6%
Travel	0	0		17%	
Supplies	18,000	16,418	1,582	17%	9%
Contractual	0	13		17%	
Other	6,588	7,092	-504	17%	-8%
Total Direct Charges	\$624,561	\$587,505	\$37,056	17%	6%
Indirect Charges	62,456	58,742	3,714	17%	6%
Total Charged	\$687,018	\$646,248	\$40,770	17%	6%
Charged To CSPP Rate Increase Below		\$0			
Adjusted Total	\$687,018	\$646,248	\$40,770	17%	6%
Tuolumne CSPP QRIS	\$43,350	\$43,350	\$0		
Amador CSPP QRIS	\$8,000	\$6,246	\$1,754		
CSPP Rate Increase	\$328,978	\$101,636	\$227,342		



TUOLUMNE HOME VISITING PROGRAM

8168.3

Period Covering: 07-01-2024 through 04-30-2025

<i>Budget Category</i>	<i>Program Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Personnel	\$39,329	\$4,341	\$34,988	17%	89%
Travel (Fuel)	1,000	40	960	17%	96%
Supplies	0	0	0	17%	
Other	0		0	17%	
Total Direct Charges	\$40,329	\$4,381	\$35,948	17%	89%
Indirect Charges	4,114	445	3,669	17%	89%
Total	\$44,443	\$4,825	\$39,617	17%	89%

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

BILLING PERIOD: APRIL, 2025 AMERICAN EXPRESS PURCHASES

DATE	VENDOR	PURPOSE	AMOUNT
4/28/2025	AMAZON PO 13955	CANNED AIR LOST IN TRANSIT ECS	(13.32)
4/28/2025	AMAZON PO 13969	COMPUTER HARDWARE ECS	428.55
4/28/2025	AMAZON PO 13973	ITEMS FOR GROWING TOGETHER EVEN ECS SV HS	114.05
4/28/2025	AMAZON PO 13975	CUPS & GLOVES ECS IO	124.30
4/28/2025	AMAZON PO 13978	CLASSROOM/HOUSEHOLD/OFFICE ECS JK EHS	466.60
4/28/2025	AMAZON PO 13979	TONER/CLASSROOM ECS	113.38
4/28/2025	AMAZON PO 13980	CLASSROOM TOYS/TRAFFIC SIGNS/ETC ECS JT HS	300.33
4/28/2025	AMAZON PO 13982	ITEMS FOR CELEBRATE OUR CHILDREN ECS	239.66
4/28/2025	AMAZON PO 13987	CUPS/FLOOR CLEANER ECS BB	135.52
4/28/2025	AMAZON PO 13991	HS & EHS OFFICE/CLASSROOM/HHOLD ECS BB	311.14
4/28/2025	AMAZON PO 13994	SHELVING/CLASSROOM/PARENT MTING ECS SB HS	232.42
4/28/2025	AMAZON PO 13996	DISHWASHER DETERGENT/CUPS ECS	440.20
4/28/2025	AMAZON PO 13997	TONER/GLOVES/ACCORDIAN DOOR ECS	252.49
4/28/2025	AMAZON PO 14554	PHOTO BACKDROPS/CUPS/PARCH PAPER ECS JT	112.88
4/28/2025	AMAZON PO 14555	ITEMS FOR GROWING TOGETHER EVENT ECS JT	116.29
4/28/2025	CHECKR PO 13236	K KELLY ECS & 14148 S SPRING FB	96.94
4/28/2025	COMCAST 8155 60 078 0537299 10550 7TH ST 3/11-4/10		137.39
4/28/2025	FAXAGE.COM INV#202503-146438 3/1-3/31		7.95
4/28/2025	INSECT LORE PO 13983	CATERPILLARS ECS	167.69
4/28/2025	WALMART PO 13962	STARCH RETURNED BY SHIPPER ECS JT HS	(30.50)
4/28/2025	WALMART PO 13976	DIAPERS/VINEGAR/CUPS/CLASSROOM ECS JK EHS	197.78
4/28/2025	WALMART PO 13981	DIAPERS/CLASSROOM ITEMS/CUPS ECS IO EHS	107.01
4/28/2025	WALMART PO 13988	DIAPERS & WIPES ECS	73.42
4/28/2025	WALMART PO 13992	CLASSROOM/BATTERIES/COFFEE ECS SV HS	54.69
4/28/2025	WALMART PO 14558	DIAPERS/WIPES ECS JT EHS	59.07
4/30/2025	AMAZON PO 14556	CLASSROOM ITEMS ECS IO HS	286.29
4/30/2025	COMCAST 963436312	PAST DUE AMT SB HS	62.64
4/30/2025	MS 365	BUSINESS LICENSES 3/18-4/17	156.00
			4,750.86

DATE	PNC CC PURPOSE	AMOUNT
4/30/2025	AMAZON PO 14562 GLOVES/TONER ECS	227.10
4/30/2025	AMAZON PO 14566 INSECT STUDY/CUTTING BOARD ECS IO	170.88
4/30/2025	AMAZON PO 14568 PAPER ECS	153.30
4/30/2025	AMAZON PO 14569 CLASSROOM SUPPLIES ECS JT EHS	225.84
4/30/2025	AMAZON PO 14570 SENSORY SPINNING CHAIRS ECS	587.16
4/30/2025	AMAZON PO 14572 CLASSROOM ITEMS ECS IO EHS	502.09
4/30/2025	AMAZON PO 14574 HOUSEHOLD/CLASSROOM ECS SV HS	217.20
4/30/2025	AMAZON PO 14588 SUNSCREEN/CUPS/BATTERY ECS	255.93
4/30/2025	FACTORY EXPRESS PO 13995 LAMINATING FILM ECS	202.02
4/30/2025	INSECT LORE PO 14582 CATERPILLARS ECS	57.87
4/30/2025	WALMART PO 14571 HOUSEHOLD/CLASSROOM ECS JT EHS	70.38
		2,669.77

CHEVRON FUEL CARDS		DATE	PURPOSE	AMOUNT
BILLING PERIOD	3/01-31/25		FUEL	\$1,380.90
BILLING PERIOD	3/01-31/25		CAR WASH	-
				1,380.90

LOWE'S CARDS

DATE	PURPOSE	AMOUNT
4/10/2025	PO 13247 PLANT BB HS	24.07
4/10/2025	PO 13248 SAND SV HS / BB HS ECS	407.26
4/16/2025	PO 13250 POLES FOR SHADE SALES ECS	62.53
4/16/2025	PO 13986 SOIL & PLANTS ECS SB HS	126.79
4/23/2025	PO 14401 SAND/HOSE/SPRAYER/DOOR ALARM IO HS/EHS JK EHS	275.37
4/23/2025	PO 14403 MOP & SHELP BB	29.92
4/23/2025	PO 14405 OUTLET COVER ECS	3.86
4/30/2025	PO 14406 BB/HS BULBS & BALLAST SV HS SHADE COVER HRDWRE	207.91
4/30/2025	PO 14575 FLOWERS / VEGGIES ECS BB HS	81.73
4/30/2025	PO 14581 POTTING SOIL ECS	48.00
4/30/2025	PO 14592 SAND JT EHS/HS ECS	203.63
		1,471.07

SAVEMART CARDS
PURPOSE

DATE			AMOUNT
4/16/2025	PO 13836	RAW FOOD WEEK 3 ECS IO HS/EHS	636.26
4/16/2025	PO 13837	RAW FOOD WEEK 3 ECS JK HS	427.67
4/16/2025	PO 13838	RAW FOOD WEEK 3 ECS JK EHS	443.68
4/16/2025	PO 13839	RAW FOOD WEEK 1 & DEMO ECS IO HS/EHS	574.50
4/16/2025	PO 13842	RAW FOOD WEEK 1 ECS JT HS	440.22
4/16/2025	PO 13843	RAW FOOD WEEK 1 ECS JK EHS	434.64
4/16/2025	PO 13844	RAW FOOD WEEK 1 ECS BB HS EHS	561.17
4/16/2025	PO 13845	RAW FOOD WEEK 1 ECS SB HS	417.84
4/16/2025	PO 13846	RAW FOOD WEEK 1 ECS SV HS	352.57
4/23/2025	PO 13841	RAW FOOD WEEK 1 ECS JK EHS	378.40
4/23/2025	PO 13848	RAW FOOD WEEK 2 ECS JK HS	343.80
4/23/2025	PO 13999	FOOD FOR PARENT MTG ECS SV HS	33.02
4/23/2025	PO 14565	FOOD FOR SOCIAL ECS HB	27.75
4/23/2025	PO 14651	RAW FOOD WEEK 2 ECS JT EHS	334.08
4/23/2025	PO 14653	RAW FOOD WEEK 2 ECS SB HS	370.26
4/23/2025	PO 14654	RAW FOOD WEEK 2 ECS SV HS	412.08
4/23/2025	PO 14659	RAW FOOD WEEK 3 ECS JT HS	229.46
4/23/2025	PO 14660	RAW FOOD WEEK 3 ECS JT EHS	142.63
4/23/2025	PO 14661	RAW FOOD WEEK 3 ECS BB HS /EHS	395.17
4/23/2025	PO 14662	RAW FOOD WEEK 3 ECS SB HS	253.99
4/23/2025	PO 14663	RAW FOOD WEEK 3 ECS SV HS	364.46
4/30/2025	PO 13840	RAW FOOD WEEK 1 ECS JK HS	501.07
4/30/2025	PO 13847	RAW FOOD WEEK 2 ECS IO HS/EHS	610.28
4/30/2025	PO 13849	RAW FOOD WEEK 2 ECS JK EHS	375.48
4/30/2025	PO 13850	RAW FOOD WEEK 2 ECS JT HS	350.75
4/30/2025	PO 14553	FOOD FOR PARENT MTG ECS JT	25.06
4/30/2025	PO 14559	FOOD FOR PARENT MTG ECS SB HS	43.94
4/30/2025	PO 14567	FOOD PROJECT ECS JK HS	38.25
4/30/2025	PO 14652	RAW FOOD WEEK 2 ECS BB HS/EHS	509.88
4/30/2025	PO 14656	RAW FOOD WEEK 3 ECS JK HS	442.59
4/30/2025	PO 14657	RAW FOOD WEEK 3 ECS IO HS/EHS	408.85
4/30/2025	PO 14658	RAW FOOD WEEK 3 ECS JK EHS	298.74
4/30/2025	PO 14665	RAW FOOD WEEK 1 ECS IO HS/EHS	555.66
4/30/2025	PO 14666	RAW FOOD WEEK 1 ECS JK HS	405.63
4/30/2025	PO 14667	RAW FOOD WEEK 1 ECS JK EHS	318.96
4/30/2025	PO 14668	RAW FOOD WEEK 1 ECS JT HS	399.53
4/30/2025	PO 14669	RAW FOOD WEEK 1 ECS JT EHS	273.00
4/30/2025	PO 14670	RAW FOOD WEEK 1 ECS BB HS/EHS	337.29
4/30/2025	PO 14671	RAW FOOD WEEK 1 ECS SB HS	367.94
4/30/2025	PO 14672	RAW FOOD WEEK 1 ECS SV HS	357.17
			14,193.72

WALMART CARDS
PURPOSE

DATE			AMOUNT
4/23/2025	PO 14000	FOOD FOR GRWNG TOGETHER EVENT ECS SV HS	245.70
4/23/2025	PO 14564	TOOTHPASTE ECS	34.16
4/23/2025	PO 14655	RAW FOOD WEEK 2 ECS BB HS/EHS	49.10
4/23/2025	PO 14664	RAW FOOD WEEK 3 ECS	66.84
4/30/2025	PO 14590	FOOD FOR GROWING TOGETHER EVENT ECS JT	270.49
			666.29

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											
Head Start and Early Head Start (01/01/24-12/31/24)	Date submitted	1/29/2025											
(annual)	SF-425 Status Reports			8131.1 & 2									
	Report Period			Jan-Dec 24									
	Due Date			3/31/2025									
Head Start and Early Head Start (01/01/24-12/31/24)	Date submitted			3/31/2025									
(final)	SF-425 Status Reports				8131.1 & 2								
	Report Period				Jan-Dec 24								
	Due Date				4/30/2025								
Head Start and Early Head Start (01/01/24-12/31/24)	Date submitted				4/15/2025								
(annual)	429 Real Property Status Reports												
	Report Period												
	Due Date												
Head Start and Early Head Start (01/01/25-12/31/25)	Date submitted												
(semi-annual)	SF-425 Status Reports							8132.1 & 2					
	Report Period							Jan-Jun 25					
	Due Date							7/30/2025					
Head Start and Early Head Start (01/01/25-12/31/25)	Date submitted												
(annual)	SF-425 Status Reports												
	Report Period												
	Due Date												
Head Start and Early Head Start (01/01/25-12/31/25)	Date submitted												
(final)	SF-425 Status Reports												
	Report Period												
	Due Date												
Head Start and Early Head Start (01/01/25-12/31/25)	Date submitted												
(annual)	429 Real Property Status Reports												
	Report Period												
	Due Date												
8295.1 2024 CSPP (07/01/24-06/30/25)	Date submitted												
(quarterly)	CDFS 9500												
	Report Period	Sep 24 - Dec 24			Jan 25 - Mar 25			Apr 25 - Jun 25					
	Due Date	1/20/2025			4/21/2025			7/21/2025					
CDE Reserve (annual)	Date submitted	1/20/2025			4/22/2025								
CDFS 9530-A	Report Period												
	Due Date												
	Date submitted												
Due Date (With Final CSPP Rpt)	Report Period												
	Due Date												
	Date submitted												

Contracts and Amendments Report
Reporting Months of September 2024 - April 2025

Date Reported	Fund #	Program	Funding Source	Contract Description	Type of Contract	Original Period	Original Budget	Amended Period	Amended Budget	Prior Contract
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			
11/24	8360.1	CSBG	California Dept of Community Services & Develop (CSD)	CSBG Discretionary Funds	Continuation	1/1/24-4/30/25	19,000		26,000	19,000
10/24	1374.1	Housing	California Dept of Housing and Community Development	Emergency Solutions Grant (ESG) Program	Continuation	TBA	78,390			
10/24	2419.1	Food	California Dept of Health and Human Services	Commodity Credit Corp Phase 3 Allocation	Continuation	10/1/24-9/30/25	67,519			
10/24	7733.1	Tax Assist	Dept of Treasury IRS	Volunteer Income Tax Assistance (VITA)	Continuation	10/1/24-9/30/25	60,000			
10/24	8168.1	Youth	Tuolumne County DSS	CalWorks Home Visiting Program Services	Continuation	7/1/24-6/30/25	44,443			
10/24	8295.2	ECS	California Dept of Education	CSPP Cost of Care Plus Rate	Continuation	10/1/24-until spent	31,584			
9/24	1324.1	Housing	California Dept of Housing and Community Development	Emergency Solutions Grant (ESG) Program	Continuation	9/1/24-10/31/25	200,000			
9/24	5421.1	Youth	Department of Health and Human Services	Substance Solutions of Amador Youth Coalition (SSAY)	Continuation	10/1/24-9/30/25	125,000			

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

	UNAUDITED		AUDITED	
	<u>April 30, 2025</u>		<u>June 30, 2024</u>	
	Operating	Capital Assets	Operating	Capital Assets
Assets				
Cash	5,006,323		3,185,061	
Prepaid Deposits & Expenses	458,986		169,348	
Accounts Receivable	9,183,430		3,571,731	
Weatherization Materials Inventory	58,195		33,301	
Structures & Improvements		7,977,292		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	14,729,664	6,086,175	6,970,325	5,755,269
Liabilities				
Accounts Payable	116,220.3		81,017	
Internal Line of credit	0		0	
Refundable Deposits	30,139		29,649	
Salaries & Benefits Payable	346,234		162,939	
Varley Payable	204,773		204,773	
Accrued Paid Time Off	201,155		191,733	
Notes Payable	0	262,947	0	277,274
Deferred Revenue	12,946,327		5,501,345	
Right of use liabilities		537,511		537,511
Total Liabilities	13,844,848	800,458	6,171,456	814,785
Net Assets				
Invested in Capital Assets		5,285,717		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	<u>150,374</u>		<u>150,374</u>	
Total Assigned Fund Balance	190,477		190,477	
Unassigned Fund Balance	594,339		508,392	
Total Net Assets	884,816	5,285,717	798,869	4,940,484
	14,729,664	6,086,175	6,970,325	5,755,269

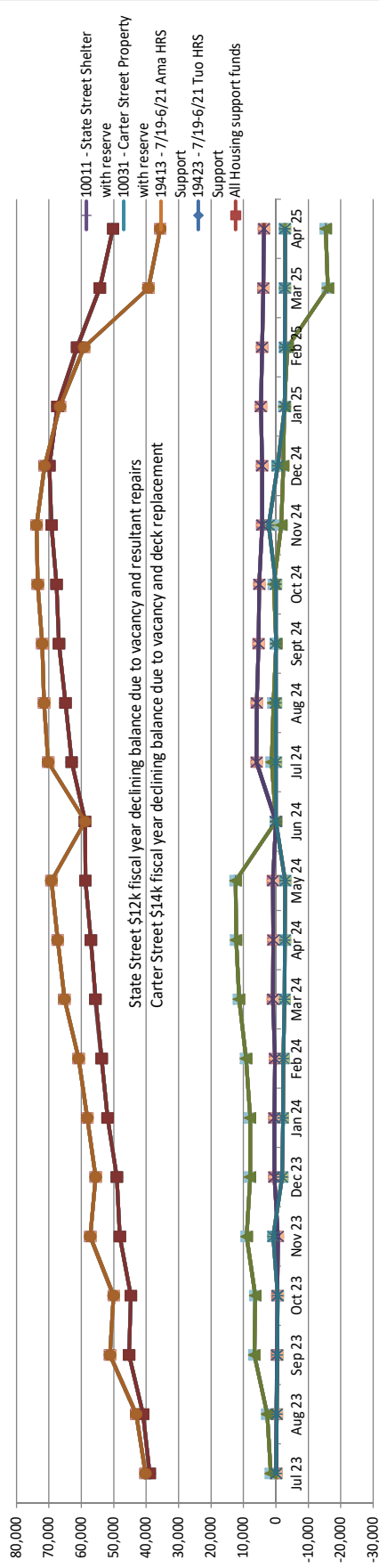
Amador Tuolumne Community Action Agency			
Revenue and Expenditure Report / Income Statement			
July 1, 2024 - April 30, 2025			
			Month 10 - 83%
	July 1, 2023 - June 30, 2024 Actual	July 1, 2024 - April 30, 2025 Actual	% variance from prior year
Revenue			
Cash and accrued Revenue			
Direct Federal Revenue	4,378,958	3,846,021	88%
State Revenue(Pass-through Fed	3,058,837	2,706,478	88%
State Revenue (Non-Federal)	2,500,881	2,028,654	81%
Local Govern.Rev.(Pass through	706,755	567,243	80%
Local Govern.Rev.(Non-Federal)	593,073	681,708	115%
Private Revenue-Non Fed	108,615	192,799	178%
Private Rev. (Pass through Fed	22,817	30,794	135%
Community Donations	126,283	117,544	93%
Client Fees	51,955	49,604	95%
Miscellaneous Revenue	199,559	115,853	58%
Interest Revenue	11,028	98,902	897%
Rental Income	277,624	236,600	85%
Contractual Admin. Revenue	1,038,961	928,438	89%
Carry-over Revenue (Non Grant)	-102,841	700	
Total Cash Revenue	12,949,754	11,601,338	90%
Non-cash Revenue			
In-Kind Revenue	1,294,176	484,276	37%
Admin.In-Kind Revenue	88,673	75,617	85%
Total Non-cash Revenue	1,382,848	559,893	40%
Total Revenue	14,332,602	12,161,231	85%
Direct Expense			
Personnel Expense			
Total Salaries & Wages	4,840,956	4,388,192	91%
Total Fringe Benefits	1,845,986	1,628,406	88%
Total Personnel Expense	6,686,942	6,016,598	90%
Non-personnel Expense			
Total Travel (Out-of-Area)	20,254	22,901	113%
Total Major Equipment and Assets	438,165	535,310	122%
Total Supplies	223,620	201,775	90%
Total Contractual	1,649,530	1,036,336	63%
Total Other (Equipment Expense)	219,189	258,286	118%
Total Other (General Personnel Costs)	132,217	95,734	72%
Total Other (General Operating Costs)	338,339	215,731	64%
Total Other (Space/Occupancy Costs)	716,370	662,914	93%
Total Other (Special Departmental Costs)	1,577,231	1,510,133	96%
Total Non-personnel Expense	5,314,916	4,539,120	85%
Total Direct Expense	12,001,858	10,555,718	88%
Total Encumbered Costs	0	31,237	0%
Total Indirect Expense	1,038,961	928,438	89%
Total Non-cash Expense	1,382,851	559,893	40%
Excess Revenue over Expense	-91,068	85,947	

Amador Tuolumne Community Action Agency			
Revenue and Expenditure Report / Income Statement			
July 1, 2024 - April 30, 2025			
			Month 10 - 83%
	July 1, 2023 - June 30, 2024 Actual	July 1, 2024 - April 30, 2025 Actual	% variance from prior year
Total Direct & Indirect Expense	14,423,670	12,044,048	84%
Program and admin funds	-91,068	85,947	

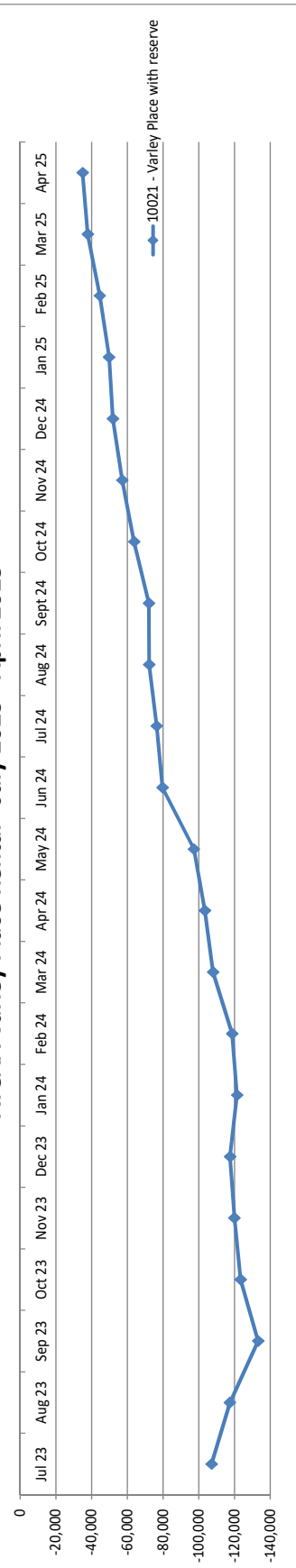
Housing support funds	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25	Mar 25	Apr 25	Total
10011 - State Street Shelter	38,888	40,930	45,312	44,721	48,083	49,081	51,853	53,706	55,624	57,046	58,752	58,839	62,985	64,859	66,867	67,655	69,155	69,865	67,367	61,281	54,307	50,205	50,205
10031 - Carter Street Property with reserve	1,552	2,639	6,635	6,344	8,986	7,948	7,953	9,198	11,356	12,247	12,396	0	1,311	771	-130	637	-1,697	-2,294	-2,572	-3,574	-16,004	-15,396	-15,396
19413 - 7/19-6/21 Ama HRS Support	-102	-217	-348	-461	-610	-458	486	280	877	789	902	-2	5,955	5,868	5,314	5,116	4,186	4,259	4,580	4,235	3,846	3,650	3,650
19423 - 7/19-6/21 Tuo HRS Support	-139	-306	-430	-590	-791	-1,943	-2,166	-2,346	-2,682	-2,807	-2,840	-2	-7	-13	-17	-1	2,179	-521	-2,795	-2,809	-2,821	-2,826	-2,826
All Housing support funds	40,199	43,046	51,169	50,014	57,250	55,544	58,126	60,838	65,175	67,275	69,210	58,835	70,244	71,485	72,034	73,407	73,823	71,309	66,580	59,133	39,328	35,633	35,633

Adopted family

ATCAA Tuolumne Rental Units - July 2023 - April 2025



ATCAA Varley Place Rental - July 2023 - April 2025	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	Total
10021 - Varley Place with reserve	-107,178	-117,406	-133,220	-123,474	-119,966	-117,481	-121,410	-118,674	-107,982	-103,366	-97,259	-79,670	-76,435	-72,247	-70,073	-63,816	-57,177	-51,917	-49,792	-44,593	-37,797	-35,015	-35,015
Cash: Reserves for replacements						39,951												65,564					105,515
Cash: Other reserves						57,940																	57,940
Total liability Varley owes ATCAA						215,372												65,564					198,470



ATCAA Fiscal Officer Narrative – June 2025 p1

ATCR and Varley audits **complete**. No change in cash flow, internally borrowing from cash advances (HHAP2 HHAP3 & HHAP4). New bank PNC is in operation – credit card use 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. **New ESG granted – combining fewer funds altogether in rapid rehousing and shelter**

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

Continuum of Care (CoC)

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

CoC HHAP2: \$700k split between 4 counties, subcontracts in hand, 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: No vacant units 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 being replaced 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. This pays for staff and support to handle free Federal commodities – billed quarterly. May face Federal funding cuts

CalFoods: 2024-25 \$43k - only pays for CA food – new funding. An additional \$206k was granted to be 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 FYE 2025.**

PG&E food box: Received \$12K in new funding for food box reimbursement.

Pantries: pays for food on a per pound basis

ATCAA Fiscal Officer Narrative – June 2025 p2

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.

2023 ESLIHEAP: **Contract completed. Closeout Report submitted**

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

2024 LIHEAP: \$1.3M Contract signed funding is now available in CORE

2024-25 Prop-1 Water Conservation TCRCD: \$292K contract from T-Stan IRWM 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 in process – through 6/25.

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

Mentoring: New prevention and mentoring \$75k continues through 6/25

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

Youth Empowerment Solutions (YES) partnership: Primary prevention \$25k continues through 6/25; \$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.

Discretionary contract \$26k spending through 4/25 **Closeout Report submitted.**

CSBG EITC (Kristy): New EITC Contract at \$220k year-around contract in operation.

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

Early Child Services – Kindy Issue: Carryover funds

Head Start/State preschool & Early Head Start in operaton

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

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

Cal State Preschool Program (CSPP): 24-25 \$687k contract in operation, will use \$168k cost adjustment funding as needed.

ATCAA Fiscal Officer Narrative – June 2025 p3

Administration – Issue:

Admin 23-24 budget ran negative \$64k due to increased audit, legal, and staffing (fiscal officer duplication) costs. Running almost break even for the first **ten** months, with increased CSBG allocation and \$37k COLA budget revision .

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:

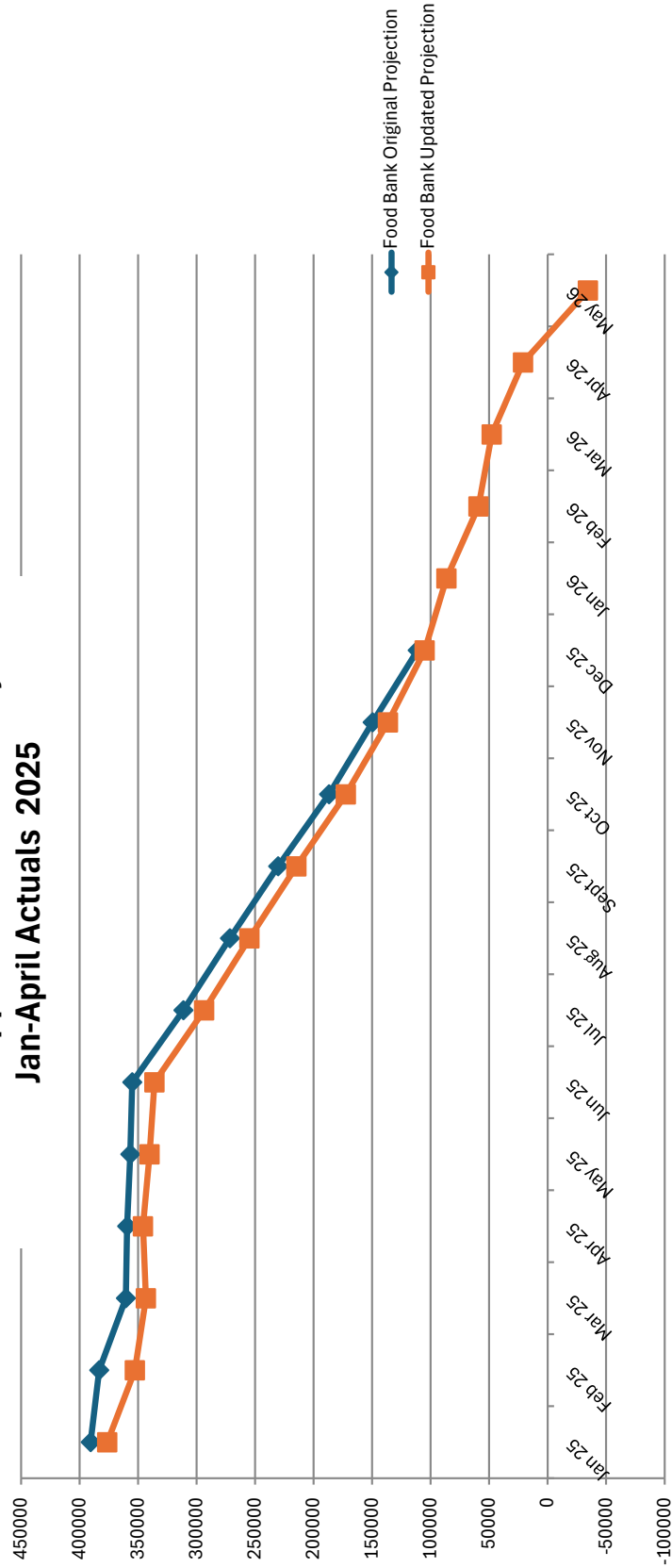
Workers Comp premiums have been reduced by 21% in 2025 from \$125k to \$99k.

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

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

Food Bank Support Fund Balance Projection

Jan-April Actuals 2025



Food Bank Original Projection	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26
	\$390,624	\$383,206	\$360,558	\$359,426	\$356,621	\$355,043	\$311,387	\$271,508	\$230,325	\$186,784	\$149,696	\$111,172					
Food Bank Updated Projection	Jan 25	Feb 25	Mar 25	Apr 25	May 25	Jun 25	Jul 25	Aug 25	Sep 25	Oct 25	Nov 25	Dec 25	Jan 26	Feb 26	Mar 26	Apr 26	May 26
	\$376,337	\$352,804	\$343,292	\$345,744	\$340,274	\$336,031	\$293,522	\$254,791	\$214,747	\$172,364	\$136,425	\$105,049	\$86,494	\$59,160	\$47,721	\$20,948	(\$34,332)



PROGRAM PRESENTATIONS

For the
Amador Tuolumne Community
Action Agency
Board of Directors
2025

Contracts/Amendments:

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

07/1/2024 - 6/30/2025. \$263,000

Marketing, education, outreach and tax preparation support to rural county low-income residents earning less than \$31,950k annually.

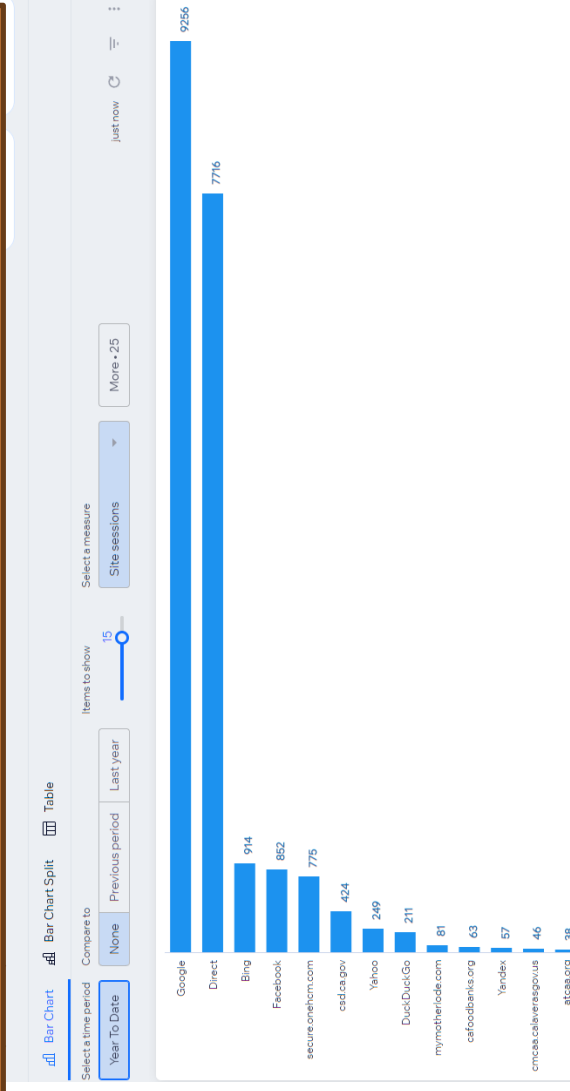
This state funded grant is expected remain in the 2025-26 California budget. \$220,000 is the expected allocation amount.

In Progress:

- California Earned Income Tax Credit 2025 post tax day/summer tax season marketing and outreach campaign continues.
- Cross training and giving access to key individuals within the agency to help with simple communications tasks such as website editing, posting forms and agendas in accordance with Brown Act regulations, posting time sensitive announcements to social media, etc. This enables the agency to expand to beyond 1-2 people with these abilities and access if needed. (An HPO initiative.)
- NOW HIRING – Communications Coordinator. This position will be in Jackson to provide a more balanced approach to ATCAA overall communications.

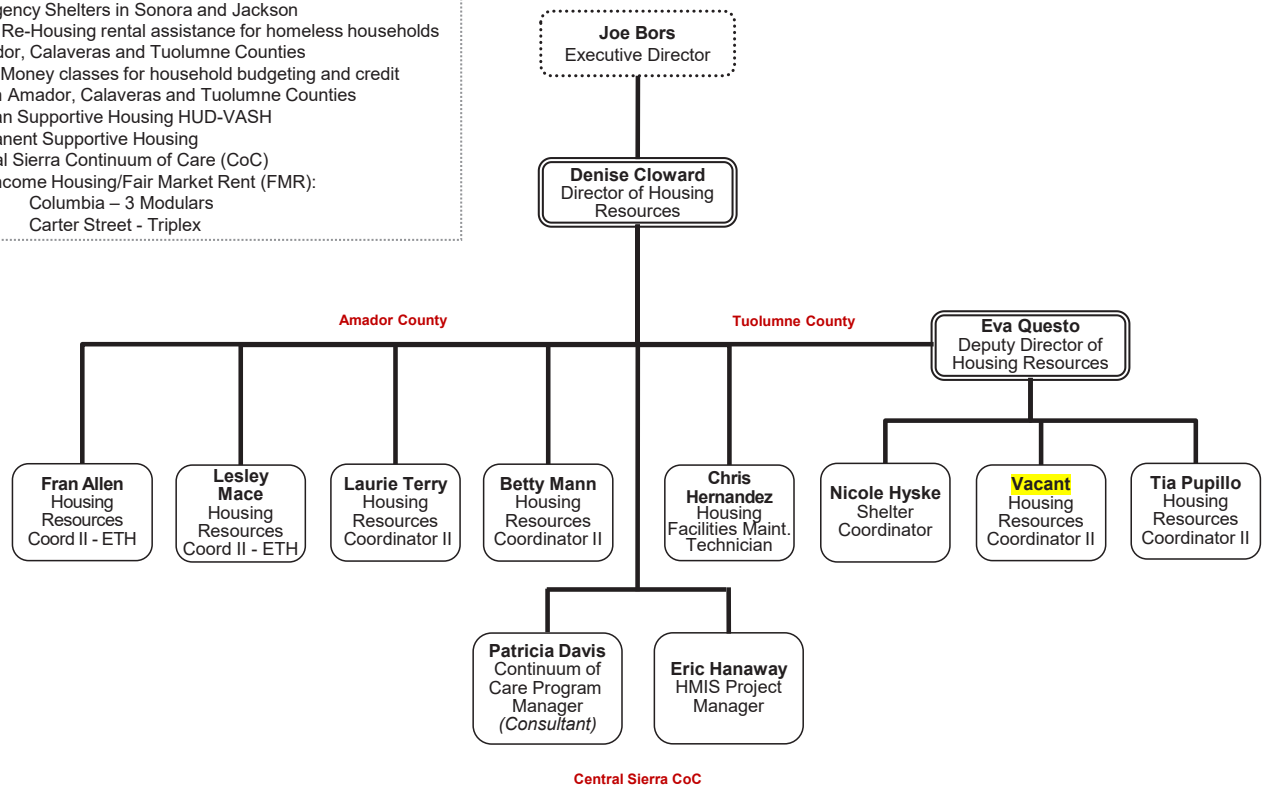
We reach targeted audiences through our websites, social channels, email, distributing digital and printed collateral, attending events, word-of-mouth, sharing with our partners, direct mail and more. It depended on what our goal is, our message and our audience.

We use social and website analytics to make determinations about our reach and modify as needed. For instance, in looking at the screenshot on the right, if I were looking to advertise on a search engine platform, clearly, I would choose Google over Bing and Yahoo.



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

2023 ESG Awarded \$308,000 Shelters, Rapid Re Housing
Mule Creek Donation to Amador shelters \$8,000

Accomplishments

ECM/CS first local partner meetings set up with Master Care
Training System Performance measures HHAP R 6
HMIS Policy revisions
Amador Task force Homeless survey responses
Training on additional shelter to use CACFP beginning Sept 2025
Referral meeting/Housing funding sources- Tuolumne County Behavior Health
Tuolumne County Board (BOS) meeting- Data review and discussion
Monitoring ESG CV City of Jackson
ATCAA –Amador County Resource Fair booth
Gardens at all 3 ATCAA Shelters in process or completed

In progress:

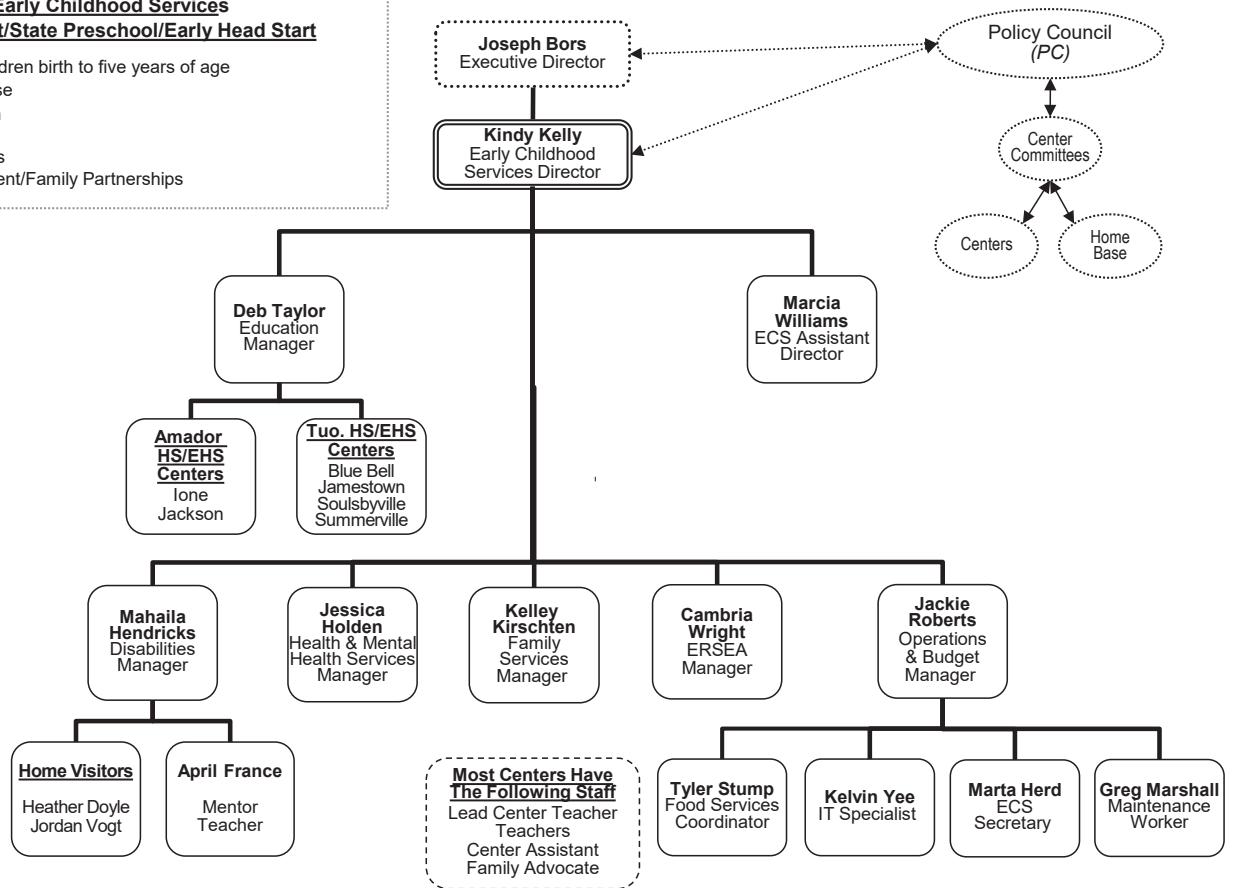
HHAP R 6 Application due in Aug 2025
Varley Place unit turn over
Columbina unit turn over unit
HIC PIT data to HUD
Close outs HDAP, Whole person Care, all CoC grants ending June 30.
Annual reporting ESG- Capers x 4
CoC website revisions
HMIS Policy revisions
Coc meetings

ATCAA has opened monthly meetings to connect all service providers that deliver Community Supports and connects all Enhanced Care Management (ECM) Health providers to ensure correct referral and avoid duplication of services to clients.

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



In Progress:

- Policy council met on June 6th to finalize program goals for Head Start and Early Head Start for the upcoming five-year program cycle.

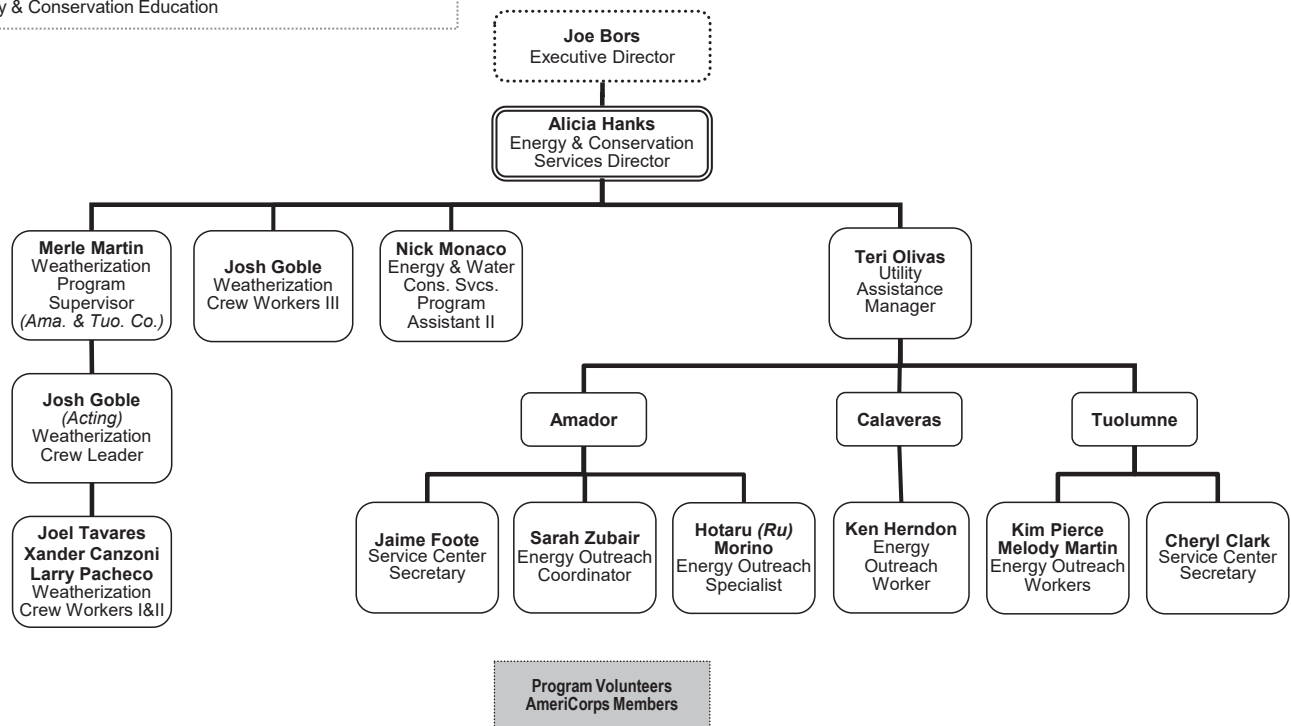
Accomplishments:

- Head Start sites were rated using the QRIS scale. Three of our sites earned a score of 4 and three sites earned a score of 5. We have never earned a score of 5 so we are extremely proud of all our Head Start staff who show professionalism in their roles and dedication to our children and their families.
- Nancy Miner completed the Community Assessment for 2025. We use this data to inform our decisions regarding program planning. There are some interesting findings. Please check your packets for specific details.
- We received the pre and post comparison results from the Desired Results Developmental Profile (DRDP). These findings illustrate a range of concepts and measure school readiness. We plan to share the details in next month's packet.
- Stephanie Harami, Faviola Garcia and Teri earned their Bachelor degrees. Stephanie was also approved to be a mentor teacher for students in the Early Childhood Education Program at Columbia College.
- Summer, Addie, and Bailey earned their Associates degrees.
- Mahaila Hendricks was awarded the "Challenge Coin" recognition by Amador County Office of Education for her dedication to serving students with differing needs.

Thank you for all you do!

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 \$1,301,536 100% Complete
- 3127.2 2024 SLIHEAP for \$49,222 100% Complete
- 3350.1 Prop-1 Water Conservation \$292,000 45 homes completed to date
- 3450.1 2023 TSIRWMA Well Testing for \$38,400 13% Complete
- 3128.1 2025 LIHEAP for \$1,896,944 36% Complete
- 3220.1 6/23-6/27 BIL DOE WAP for \$938,372 1% Complete
- 3222.1 6/22-6/25 DOE Weatherization Program 15% Complete

Accomplishments

- First DOE inspection with CVOC passed
- LIHEAP 2025 contract increased to \$1,896,944 from \$1,605,931
- 4 Jobs completed in support of IMACA
- IMACA requested that ATCAA complete 2025 WX contract

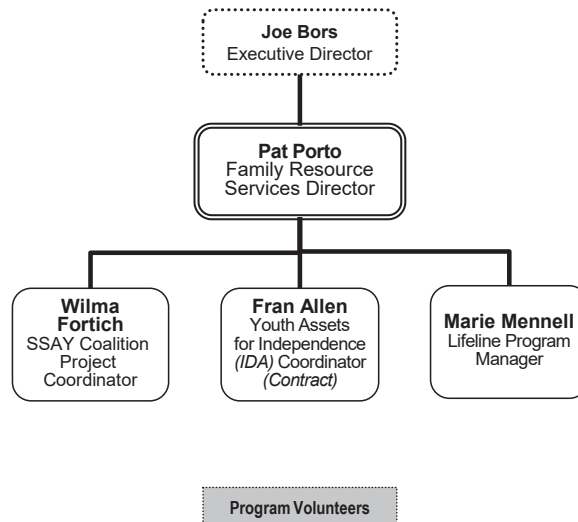
In Progress

- Inspection on 6 DOE homes in progress
- Initiating Priority Points for Utility Assistance
- Additional DOE training in place
- 2025 CSD Monitoring delayed until June
- TSIRWMA Well Testing will use some funds to put in water fountain in TH
- Calaveras worker will soon be in Calaveras 3x weekly

DOE homes in final stages, Utility Assistance received some additional funds

Family Resource Services

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



4-2025

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: The SSAY Coalition, teen poster contest concluded April 30th. It was open to all high school age youth. There are 6 monetary prizes that will be awarded to winners. We had 7 local judges. An invite-only reception is scheduled for May 8th. Wilma Fortich, SSAY Project Coordinator, continues meeting with school leadership, staff, and students to develop a youth coalition, and doing classroom presentations. To date she has approximately 7 students participating in planning coalition activities. Our regular monthly meeting attendance remains steady with 8-14 community members attending, both in-person and Zoom.
- 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.

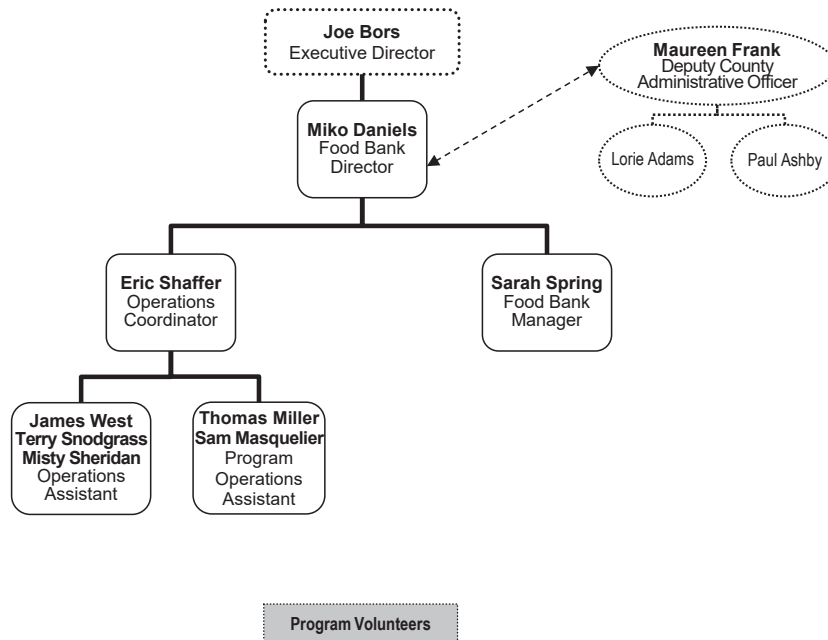
Accomplishments:

- In March the Coalition team submitted our Year 2 Work Plan, and other required documents to DFC. This 2025-2026 work plan has activities we will begin implementing starting in June. ATCAA's Communications Dept. is maintaining the SSAY Youth Coalition website, and Facebook page. Wilma, the SSAY Project Coordinator had her 1 year anniversary on April 8th.
- EHS – HS: In April, 5 parents attended the Lone Parent's Place, and 3 attended the Jackson Parent's Place.
- Shelters: In April, 2 parents attended the discussion at the Water Street shelter; no residents available at the Broadway shelter due to the residents primarily being elderly; 6 residents attended the Sonora shelter discussion.
- 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.

Tuolumne Food Program

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



Contracts/Amendments:

- **CDBG** – We have met our obligations for this grant and should receive word that this grant has been closed out.
- **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 received less than half of our expected shipment in both April and May and expect the same for future shipments.
- **TEFAP Performance Plan** – Updates for the performance plan are due June 30. Food Bank Team is ready to send the updates week of 6/9/2025.
- **Capacity Grant** – Nearly \$630K to spend on upgrades to the food bank warehouse by June 2026!

In Progress:

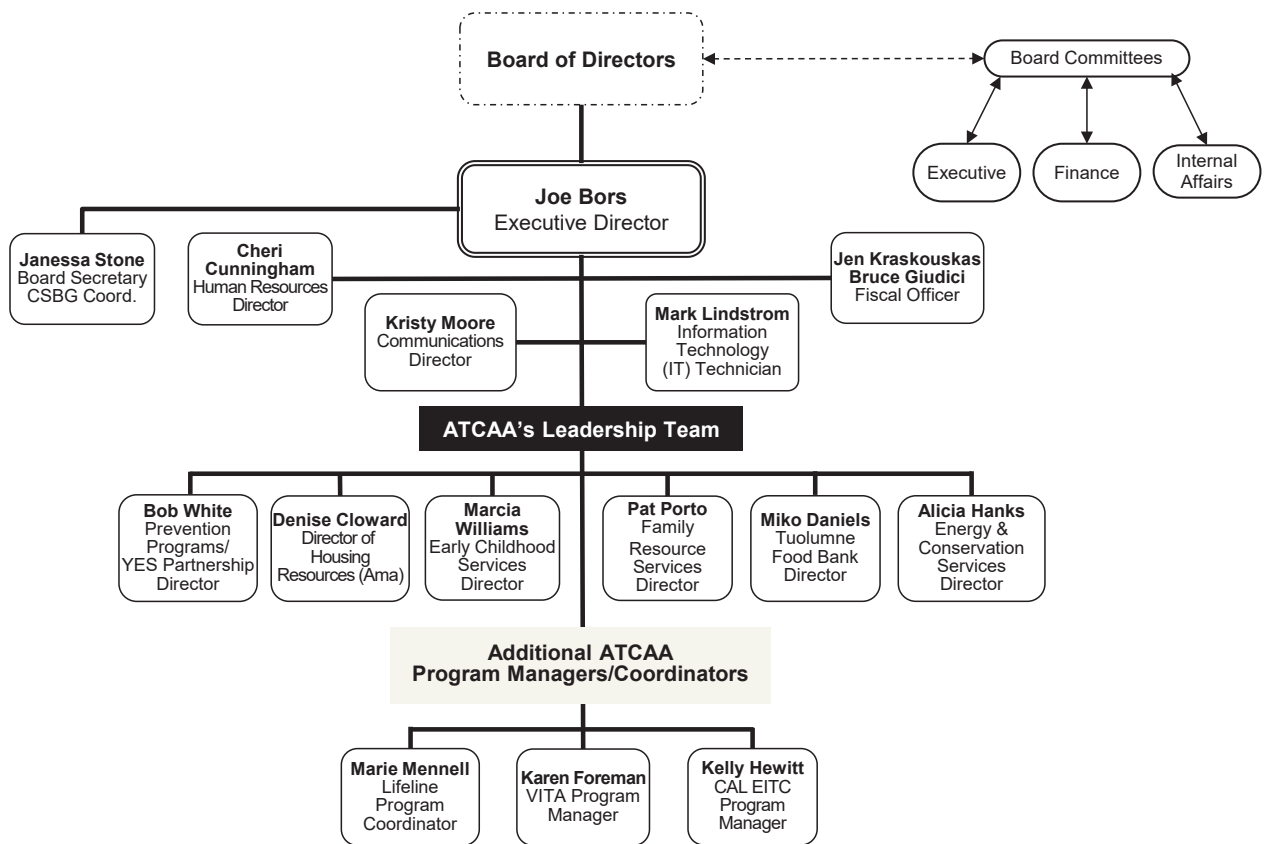
- **Theft/Vandalism** – The food bank yard was vandalized (3x) and fuel was siphoned from vehicles (2x) times late May 2025. Reports were made with the Sheriff's Department. Footage from surveillance was found, but suspects could not be ID'd.
- **Volunteer Appreciation** – This event is postponed until further notice and we expect to have the new event date soon.
- **CA Sourced Food** - \$250,000+ has been spent on nutritious California sourced food.
- **Capacity Grant** – Food Bank Team is currently getting updated bids for approved projects (originally bid before last August). Contractors will soon be scheduled to start warehouse improvements as approved in the modified budget. Priority is wrought iron fencing for the yard. ☺
- **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, Forklift, Pallet Jack and misc. safety certifications. All staff have completed Civil Rights training and other required certs.
- **Pantries/Sites** - In addition to the 3 new open distribution sites and the 23 new home delivery sites that were added last month, we have added another new site! We will be delivering food 2x per month to 40+ new recipients. Pantries and sites are currently being scheduled for inspection and documentation will be updated and current for all (by end of summer).
- **Kids Club** – School is out! Kids Club will continue through the summer for Tenaya Elementary students who attend summer school. There will be 4 sessions which will extend Kids Club for this school through to the next school year.

Accomplishments:

- **Anthem Blue Cross Food Insecurity Grant** – Food Bank Director applied for this grant of \$10K. We will know by the end of this month if we were awarded.
- **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!



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



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

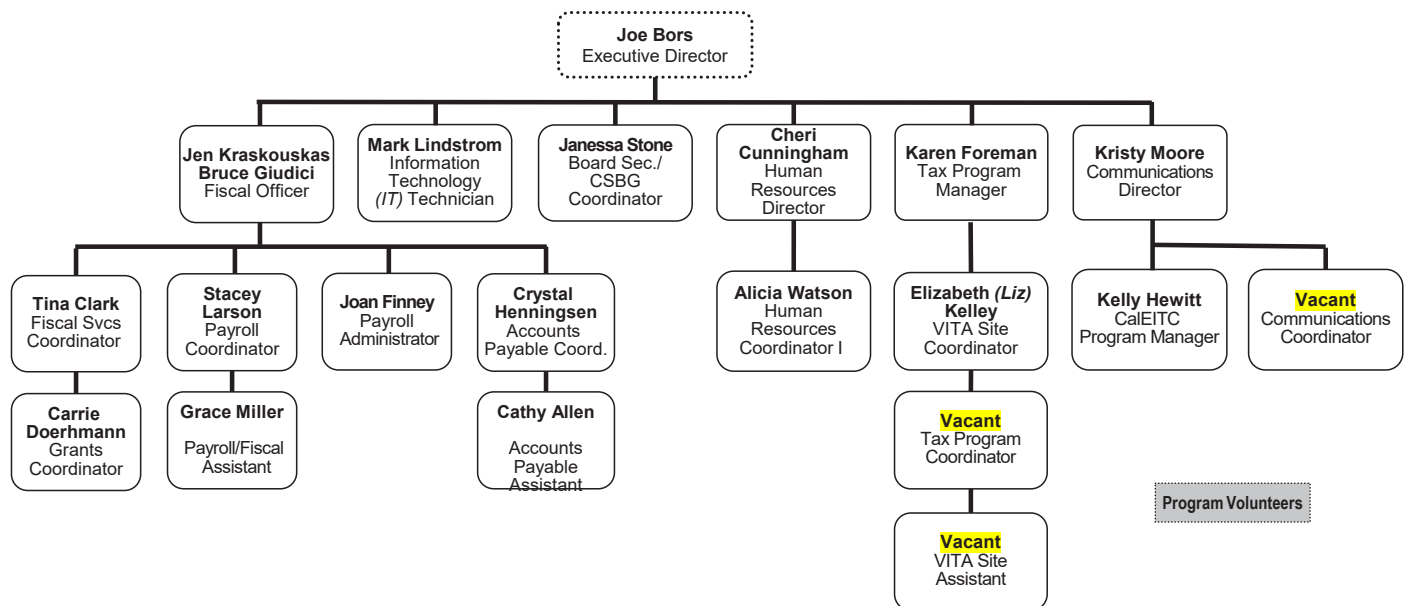
- Volunteer Income Tax Preparation Program for income eligible residents

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



JUNE 2025

Contracts/Amendments:

- Sutter Health Investment Grant: MOU, W-9, and invoice emailed to Sutter Health.

In Progress:

- Lifeline recall has been rescinded, but Lifeline will be swapping out 25 units.
- Working to get A.S.A.P. Youth Committee, the youth division of the SSAY Coalition, to volunteer as Lifeline Checkers and to write birthday cards. This will be a great way to pair seniors with high school students.
- Working on a social media blast for more volunteers.
- Searching for a venue to hold a volunteer meet and greet.

Accomplishments:

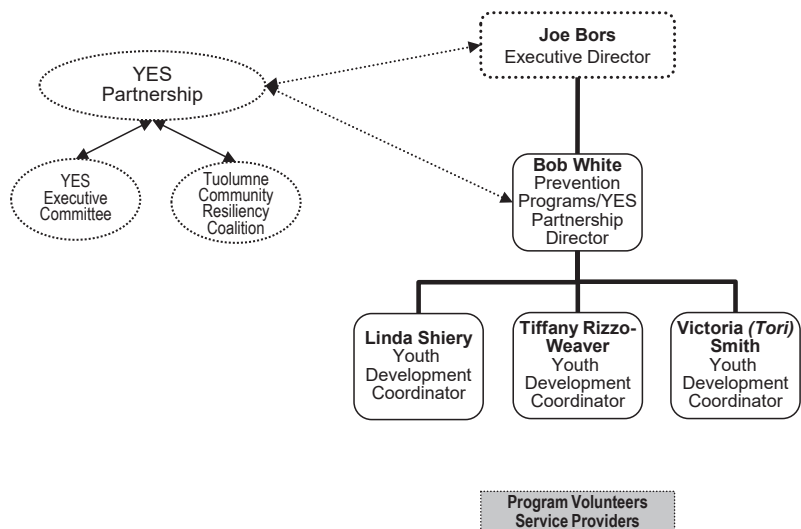
- Valley Medical Regional Center (VMRC) came into Lifeline to see cell unit offerings for a mutual client. They will process full billing at \$65.00 per month for this client, who has been paying \$20.00 per month. His shortfall was covered by the Sutter Grant.
- VMRC will be sending documentation to be completed for Lifeline to be an approved vendor. This will enable VMRC to send clients to Lifeline. These clients will be billed at the full rates for their service.
- 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:

- Upcountry 88 Lions's Bowling Tournament August 23, 2025,
- Celebrate Pine Grove, September 2025

Tuolumne Prevention Programs

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



Contracts/Amendments

- FY 24/25 \$104,225-Suicide Prevention Program Services
- FY 24/25 \$25,000-Alcohol and Drug Primary Prevention Services
- FY 24/25 \$75,000-Substance Abuse Primary Prevention & Mentoring Services
- FY 24/25 \$26,088-ARPA-Friday Night Live
- FY 24/25 \$26,784-ARPA-Mentoring

Accomplishments

- Active Friday Night Live (FNL) chapters at Cassina High School, Gold Rush Charter High School and Summerville High School. FNL chapters at Cassina High School and Gold Rush Charter High School are offered as leadership elective courses.
- Active Friday Night Live Club Live (CL) chapters at Gold Rush Charter School, Jamestown Elementary School and Sonora Elementary School. CL chapters at Gold Rush Charter School and Jamestown Elementary School are offered as elective courses.
- Active Friday Night Live Kids (FNLK) chapters at Gold Rush Charter School, Jamestown Youth Center and Sonora Elementary School.
- Cathy Parker and Bob White did a mental health presentation at Sonora High School on May 6.
- Friday Night Live presented the Escape Vape substance use prevention escape room activity on May 8-9.
- Applied Suicide Intervention Skills Training (ASIST) training on May 8-9.
- The YES Partnership and Adventist Health Sonora had a booth at the Mental Health Month event at the Enrichment Center on May 30.

In Progress

- Mental Health First Aid (MHFA) training at Black Oak Casino Resort on June 9.
- Applied Suicide Intervention Skills Training (ASIST) training on June 17-18.
- Friday Night Live program closure from June 23 – August 17.



Organizational Chart – May 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
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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.

May 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 weekly with SSAY/A.S.A.P. Youth Committee at Amador and Argonaut High School
- Wilma has set up a table weekly at Amador High School during lunch with the help of some A.S.A.P. Youth members to recruit more students.
- During summer, Wilma and members of the committee will present to youth groups, clubs, faith-based youth groups, and summer school to recruit more members.
- An A.S.A.P. Youth Committee member has an interview on June 13, 2025 with KVGC radio promoting the committee and recruiting more members.
- Some members will volunteer to serve lunch at the Amador Senior Center.
- Wilma and some members will attend the Amador County Chamber of Commerce.
- Members will volunteer on June 27th at a free concert at Preston Castle sponsored by the Amador County Arts Council. They will hand out literature, ask for donations, and give out free art supplies.
- Tina Clark from ATCAA will purchase a Little Free Library to put in front of her house. The members will paint it and some will be responsible for making sure it is clean and that the books are replenished.
- Wilma will also put up a Little Free Library and members will vote on where in the County they will place it.
- Wilma is collaborating with ACSO to do an outreach event Upcountry contingent on the Cannabis Awareness Program (CAP) grant renewal.
- 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:

- We held an awards ceremony for the winners of the poster contest and gave away \$1,000 of cash prizes.
- A.S.A.P. Youth Committee helped recruit more students at Amador High School's Ygames attended by over 600 students and collaborated with Public Health to participate.
- Wilma has collaborated with ACSO by providing brochures from their Cannabis Awareness Program (CAP) at outreach events.

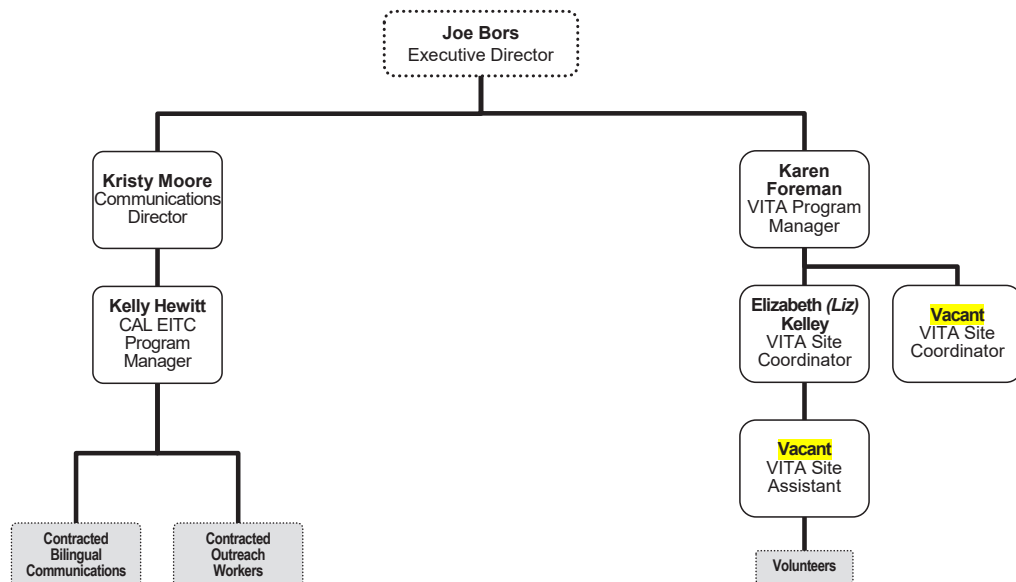


CAL EITC

- 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.



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.
07/1/2024 - 6/30/2025. \$263,472

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.

"LIFE HAPPENS, ATCAA HELPS"

A client at our Amador Shelter used our tax program to prepare her tax return. This client received a refund which she used to fix her car, which then allowed her to obtain full-time employment and move out of the shelter and into stable housing.



CALIFORNIA DEPARTMENT OF
COMMUNITY SERVICES
AND DEVELOPMENT

HOUSEHOLDS WHO HAVE CLAIMED CalEITC CREDITS AND RECEIVED REFUNDS THROUGH APRIL 2025

AMADOR COUNTY

1932 Households claimed \$676,009 CalEITC Credits

CLAVERAS COUNTY

2453 Households claimed \$1,044,216 CalEITC Credits

TUOLUMNE COUNTY

2996 Households claimed \$1,102,043 CalEITC Credits



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



OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-OHS-IM-25-04	2. Issuance Date: 04/29/2025
	3. Originating Office: Office of Head Start	
	4. Key Words: School Choice	

INFORMRMATION MEMORANDUM

TO: All Head Start Recipients and State Agencies that Receive Head Start Collaboration Office Grants

SUBJECT: Expanding Educational Freedom and Opportunities for Families in Head Start Programs

INFORMATION:

This Information Memorandum (IM) outlines Head Start programs' critical role in promoting parent choice to select the early care and education (ECE) providers that best meet their family's needs for their children, and recognizes that Head Start programs serve as the foundation for school readiness by preparing young children for academic and social success. Through this work, Head Start programs also help parents understand school choice options, including ECE, and can serve as a valuable resource to prepare families to effectively utilize the options in their communities. With this IM, we strongly encourage Head Start programs to facilitate parent choice in three key ways: 1) actively participating in state and local efforts to coordinate ECE enrollment and services and promote access to a variety of ECE options in the state or local community; 2) engaging families to determine, develop, and improve their program model and consider how their program offerings respond to family needs and promote family choice; and 3) re-examining community partnerships and evaluating how they can be strengthened and expanded in ways that support family choice, including through connections to faith-based settings for families that desire this option.

Promoting Family Choice Through Active Participation in State and Local Efforts to Coordinate Early Care and Education

Through this IM, we encourage Head Start programs to be active participants in state and local efforts to coordinate ECE enrollment and services to support families' access to options that best fit their needs. Programs should consider how they can enter or expand their participation in mixed delivery systems that provide families access to a variety of ECE choices. A mixed delivery approach to ECE offers families early learning experiences in a range of settings, including community-based and private child care centers, public schools, charter schools, faith-based settings, and family child care (FCC) homes, many of which operate Head Start programs. Well-integrated ECE services at the state or local level help promote a variety of options — including Head Start programs — to support parent choice and better align with family needs and desires for their children's education and care. Efforts to better integrate ECE service options within a state or community can help provide families with the choices they need to select the program that is right for their family, allowing more children and families to benefit from access to needed services.

Statutory and Regulatory Requirements that Promote Family Choice Through Coordination

Several provisions within the Head Start Act (the Act) and the Head Start Program Performance Standards (the Performance Standards) direct Head Start programs and Head Start Collaboration Offices (HSCOs) to engage in

state and local efforts that help families access their choice of ECE programs for their children's early care and education.

Section 642(e) of the Act and Section 1302.53(a)(2)(ii) of the Performance Standards lay out expectations for programs to establish collaborative relationships with elementary schools, state preschool and child care providers, and agencies that provide services to children with disabilities. Strong partnerships with state ECE leadership, local educational agencies, and other early childhood programs, including faith-based programs, are critical to foster opportunities for family choice in early childhood settings.

The Office of Head Start (OHS) encourages programs and HSCOs to coordinate with other early childhood programs and participate in state and local initiatives. Section 1302.53(b) of the Performance Standards requires programs to actively participate in coordinated systems at the state and local level to better promote a variety of early education services in their local community. More specifically, programs must establish memoranda of understanding with local agencies that manage publicly funded preschool programs (Section 642(e)(5) of the Act and 45 CFR § 1302.53(b)(1)). To the extent practicable, programs should also participate in their state or local quality rating and improvement system (QRIS) (45 CFR § 1302.53(b)(2)). State-based QRIS can help families understand the range of ECE choices available to them and determine the quality of such options. Programs should also participate in state education data systems through the sharing and integration of relevant Head Start data, to the extent practicable (45 CFR § 1302.53(b)(3)). Head Start participation in state efforts designed to communicate and track parent choices for their children help ensure that Head Start programs are an integral part of the state's ECE landscape and that parents have a full understanding of all choices in a mixed delivery system.

Strengthening a System of ECE Mixed Delivery Through Coordinated Enrollment

Head Start programs have an opportunity to actively participate in state or local coordinated enrollment systems that streamline access to a diverse array of ECE providers — including Head Start, state-funded preschool, public pre-K, private child care centers, and family child care homes. OHS strongly urges Head Start programs to collaborate with state and local agencies to develop and refine these systems, ensuring they efficiently connect families to ECE options that best meet their needs. Coordinated enrollment, such as through a unified online application or community-based intake process, empowers parents by simplifying access to clear, actionable information — such as program schedules (e.g., full-day or part-day), eligibility rules (e.g., income or age criteria), and available slots — while eliminating wasteful redundancies like multiple applications. This efficient approach maximizes the use of ECE resources across a region or community, and ensures families can choose their preferred setting, including faith-based options, in line with the directive to enhance educational freedom. Head Start programs should take specific steps to support this effort, such as partnering with state and local education departments to integrate Head Start slots into shared enrollment databases and systems, providing real-time updates on openings in Head Start program locations, and joining local planning committees to advocate for family-friendly system designs, thereby aligning their recruitment and enrollment processes with broader state or local efforts to optimize resources and empower parents.

Determining, Designing, and Improving Head Start Program Models Based on Family Input

Head Start programs are uniquely positioned to engage families to shape program models that enhance parental choice and align with community needs. Under § 1301.3(b) of the Performance Standards, families are required members of the policy council, a critical mechanism through which Head Start programs gather family input to continually improve services. OHS encourages programs to leverage the policy council and other engagement structures to ensure program designs reflect family preferences, support parental decision-making, and expand access to an array of ECE options, empowering families to choose the best educational paths for their children. To further this goal, Head Start programs may accept eligible children from outside their designated service areas when slots are available, offering families greater flexibility to enroll in a Head Start program that aligns with their preferred location, schedule, or educational approach — such as a center offering extended hours or a culturally specific curriculum — thereby broadening parental choice beyond geographic boundaries.

Section 1302.11(b)(1) of the Performance Standards requires programs to conduct a comprehensive community assessment to inform their program design and to ensure it reflects the needs of the community. The families served by Head Start programs are a central part of the community, and OHS strongly encourages programs to engage families in the community assessment process as programs determine, develop, and improve their

program model. Programs can add questions in their parent surveys and self-assessments that explore the variety of parent options and needs in the community. Creating opportunities to gather input from families about their preferences and how they evaluate their ECE choices allows programs to integrate those preferences into their program design. Programs should consider how to ensure their available program options meet family needs and identify ways to promote choices to parents within their community.

A strong understanding of families' needs and preferences, as well as the range of available options in the community, allows Head Start programs to ensure their program options complement the other ECE programs available to families. Head Start programs can use this information to assist families in connecting to other programs that best meet family preferences and values, including services in faith-based organizations, charter schools, and private child care.

This includes during transitions for children out of Early Head Start and from Head Start Preschool to kindergarten. Sections 1302.70 and 1302.71 of the Performance Standards require programs to implement strategies to support successful transitions for children and their families at these key milestones. During any transition, Head Start programs must collaborate with families to foster their continued involvement in and advocacy for the education and development of their child. In the transition to kindergarten specifically, programs are required to collaborate with local education agencies to support family engagement under Section 642(b)(13) of the Act, including working to provide training to enable parents to participate in decisions related to the educational choices for their children. As part of transition efforts, programs are also encouraged to help families understand school options in their local community.

Strengthening and Expanding Partnerships to Promote Parent Choice

Strong community collaborations are a core tenet of Head Start services; many programs have long-standing partnerships with state and community agencies that assist them in providing a wide variety of services for children and families. Section 1302.53(a)(1) of the Performance Standards requires Head Start programs to establish ongoing collaborative relationships and partnerships with community organizations. These partnerships facilitate access to community services that are responsive to child and family needs.

As programs conduct their community assessments, programs should re-examine how community partnerships extend and strengthen program services in ways that support family choice. This may involve broadening community partnerships to include partners that fit parents' preferences, such as their need for full-day services, faith-based instruction, or options to keep siblings together. Head Start programs are also encouraged to explore partnerships with state and local Child Care Resource and Referral agencies to inform working parents of the variety of ECE options in their community. In addition to establishing ongoing partnerships, programs can connect parents directly to local and state organizations that train parents on educational options and parental rights; these may include parent training and resource centers, community parent resource centers, and statewide family engagement centers.

Section 1302.11(b)(2)(vii) of the Performance Standards requires that programs collect and use data on gaps in community resources to address the needs of eligible children and families. This data, combined with information on families' needs and preferences, allows programs to identify partners, including faith-based organizations or family child care options, that could expand programs' ability to support families in accessing the ECE services that are the best fit for them.

Layering Funding to Strengthen Partnerships and Support Family Choice

Head Start programs and HSCOs can also collaborate with state and local community agencies as they examine their existing funding sources and consider how those funding streams may be leveraged more effectively within a mixed delivery system. Programs should consider how federal funds, such as those from Head Start, CCDF, and IDEA, can be effectively layered and braided to support broader access to services. Layered funding can be used to expand full-day, full-year services and comprehensive services that best serve families' needs or to free up resources for other purposes. Coordinating funding streams also allows programs to think more creatively about ways to partner with other programs and services, including partnering with faith-based organizations that offer early childhood opportunities that may be most desired by families in the community.¹

Coordinating funding streams fosters innovative partnerships with diverse ECE providers—including charter preschools, family child care homes, and faith-based programs—and ensures families can access settings that reflect their values and needs. OHS urges programs to use this flexibility to participate in state and local mixed-delivery initiatives, reexamine program models based on family input, and build community collaborations that maximize educational freedom. By layering and braiding funding and listening to families, Head Start programs can help reduce or eliminate financial barriers and can empower families with limited resources to make informed ECE choices, e.g., selecting a program with a specific curriculum, quality rating, or convenient location. This can be accomplished by sharing clear information on options and eligibility through a variety of mechanisms such as coordinated enrollment systems and parent workshops.

This strategic use of federal funds not only enhances family agency but also optimizes resources, reducing waste and aligning with the goal of making federal programs more effective for American families. Thank you for your dedicated efforts to support children and families in exercising their educational freedom.

Sincerely,

/ Captain Tala Hooban /

Captain Tala Hooban
Acting Director
Office of Head Start

¹ Head Start programs may partner with faith-based organizations when any explicitly religious activities (such as activities that involve overt religious content such as worship, religious instruction, or proselytization) are separate and distinct from the Head Start program, and the distinction is completely clear to the beneficiary or prospective beneficiary. See 45 CFR 87.3(d).

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Management Bulletin 25-04

This Management Bulletin notifies and provides guidance to California State Preschool Program contractors of flexibilities granted through Executive Order (EO) N-17-25 regarding the wildfires in Los Angeles and Ventura Counties.

Early Education Division

Subject: Flexibilities for California State Preschool Programs in Los Angeles (LA) and Ventura Counties Related to Wildfires

Number: 25-04

Date: May 2025

Expires: June 30, 2025

Authority: Executive Order N-17-25

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

Purpose

This Management Bulletin (MB) notifies and provides guidance to California State Preschool Program (CSPP) contractors of flexibilities that were granted through Executive Order (EO) N-17-25 regarding the wildfires in Los Angeles (LA) and Ventura Counties.

Policy

The Executive Order is extending this requirement:

Any applicable deadline to complete a Desired Results Developmental Profile (DRDP), as specified in the *California Code of Regulations*, Title 5 (5 CCR), Section 17702, is extended until June 30, 2025, for CSPP contractors impacted by the emergency in LA and Ventura Counties.

The Executive Order is suspending these requirements:

- The requirement limiting administrative costs for CSPP to 15 percent has been suspended for costs incurred prior to June 30, 2025, for CSPP contractors directly impacted by the fires.

- The requirement for families in LA and Ventura counties experiencing homelessness to provide applicable documentation within 30 days, as specified in 5 CCR Section 17771(e), is suspended for an additional 60 days.
- The requirement to complete the annual Program Self-Evaluation (PSE) for impacted CSPP contractors in LA and Ventura counties is suspended for the 2024–25 program year.
- The requirement to complete the Parent Survey for CSPP contractors impacted by the fires in LA and Ventura counties is suspended for the 2024–25 program year.

Directives for Implementation

Suspension of Limited Administrative Costs

Pursuant to 5 CCR Section 17700(e), administrative costs are defined as costs incurred for administrative activities where neither the family, the child, nor the service providers operating family childcare homes directly benefit from the activity. *Education Code (EC)* Section 8258 and 5 CCR Section 17805(b) limits administrative costs for state-funded preschool programs to fifteen percent of net reimbursable costs. The requirement imposed by *EC* Section 8258 limiting administrative costs for state-funded preschool programs to 15 percent of net reimbursable costs is suspended for contracting agencies directly impacted by the emergency in LA and Ventura counties. This means that the California Department of Education (CDE) may reimburse approvable administrative costs that exceed the 15 percent limitations for CSPP contractors directly impacted by the wildfires in LA and Ventura Counties. All administrative costs beyond the 15 percent limit must be incurred prior to June 30, 2025, to be considered reimbursable. Contractors must follow the process for emergency closures in MB 21-10 to ensure the contract maximum reimbursable amount (MRA) is not impacted.

Contractor Reporting and Reimbursement

The Enrollment, Attendance, and Fiscal Reports in the California Preschool Accounting Reporting Information System (CPARIS) have remained unchanged. Contractors are required to report all expenses related to the CSPP program in the Enrollment, Attendance, and Fiscal Report. All administrative costs will continue to be reported in expense categories 1000–5000 and on the indirect cost line (if applicable) and identify the amount of administrative costs reported in these expense categories on the *Total Administrative Costs* line.

The CDE uses data from the Enrollment, Attendance and Fiscal Report to calculate contract earnings. When the amount identified on the *Total Administrative Costs* line exceeds 15 percent of net reimbursable costs, the contract earnings calculation will remove the excess from contract reimbursement. Therefore, contractors with administrative costs projected to exceed the 15 percent limit will need to contact their assigned Early Education and Nutrition Fiscal Services (EENFS) fiscal analyst in order to adjust their reporting to ensure the contractor reimbursement will reflect the allowed additional administrative costs. The EENFS fiscal analyst will review the most recent contract earnings calculation and work with the contractor to determine how the most recent report should be revised to allow excess administrative expenses to be reimbursed.

Enrolling Families Experiencing Homelessness

The requirement to submit required documentation for families in LA and Ventura counties experiencing homelessness and enrolling in a CSPP, as specified in 5 CCR Section 17771(e), is suspended for 60 days. This means that families impacted by the emergency and enrolling in CSPP under this eligibility category through January 1, 2026, will have a total of 90 days from the date the application for services is signed to provide all applicable documentation.

As a reminder, when the basis of eligibility is family experiencing homelessness, the contractor shall permit the enrollment of children to begin immediately upon the parent signing the application for services. The parent shall provide all required documentation, including immunization records, within **90 days** (30 days allowed from 5 CCR Section 17771 and additional 60 days allowed from the EO from the date the application for services is signed).

Program Self Evaluation

The requirement to conduct the PSE, as specified in 5 CCR Section 17709, is suspended for CSPP contractors impacted by the emergency in LA and Ventura counties through June 30, 2025. As a reminder, the summary of findings of the PSE is typically due to the CDE by June 1; therefore, because this requirement is suspended through June 30, 2025, contractors impacted by the fires will not be required to submit this requirement for the 2024–25 program year.

Parent Survey

The requirement to conduct the parent survey, as specified in 5 CCR Section 17710, is suspended for CSPP contractors impacted by the emergency in LA and Ventura counties through June 30, 2025. The results of the parent survey are typically collected through the PSE process; therefore, contractors impacted by the emergency in LA and Ventura counties are not required to complete the parent survey requirements for the 2024–25 program year.

Desired Results Developmental Profile

Any applicable due dates to complete the DRDP for all enrolled children are extended until June 30, 2025, for CSPP contractors impacted by the emergency in LA and Ventura counties. This does not waive the requirement to complete the DRDP, it just extends the timeline in which the assessment needs to be completed. If the program year ends before June 30, 2025, then the contractor must complete all DRDPs before the end of the program year.

Local Educational Agencies (LEAs) providing special education services to children birth through five years of age with Individualized Family Service Plans (IFSPs) or Individualized Education Programs (IEPs) may indicate their requirement to complete the DRDP sooner than June 30, 2025 deadline, and CSPP Contractors shall collaborate with the special education program staff, where possible, to support the completion of the DRDP to meet their requirement.

Background and Authority

On January 7, 2025, Governor Newsom declared a state of emergency to help ensure the availability of critical resources to address the fire related evacuation orders, destruction of and ongoing threats to homes, structures, critical infrastructure, transportation, communication sites, and transmission lines.

In response to the disastrous fires in LA and Ventura counties, the CDE, Early Education Division (EED), sent out an [email](#) to CSPP contracting agencies to provide some available flexibilities that may be utilized during this emergency.

On February 4, 2025, Governor Newsom signed [Executive Order N-17-25](#) [PDF](#) (PDF), which suspends and extends specific requirements for CSPP.

Resources

Resources to Support Contractors

For help and information for people affected by the wildfires, information on disaster assistance and temporary housing, disaster recovery, social programs, local and federal resources, emergency alerts and real time updates, please refer to the [2025 LA Fires help and information web page](#) [PDF](#).

For information on the CDE Disaster and Emergency Resources, please refer to the [CDE Resources for Natural Disaster and Severe Weather web page](#).

For information on disaster assistance and resources in California, please refer to the [CDE Disaster and Emergency Resources web page](#).

For resources related to wildfires, including what to do before, during and after a wildfire, please refer to the [CDE Wildfires web page](#).

For information on emergency resources from federal, state, and local agencies, please refer to the [California Office of Emergency Services website](#) [PDF](#).

Additional Resources to Support Children and Families

Information on the California Department of Social Services (CDSS) Community Care Licensing Division, including CDSS Community Care Licensing Regional Offices can be found at the [CDSS website](#) [PDF](#).

[California Resource and Referral \(R&R\)](#) [PDF](#) programs provide training and technical assistance, as well as resources for Early Education programs. Please contact your local R&R for information on available resources.

If you have programmatic questions related to this MB, please contact your assigned EED, Program Quality Implementation (PQI) office regional consultant. This can be found at the [EED, PQI regional consultant directory web page](#).

If you have fiscal questions about the information in this email, please contact your assigned CDE EENFS fiscal analyst by accessing the [fiscal analyst directory](#).

Pursuant to authority provided in EO N-17-25, this MB constitutes official guidance, and thus the directives in this MB are mandatory.

Questions: Early Education Division | 916-322-6233

Last Reviewed: Monday, May 05, 2025