

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

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

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

LOCATIONS

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

Joint Powers Governing Board:
ATCAA Jackson Service Center

AGENDA

1. **CALL TO ORDER:**
2. **MISSION STATEMENT:**

ATCAA promotes the economic security, self-sufficiency and the well-being of families and individuals by providing for basic human needs through direct assistance and community collaborations with the belief that all people deserve the opportunity to thrive.

3. **ROLL CALL:**

2025 Board of Directors					
	<i>Ryan Campbell, Board Chairperson</i>			Tuolumne - PUB	
	<i>Frank Axe, Board Vice-Chair</i>			Amador - PRI	
	<i>Claire Gunselman, Board Treasurer</i>			Amador - PUB	
Amador			Tuolumne		
	Jeff Brown	PUB		Andy Merrill	PUB
	Dan Epperson	PUB		Jaron Brandon	PUB
	Lynn Morgan	PRI		Diane Bennett	PRI
	Joni Drake	LIR		Andréa-Victoria Lisbon	PRI
	Susan Conn	LIR		Jennifer Grenland	LIR-HSPC
	Mary Pulskamp	LIR		Cathy Parker	LIR
	Antoinette Del Rio	LIR		Vacant	PRI/LIR
Calaveras					
	Sabrina Smith	LIR			

ATCAA Staff	
	Joseph Bors, Executive Director
	Bruce Giudici, Outgoing Fiscal Officer
	Jennifer Kraskouskas, Incoming Fiscal Officer
	Janessa Stone, Board Secretary
	Cheryl Clark, Sonora Service Secretary

	Alicia Hanks, Energy and Water Conservation Director
	Cheri Cunningham, Human Resources Director
	Denise Cloward, Housing Director
	Karen Foreman, Tax Program Manager
	Kindy Kelly, Early Childhood Services Director
	Kristy Moore, Communications Director
	Marie Mennell, Lifeline Coordinator
	Miko Daniels, Food Bank Director
	Pat Porto, Family Resource Services Director
	Robert White, Prevention Program Director
	Wilma S. Fortich, Substance Solutions of Amador Youth

Others Present:

1. **PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.
2. **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, August 15, 2025* meeting (**Org Std. 2.3**) (**ACTION ITEM**)
 - 2.2. Consideration and Approval of Resolution 2025-03, Head Start Continuing Funding Application (*CFA*) to the California Department of Education (*CDE*) (**ACTION ITEM**)
3. **PROGRAM PRESENTATIONS/UPDATES: (Org Std. 5.9)**
 - 3.1. Substance Solutions for Amador Youth, Wilma S. Fortich (*Verbal Presentation*)
 - 3.2. Family Services, Pat Porto (*Verbal Presentation*)
 - 3.3. Tax Assistance, Karen Foreman (*Slide Only*)
 - 3.4. Early Childhood Services, Kindy Kelly (*Slide Only*)
 - 3.5. Housing, Denise Cloward (*Slide Only*)
 - 3.6. Food Bank, Miko Daniels (*Slide Only*)
 - 3.7. Human Resources, Cheri Cunningham (*Slide Only*)
 - 3.8. Lifeline, Marie Mennell (*Slide Only*)
 - 3.9. Energy, Alicia Hanks (*Slide Only*)
 - 3.10. Prevention, Robert White (*Slide Only*)
 - 3.11. Communications, Kristy Moore (*Slide Only*)
4. **NEW BUSINESS:**
 - 4.1. Miner's Hotel Update (*Verbal*)
5. **CSBG REPORT:**
 - 5.1. Organizational Standards Submittal (*Verbal*)
 - 5.2. Risk Assessments Update (**Org. Std. 4.6**)

6. EXECUTIVE DIRECTOR REPORT:

- 6.1. Leadership Training Matrix Update (*Org. Std. 7.9*)
 - 6.1.1. High Performance Organization (*HPO*) Update
- 6.2. Strategic Plan Update (*Org. Std. 6.5*)

7. HEAD START REPORT:

- 7.1. Head Start Monthly Statistical Report from July and August 2025 (*Org Std. 8.7*)
- 7.2. Policy Council Minutes of *August 01, 2025* and *September 05, 2025*, meeting (*Org Std. 2.3*)
- 7.3. Training for New Board Members (*Verbal*) (*Org Std. 5.8*)

8. COMMITTEE REPORTS:

- 8.1. Finance Committee: Verbal Report of *Friday, October 10, 2025*, meeting
 - 8.1.1. Consideration and Approval of Annual Administrative Budget for FY 2025-26 (**ACTION ITEM**)
 - 8.1.2. Financial Reports (*Org Std. 8.7*)
 - Administrative Reports
 - HS/EHS Reports
 - Program Fiscal Reports
 - Agency Financial Reports
 - Fiscal Officer Narrative
- 8.2. Executive Committee: Verbal Report of *August 29, 2025* meeting
- 8.3. Internal Affairs Committee: No report, committee has not met.
- 8.4. Nominating Committee: Verbal Report of “Slate of Candidates”.
- 8.5. Early/Head Start Policy Council: Verbal Report of *October 03, 2025*, meeting

9. OLD BUSINESS:

- 9.1. Purchase of Property located at 427 Hwy-49, Sonora, California Update (*Verbal*)
- 9.2. Final CSD-Approved ATCAA CAP/CNA
- 9.3. All-Staff Meeting, *October 24, 2025* at Greenhorn Creek
- 9.4. Discussion and Update on Recruiting and Filling Board Vacancy (*Verbal*) (*Org. Std. 5.5*)
- 9.5. Presentation of ATCAA services to Calaveras Board of Supervisors from *August 26, 2025* (*Verbal*)

10. OTHER BUSINESS:

- 10.1. Board Member Orientation Training and Board Manual Overview (*Verbal Presentation*)

11. MISCELLANEOUS INFORMATIONAL UPDATES:

- 11.1. CDE Management Bulletin 25-07 on Revised Guidance on Identification of Dual Language Learners
- 11.2. CDE Management Bulletin 25–08 on Continued Funding Application information, forms, and instructions for California State Preschool Program contractors for Fiscal Year 2026-27
- 11.3. Fiscal Year 2026 Monitoring Process for Head Start Recipients (*ACF-OHS-IM-25-05*)

- 12. **NEXT BOARD MEETING:** Discussion and Approval of next Regular meeting proposed for *Friday, December 12, 2025*, at the ATCAA Jackson Service Center

13. ADJOURNMENT:

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

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