

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

Amador Tuolumne Community Action Agency SPECIAL EXECUTIVE COMMITTEE MEETING

Friday, August 29, 2025 | 11:00 A.M.

LOCATIONS

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

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

SPECIAL AGENDA

1. **CALL TO ORDER:**
2. **ROLL CALL:**

ATCAA Board of Directors					
	<i>Ryan Campbell, Board Chairperson</i>				Amador - PUB
	<i>Frank Axe, Board Vice-Chair</i>				Amador - LIR
	<i>Claire Gunselman, Board Treasurer</i>				Amador - PUB
Amador			Tuolumne		
	Jeff Brown	PUB		Jaron Brandon	PUB
	Dan Epperson	PUB			
ATCAA Staff					
	Joseph Bors, Executive Director				
	Janessa Stone, Board Secretary				
	Cheryl Clark, Sonora Service Secretary				

Others Present:

3. **PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Committee 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 Committee meeting. Please note there is a five (5) minute limit per topic.
4. **CONSENT CALENDAR:** Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a board member(s).
 - 4.1. Consideration and Approval of Minutes from *August 08, 2025* meeting (**ACTION ITEM**) Pg. 3
5. **OTHER BUSINESS:**
 - 5.1. Consideration and Request for Approval of 2025 Head Start/Early Head Start Nutrition Supplemental Application (**ACTION ITEM**) Pg. 6

6. ADJOURNMENT:

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

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



MINUTES OF THE EXECUTIVE COMMITTEE – MEETING

SPECIAL MEETING, AUGUST 08, 2025, 11:00 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 ***11:00 A.M.*** by ATCAA Board Chairperson.
2. **ROLL CALL:**

PRESENT: Ryan Campbell, PUB (*Tuolumne*) – Board Chairperson; Frank Axe, PRI (*Amador*) – Vice-Chair; Claire Gunselman, PUB (*Amador*) – Board Treasurer; Jeff Brown, PUB (*Amador*) – District 3 Supervisor; Jaron Brandon, PUB (*Tuolumne*) – District 5 Supervisor; Joseph Bors, ATCAA Executive Director; Bruce Giudici, ATCAA Outgoing Fiscal Officer; Janessa Stone, ATCAA Board Secretary; Cheryl Clark, ATCAA Sonora Service Secretary; Andrea Vogler, CSD Field Representative; Stephanie Williams, CSD Field Representative.

ABSENT: Dan Epperson, PUB (*Amador*) – District 2 Supervisor.

PUBLIC MATTERS NOT ON THE AGENDA: Ryan Campbell, Chairperson, announced the item.

No Public Comments.

3. **CONSENT CALENDAR:** Campbell announced the item.

- a. **Approval of Agenda:** Campbell announced the item for ***Friday, August 8th, 2025:***

Nothing to Report.

- b. **Approval of Minutes:** Campbell announced the item from ***Monday, November 4th, 2024 (Org Std.2.3):***

Nothing to Report.

MOTION: Approve all items under the “Consent Calendar”.

RESULT:	<u>Approved</u>
MOVER:	PUB Brown
SECONDER:	PRI Axe
AYES:	4-0
ABSENT:	PUB Epperson

(Public Member, Jaron Brandon, entered the meeting at 11:06 A.M.)

ATCAA Executive Director, Joseph Bors, summarized briefly the ATCR (*Amador Tuolumne Community Resources*) meeting in regards to purchasing the property located at 427 Hwy-49, Sonora, California.

4. **OTHER BUSINESS: 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.

Campbell announced the item, and Campbell recessed the committee into **CLOSED** session at **11:04 A.M.** The committee came out into **OPEN** session at **11:27 A.M.** with nothing to report out of closed session.

- a. **OPEN SESSION – Consideration of Resolution 2025-01 (Approved by the ATCR Board) and Approval to transfer \$420,000 from ATCAA to ATCR to purchase property located at 427 Hwy-49, Sonora, California (APNs: 001-053-011-000 and 001-053-012-000):** Campbell announced the item.

Brandon questioned why ATCAA would use only \$100,000 out of a \$181,737.23 Tuolumne TCM program reserve.

Bors explained at a prior agreement with Head Start, they would use a portion of that reserve. Bors also highlighted \$100,000 of the funds to purchase the property were donated from a client, who has now passed.

Campbell stated ATCAA should create a plaque in honor of that client.

MOTION: Approve the Resolution 2025-01 and Transfer of \$420,000 from ATCAA to ATCR to Purchase Property Located at 427 Hwy-49, Sonora, California.

RESULT: **Approved**
MOVER: PUB Brandon
SECONDER: PRI Axe
AYES: 5-0
ABSENT: PUB Epperson

5. **ADJOURNMENT:** Ryan Campbell, Chairperson, adjourned the meeting at **11:39 A.M.**

APPROVED:

Ryan Campbell
ATCAA Chairperson

ATTEST:

Janessa Stone
ATCAA Board Secretary

TO: ATCAA POLICY COUNCIL & ATCAA BOARD

SUBJECT: REQUEST FOR APPROVAL OF 2025 SUPPLEMENTAL NUTRITION GRANT APPLICATION

DATE: August 21, 2025

We would like to request to apply for one-time 2025 Head Start/Early Head Start Supplemental Nutrition Grant. This funding is being offered to all current Head Start/Early Head Start Grantees.

The four categories are:

- Food Service Upgrades – purchase 6 sanitizing dish washers and remodel Blue Bell kitchen
- Materials, Supplies and Equipment – purchase of 2 new vans and gardening supplies
- Nutrition Education Resources – food for cooking demonstrations and recipe books
- Non-recurring Personnel – cost to fund extra hours for nutrition staff to train and provide cooking demonstrations

TOTAL All Categories

	Head Start	Early Head Start	TOTAL
Personnel	15,000	15,000	30,000
Fringe	6,000	6,000	12,000
Travel			
Equipment	72,750	53,250	126,000
Supplies	3,750	2,750	6,500
Contractual			
Other	21,500	20,500	42,000
Total Direct Charges	119,000	97,500	216,500
Indirect	7,039	4,844	11,883
TOTAL	126,039	102,344	228,383

Thank you for considering this request.