

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

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

Friday, April 11, 2025 | 10:30 A.M. – 2:00 P.M.

LOCATIONS

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

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

Joint Powers Governing Board:
ATCAA Sonora Service Center

AGENDA

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

ATCAA 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 Krakouskas, 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
	Kristy Moore, Communications Director
	Marcia Williams, Early Childhood Services Director
	Marie Mennell, Lifeline Coordinator
	Miko Daniels, Food Bank Director
	Pat Porto, Family Resource Director
	Robert White, Prevention Program Director

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, January 03, 2025 (Special Meeting)*, *Friday, February 14, 2025 (Regular Meeting)* and *Friday, March 7, 2025 (Special Meeting)*, meetings **(Org Std. 2.3) (ACTION ITEM)**
 - 2.2. Review and Approval of Resolution 2025-02, Impasse Resolution agreement with Head Start **(CFR 1304.50 h) (ACTION ITEM)**
 - 2.3. Request for carryover of FY24 Head Start/Early Head Start funding to FY25 **(ACTION ITEM)**
3. **CSBG REPORT:**
 - 3.1. CSBG Annual Report Update *(Verbal)*
 - 3.2. Risk Assessment Update **(Org Std. 4.6) (Verbal)**
 - 3.3. CAP/CNA Update **(Org Std. 1.3)**
4. **EXECUTIVE DIRECTOR REPORT:**
 - 4.1. Consideration and Approval of New Key Hire, Head Start Director, Kindy Kelly **(ACTION ITEM)**
 - 4.2. All Staff Meeting, *April 25, 2025* at the San Andreas Town Hall *(Verbal)*
 - 4.3. Staff Training Plan Update
 - 4.4. Federal Contract Update *(Verbal)*
5. **HEAD START REPORT:**
 - 5.1. Head Start Monthly Statistical Report for Month of February 2025
 - 5.2. Policy Council Minutes of *March 07, 2025*, meeting
 - 5.3. Training for New Board Members **(Org Std. 5.8) (Verbal)**
 - 5.4. ERSEA *(Eligibility, Recruitment, Enrollment and Attendance)* ERSEA Training Presentation by Cambria Wright, ERSEA Coordinator *(Verbal)*

- 5.5. Review and Approval of Selection Criteria (**ACTION ITEM**)
- 5.6. Request for Approval of Recruitment Policy (**ACTION ITEM**)
- 5.7. Request for Approval of 2024/2025 Recruitment Plan (**ACTION ITEM**)

6. COMMITTEE REPORTS:

- 6.1. Finance Committee: Verbal Report of *Friday, April 11, 2025*, meeting
 - 6.1.1. Financial Reports (**Org Std. 8.7**) (*Verbal*)
 - Administrative Reports
 - HS/EHS Reports
 - Program Fiscal Reports
 - Agency Financial Reports
 - Fiscal Officer Narrative
- 6.2. Executive Committee: No report, committee has not met
- 6.3. Internal Affairs Committee: No report, committee has not met
- 6.4. Nominating Committee: No report, committee has not met
- 6.5. Early/Head Start Policy Council: Verbal Report of *April 4, 2025*, meeting

7. OLD BUSINESS:

- 7.1. Consideration and Approval of revised Minutes from *Friday, December 13, 2024* (**Org Std. 2.3**) (**ACTION ITEM**)
- 7.2. Review and Approval of the use of Deferred Revenue Reserve to Fund the Food Bank through 2025. (**ACTION ITEM**)
- 7.3. **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

8. MISCELLANEOUS INFORMATIONAL UPDATES:

- 8.1. ACF Office of Head Start Information Memorandum on Promoting Healthy Eating and Nutrition for Head Start Children and Families (*ACF-OHS-IM-25-03*)
- 8.2. CF Federal Funding Restrictions for Diversity, Equity and Inclusion Initiatives
- 8.3. CDE Management Bulletin 15-02 on FY 2024–25 Program Self-Evaluation for CSPP Contractors

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

- 9.1. Substance Solutions for Amador Youth, Wilma Fortich (*Slide Only*)
- 9.2. Family Services, Pat Porto (*Slide Only*)
- 9.3. Lifeline, Marie Mennell (*Slide Only*)
- 9.4. Communications, Kristy Moore (*Slide Only*)
- 9.5. Early Childhood Services, Marcia Williams (*Slide Only*)
- 9.6. Energy, Alicia Hanks (*Slide Only*)
- 9.7. Food Bank, Miko Daniels (*Slide Only*)
- 9.8. Housing, Denise Cloward (*Slide Only*)
- 9.9. Human Resources, Cheri Cunningham (*Slide Only*)

9.10. Prevention, Robert White (*Slide Only*)

9.11. Tax Assistance, Karen Foreman (*Slide Only*)

10. NEXT BOARD MEETING: Discussion and Approval of next Regular Meeting proposed for *Friday, June 13, 2025*, at the ATCAA Jackson and Sonora Service Center

11. 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.