

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

BOARD OF DIRECTORS MEETING

Friday/October 13, 2023 | 10:30 a.m.

LOCATIONS

Host, Cynthia Rockwell: **ATCAA Sonora Service Center**, 427 N. Hwy 49, Ste. 305, Sonora, CA 95370 (209) 533-1397

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

AGENDA

1. CALL TO ORDER:
2. ROLL CALL:

ATCAA Board of Directors				
<i>Frank Axe, Board Chairperson</i>			Amador - PUB	
<i>Joni Drake, Board Vice-Chair</i>			Amador - LIR	
<i>Claire Gunselman, Board Treasurer</i>			Amador - PUB	
Amador			Tuolumne	
Jeff Brown	PUB		David Goldemberg	PUB
Lynn Morgan	PRI		Jaron Brandon	PUB
Susan Conn	LIR		Andy Merrill	PUB
Mary Pulskamp	LIR		Lloyd Schneider	PRI
Pastor Mark Smith	PRI		Helena Rice-Padilla	LIR-HSPC
Carol Rush	PRI		Cathy Parker	LIR

ATCAA Staff	
Joseph Bors, Executive Director	
Bruce Giudici, Fiscal Officer	
Patricia Angeja, Fiscal Officer in Training	
Cynthia Rockwell, Board Secretary	
Pat Porto, Family Resource Director	
Tonya Kraft, Lifeline Coordinator	
Denise Cloward, Housing Director	
Nancy Miner, Early Childhood Services Director	
Kristy Moore, Communications	
Ruth Brickner, Energy and Water Conservation Director	
Robert White, Prevention Program Director	
Cheri Cunningham, Human Resources Director	
Karen Foreman, CalEITC/VITA	

Others Present: Wendy Walker, Attorney at Law, Rosely George, Attorney at Law.

3. PUBLIC MATTERS NOT ON THE AGENDA: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.

4. CLOSED SESSION:

- 4.1. Confirmation of Engagement and Fee Agreement in the Matter of R.G. vs. Amador-Tuolumne Community Action Agency, et al (*Attachment will be distributed*)
- 4.2. Verbal update provided by Rosely George, Attorney at Law, in the Matter of C.H. vs. Amador-Tuolumne Community Action Agency, et al.

5. 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).

- 5.1. Approval of minutes from Friday, August 11, 2023 meeting (*Org Std. 2.3*) Pg. 1
- 5.2. Approval of minutes from Friday, September 1, 2023 meeting (*Org Std. 2.3*) Pg. 5
- 5.3. Head Start Monthly Statistical Report for Month of August 2023 Pg.7
- 5.4. Approval of Resolution 2023-0; 2 Authorizing Resolution for Emergency Solutions Grant – Competitive Rapid Rehousing. (**ACTION ITEM**) Pg. 8
- 5.5. Approval of Resolution 2023-03; Authorizing Resolution for Emergency Solutions Grant – Competitive Emergency Shelter. (**ACTION ITEM**) Pg. 10
- 5.6. Approval of Resolution 2023-04; Authorizing Resolution for Emergency Solutions Grant – Non-Competitive Rapid Rehousing. (**ACTION ITEM**) Pg. 12
- 5.7. Approval of Resolution 2023-05; Allowing Signatory Authority for Executive Director to sign Child Development Contract documents. (**ACTION ITEM**) Pg. 14

6. NEW BUSINESS:

- 6.1. Nominating Committee for December 8, 2023 Board of Directors Nominations (*Org Std. 5.5*) Pg. 16
- 6.2. Executive Committee to meet in following week (10/17 – 10/21/2023) to review and finalize questions to be asked during Executive Director’s Annual Review OR accept last year’s Annual Review questions attached (**ACTION ITEM**) (*Org Std. 7.4*) Pg. 17
- 6.3. Update to Accounting Standards and Policies (**ACTION ITEM**) (*Org Std. 8.13*) Pg. 18

7. COMMITTEE REPORTS:

- 7.1. Finance Committee: Verbal Report of Friday, October 13, 2023 meeting
 - 7.1.1. Financial Reports (*Org Std. 8.7*)
 - 7.1.1.1. Administrative Reports Pg. 36
 - 7.1.1.2. HS/EHS Reports Pg. 41
 - 7.1.1.3. Program Fiscal Reports Pg. 45
 - 7.1.1.4. Agency Financial Reports Pg. 46
 - 7.1.1.5. Fiscal Director Narrative Pg. 49
- 7.2. Executive Committee: Has not met.
- 7.3. Internal Affairs Committee: Has not met.
- 7.4. Nominating Committee: Has not met
- 7.5. Early/Head Start Policy Council: Verbal Report of October 6, 2023 meeting

8. OLD BUSINESS: None

9. EXECUTIVE DIRECTOR REPORT:

- 9.1. Update on promoting ATCAA Advocacy in Calaveras County Pg. 52
- 9.3. Letter to Calaveras County Board of Supervisors (***ACTION ITEM***) Pg. 54
- 9.2. ATCAA Policy Council: ATCAA Board Liaison Vacancy (Immediate Opening)
- 9.3. ATCAA 2024 Strategic Plan Pg. 58

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

- 10.1. Housing, Denise Cloward(Verbal Report) Pg. 72
- 10.2. Family Resource Services, Pat Porto (Verbal Report) Pg. 74
- 10.3. Early Childhood Services, Nancy Miner (Slide Only) Pg. 86
- 10.4. Food Bank Team (Slide Only) Pg. 80
- 10.5. CalEITC/VITA, Karen Foreman (Slide Only) Pg. 77
- 10.6. Communications, Kristy Moore/Sophia Kaufman (Slide Only) Pg. 78
- 10.7. Lifeline, Tonya Kraft (Slide Only) Pg. 75
- 10.6. Prevention, Bob White (Slide Only) Pg. 84
- 10.9. Energy Department, Ruth Brickner (Slide Only) Pg. 82

10. ITEMS FOR FUTURE AGENDA:

- 10.1. ATCAA 2022 Annual Report (*Ord Std. 2.3*)

11. INFORMATIONAL:

- 11.1. Policy Council Minutes September 2, 2023 Pg. 93
- 11.2. CDE Management Bulletins Pg. 113

12. FUTURE BOARD MEETING:

- 10.1. Friday, December 8, 2023 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