

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

BOARD OF DIRECTORS MEETING

Friday/December 8, 2023 | 10:30 a.m.

LOCATIONS

Host, Kristy Moore: **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, Tax Program Manager

Others Present:

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.

3. CLOSED SESSION: (*Ord Std 7.4*)

- 4.1.** Public Employee 360 Performance Evaluation (Authority: Government Code Section 54957(b)
– Executive Director

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, October 13, 2023 meeting (*Org Std. 2.3*) Pg. 4
- 5.2.** Approval minutes from Friday, October 13, 2023 SPECIAL meeting (*Org Std. 2.3*) Pg.9
- 5.3.** Approval of minutes from Friday, October 20, 2023 meeting (*Org Std. 2.3*) Pg. 11
- 5.4.** Head Start Monthly Statistical Report for Month of October 2023 Pg.13
- 5.5.** Resolution 2023-07 Authorization of appointment of designee for applications and business related to Community Care Licensing (CCL) Pg. 14

6. NEW BUSINESS:

- 6.1.** Board of Directors Extension of Officer(s) Tenure (**ACTION ITEM**) (*Org Std. 5.5*) Pg. 16
- 6.2** Approval to pursue an MOU with IMACA (Inyo Mono Advocates for Community Action) to perform Weatherization Services under their LIHEAP contract in Inyo and Mono counties. (**ACTION ITEM**) Pg. 17
- 6.3.** Update to Accounting Standards and Policies (**ACTION ITEM**) (*Org Std. 8.13*) Pg. 19
- 6.4** Proposed change in banking relationship. Pg.24

7. COMMITTEE REPORTS:

- 7.1.** Finance Committee: Verbal Report of Friday, December 8, 2023 meeting
 - 7.1.1.** Financial Reports (*Org Std. 8.7*)
 - 7.1.1.2.** Administrative Reports Pg. 26
 - 7.1.1.3** HS/EHS Reports Pg. 32
 - 7.1.1.4.** Program Fiscal Reports Pg. 36
 - 7.1.1.5.** Agency Financial Reports Pg. 38
 - 7.1.1.6.** Fiscal Director Narrative Pg. 42
- 7.2.** Executive Committee: Verbal Report of 11/15/2023 and 11/30/2023 meetings
 - 7.2.1** Approval of HS/EHS NFS (Non-Federal Share) Waiver for 2023 Pg. 45
 - 7.2.2** Approval of 2024 ATCAA Group Healthcare Changes Pg. 46
 - 7.2.3** Public Employee 360 Performance Evaluation (Authority: Pursuant to Government Code Section 54957(b) - Executive Director completed
- 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 December 1, 2023 meeting

8. OLD BUSINESS: None

9. EXECUTIVE DIRECTOR REPORT:

- 9.1.** Update on promoting ATCAA Advocacy in Calaveras County Pg. 51
 - 9.1.1.** ATCAA offering to help establish a VITA Program in Calaveras and other possible rural counties. Pg.52
- 9.2** ATCAA Policy Council: ATCAA's new Policy Council Board Liaison is Carol Rush

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

- 10.1. Lifeline, Tonya Kraft (Verbal Report) Pg. 57
- 10.2. Prevention, Robert White (Verbal Report) Pg. 58
- 10.3. Housing, Denise Cloward (Slide Only) Pg. 60
- 10.4. Family Services, Pat Porto (Slide Only) Pg. 62
- 10.5. CalEITC/VITA, Kelly Hewitt, Karen Foreman (Slide Only) Pg. 64
- 10.6. Communications, Kristy Moore (Slide Only) Pg. 65
- 10.7. Food Bank Team (Slide Only) Pg. 67
- 10.8. Energy Department, Ruth Brickner (Slide Only) Pg. 69
- 10.9. Early Childhood Services, Nancy Miner (Slide Only) Pg. 72

11. ITEMS FOR FUTURE AGENDA:

- 11.1. ATCAA 2022 Annual Report (*Ord Std. 2.3*)
- 11.2. ATCAA 2024 Strategic Plan Committee

12. INFORMATIONAL:

- 12.1. Policy Council Minutes September 2, 2023 Pg. 73
- 12.2. CACF Program Instruction on Notice of Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming - Public Comment Period (ACF-PI-OHS-23-04) Pg. 81
- 12.3. Overview Fact Sheet of proposed changes to Head Start performance standards Pg. 83
- 12.4. Executive Director Historical Record regarding ATCAA Support of Calaveras Programs and Interactions with CMCAA (Calaveras Mariposa Community Action Agency), Calaveras Board of Supervisors and staff. Pg. 87

13. FUTURE BOARD MEETING:

- 13.1. Friday, February 9, 2024, at the ATCAA Jackson and Sonora Service Center
- 13.1. Friday, April 12, 2024 at the ATCAA Jackson and Sonora Service Center

14. 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

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

MINUTES

1. **CALL TO ORDER:** *Meeting was called to order at 10:35 am by Joni Drake, Board Vice-Chair. Cathy Parker arrived at 10:44 pm. Helena Rice-Padilla left after Item 3; Public Matters not on the Agenda was completed.*
2. **ROLL CALL:**

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

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

Rice-Padilla brought up the need for an upgraded Head Start Playground area in Ione, CA (Amador County). Bors asked Nancy Miner to respond to Rice-Padilla's concern. Explained that the Ione Head Start playground is on the list for repairs and upgrades. Drake made the announcement that November 8, 2023 is the date for Cultural Sensitivity Awareness. Concerns the history of Amador County and the local Indigenous population. Bors reported that the Closed Session that Was originally posted on the Agenda had been struck from the agenda as county council determined that the procedure was not compliant with the Brown Act, and will be held as a separate Special Board of Directors meeting immediately following the current Board of Directors meeting upon adjournment.

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

Bors reported on the Resolutions. Explained that each Resolution was providing the Executive Director with the authority to sign on all contracts for the Emergency Solutions Grants and CDC (Head Start) contracts.

The Board agreed to vote on all Consent Calendar Items in a single process. Bors took the roll call.

Ayes: 11; Nays: 0

5. NEW BUSINESS:

- 5.1.** Nominating Committee for December 8, 2023 Board of Directors Nominations (**Org Std. 5.5**) Pg. 16
Bors reported. Current Nominating Committee was outlined. The current Nominating Committee will put out a request that if any Board Member is interested in becoming an Officer on the Board, the Chair, Vice-Chair or the Treasurer on January 1, 2024, the interested Board Member should contact Cynthia Rockwell, Board Secretary with their request to be considered for the position. If there is more than one candidate for each elected position, the Nominating Committee will move to present the candidates at the December 8, 2023 Board of Directors Meeting for vote to determine who will fill the Officer positions. If no new candidates are interested and the existing officers would like to remain in their office, the extension of their office will be announced at the December 8th, 2023 BOD meeting.
- 5.2.** 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
*Bors reported. Provided the Board Members with the option of either having an Executive Committee Meeting in the coming week to provide Annual Review of the Executive Director, or approve using the current review questions from the 2022 Executive Direct Annual Review. The Executive Director will complete their Self Evaluation. The Executive Committee will meet sometime mid November 2023, and thereafter the Executive Committee will meet with the Executive Director to discuss the results of the Self Evaluation and the Committee's completed questions. **Brandon motioned; Parker seconded. MPU via roll call.***
- 5.3.** Update to Accounting Standards and Policies (**ACTION ITEM**) (**Org Std. 8.13**) Pg. 18
Bors reported on the Update to Accounting Standards and Policies. Reported that Finance Committee reviewed the document, and approved all edits sans one bulleted item, "Removing a part of the Purchase Orders-General Guidelines section regarding purchase order being required for out-of-pocket expenses to be reimbursed". Stated that

Finance Committee could not locate “original” language in the document where change is being requested. Bors suggested that the Update to Accounting Standards and Policies be approved pending verification of the described “bulleted” change. Bors explained that the update was performed to fulfill program grant reimbursement requirements that were previously unfulfilled. Bors recommended that the Board approve the updates by putting the Section 15.9 wording back in for now, and at the next Board of Directors Meeting, vote on taking the wording out. Brown brought up the question of why document references specific contractor in the Payroll section of the Update. It was agreed to take out contractor/vendor specific descriptions. Remove all references to specific contractor/vendor and use generic wording such as contractor or vendor only.

Gunselman motioned for approval of updates with agreement to currently remove “bullet point 13” and contractor/vendor specific wording; Pulskamp seconded. MPU via roll call.

6. COMMITTEE REPORTS:

6.1. Finance Committee: Verbal Report of Friday, October 13, 2023 meeting

6.1.1. Financial Reports (***Org Std. 8.7***)

6.1.1.2. Administrative Reports Pg. 36

6.1.1.2. HS/EHS Reports Pg. 41

6.1.1.3. Program Fiscal Reports Pg. 45

6.1.1.4. Agency Financial Reports Pg. 46

6.1.1.5. Fiscal Director Narrative Pg. 49

Gunselman reported on Committee Reports. Currently not utilizing Line of Credit (LOC). Meeting the minimum requirement in the LAIF Fund. Administrative Budget is currently down as Head Start is out for break. When school starts up, the revenue will increase. HS/EHS are on track. Under expended through the end of August 2023. Expenditures will go with the purchase of vehicles for the program. Bors commented that all ATCAA rentals are occupied. Varley Place is fully occupied.

6.2. Executive Committee: Has not met.

6.3. Internal Affairs Committee: Has not met.

6.4. Nominating Committee: Has not met

6.5. Early/Head Start Policy Council: Verbal Report of October 6, 2023 meeting

Miner reported on October 6, 2023 Policy Council Meeting. This was the first meeting for the 2023/2024 Policy Council Meeting Year. Seated new members. Currently have two new community representatives. One is Donna Jackson, WIC, and the other is Christian Tucker, Amador Public Health. Reviewed slides about the environments of the classrooms. Reviewed budget reports. Will be requesting an In-Kind Waiver. Not as much as the previous year. Reported that the turnover is currently higher in Head Start versus Early Head Start due to children aging out of the program. Will be bringing in Creative Curriculum training for home visiting staff and teachers. Will assist with strategies for working with children two and three years of age.

7. OLD BUSINESS: None

8. EXECUTIVE DIRECTOR REPORT:

8.1. Update on promoting ATCAA Advocacy in Calaveras County Pg. 52

Bors provided a review of communications between CMCAA, Calaveras County and ATCAA regarding transfer of LIHEAP/WX/LIHWAP program services from ATCAA to CMCAA. He reported that pursuant to meetings with CSD, ATCAA was told that ATCAA has no authority to hand over CSD programs provided in Calaveras County to CMCAA. CSD would have to make such a decision. ATCAA was able to find a signed Calaveras BOS resolution from March of 1982 giving ATCAA the authority to provide LIHEAP Weatherization services in Calaveras County. Calaveras is now aware that there is such a Resolution. ATCAA has recently provided service performance reports to Calaveras per their request.

8.3. Letter to Calaveras County Board of Supervisors (***ACTION ITEM***) Pg. 54

Bors discussed the draft letter that ATCAA wrote to Calaveras Board of Supervisor regarding Calaveras’s request to take over the LIHEAP/WX/LIHWHEAP programs and services in Calaveras County. The letter has not been sent to Calaveras Board of Supervisors. Letter will be sent pending ATCAA Board of Directors approval. Kristy Moore, ATCAA Communications Director, performed edits on the ATCAA letter per Bors request. Member Brandon recommended that the Board discuss how to respond to the letter, and not move forward with approval for sending the

letter at this meeting. Bors responded by explaining that he understood Brandon's current thoughts regarding the letter in question, yet the purpose of Item 8.3 discussion was to hear what all of the Board Members present at the meeting wanted to express their opinion about the letter. The primary point of the letter was to reiterate that ATCAA does not have any authority to relinquish program services in Calaveras; only CSD can make that decision. Bors commented on Calaveras's request to add an elected official to the ATCAA Board of Directors to represent Calaveras County. Bors expanded on the ATCAA Bylaws by stating that the Bylaws will not allow ATCAA to add another public elected official to the Board of Directors, yet it would be possible to add a Low-Income Representative from Calaveras County to the Board of Directors if Calaveras County is agreeable with that option. Bors asked the Board if they would be agreeable with adding a Low-Income Representative from Calaveras to the ATCAA Board of Directors versus an Ex Officio Board Member who would not have voting rights. Bors reaffirmed the original sequence of events that included ATCAA's and subsequently CSDs request that CMCAA correct statements made in their 2024/2025 Community Action Plan where references to ATCAA's performance were incorrectly made. Goldemberg recommended deleting two paragraphs that could be read as derogatory. Such was agreed upon by other Board Members. Gunselman recommended that the letter stay focused on the main point being that ATCAA can not make the decision to hand over LIHEAP/WX; LIWHEAP programs and services to CMCAA; that only CSD can do such. Bors recapped the changes discussed by the Board regarding edits/revisions of the described letter.

8.2. ATCAA Policy Council: ATCAA Board Liaison Vacancy (Immediate Opening)

Bors reported on the opening for ATCAA Board Liaison. The position is open to all Board Members if they want to participate. Carol Rush, ATCAA Board of Directors Member has expressed interest in the opening. She will let the Board know before the next Policy Council Meeting

8.3. ATCAA 2024 Strategic Plan Pg. 58

Bors reported on the upcoming 2024 Strategic Plan. Bors will be sending out a notice to create a committee to build the ATCAA Strategic Plan which is due by June 14, 2023.

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

- 9.1. Housing, Denise Cloward(Verbal Report) Pg. 72
- 9.2. Family Resource Services, Pat Porto (Verbal Report) Pg. 74
- 9.3. Early Childhood Services, Nancy Miner (Slide Only) Pg. 86
- 9.4. Food Bank Team (Slide Only) Pg. 80
- 9.5. CalEITC/VITA, Karen Foreman (Slide Only) Pg. 77
- 9.6. Communications, Kristy Moore/Sophia Kaufman (Slide Only) Pg. 78
- 9.7. Lifeline, Tonya Kraft (Slide Only) Pg. 75
- 9.6. Prevention, Bob White (Slide Only) Pg. 84
- 9.9. 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:

- 12.1. Friday, December 8, 2023 concurrently at the ATCAA Jackson Service Center and the ATCAA Sonora Service Center.

13. ADJOURNMENT: Meeting adjourned at 1:03 pm.

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

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

BOARD OF DIRECTORS SPECIAL MEETING

Friday/October 13, 2023 | 1:00 p.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

MINUTES

1. **CALL TO ORDER:** *Meeting was called to order at 1:28 pm by Joni Drake, Board Vice-Chair. Cathy Parker recused herself from discussion of Litigation Case Number 2, and left the meeting.*

2. **ROLL CALL:**

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

ATCAA Staff	
P	Joseph Bors, Executive Director
P	Cynthia Rockwell, Board Secretary
P	Cheri Cunningham, Human Resources Director

Others Present: Wendy Walker, Attorney at Law, Rosely George, Attorney at Law, Chris Schmidt, County Council

3. **Closed Session – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION** – Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) – two (2) cases. Written summaries of the threats of litigation are attached as part of the agenda packet.
Bors introduced Wendy Walker, Attorney at Law. Reviewed Demand letter for Case No. 1. Wendy Walker detailed case and possible settlement strategy. Wendy Walker's retainer agreement was approved by the Board.
Schneider moved; Brandon seconded. MPU via roll call.
Bors introduced Rosely George, Attorney at Law for Case No. 2. Ms. George has not, as of yet, sent over a retainer agreement so there was no discussion regarding Case No. 2.

4. **ADJOURNMENT:** *Meeting was adjourned at 2:19 pm*

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.

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AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

BOARD OF DIRECTORS SPECIAL MEETING

Friday/October 20, 2023 | 1:00 p.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

MINUTES

1. **CALL TO ORDER:** *Meeting was called to order at 1:10 pm by Frank Axe, Board Chairperson*
2. **ROLL CALL:**

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

ATCAA Staff	
P	Joseph Bors, Executive Director
P	Cynthia Rockwell, Board Secretary
P	Kristy Moore, Communications
P	Cheri Cunningham, Human Resources Director

Others Present: Sarah Carillo, County Council; Rosely George, Attorney at Law; Teresa Hitchcock, Calaveras County CEO; Ben Stopper, Calaveras Board of Supervisors

3. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION –

Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) – one (1) case. Written summaries of the threat of litigation is attached as part of the agenda packet. **Pg. 1**

Upon completion of roll call, the ATCAA Board Member, Cheri Cunningham, ATCAA Human Resources Director, and Rosely George, Attorney at Law, entered the Closed Session. Closed Session adjourned at 1:31 pm. The Board agreed to vote on retention of Rosely George, Attorney at Law, to handle ATCAA Human Resources Litigation. Conn motioned; Merrill seconded. MPU via roll call.

4. 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.

5. APPROVAL OF RESOLUTION 2023 – 06; Authorizing The Executive Director to act upon certain claims and pending actions (**ACTION ITEM**) **Pg. 2**

Joe Bors outlines Resolution 2023-06. Bors informed the ATCAA Board that such action will not take place without concurrent permission from County Council, and agreement on maximum payout amount.

Schneider motioned; Brandon seconded: MPU via roll call.

6. LETTER TO CALAVERAS BOARD OF SUPERVISORS – CONTINUED FROM 10/13/2023. Pg. 4

Bors opened discussion about four (4) separate drafts of a letter which is to be sent to the Calaveras Board of Supervisors in response to a written request received from Calaveras Board of Supervisors. Schneider made a positive comment about ATCAA's PSA published in local newspapers. Brandon reacted to Schneider's comment as not relevant to the current discussion regarding the letters presented. Though Goldemberg and Merrill jointly agreed that Brandon's version of the letter was the most appropriate version to be sent to the Calaveras Board of Supervisors, other members disagreed, and the draft reviewed at the 10/08/2023 Board meeting with amendments was chosen. Brandon brought to the Board's attention that the last paragraph of Brandon's prepared letter which included an ATCAA Board apology was missing in the example presented to the Board. It was agreed to insert the described "last" paragraph into the ATCAA letter, and remove language stating, "ATCAA would be willing to sit in and discuss in any conversation s with CSD, with how we cam improve our service to Calaveras or explore the possibility of CSD bifurcating the region so Calaveras would be extricated."

Schneider; motioned; Brandon seconded. MPU via roll call

7. ADJOURNMENT: *Meeting was adjourned at 2:48 pm.*

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.

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

For the month of: October 2023	Head Start	Early Head Start	State Preschool	Family Demographics									
Funded Enrollment	146	87	85								HS	EHS	
Cumulative Enrollment	95	78	79									92	74
Number of Children with IEP/IFSP	14	13	8	Two parent families									
Children Enrolled <45 days	3	11		Single parent families									
Left the Program	3	23		Biological, adoptive or step-parents									
Pregnant Women Served	0	2		Guardians and foster parents									
Dual Language Learners	11	8		At least one parent is employed or in school									
Children with Medical Home	85	49		Number of parents not employed or in school									
Children with Dental Home	81	46		Number of families enrolled in WIC									
Families w/out Medical Insurance	1	2		Number of families receiving SNAP									
	Blue Bell EHS	Blue Bell	Ione EHS	Ione	Jackson EHS	Jackson	Jamestown EHS	Jamestown	Soulsbyville	Summerville	Home Base		
Actual Enrollment	6	16	8	16	8	16	7	16	16	10	26		
Attendance %	90%	85%	82%	73%	83%	81%	82%	75%	89%	86%	68%		
# on Wait List Income Eligible	9	2	6	4	7	9	4	7	1	1	2		
# on Wait List Over Income	3	3	4	3	0	3	2	0	5	2	3		
% of Children with all Health Screenings w/in 45 days	67%	56%	100%	100%	75%	62%	85%	87%	100%	100%	23%		
% of Children with complete immunizations	100%	100%	100%	100%	100%	100%	100%	100%	94%	100%	58%		
% of Children with Physicals Complete	84%	62%	100%	100%	75%	81%	100%	87%	100%	100%	65%		
% Dental Screenings	100%	75%	75%	100%	100%	93%	100%	87%	93%	90%	27%		
# Children needing Dental Treatment	0	2	1	3	0	5	1	4	2	2	1		
Of these, # receiving treatment	0	0	0	2	0	2	0	0	2	1	1		
Meals Served:													
Breakfast	110	255	128	221	136	260	100	240	267	168			
Lunch	111	254	131	216	137	255	101	247	278	177			
Snack	88	177	119	195	5	212	66	163	149	101			

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

Authorization of appointment of designee for applications and business related to Community Care Licensing (CCL)

AUTHORIZING RESOLUTION Amador Tuolumne Community Action Agency, (ATCAA) Resolution Number 2023 - 07

A quorum of the Board of Directors of Amador-Tuolumne Community Action Agency (ATCAA), a California Joint Powers Agreement Agency that has been created for the purpose of implementing the Economic Opportunity Act of 1965 in Amador and Tuolumne counties, hereby consent to, adopt and ratify the following resolution:

WHEREAS The State of California, Department of Social Services, Community Care Licensing (CCL) has established guidelines determining who is authorized to sign applications and other Licensing forms and these guidelines require attendance of CCL Orientations and fingerprint clearance associated to our main facility;

WHEREAS it is not reasonable for the ATCAA Executive Director to complete CCL Orientation trainings and fingerprint protocol;

WHEREAS ECS Director, Nancy Miner and ECS Operations and Budget Manager, Jackie Roberts have completed the CCL Orientation trainings and have fingerprints associated to the main facility;

THEREFORE the Amador Tuolumne Community Action Agency (ATCAA) Board of Directors hereby authorizes Nancy Miner and Jackie Roberts as appointed representatives of ATCAA for all Community Care Licensing forms and applications;

PASSED AND ADOPTED at a regular meeting of the Amador Tuolumne Community Action Agency Board of Directors held on December 8th, 2023 by the following vote.

AYES _____ NOES: _____

ABSTENTIONS: _____ ABSENT: _____

Signature of Approving Officer
Frank Axe, Board Chair

Signature of Approving Officer
Claire Gunselman, Board Secretary/Treasurer

ATTEST: _____
Kristy Moore, acting as ATCAA Board Secretary

AUTHORIZED SIGNATURE

Joseph Bors, Executive Director, ATCAA

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

BOARD OF DIRECTORS 2024 ROSTER

Chair – Frank Axe

Vice Chair – Joni Drake

Treasurer – Claire Gunselman

Frank Axe – Public Sector (JPGB) (A) Amador Board of Supervisors	David Goldemberg - Public Sector (JPGB) (T) Tuolumne Board of Supervisors
Jeff Brown - Public Sector (JPGB) (A) Amador Board of Supervisors	Jaron Brandon - Public Sector (JPGB) (T) Tuolumne Board of Supervisors
Claire Gunselman – Public Sector (JPGB) (A) Sutter Creek City Council	Andy Merrill- Public Sector (T) City of Sonora, City Council
Joni Drake - Low Income Representative (A)	Cathy Parker – Low Income Representative/Mental Health (T) Director, Well Being Adventist Hospital
Mary Pulskamp - Low Income Representative (A)	Helena Rice-Padilla - Low Income Representative (A) Head Start Policy Council Member
Susan Conn – Low-Income Representative (A)	Lloyd Schneider - Private Sector (T) Schneider Learning Services
Lynn Morgan - Private Sector (A) Amador Senior Foundation	Melissa Tuck – Low Income Representative (T) Head Start Policy Council Member
Pastor Mark Smith – Private Sector (A) Faith Based Community Ione/Creekside United Methodist Church(s)	Carol Rush – Private Sector (A) Expertise in Head Start & Early Child Education (A)
VACANT – Low-Income or Private Sector (T)	VACANT – Low-Income or Private Sector (T)

Non-Board Members

Chris Schmidt - Tuolumne County Counsel Deputy County Counsel	John Whitefleet, Esq. - Porter Scott Attorneys Consultant Agreement with Board-Legal Retainer
Joe Bors – ATCAA Executive Director	Cynthia Rockwell – ATCAA Board Secretary

Inyo Mono ACA Request for ATCAA Weatherization Support

- IMACA – Inyo Mono Advocates for Community Action reached out to ATCAA in September 2023.
 - IMACA has no means to perform Weatherization (Wx) Services and is asking if ATCAA can help.
 - IMACA Board signed a resolution agreeing to have ATCAA perform their Wx service
- ATCAA was asked to consider either a subcontract or have CSD reassign the IMACA Wx budget to ATCAA.
- I would like ATCAA Board to consider the subcontract option for at least the first year until we understand the logistics of performing Wx work in these counties.
- Programs we would be supporting include LIHEAP & DOE and would be performed under a Memorandum of Understanding (MOU).

IMACA is Asking ATCAA to Perform Wx in their Service Area

Feasibility Considerations of ATCAA Wx Support in Inyo Mono

- Wx services will be dependent on weather and road closures.
- EHCS or ECHS would be unsupportable because of the 24hr & 72hr resolution requirement, so we should clarify that.
- IMACA will perform Outreach/Intake efforts to identify eligible households.
- IMACA will provide Job # and client information to ATCAA for processing. (We will agree to a secure way to transmit this information – i.e.; a password protected .zip file)
- Clarification of our method of billing and/or invoicing requirements.
 - ATCAA submits completed job files to IMACA with a monthly invoice with labor hours and copies of material receipts associated with each Job #.
 - A monthly invoice will include vehicle mileage and fuel receipts, travel reimbursement (lodging / meals)
 - IMACA enters billing information into ServTraq for CSD reimbursement.
- ATCAA will try to distribute Wx services to the two Counties in an approximate ratio equal to program funding but is authorized (could be with prior approval, if wanted) to deviate from the funding ratio in order to exhaust available funding.

Requesting ATCAA Board Approval to Move Forward with MOU

Summary of Updates to Accounting Standards and Policies

- Signatory Requirements and Authority section and Machine-Signed Accounts Payable Checks section had dollar amounts corrected per AP regarding when/what type of signatures are needed
- Removing a part of the Purchase Orders- General Guidelines section regarding exceptions to when a purchase order is required
- Removing a part of the Distributing a Purchase Order section regarding forwarding a copy of the purchase order to the program director
- Removing parts of the Voided Purchase Order section regarding notifying the program director, filing it with the vendor file, and destroying the vendor copy
- Removing parts of the Safeguarding Purchase Order Stock section regarding the blank purchase order stock (it is now done in excel, not a physical stock of forms)
- Removing the following section: PURCHASE AUTHORIZATION CARDS

5.10 SIGNATORY REQUIREMENTS AND AUTHORITY

Two signatures are required on accounts payable checks over \$10,000, at least one of which will be a Board member. No fiscal staff person, including the Fiscal Officer, may have signatory authority on the accounts payable checking account.

Payroll checks utilize official bank checks prepared by an outside payroll service.

The Executive Director, the Board Chair and the Board Secretary/Treasurer will have signatory authority on all accounts. The Board may approve additional Board signatures.

The Fiscal Officer has signatory authority on all accounts except the checking account used for accounts payable disbursements.

Authorized transactions and authorized signatories for each account are determined by ATCAA Board action. Documentation of authorized transactions and copies of current bank signatory cards are maintained in administrative files.

5.12 MACHINE-SIGNED ACCOUNTS PAYABLE CHECKS

Machine-signed checks, using an encrypted flashcard bearing facsimiles of authorized signatures, may be utilized for accounts payable checks as follows:

- checks for less than \$2,500 may be machine-signed with ~~two~~ one signature;
- checks for more than \$2,500 but less than ~~\$5,000~~ \$10,000 will require one manual authorized signature (see section 5.10), or
- checks for ~~\$5,000~~ \$10,000 or more will require two manual authorized signatures (see section 5.10).

IT will be the administrator of the check signing machine and software; establishing user access, passwords, and working with the check writing machine vendor to install and maintain software.

Two authorized users will be required to log into and activate the check signing machine. The Fiscal Officer and the Fiscal Services Coordinator will each be responsible for authorizing first-tier activation of the check writing machine. The Fiscal Officer and Fiscal Services Coordinator will each designate one other employee who will have access to the program and provide the secondary activation. The Fiscal Officer and Fiscal Services Coordinator may not designate the same employee, nor may they designate an employee with accounts payable responsibilities. Upon the Executive Director's authorization, a designee may access the program in the absence of the Fiscal Officer or Fiscal Services Coordinator.

10.14 PURCHASE ORDERS

General Guidelines

Staff must provide a copy of a purchase order or a purchase order number to vendors at the time of purchase.

A purchase order is a pre-numbered document which is signed by a Purchasing Agent and presented to a vendor as confirmation to the vendor that a purchase is authorized.

Only a Purchasing Agent may sign purchase orders. Other employees in need of program supplies or services should contact the Purchasing Agent for their program, or their Program Director.

A Purchasing Agent may not sign a purchase order authorizing purchases outside of their program area.

Purchase orders must be completed and approved by a designated Purchasing Agent before or at the time of purchase. This includes merchandise ordered by telephone or online.

Purchasing Agents may not sign a blank purchase order or a purchase order that has not been fully completed.

A completed purchase order with the signature of an authorized Purchasing Agent is required for all procurements, except for:

- gasoline credit card purchases;
- ~~employees' out-of-pocket expenses to be reimbursed through Petty Cash or payroll;~~
- local travel;
- employees' out-of-pocket expenses for out-of-area travel costs (note: a purchase order is required for out-of-area travel costs paid by Accounts Payable directly to a vendor; for example, an accounts payable payment to the presenter of a workshop or directly to a hotel);
- procurements approved in written agreements for services, leases, or rents (such as maintenance agreements for copiers or other equipment, service agreements for trash pickup or pest control, or professional service agreements);
- monthly utility bills;
- basic monthly telephone service and toll calls (note: a purchase order is required for other telephone service, such as repairs or new lines), and
- business insurance.

Completing Purchase Orders

Purchase Orders must be completed in full, with the following information:

- the date the purchase is incurred;
- the name of the vendor;
- the city or county of any established vendor, or the complete mailing address of any one-time vendor;
- a brief but sufficient description of items to be purchased (note: if desired, a purchase order may reference an attached list of items to be purchased, in lieu of listing individual items on the purchase order itself);
- the quantity of each item to be purchased;
- the cost of each item to be purchased (note: an estimated cost may be entered if the actual cost is not known);
- the signature of a designated Purchasing Agent;
- the expense account line item(s) of the item(s) purchased;
- the fund number(s) and sub-fund numbers of the contract(s) to be charged;
- the location of the ATCAA site where the merchandise will be delivered or used, and
- when an order is placed by phone or online, the purchase order must also be clearly marked "confirmation of telephone (or online) order."

Exception: In some circumstances, it is impossible or impractical to identify in advance each exact item to be purchased and/or its exact quantity and price. In these instances only, a purchase order may describe in general terms the types of items to be purchased without identifying each exact item.

Distributing a Purchase Order

At the time of purchase, the vendor will be given a copy of the purchase order or the purchase order number.

The Purchasing Agent will forward a copy of the purchase order to accounts payable. This copy should be forwarded to accounts payable immediately and should not be held until the merchandise is received or for any other reason.

~~The Accounts Payable Clerk will forward a copy to the appropriate Program Director for his/her use in monitoring the Purchasing Agent's compliance with procedures and restrictions. The Program Director may retain or discard this copy, as they wish.~~

The Purchasing Agent will retain a copy of the purchase order for one year after the end of the fiscal year in which the purchase order was written.

Voided Purchase Orders

When a purchase order has been incorrectly completed or it will not be used for the purpose for which it was written, the purchase order must be clearly marked "Void."

The Purchasing Agent must notify accounts payable of any voided purchase orders.

~~The Accounts Payable Clerk will notify the appropriate Program Director. The Accounts Payable copy will be filed in the Accounts Payable vendor file.~~

~~The vendor's copy may be destroyed.~~

The Purchasing Agent's copy will be retained for one year after the end of the fiscal year in which the purchase order was voided.

Safeguarding Purchase Order Stock

~~Blank purchase orders will be ordered by the Accounts Payable Coordinator or designee only, who will maintain a sufficient supply to fill the needs of Purchasing Agents. A reasonable supply of blank purchase orders will be forwarded to Purchasing Agents when they first receive their Purchase Authorization Cards, and thereafter upon their written request.~~

The Accounts Payable Coordinator or designee will maintain a log to account for the distribution and use of purchase orders.

Purchasing Agents are responsible for the safekeeping of purchase orders issued to them.

Program Directors are responsible for ensuring that all unused purchase orders are returned by any Purchasing Agent whose employment ends or whose purchasing authority is rescinded. Upon notice of such action, the Accounts Payable Coordinator or designee will immediately account for all unused purchase orders previously issued to the former Purchasing Agent.

10.15 PURCHASE AUTHORIZATION CARDS

~~A Purchase Authorization Card verifies to a vendor that the signature on a purchase order is the signature of an employee authorized to make purchases on behalf of ATCAA. A Purchase Authorization Card is not intended as identification of the person actually picking up and receiving the merchandise.~~

~~Laminated Purchase Authorization Cards with the signatures of both the Purchasing Agent and the Executive Director will be issued by the Accounts Payable Coordinator, or designee, to Purchasing Agents. The cards will be valid for a specified time period only. Upon expiration, cards will automatically be reissued by the Accounts Payable Coordinator, or designee, to authorized Purchasing Agents.~~

~~Purchasing Agents are responsible for the safekeeping of Purchase Authorization Cards issued to them.~~

~~Program Directors are responsible for assuring that all Purchase Authorization Cards are returned by any Purchasing Agent whose employment ends or whose purchasing authority is rescinded. Upon notice of such action, the Accounts Payable Coordinator, or designee, will immediately account for all Purchase Authorization Cards previously issued to the former Purchasing Agent.~~

~~ATCAA strongly recommends that, whenever possible, merchandise be received and verified by someone other than the Purchasing Agent who has signed the purchase order. This applies to both picking up merchandise from local vendors and checking the contents of merchandise that has been shipped.~~

~~When merchandise is picked up from a local vendor, both a signed purchase order and an original Purchase Authorization Card of the Purchase Agent who signed the purchase order must be presented to the vendor. The signatures on both the card and the purchase order must agree.~~

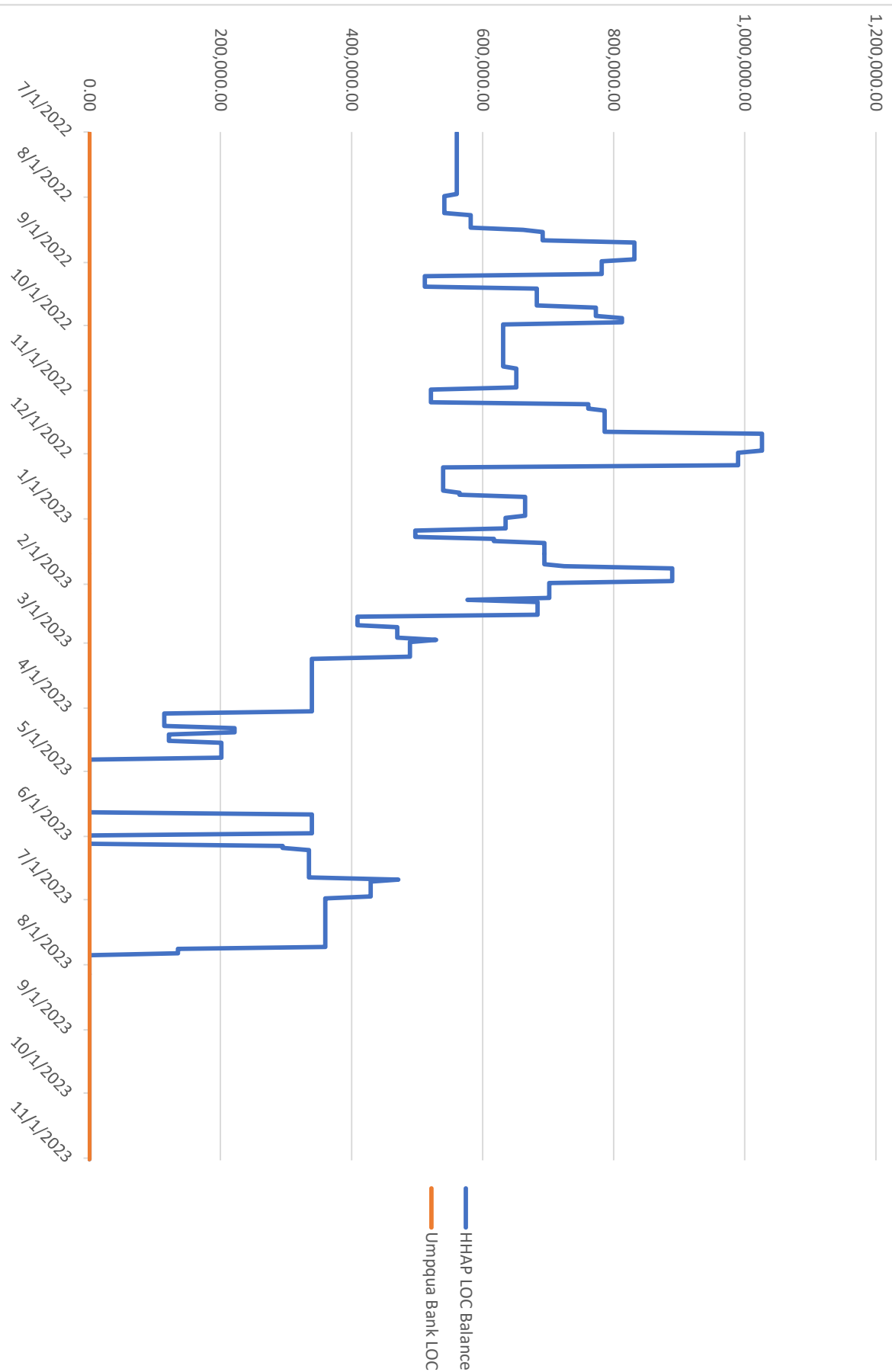
Banking Relationship Change- Side By Side Comparison

ATCAA Bank Account Balances As Of 10/31/23	Interest Bearing Account Average Monthly Balance	\$3,339,271	Checking Accounts Total Average Monthly Balance	\$380,846
	UMPQUA BANK (CURRENT)	BANK OF MARIN	BANK OF AMERICA	WELLS FARGO
Monthly Maintenance Fees	\$102/month	Money Market: Waived with \$15,000 monthly average combined balances Checking: Waived with \$20,000 monthly average combined balances	Waived with minimum combined 3 month average daily balance of \$1 million or greater	Waived with \$15,000 average combined business deposit balances
Monthly Statement Fee	\$12/month	No charge	TBD	TBD
Monthly Item (deposits, ACH credits/debits, checks paid) Fees	\$89.78/month	300 included then \$0.20 per item	TBD	Checking: 250 included then \$0.50 per item Savings: 20 included then \$0.50 per item
Stop Payment Fee	\$35 per item	\$20 per item	No charge	TBD
Monthly POS Service Charge	\$147/month (not using- still charging)	TBD	TBD	TBD
Online Banking User Fee	\$50/month	\$0 for up to 2 Users, \$20/month for unlimited users	TBD	TBD
Fraud Prevention/Positive Pay Monthly Fees	\$96.19/month	Not Required	TBD	TBD
Remote Deposit Check Scanner Fees	\$55/month	\$40/month; Additional scanner: \$714+s/h	TBD	TBD
Other Fees	Deposit Assessment Fee: \$50.16/month	N/A	TBD	TBD
Line of Credit	\$400,000	Yes- Line Amount TBD	TBD	TBD
Business Credit Card	No business credit card available	Line amount of \$500,000 per month. 5 Authorized users permitted. No personal guarantee required.	Business credit card would require an employee to be personally obligated- line amount TBD	Unavailable until January- Terms TBD

Banking Relationship Change- Side By Side Comparison

All Funds Covered By FDIC	Yes	Yes	TBD	TBD
Interest Rate For Interest Bearing Account	0.01%= \$27/month	Money Market Savings (President's Club): 2.25%= ~\$6,300/month	Advantage Savings: 0.8%= ~\$2,200/month (Additional monthly rewards of up to ~\$1,100/month)	Business Platinum Savings: 2.47%= ~\$6,900/month
ACH Block For AP Checking	No	Yes	No	TBD
Branch In Jackson	No	Yes	Yes	Yes
Customer Service	>Refuses to place ACH block on AP checking account- Positive Pay Issues >Won't remove service charges for POS- not using >Won't answer emails/return phone calls	>Offers training for POS >Responsive/local >Offered to attend Board meetings/ fundraisers >Offers grants >Will handle transition	>Local, but corporate >Having to go through multiple layers to get answers	>Local, but corporate >Having to go through multiple layers to get answers

Internal Line of Credit Usage July 2022 - October 2023



Amador-Tuolumne Community Action Agency

Activity in Local Agency Investment Fund (LAIF) FOR July 1, 2023 - June 30, 2024

Beginning Balance 7/1/2023 282,019.73

Draws

Interest

Qtr ending 6/30/23 Interest Earned @ 3.15% 2,214.25
Qtr ending 9/30/23 Interest Earned @ 3.67% 2,563.11

Deposits

Ending Bal as of 10/31/23 286,797.09

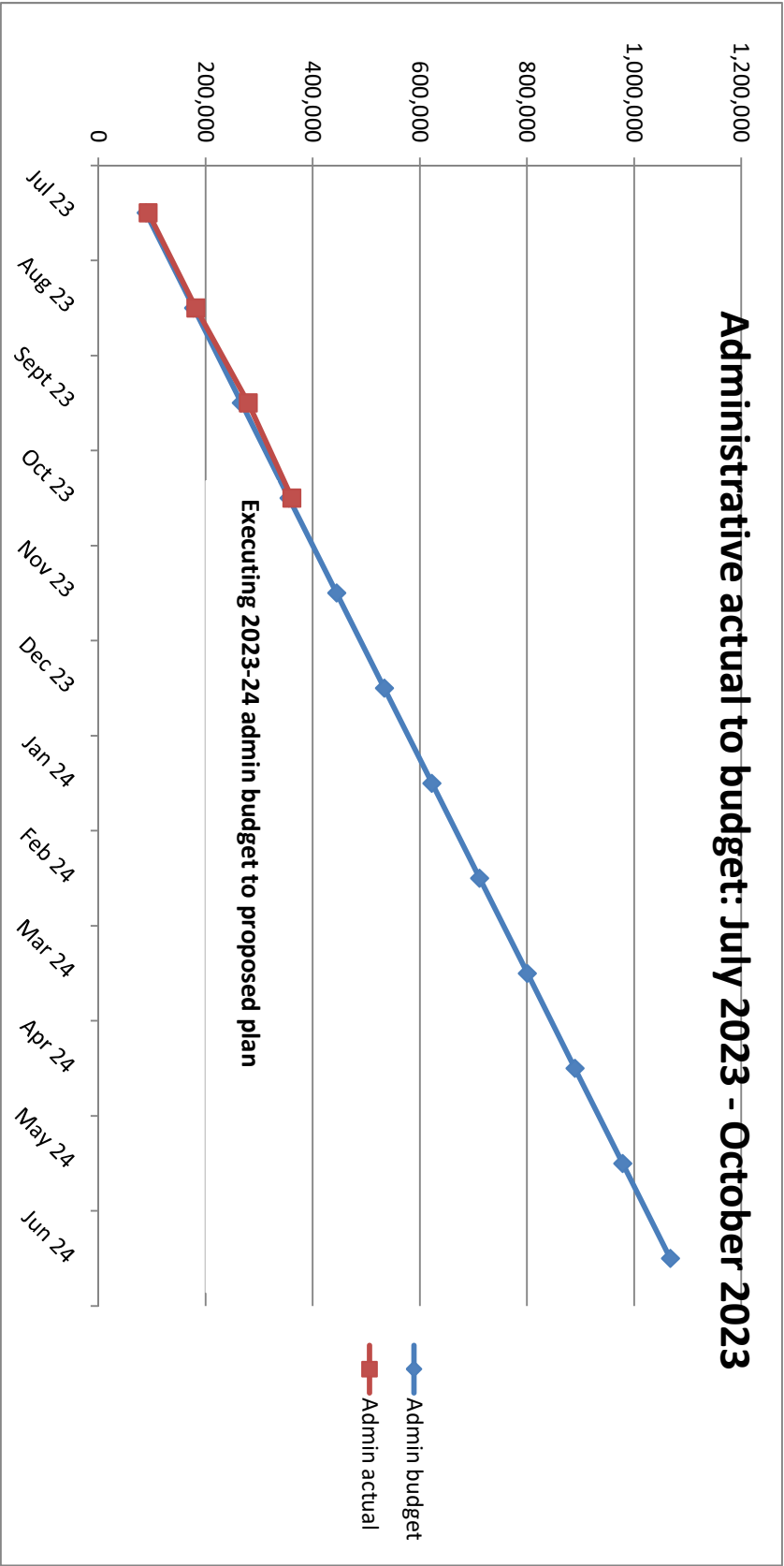
Per Board Direction, LAIF will contain:

100% of the Committed Fund Balance	\$100,000	(For Contingencies and Future Development)
75% of the prior fiscal year Accrued Leave Payable balance	<div><div>\$197,643</div><div>x 75%</div></div>	<div><div>\$148,232</div><div>\$248,232</div></div>

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:

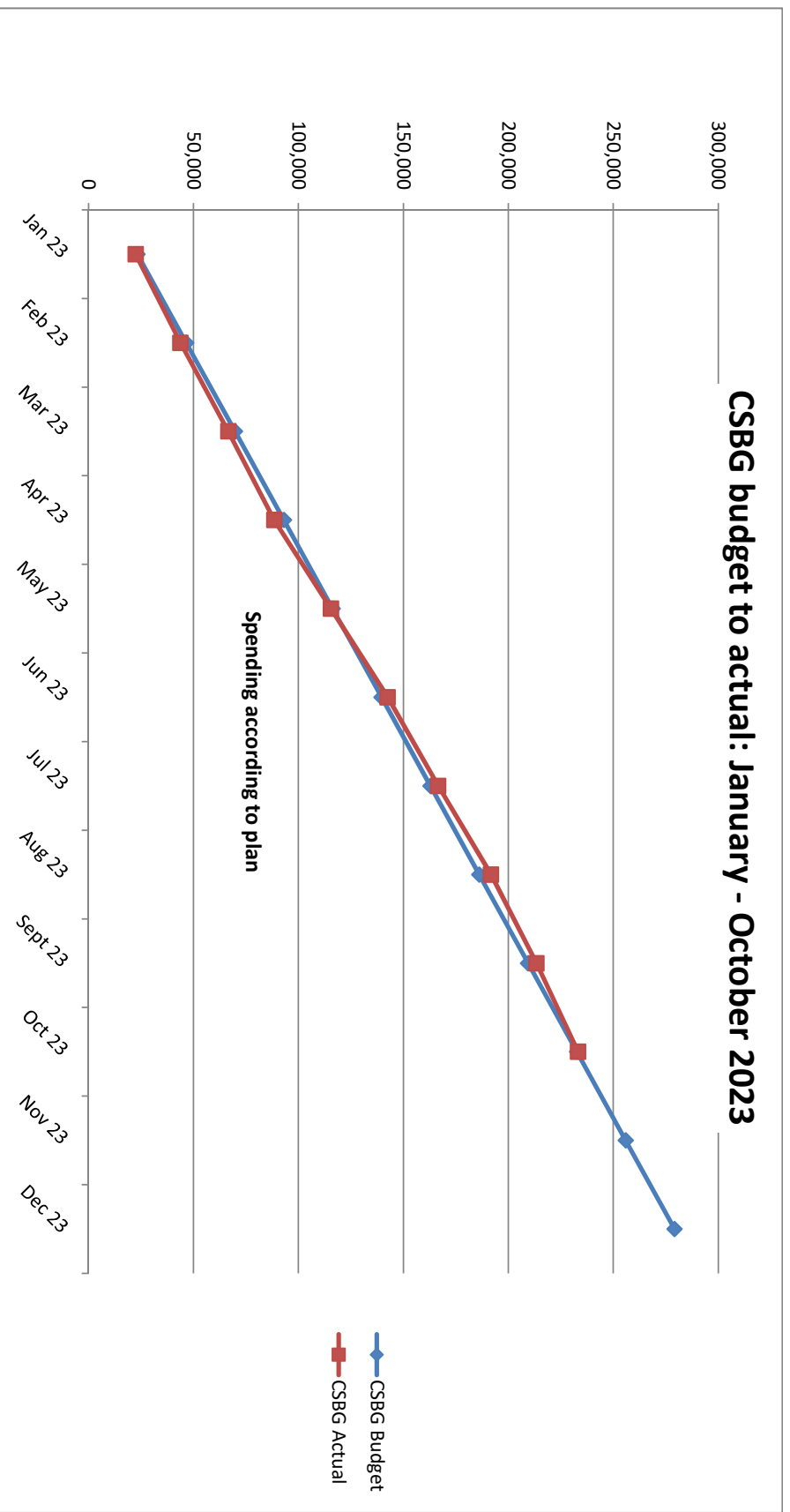
100% of the Committed Fund Balance	\$100,000	(For Contingencies and Future Development)
50% of the prior fiscal year Accrued Leave Payable balance	<div><div>\$197,643</div><div>x 50%</div></div>	<div><div>\$98,821</div><div>\$198,821</div></div>

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 2023 Accrued Leave Payable balance)



91471 - 7/22-6/23 Admin Bdgt

	Jul 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24
Admin budget	88,972	177,944	266,916	355,888	444,860	533,833	622,805	711,777	800,749	889,721	978,693	1,067,665
Admin actual	93,354	181,992	279,851	361,317								



83261 - 1/23-5/24 CSBG \$279,197

	Jan 23	Feb 23	Mar 23	Apr 23	May 23	Jun 23	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23
CSBG Budget	23,266	46,533	69,799	93,066	116,332	139,599	162,865	186,131	209,398	232,664	255,931	279,197
CSBG Actual	22,437	43,754	66,601	88,474	115,546	142,476	166,598	191,730	213,366	233,192		

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
Administrative actual to budget report: July 2023-October 2023

		23-24 Budget Funds 91471 & 91481	July 2023- October 31 2023 Unaudited	% Budget received	Amount Budget Remaining
REVENUE				33%	
Amador & Tuolumne Counties	4016	\$49,000	\$16,332	33%	\$32,668
Carryover revenue		56,478	0	0%	56,478
Contractual Admin. Revenues:					
2023 CSBG (Jun23-Dec23)		75,000	32,000	43%	43,000
2024 CSBG (Jan24-Jun24)		75,000		0%	75,000
Contractual Admin. Revenue	4060	812,187	264,156.8	33%	548,030
Total Cash Revenue		\$1,067,665	\$312,489	29%	\$755,176
DIRECT EXPENSE				% Budget spent	
Personnel Expense					
Salaries & Wages					
Salaries & Wages	6010	\$558,469	\$197,199	35%	\$361,270
Total Salaries & Wages		\$558,469	\$197,199	35%	\$361,270
Fringe Benefits					
Accrued Leave	6020	\$44,678	\$18,464	41%	\$26,214
FICA	6030	19,034	7,376	39%	11,658
Health Insurance	6040	104,246	30,957	30%	73,289
Retirement	6050	28,656	9,175	32%	19,481
Unemployment Insurance	6060	6,076	330	5%	5,746
Workers' Compensation Ins	6070	8,377	944	11%	7,433
Other Employee Benefits	6080				0
Total Fringe Benefits		211,067	67,245	32%	143,822
Total Personnel Expense		\$769,536	\$264,444	34%	\$505,092
Non-personnel Expense					
Supplies					
Household Supplies	6330	\$2,022	323	16%	\$1,699
Postage	6350	4,242	1,382	33%	2,860
Program Supplies	6360	1,898	892	47%	1,006
Routine Office Supplies	6370	3,451	1,193	35%	2,258
Total Supplies		11,613	3,789	33%	7,824
Contractual					
Accounting & Auditing	6410	\$69,132	\$23,905	35%	\$45,227
Legal Services	6430	3,188	2,921	92%	267
Outside Services	6440	3,119	0	0%	3,119
Computer Services	6450	63,872	28,014	44%	35,858
Total Contractual		139,311	54,840	39%	84,471
Other (Equipment Expense)					
Computer Software(\$0-\$4,999)	6505	\$4,782	\$197	4%	\$4,585
Computer (hardware)	6506	21,231	886	4%	20,345
Equipment (\$500-\$4999)	6510	1,000	0	0%	1,000
Insurance (Vehicular)	6520	1,128	495	44%	633
Maintenance (Equipment)	6530	594	923	155%	-329
Maintenance (Vehicles)	6535	1,406	0	0%	1,406
Small Tools/Equip (under \$500)	6550	500	0	0%	500
Small Tools (minimal value)	6555	176	0	0%	176
Total Other (Equipment Expense)		30,817	2,501	8%	28,316
Other (General Personnel Costs)					
Local Travel (Staff)	6620	\$929	\$1,467	158%	-\$538
Staff Licensing	6630	132	17	0%	115
Training & Development (Staff)	6640	2,736	0		2,736
Total Other (General Personnel Costs)		3,797	1,484	39%	2,313

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
Administrative actual to budget report: July 2023-October 2023

		23-24 Budget Funds 91471 & 91481	July 2023- October 31 2023 Unaudited	% Budget received	Amount Budget Remaining
Other (General Operating Costs)					
Ads & Legal Notices	6705	\$1,811	\$425	23%	\$1,386
Copying Fees	6710	1,981	557	28%	1,424
Insurance/Bonds(not auto,hlth)	6720	18,967	2,733	14%	16,234
Meeting Costs	6730	1,346	189	14%	1,157
Membership Dues	6740	629	345	55%	284
Miscellaneous Expenses(Fiscal)	6750	24	0	0%	24
Printing & Binding	6755	1,055	135	13%	920
General Agency Promotion	6760	549	2,129	388%	-1,580
Program Outreach	6765	1,180	327	0%	853
Subscriptions	6780	8,690	2,513	29%	6,177
Service Fees-Banking (Fiscal)	6784	6,518	2,756	42%	3,762
Service Fees-Other (Fiscal)	6785	2,119	54	3%	2,065
Taxes & Assessments	6790	71	25	35%	46
Total Other (General Operating Costs)		44,940	12,188	27%	32,752
Other (Space/Occupancy Costs)					
Communications	6810	\$3,465	\$1,252	36%	\$2,213
Household Services	6820	12,193	4,136	34%	8,057
Rents & Leases	6840	43,079	13,988	32%	29,091
Utilities	6850	6,091	2,695	44%	3,396
Total Other (Space/Occupancy Costs)		65,201	22,070	34%	43,131
Total Non-personnel Expense		\$295,679	\$96,873	33%	\$198,806
TOTAL DIRECT EXPENSE		\$1,065,215	\$361,317	34%	\$703,898
BOARD of DIRECTORS EXPENSE					
Non-personnel Expense					
Supplies					
Program Supplies	6370	\$100	\$0	0%	\$100
Total Supplies		\$100	0	0%	100
Other (General Personnel Costs)	6120				
Travel (Local & Out of Area)		\$250	\$203	81%	\$47
Total Other (General Personnel Costs)		\$250	203	81%	47
Other (General Operating Costs)					
Copying Fees	6710	\$200	\$0	0%	\$200
Insurance/Bonds(not auto,hlth)	6720	900	2,796	311%	-1,896
Meeting Costs	6730	1,000	612	61%	388
Total Other (General Operating Costs)		2,100	3,408	162%	-1,308
TOTAL BOARD of DIRECTORS EXPENSE		\$2,450	\$3,611	147%	-\$1,161
TOTAL ADMIN EXPENSE		\$1,067,665	\$364,928	34%	\$702,737
		23-24 Budget Funds 91471 & 91481	July 2023- October 31 2023 Unaudited	11/1/23- 6/30/24	Variance to budget
Revenue over/under Expenditures					
Total Revenue		\$1,067,665	\$312,489		-\$755,176
Less Total Expenditures		-1,067,665	-364,928		-702,737
Current Year Revenue over/under Expenditures		\$0	-\$52,440	-\$54,000	-\$52,440
Carryover from prior years		318,186	417,821	-\$59,500	
Year end revenue over/under expenditures		\$318,186	\$365,381	\$251,881	



HEAD START BUDGET AND EXPENDITURE REPORT - 2023

8130.1

Period Covering: 01-01-2023 through 10-31-2023

<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	\$30,803	-\$8,943	17%	-41%
<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	\$1,342,573	\$884,240	\$458,333	17%	34%
Fringe Benefits	494,229	293,527	200,702	17%	41%
Travel	3,545	1,150	2,395	17%	68%
Equipment	273,715	171,027	102,688	17%	38%
Supplies	57,193	34,002	23,191	17%	41%
Contractual	18,364	16,688	1,676	17%	9%
Other	214,201	216,536	-2,335	17%	-1%
Total Direct Charges	\$2,403,820	\$1,617,171	\$786,649	17%	33%
Encumbered		0			
Indirect Charges	252,325	151,706	100,619	17%	40%
Total	\$2,656,145	\$1,768,877	\$887,268	17%	33%
Total to be charged from CACFP		\$0	\$887,268		
Total to be charged from CSPP		\$0	\$887,268		
Total Including Other Revenue	\$2,660,593	\$1,768,877	\$891,716	17%	34%



EARLY HEAD START BUDGET AND EXPENDITURE REPORT - 2023

8130.2

Period Covering: 01-01-2023 through 10-31-2023

<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	\$27,626	\$4,008	17%	13%
<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	\$1,032,844	\$731,003	\$301,841	17%	29%
Fringe Benefits	345,439	269,667	75,772	17%	22%
Travel	45	0	45	17%	
Equipment	0	0	0	17%	
Supplies	30,064	37,441	-7,377	17%	-25%
Contractual	14,302	4,588	9,714	17%	68%
Other	118,543	145,205	-26,662	17%	-22%
Total Direct Charges	\$1,541,237	\$1,187,903	\$353,334	17%	23%
Encumbered		0			
Indirect Charges	161,811	124,200	37,611	17%	23%
Total	\$1,703,048	\$1,312,103	\$390,945	17%	23%
Total to be charged from CACFP		\$0	\$390,945		
Total Including Other Revenue	\$1,704,145	\$1,312,103	\$392,042	17%	23%



HEAD START & EARLY HEAD START IN-KIND MATCH - 2023

8130.1 & 8130.2

Period Covering: 01-01-2023 through 10-31-2023

<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		\$108,503			
Cash match		652,885			
Total	\$884,487	\$761,388	\$123,099	17%	14%



Child and Adult Care Food Program BUDGET AND EXPENDITURE REPORT - 2023/2024

8227.1 & 8227.2

Period Covering: 10-01-2023 through 10-31-2023

<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	\$3,286	\$18,714	92%	85%
Fringe Benefits	10,000	1,343	8,657	92%	87%
Food	85,647	9,187	76,460	92%	89%
Total Direct Charges	\$117,647	\$13,816	\$103,831	92%	88%
Indirect Charges	12,353	1,451	10,902	92%	88%
Total Charged	\$130,000	\$15,267	\$114,733	92%	88%
Total To Be Charged to HS/EHS		\$0			
Adjusted Total	\$130,000	\$15,267	\$114,733	92%	88%



CA STATE PRESCHOOL PROGRAM BUDGET AND EXPENDITURE REPORT

8294.1

Period Covering: 07-01-2023 through 10-31-2023

<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	\$129,656	\$317,817	67%	71%
Fringe Benefits	\$152,500	39,580	112,920	67%	74%
Travel	0	0		67%	
Supplies	20,000	5,872	14,128	67%	71%
Contractual	0	0		67%	
Other	16,155	5,279	10,876	67%	67%
Total Direct Charges	\$636,128	\$180,388	\$455,740	67%	72%
Indirect Charges	50,890	18,039	32,851	67%	65%
Total Charged	\$687,018	\$198,426	\$488,591	67%	71%
To Be Charged to HS		\$0			
Adjusted Total	\$687,018	\$198,426	\$488,591	67%	71%



TUOLUMNE HOME VISITING PROGRAM

8168.2

Period Covering: 07-01-2023 through 10-31-2023

<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	\$42,823	\$11,860	\$30,964	67%	72%
Travel (Fuel)	500	237	263	67%	53%
Supplies	500	0	500	67%	100%
Other	0	49	-49	67%	
Total Direct Charges	\$43,823	\$12,146	\$31,678	67%	72%
Indirect Charges	4,601	1,275	3,326	67%	72%
Total	\$48,424	\$13,421	\$35,004	67%	72%

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

**BILLING PERIOD: OCTOBER, 2023
AMERICAN EXPRESS PURCHASES**

DATE	VENDOR	PURPOSE	AMOUNT
10/1/2023	COMCAST 906631488 181686826 09/01-30 JACKSON ECS		109.95
10/1/2023	COMCAST 963176371 181735208 09/01-30/23 JAMESTOWN HS		69.95
10/1/2023	PO 98277 AMAZON AIR FRYER/PITCHERS/CONTAINERS JT/JK/SB		305.01
10/1/2023	PO 98374 AMAZON CURTAINS JAMESTOWN HS		49.98
10/1/2023	PO 98387 AMAZON POUCHES/BOXES ECS		50.63
10/2/2023	PO 98381 AMAZON CUBE CHAIRS JACKSON/IONE HS		195.76
10/2/2023	PO 98390 AMAZON DECALS FOR NEW VEHICLES/TOOTHBRUSHES		201.08
10/2/2023	PO 98392 AMAZON PORTABLE CHARGERS BLUE BELL/JAMESTOWN		68.81
10/3/2023	PO 98394 WALMART MOP/PULL UPS JACKSON/SUMMERVILLE		67.07
10/4/2023	PO 98397 AMAZON CLASSROOM SUPPLIES/CUPS IONE/SOULSBYVILLE		192.89
10/4/2023	PO 98399 AMAZON MICROPHONE/CHARGER COMBOS JT/JK/SV/IO		144.36
10/6/2023	PO 97699 HYATT - J ROBERTS TRAINING 10/04-06/23		996.96
10/6/2023	PO 97699 HYATT J ROBERTS PARKING 10/04-06/23		50
10/9/2023	PO 98555 AMAZON TONER/LOCKS/GLOVES SV/SB/JK		78.85
10/10/2023	MS-365 BUS STD LICENSES 09/18-10/17		138
10/10/2023	PO 98562 AMAZON OFFICE CHAIR BLUE BELL HS		47.19
10/10/2023	PO 98564 AMAZON LOCKS/GLOVES/WH BOARD/CHARGE/CABLES		222.01
10/11/2023	PO 98566 WALMART DIAPERS/WIPES JAMESTOWN EHS		95.57
10/12/2023	PO 98567 WALMART GARBAGE BAGS/CLEANER/DIAPERS/WIPES/SEEDS		150.23
10/13/2023	PO 98570 AMAZON RECRUITMENT/HV SUPPLIES/CUPS/PRINTER DRUM		185.49
10/16/2023	PO 98575 TEACHSTONE DLASS DIMENSION GUIDE		447.86
10/16/2023	PO 98576 AMAZON PILLOWS/FLOOR CLEANER SV/BB		88.05
10/17/2023	PO 98578 AMAZON TTHPASTE/SPKR/BUBBLES/SAND/BATTERIES/LAMINAT		139.83
10/17/2023	PO 98582 WALMART PULL UPS JACKSON HS		25.48
10/18/2023	PO 98583 AMAZON CLASSROOM/HOUSEHOLD/OFFICE JT EHS		515.42
10/19/2023	PO 98584 WALMART CLASSROOM/DIAPERS/WIPES JT ECS		81.11
10/19/2023	PO 98587 SIBUSINESSPRODUCTS.COM LABEL TAPE FOR SCREENINGS		37.41
10/25/2023	PO 98597 JIMS AUTOMOTIVE SMOG 08 LEGACY		75
10/25/2023	PO 98600 AMAZON FAMILY NIGHT SUPPLIES ECS		233.13
10/26/2023	PO 98851 WALMART PULL UPS SUMMERVILLE		25.48
10/26/2023	PO 98852 AMAZON CLIMBER/RUG/GEODES IONE		251.22
10/26/2023	PO 98854 PLAKSMACKERS/YOUNGS SPECIALTIES TOOTHBRUSHES		254.89
10/30/2023	PO 98856 AMAZON GLOVES/SHREDDER/OIL/GLOVES SV/JK		140.66
10/31/2023	PO 98374 AMAZON RETURNED GATE LOCKS		-107.57
10/31/2023	PO 98588 PROHEARINGCARE.COM FOAM TIPS		151.31
10/31/2023	PO 98591 AMAZON GLOVES/VEST/CUPS JT/SV/IO		224.69
10/31/2023	PO 98595 AMAZON CLASSROOM SUPPLIES		715.09
			6,718.85

CHEVRON FUEL CARDS

DATE	PURPOSE	AMOUNT
BILLING PERIOD	10/01-31/23 FUEL	2,079.96
BILLING PERIOD	10/01-31/23 CAR WASH	12.00
		2,091.96

LOWE'S CARDS

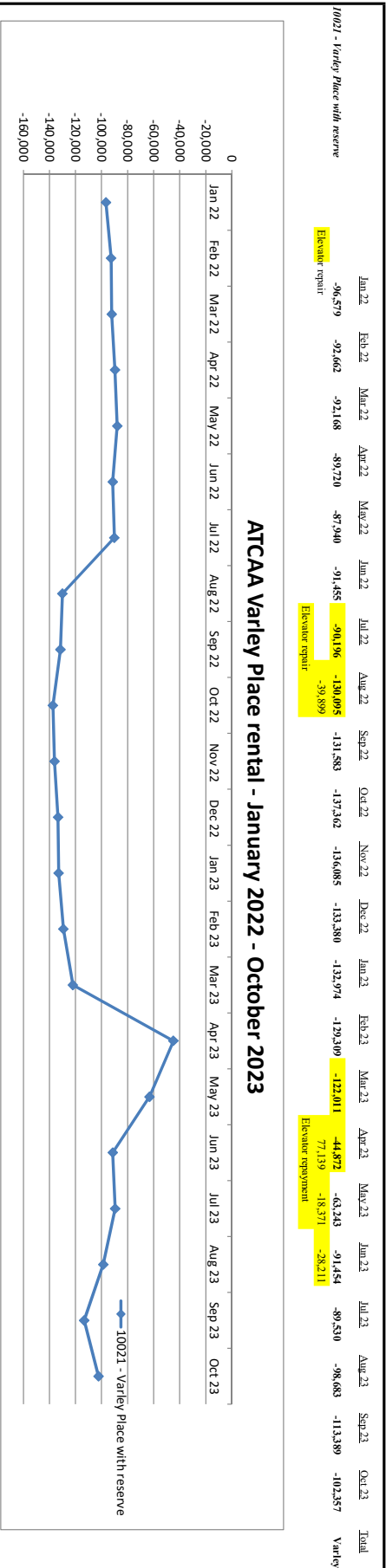
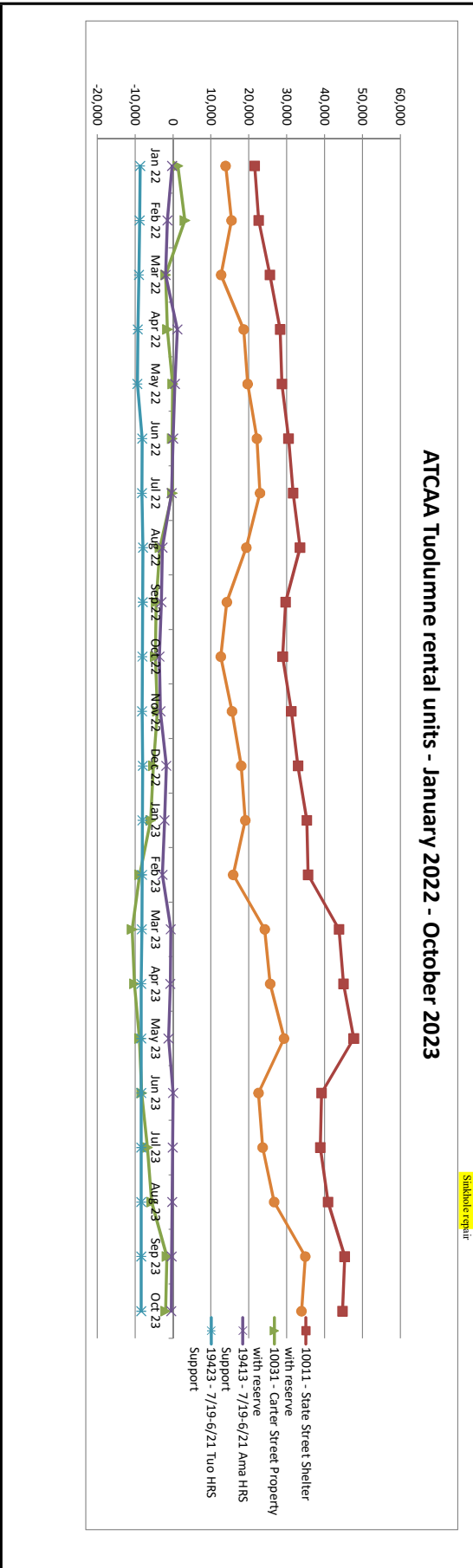
DATE	PURPOSE	AMOUNT
10/4/2023	PO 98193 SPIKES FOR BB HILL/GARDEN SOIL FOR SB	54.93
10/9/2023	PO 98194 LIGHTBULBS IONE HS	4.6
10/9/2023	PO 98560 SUPPLIES FOR CONSTRUCTION STUDY	14.78
10/16/2023	PO 98752 SHED REPAIRS IONE ECS	20.88
10/19/2023	PO 98197 DOOR LOCK ECS SB HS	31.5
10/19/2023	PO 98198 CURTAIN ROD ECS JT EHS	5.55
10/19/2023	PO 98751 WOOD TO REPAIR IO SHED ECS IONE	76.69
10/24/2023	PO 98762 UTILITY SINKS JAMESTOWN EHS/SOULSBYVILLE HS	228.03
10/25/2023	PO 98763 WALL BASE ADHESIVE BLUE BELL ECS	38.5
10/26/2023	PO 98761 WEATHER STRIPPING & HINGE ECS IO EHS	12.14
10/31/2023	PO 98861 TERRACOTTA POTS JAMESTOWN HS	85.94

573.54

SAVEMART CARDS		
DATE	PURPOSE	AMOUNT
10/2/2023	PO 98285 RAW FOOD JAMESTOWN HS	251.79
10/3/2023	PO 98278 RAW FOOD IONE ECS	390.82
10/3/2023	PO 98279 RAW FOOD JACKSON EHS	261.76
10/3/2023	PO 98280 RAW FOOD JACKSON HS	239.28
10/3/2023	PO 98283 RAW FOOD SOULSBYVILLE HS	359.35
10/3/2023	PO 98284 RAW FOOD BLUE BELL ECS	293.3
10/3/2023	PO 98286 RAW FOOD JAMESTOWN EHS	132.61
10/3/2023	PO 98393 CLASSROOM PROJECT SOULSBYVILLE HS	14.48
10/9/2023	PO 98288 RAW FOOD JACKSON HS	217.9
10/9/2023	PO 98289 RAW FOOD JACKSON EHS	69.9
10/9/2023	PO 98558 FOOD/DRINKS FOR HB SOCIAL	44.14
10/10/2023	PO 98292 RAW FOOD BLUE BELL ECS	369.66
10/10/2023	PO 98293 RAW FOOD JAMESTOWN HS	296.05
10/10/2023	PO 98294 RAW FOOD JAMESTOWN EHS	205.57
10/10/2023	PO 98559 FOOD PROJECT/PUMPKINS JAMESTOWN HS	27.52
10/16/2023	PO 98296 RAW FOOD IONE ECS	517.74
10/19/2023	PO 98287 RAW FOOD WK#2 FALL ECS IONE HS/EHS	389.58
10/19/2023	PO 98295 RAW FOOD WK#3 FALL ECS JK HS/EHS	428.55
10/19/2023	PO 98297 RAW FOOD/SPOONS ECS SB HS	292.99
10/19/2023	PO 98563 FOOD FOR PARENT MEETING ECS SB HS	13.5
10/19/2023	PO 98568 PUMPKINS FOR CLASS PROJECT ECS JT EHS	50
10/20/2023	PO 98803 RAW FOOD JACKSON HS	29.14
10/23/2023	PO 98590 PLAYDOUGH INGREDIENTS IONE EHS	16.46
10/23/2023	PO 98804 RAW FOOD IONE ECS	386.51
10/23/2023	PO 98805 RAW FOOD JACKSON HS	140.25
10/23/2023	PO 98806 RAW FOOD JACKSON EHS	238.3
10/23/2023	PO 98808 RAW FOOD SOULSBYVILLE HS	293.76
10/23/2023	PO 98809 RAW FOOD BLUE BELL ECS	293.41
10/23/2023	PO 98810 RAW FOOD JAMESTOWN HS	264.83
10/23/2023	PO 98811 RAW FOOD JAMESTOWN EHS	180.46
10/24/2023	PO 98594 PUMPKINS BLUEBELL ECS	21
10/26/2023	PO 98298 RAW FOOD 60/40 WK#3 FALL ECS BB HS/EHS	330.18
10/26/2023	PO 98299 RAW FOOD WK#3 FALL ECS JT HS	360.32
10/26/2023	PO 98300 RAW FOOD WK#3 FALL ECS JT EHS	245.66
10/26/2023	PO 98577 PUMPKINS ECS IO EHS	22.79
10/26/2023	PO 98579 PUMPKINS ECS BB	15
10/26/2023	PO 98596 FOOD FOR SOCIAL ECS HB	36.72
10/30/2023	PO 98813 RAW FOOD IONE ECS	392.67
10/30/2023	PO 98814 RAW FOOD JACKSON HS	314.25
10/30/2023	PO 98815 RAW FOOD JACKSON EHS	194.51
10/30/2023	PO 98816 RAW FOOD SUMMERVILLE HS	280.02
10/30/2023	PO 98818 RAW FOOD BLUE BELL ECS	240.42
10/30/2023	PO 98819 RAW FOOD JAMESTOWN HS	192.83
10/30/2023	PO98817 RAW FOOD SOULSBYVILLE HS	202.54
10/31/2023	PO 98806 RAW FOOD SECOND RECEIPT ECS JK EHS	<u>24.4</u>
		9582.92

WALMART CARDS		
DATE	PURPOSE	AMOUNT
10/10/2023	PO 98561 LAUNDRY SOAP/TOILET CLEANER BLUE BELL	20.56
10/26/2023	PO 98586 PULL UPS ECS JK HS	25.48
10/30/2023	PO 98855 FAMILY FUN NIGHT	<u>132.33</u>

178.37



Contracts and Amendments Report
Reporting Months of August 2023 - October 2023

Date Reported	Fund #	Program	Funding Source	Contract Description	Type of Contract	Original Period	Original Budget	Amended Period	Amended Budget	Value of Prior Contract
10/23	3126.1	Energy	CSD	Low Income Home Energy Assistance Program (LIHEAP)	Amendment	11/1/22-6/30/24	1,208,342		1,815,256	1,809,304
10/23	5420.1	Youth	Department of Health and Human Services	Substance Solutions of Amador Youth Coalition	New	10/1/23-9/30/24	125,000			
10/23	2316.1	Food	Tuolumne County	Food Bank/Mobile Food Distribution	Continuation	10/3/23-3/1/26	465,000			
10/23	7732.1	Tax Assist	Dept of Treasury IRS	Volunteer Income Tax Assistance (VITA)	Continuation	10/1/23-9/30/24	52,410			
10/23	1827.1	Housing	CA Dept of Education	CACFP - Shelter	Continuation	10/1/23-9/30/24				
10/23	8227.1	ECS	CA Dept of Education	CACFP - Head Start	Continuation	10/1/23-9/30/24				
10/23	8227.2	ECS	CA Dept of Education	CACFP - Early Head Start	Continuation	10/1/23-9/30/24				
9/23	8294.2	ECS	CA Dept of Education	CSPP Temporary Rate Increase Allocation	CSPP Temporary Rate Increase Allocation	New	124,012			
9/23	2417.1	Food	DSS	The Emergency Food Assistance Program (TFAP)	Amendment	3/1/23-12/31/23	36,297		54,239	36,297
9/23	5315.1	Youth	Tulare County Superintendent of Schools	Friday Night Live Social Emotional Learning	New	7/1/23-6/30/24	200,000			
8/23	5313.2	Youth	Tuolumne County	BH Substance Abuse Prevention and Mentoring	Continuation	7/1/23-6/30/24	75,000			
8/23	8359.1	CSBG	CSD	CSBG CAA - Discretionary	New	6/1/23-5/31/24	26,000			
8/23	3450.1	Energy	Tuo Stan Integrated Regional Water Management Auth	Water quality testing	New	7/23/23-12/31/24	38,400			
8/23	2417.1	Food	DSS	Phase 2 Commodity Credit Corporation Allocation	New	3/1/23-12/31/23	36,297			
8/23	1323.1	Housing	Business, Consumer Svs & Housing Agency	Emergency Solutions Grant (ESG)	New	5/9/23-	200,000			

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

	UNAUDITED <u>October 31, 2023</u>		UNAUDITED <u>June 30, 2023</u>		AUDITED <u>June 30, 2022</u>	
	Operating	Capital Assets	Operating	Capital Assets	Operating	Capital Assets
Assets						
Cash	3,840,119		2,340,037		2,074,003	
Prepaid Deposits & Expenses	123,199		226,548		250,155	
Accounts Receivable	11,733,972		3,267,255		2,392,997	
Weatherization Materials Inventor	58,747		80,162		115,720	
Construction In Progress						
Structures & Improvements		7,845,658		7,845,658		7,565,674
Vehicles & Equipment		1,882,235		1,882,235		1,820,473
Land		460,999		460,999		460,999
Accumulated Depreciation		-4,854,931		-4,854,931		-4,468,041
Total Assets	<u>15,756,037</u>	<u>5,333,961</u>	<u>5,914,003</u>	<u>5,333,961</u>	<u>4,832,875</u>	<u>5,379,104</u>
Liabilities						
Accounts Payable	27,822		94,022		462,198	
Internal Line of credit	0		359,892		653,107	
Refundable Deposits	31,479		19,277		16,077	
Salaries & Benefits Payable	233,621		261,570		133,719	
Accrued Paid Time Off	206,996		197,643		200,075	
Notes Payable	0	288,525	0	294,006	0	310,569
Deferred Revenue	<u>14,507,052</u>		<u>4,204,917</u>		<u>2,599,401</u>	
Total Liabilities	<u>15,006,969</u>	<u>288,525</u>	<u>5,137,321</u>	<u>294,006</u>	<u>4,064,576</u>	<u>310,569</u>
Net Assets						
Invested in Capital Assets		5,045,436		5,039,956		5,068,536
Committed Fund Balance						
For Contingencies	60,000		60,000		60,000	
For Future Development	<u>40,000</u>		<u>40,000</u>		<u>40,000</u>	
Total Committed Fund Balance	<u>100,000</u>		<u>100,000</u>		<u>100,000</u>	
Assigned Fund Balance						
For Lease Opt-Out	40,103		40,103		40,103	
For Employee Health Insurance	<u>150,374</u>		<u>150,374</u>		<u>142,504</u>	
Total Assigned Fund Balance	<u>190,477</u>		<u>190,477</u>		<u>182,608</u>	
Unassigned Fund Balance	<u>458,591</u>		<u>486,206</u>		<u>485,690</u>	
Total Net Assets	<u>749,068</u>	<u>5,045,436</u>	<u>776,683</u>	<u>5,039,956</u>	<u>768,297</u>	<u>5,068,536</u>
	<u>15,756,037</u>	<u>5,333,961</u>	<u>5,914,003</u>	<u>5,333,961</u>	<u>4,832,874</u>	<u>5,379,104</u>

Amador Tuolumne Community Action Agency
Revenue and Expenditure Report / Income Statement
July 1, 2023 - October 31, 2023

		July 1, 2022 - June 30, 2023 Actual	July 1 - October 31, 2023 Actual	Month 4 - 33% % variance from prior year
Revenue				
Cash and accrued Revenue				
Direct Federal Revenue	4000	3,971,246	1,471,578	37%
State Revenue(Pass-through Fed	4010	3,431,776	1,036,077	30%
State Revenue (Non-Federal)	4011	2,623,897	464,040	18%
Local Govern.Rev.(Pass through	4015	679,925	250,292	37%
Local Govern.Rev.(Non-Federal)	4016	502,862	158,068	31%
Private Revenue-Non Fed	4020	496,976	11,047	2%
Private Rev. (Pass through Fed	4021	90,658	8,223	9%
Community Donations	4030	119,681	33,926	28%
Client Fees	4034	63,033	16,208	26%
Miscellaneous Revenue	4039	217,618.2	54,642	25%
Interest Revenue	4040	4,995	4,869	97%
Rental Income	4041	213,714	81,758	38%
Contractual Admin. Revenue	4060	1,016,763	295,589	29%
Carry-over Revenue (Non Grant)	4901	-159,510	0	
Total Cash Revenue		13,273,633	3,886,316	29%
Non-cash Revenue				
In-Kind Revenue	4050	1,810,722	469,648	26%
Admin.In-Kind Revenue	4051	198,084	69,492	35%
Total Non-cash Revenue		2,008,806	539,139	27%
Total Revenue		15,282,438	4,425,456	29%
Direct Expense				% variance from prior year
Personnel Expense				
Salaries & Wages				
Salaries & Wages	6010	4,677,573	1,524,953	
Total Salaries & Wages		4,677,573	1,524,953	33%
Fringe Benefits				
Accrued Leave	6020	402,196	136,974	34%
FICA	6030	212,674	68,541	32%
Health Insurance	6040	764,936.56	253,547	33%
Retirement	6050	169,707	56,368	33%
Unemployment Insurance	6060	51,697	4,764	9%
Workers' Compensation Insuranc	6070	108,096	34,805	32%
Total Fringe Benefits		1,709,306	554,999	32%
Total Personnel Expense		6,386,879	2,079,952	33%
Non-personnel Expense				
Travel (Out-of-Area)				
Out-of-Area Travel (Staff)	6120	17,809	5,495	31%
Out-of-Area Travel (Volunteers	6121	2,408	0	
Total Travel (Out-of-Area)		20,218	5,495	27%
Major Equipment and Assets				
Equipment (over \$5000)	6210	50,763	163,567	322%
Leasehold Improvements	6230	74,285	7,460	10%
Structures & Improvements	6240	171,361	220	0%
Total Major Equipment and Assets		296,408	171,247	58%

Amador Tuolumne Community Action Agency
Revenue and Expenditure Report / Income Statement
July 1, 2023 - October 31, 2023

Month 4 - 33%

		July 1, 2022 - June 30, 2023 Actual	July 1 - October 31, 2023 Actual	% variance from prior year
<hr/>				
Supplies				
Classroom Supplies	6310	51,097	18,825	37%
Clothing & Personal Supplies	6320	331	52	16%
Household Supplies	6330	61,047	24,862	41%
Postage	6350	23,018	3,416	15%
Program Supplies	6360	22,942	6,998	31%
Routine Office Supplies	6370	28,350	10,209	36%
Playground Supplies	6380	1,008	324	32%
Total Supplies		187,792	64,686	34%
Contractual				
Accounting & Auditing	6410	71,031	33,905	48%
Legal Services	6430	9,863	2,921	30%
Outside Services	6440	1,898,404	287,178	15%
Computer Services	6450	61,876	22,852	37%
Total Contractual		2,041,174	346,857	17%
Other (Equipment Expense)				
Computer Software-\$0-\$4,999	6505	26,332	5,423	21%
Computer (hardware)	6506	55,758	17,842	32%
Equipment (costing \$500-\$4999)	6510	40,600	11,299	28%
Insurance (Vehicular)	6520	37,928	13,461	35%
Maintenance (Equipment)	6530	30,711	11,220	37%
Maintenance (Vehicles)	6535	13,790	3,995	29%
Rents & Leases (Equipment)	6540	779	0	
Small Tools/Equip (under \$500)	6550	34,973	8,488	17%
Small Tools (minimal value)	6555	13,205	4,084	31%
Total Other (Equipment Expense)		254,076	75,810	30%
Other (General Personnel Costs)				
Local Travel (Staff)	6620	48,264	17,276	36%
Local Travel (Volunteers)	6621	328	422	129%
Staff Licensing	6630	1,986	1,184	60%
Training & Development (Staff)	6640	51,077	26,881	53%
Vol Csts (other than training)	6650	7,187	30	0%
Total Other (General Personnel)		108,841	45,792	42%
Other (General Operating Costs)				
Ads & Legal Notices	6705	71,022	1,236	2%
Copying Fees	6710	21,668	5,542	26%
Insurance/Bonds(not auto,hlth)	6720	113,799	36,691	32%
Interest On Long Term Debt	6725	9,907	3,343	34%
Meeting Costs	6730	9,712	3,305	34%
Membership Dues	6740	10,909	845	8%
Miscellaneous Expenses(Fiscal)	6750	144	0	0%
Printing & Binding	6755	31,547	2,197	7%
General Agency Promotion	6760	1,030	2,258	219%
Program Outreach	6765	39,975	17,473	44%

Amador Tuolumne Community Action Agency
Revenue and Expenditure Report / Income Statement
July 1, 2023 - October 31, 2023

Month 4 - 33%

		July 1, 2022 - June 30, 2023 Actual	July 1 - October 31, 2023 Actual	% variance from prior year
Publications	6770	2,155	3,391	157%
Subscriptions	6780	29,326	6,131	21%
Service Fees-Banking (Fiscal)	6784	6,570	2,756	42%
Service Fees-Other (Fiscal)	6785	4,277	830	19%
Taxes & Assessments	6790	6,151	1,200	20%
Total Other (General Operating		358,191	87,197	24%
Other (Space/Occupancy Costs)				
Communications	6810	90,743	28,817	32%
Depreciation	6811	12,466	7,414	59%
Household Services	6820	100,387	35,348	35%
Maintenance -Structure/Grounds	6830	56,829	19,436	34%
Maintenance-Play Equip/Grnds	6831	4,995	1,482	30%
Mortgage Payments	6835	6,250	2,083	33%
Rents & Leases	6840	258,522	87,214	34%
Use Fees	6848	9,776	0	0%
Utilities	6850	190,749	72,150	38%
Total Other (Space/Occupancy		730,717	253,944	35%
Other (Special Departmental Costs)				
Client Assistance	6910	1,497,146	387,819	26%
Council Expense	6920	0	33	
Food (Prepared)	6930	496	1,940	391%
Food (Raw)	6935	336,867	96,808	29%
Weatherization Materials	6950	37,749	2,805	7%
Total Other (Special Departmental		1,872,259	489,404	26%
Total Non-personnel Expense		5,869,675	1,540,432	26%
Total Direct Expense		12,256,554	3,620,384	30%
Encumbered Costs				
Encumbered Costs	6970	-200	18,071	
Total Encumbered Costs		-200	18,071	0%
Indirect Expense				
Indirect Administrative Charge	6960	1,016,763	297,222	29%
Total Indirect Expense		1,016,763	297,222	29%
Non-cash Expense				
Non-cash Inkind (Admin.Charges	6980	198,084	69,492	35%
Non-cash Inkind (Other)	6990	1,578,605	391,387	25%
Non-cash Inkind (Volunteer T&S	6995	232,117	78,261	34%
Total Non-cash Expense		2,008,806	539,139	27%
Excess Revenue over Expense		516	-49,360	

ATCAA Fiscal Officer Narrative – December 2023 p1

Still busy with new contracts, extensions and revisions. No change in cash flow, internally borrowing from cash advances (HHAP2 \$700k, HHAP3 \$1.9 million, half received). The expired Umpqua line of credit agreement won't be needed for the coming year.

Housing – Denise Cloward Issue: subcontract monitoring

Housing is fully operational – full time work, almost fully staffed.

Community Dev. Block Grant (CDBG): Tuolumne only – CV3 \$176k rapid rehousing funds to be spent by 12/23. No funding expected for 2024

Emergency Shelter Grants (ESG): New round – **RR non-competitive contract not received** and Shelter **(\$200k)** now spending – rapid rehousing was not funded.

CalWorks – New Tuolumne 2023-24 contract in process and spending \$254k. New Amador new 2023-24 contract **received**, in process and spending \$146k.

Continuum of Care (CoC): ATCAA as administrator CESH1 and CESH2, funding being spent through CoC county contracts. ESG-CV 1 & 2 combined \$2,567k **all spent and closed – with only additional \$310k rapid rehousing remaining to be spent by ATCAA and through county subcontracts– extended to 06/2024.**

CoC HHAP1: 4-county \$1.9 million Round 1 CoC funds being spent, with some budget revisions. ATCAA pd \$372k of this on the Amador Water St. property; Tuolumne split ~\$638K between 4 recipients – services/some facility purchases planned.

CoC HHAP2: \$700k split between 4 counties, subcontracts in hand, spending half 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, subcontracts being received(Tuolumne Co is in)

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.

CACFP: supplements shelter food costs – needs about \$1,000/month from operations.

Carter St/State St: fully occupied, is now running a small net positive result.

Food bank – new hire starts January Issue:

Food bank is fully operational – full time from warehouse.

Community Dev. Block Grant (CDBG): 2022 CDBG 2 year funds \$176k fully spent, mostly on food and staff with budget revision. New CDBG \$475k 2 year starting 7/19/23 in process.

Emergency Food Assist. Program (EFAP): New EFAP funding totals \$151k (\$108k added) spent thru 9/23. New \$43k contract starts Oct 23. This pays for staff and support to handle free Federal commodities – billed quarterly. Additional \$37k awarded now being spent.

CalFoods: 2023-24 \$43k - only pays for CA food – being spent. An additional \$150k was granted – same conditions. Both need 40% spent by 12/31/23.

Capital improvement project: Loading dock and solar panels in hand – up to \$900k available over many years.

Steinberg/Goldberg foundation: Existing \$160k now totally spent due to CDBG delay

PG&E food box: Received and spent \$20K for food box reimbursement.

Pantries: pays for food on a per pound basis

Donations: Strong support through the COVID and holiday time

ATCAA Fiscal Officer Narrative – December 2023 p2

Energy – Ruth Brickner Issue: Many closeouts at one time

All Wx staff have returned to work, 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

2023 LIHEAP initiated ~1.2M **spent out**

2023 ESLIHEAP: Only propane left in AMA & CAL

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

2024 LIHEAP: \$1.3M Contract signed awaiting funding in CORE

2022 LIHEAP ARPA: \$1.69M complete as of 9/30/2023

LIHWAP water bill assistance program is in progress, **nearly spent** (437k)

Amador youth – Pat Porto Issue: Hiring new staff

Full time work, sometimes from home.

Drug Free Community coalition initiative: Successful proposal for 5 yrs at \$125k/year starts October 2023. CSBG \$26k discretionary funding **will remain as budgeted.**

Foster Youth: New IDA \$10k is not being funded 23-24. HHAP2 \$35k and CSBG \$7k being spent. Golf tournament a success – funds counted, **waiting on final invoices.**

Tuolumne youth – Bob White Issue: Hiring new staff

Staff increasing with funding

Friday Night Live (FNL): New ARPA \$26k funds in process – through 6/24. Added \$225k funding available 23-24 – contract in hand.

Mentoring: Prevention and mentoring \$75k continues through 6/24

Suicide prevention: spending under budget, new \$104k contract received through 6/24

Youth Empowerment Solutions (YES) partnership: Primary prevention \$25k continues through 6/24; \$26k AROA primary prevention funds secured through 6/24. **Holiday Luncheon fundraiser planned for 12/15 at Tuolumne Resiliency Center.**

Community – various Issue:

Staff ramping up, outreach increasing

Lifeline (Tonya): Received \$18k 3 year Sutter Health grant to serve low-income population. Lower client levels are hurting revenue – program re-tool underway, fiscally broke even July-Aug 2023

Community Services Block Grant (CSBG): Regular 2023 \$273k contract is in operation, new discretionary \$26k drug free communities in Amador **partially** funds operations along with new funding received October 2023. **Regular 2024 \$273k contract is process.**

CSBG EITC (Kristy): Current EITC Contract at \$440k year-around contract in operation, will continue 23-24. \$50k in IRS VITA funding **received.**

ATCAA Fiscal Officer Narrative – December 2023 p3

Early Child Services – Nancy Miner Issue: monitoring expected in the coming quarter

Head Start/State preschool fully opened.

Head Start/Early Head Start. COLA applied for and received – retro to 1/23. Budget revision applied for and accepted - \$200k in new vehicles spent; additional site upgrades in process. Requests for additional carryover into 2024 **expected** and in-kind waiver for 2023 **applied for**.

Latino outreach: spending within budget.

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

Cal State Preschool Program (CSPP): higher funding/child makes program self-sufficient, allowing expenses charged to be billed – change from attendance. \$40k in stipends added.

Family Learning Center (FLC): No longer in operation – services no longer needed.

Administration – Bruce Giudici Issue:

New staffing, still some remote work

Admin budget running **negative \$40k** – lower revenue due to Head Start summer closure.

Health insurance/special projects Issue:

Health fund running even.

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

2024 change in health care premiums includes ~\$168k increase to programs.

Negotiated down from ~\$403k

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

October 24, 2023

TOPIC: NFS Waiver Request for Head Start & Early Head Start for FY 2023

Our total Non-Federal Share (NFS) required for our HS/EHS FY 2023 Grant is \$884,487. We are requesting a waiver in the amount of \$275,000.

In accordance with guidance in the Head Start Act, specifically Section 640, a waiver can be requested due to "the lack of resources available in the community that may prevent the Head Start agency from providing all of a portion of the non-Federal contribution that may be required under this subsection."

Consequently, ATCAA respectfully requests a waiver of the NFS in the amount of \$275,000 for the Budget period of January 1, 2023, through December 31, 2023. Through volunteer time and cash match, we can commit to \$609,487 for the total Budget Period.

In 2022 we requested a NFS waiver of \$330,000, so we have shown some improvement in this area from last year.

We recently started an in-kind competition by site. This has started to improve the number of volunteer hours accrued and we hope that we can keep the momentum going. However, we did lose some non-federal share funding this year from Tuolumne First Five and Tuolumne County Behavioral Health.

We will continue to educate staff about the importance of parents volunteering in our program and ways to encourage them to volunteer in different ways both inside and outside of the classroom. However, this year we will not be able to reach our goal of collecting all our Non-Federal Share.

Thank you for considering this request.

Jackie Roberts, Operations & Budget Manager



Frank Axe, ATCAA Board Chair

Approved by the ATCAA Board of Directors on 11-15-23.

2024 Health Benefit Summary

- United Healthcare stated a 2022-2023 loss ratio of 151%, meaning their payment of medical expenses were 151% of ATCAA premiums.
- Our Insurance broker USI presented us with options that included a 52% annual premium cost increase (\$774K to \$1,178K), or a significantly higher deductible with increased ATCAA HSA contributions. Both options were painful to consider.
- ATCAA reached out to another known Insurance Broker who offered 5 additional plans. Each plan starts with an underlying high-deductible plan with nearly identical coverages to existing plans. Then another underwriter “Nonstop,” issues a pre-paid card of incremental amounts from \$2,500 to \$6,500 at different premium prices.
- The ATCAA Leadership team met to weigh in on plan options and made a unanimous decision to choose the \$1K Backend option, while accepting the added cost to programs and participating staff members.
- There are no changes to Dental or Vision benefits except with a different carrier, Humana instead of UHC at a lower premium. Also, there are no changes to Voluntary Life / AD&D Insurance, Involuntary \$10K Life and EAP benefits.
- The following charts are details of reviewed options.

Requesting Board Approval of Change in Health Insurance

2024 Health Benefit Old/New Premium & Coverage

		Current Plans					Renewal Plans				
		UHC CUJC Select Plus 1000	UHC CUJB Select plus 1000	UHC DIXW select plus 3000 HSA	UHC CUJC Select Plus 1000	UHC CUJB Select plus 1000	UHC DIXW select plus 3000 HSA				
Tier											
Employee Only	41	\$644.47	\$667.37	\$587.99	\$986.63	\$1019.67	\$883.94	10			
Employee + Spouse	10	\$1,417.84	\$1,468.21	\$1,293.58	\$2,170.60	\$2,243.27	\$1,944.67	5			
Employee + Child(ren)	7	\$1,160.05	\$1,201.27	\$1,058.39	\$1,775.94	\$1,835.41	\$1,591.10	1			
Employee + Family	7	\$2,320.09	\$2,402.53	\$2,116.77	\$3,551.86	\$3,670.81	\$3,182.19	2			
	65										
HRA/HSA Spend			\$0.00			\$0.00					
Monthly			\$64,500.23			\$98,149.19					
Annual			\$774,002.76			\$1,177,790.28					
Variance from Current			-			\$403,787.52					
% Variance from Current			-%			52.17%					
Employee Out-of-Pocket Savings			N/A			N/A					
			UHC Coverage			UHC Coverage					
Calendar Year Annual											
Individual		\$1,000	\$1,000	\$1,600	\$1,000	\$1,000	\$1,600				
Family		\$2,000	\$2,000	\$3,200	\$2,000	\$2,000	\$3,200				
Calendar Year Out-of-Pocket											
Individual		\$5,000	\$5,000	\$4,500	\$5,000	\$5,000	\$4,500				
Family		\$10,000	\$10,000	\$9,000	\$10,000	\$10,000	\$9,000				
Professional Services											
Primary Care Physician (PCP)		\$25 Copay	\$25 Copay	20% Coinsurance	\$25 Copay	\$25 Copay	20% Coinsurance AD				
Specialist		\$50 Copay	\$50 Copay	20% Coinsurance	\$50 Copay	\$50 Copay	20% Coinsurance AD				
Preventive Care Exam		\$0	\$0	\$0	\$0	\$0	\$0				
Hospital Services											
Inpatient		30% Coinsurance	20% Coinsurance	20% Coinsurance	30% Coinsurance	20% Coinsurance	20% Coinsurance AD				
Emergency Room		30% Coinsurance	20% Coinsurance	20% Coinsurance	30% Coinsurance	20% Coinsurance	20% Coinsurance AD				
Prescription Drugs											
Rx Deductible		-	-	-	-	-	-				
Generic brand		\$10 Copay	\$10 Copay	\$10 Copay AD	\$10 Copay	\$10 Copay	\$10 Copay AD				
Preferred brand		\$35 Copay	\$35 Copay	\$35 Copay AD	\$35 Copay	\$35 Copay	\$35 Copay AD				
Non-preferred brand		\$70 Copay	\$70 Copay	\$70 Copay AD	\$70 Copay	\$70 Copay	\$70 Copay AD				
Specialty		\$150 Copay (tier 3 specialty:	\$150 Copay (tier 3 specialty:	\$150 Copay AD (tier 3 specialty:	\$150 Copay (tier 3 specialty:	\$150 Copay (tier 3 specialty:	\$150 Copay AD (tier 3 specialty:				

Renewal of Same Plans = 52% Premium Increase (\$404K Annual Impact)

2024 Health Benefit Nonstop Options

Nonstop Quoted Analysis - Amador Tuolumne Community Action Agency - UHC Select plus HSA 5500 - 01/01/2024					
Underlying Plan	Option 0K	Option 1K	Option 2K	Option 3K	Option 4K
UHC Select plus HSA 5500	Nonstop \$0 Backend Exposure	Nonstop \$1,000 Backend Exposure	Nonstop \$2,000 Backend Exposure	Nonstop \$3,000 Backend Exposure	Nonstop \$4,000 Backend Exposure
	\$676.20	\$922.25	\$908.29	\$894.34	\$880.39
	\$1,487.64	\$1,938.71	\$1,909.38	\$1,880.05	\$1,850.72
	\$1,217.17	\$1,639.89	\$1,612.68	\$1,585.48	\$1,558.28
	\$2,434.33	\$3,128.57	\$3,081.00	\$3,033.44	\$2,985.87
-					
-	\$90,578.44	\$89,189.64	\$87,800.84	\$86,412.04	\$85,023.24
-	\$1,086,941.33	\$1,070,275.72	\$1,053,610.11	\$1,036,944.50	\$1,020,278.89
-	\$312,938.57	\$296,272.96	\$279,607.35	\$262,941.74	\$246,276.13
-%	40.43%	38.28%	36.12%	33.97%	31.82%
N/A	(\$126,492)	(\$109,827)	(\$93,161)	(\$76,495)	(\$59,830)
UHC Coverage	Nonstop Coverage	Nonstop Coverage	Nonstop Coverage	Nonstop Coverage	Nonstop Coverage
\$5,500 \$11,000 \$6,500 \$13,000	In-Network Services Covered in full* up to: \$6,500 individual coverage	In-Network Services Covered in full* up to: \$5,500 individual coverage	In-Network Services Covered in full* up to: \$4,500 individual coverage	In-Network Services Covered in full* up to: \$3,500 individual coverage	In-Network Services Covered in full* up to: \$2,500 individual coverage
30% Coinsurance \$0)	\$13,000 family coverage	\$11,000 family coverage	\$9,000 family coverage	\$7,000 family coverage	\$5,000 family coverage
30% Coinsurance	*\$100 ER Copay*	*\$100 ER Copay*	*\$100 ER Copay*	*\$100 ER Copay*	*\$100 ER Copay*
\$10 Copay AD \$50 Copay AD \$120 Copay AD \$250 Copay AD					

Preferred Option is 1K; No Deductible Risk only \$2K Max OOP

2024 Health Benefit Cost of Options

Estimated Monthly Premium Cost Increase by Department					
		Option 3	Option 6	Option 3K	Option 1K
Department	QTY	\$ 303.31	\$ 321.45	\$ 209.29	\$ 230.51
Housing	6	\$ 1,819.84	\$ 1,928.69	\$ 1,255.77	\$ 1,383.05
Foodbank	4	\$ 1,213.23	\$ 1,285.80	\$ 837.18	\$ 922.03
Energy	9	\$ 2,729.76	\$ 2,893.04	\$ 1,883.65	\$ 2,074.57
Prevention	1	\$ 303.31	\$ 321.45	\$ 209.29	\$ 230.51
Communication	1	\$ 303.31	\$ 321.45	\$ 209.29	\$ 230.51
ECS	29	\$ 8,795.89	\$ 9,322.02	\$ 6,069.55	\$ 6,684.72
CAL EITC / VITA	2	\$ 606.61	\$ 642.90	\$ 418.59	\$ 461.02
Admin	9	\$ 2,729.76	\$ 2,893.04	\$ 1,883.65	\$ 2,074.57
Monthly Agency Cost Increase:		\$ 18,501.69	\$ 19,608.39	\$ 12,766.98	\$ 14,060.96
Annual Agency Cost Increase:		\$ 222,020.28	\$ 235,300.65	\$ 153,203.74	\$ 168,731.51
Employee Premium Increase (avg.):		65.09	224.79	\$ 42.73	\$ 64.24
Plan Deductible		\$1,600 / \$3,200	\$2,500 / \$5,000	\$5,500 / \$11,000	\$5,500 / \$11,000
Plan Max OOP		\$4,500 / \$9,000	\$3,500 / \$7,000	\$6,500 / \$13,000	\$6,500 / \$13,000
HSA / FSA		HSA	HSA	FSA	FSA
Employee Deductible Risk:		\$1,600 / \$3,200	\$2,500 / \$5,000	\$2,500 / \$4,000	\$0,000 / \$0,000
Employee OOP Risk:		\$4,500 / \$9,000	\$3,500 / \$7,000	\$3,000 / \$6,000	\$1,000 / \$2,000
Coinsurance (after Deductible):		80%	70%	0%	0%
Prepay Card:		N/A	N/A	\$3,500 / \$7,000	\$5,500 / \$11,000
Agency % Paid Employee:		90%	90%	90%	90%
Agency % Paid Dependent:		83%	50%	85%	83%
Agency Annual Paid HSA (EE):		\$ 900.00	\$ 3,900.00	\$ -	\$ -
Agency Annual Paid HSA (ES/EF):		\$ 1,800.00	\$ 4,800.00	\$ -	\$ -

Option 1K: \$64 avg. Monthly Increase to Staff for More Coverage

2024 Health Benefit Dental / Vision Options

		CIGNA	COPOWER	HUMANA	METLIFE	MUTUAL OF OMAHA	BEST VALUE STANDALONE
DENTAL PPO							HUMANA
Monthly Premium		\$5,813.58	\$5,294.07	\$4,487.01	\$5,054.80	\$5,273.30	\$4,487.01
Annual Premium		\$69,762.96	\$63,528.84	\$53,844.12	\$60,657.60	\$63,279.60	\$53,844.12
Change From Current (%)		1.2%	-7.8%	-21.9%	-12.0%	-8.2%	-21.9%
Annual Change From Current (\$)		\$831.48	-\$5,402.64	-\$15,087.36	-\$8,273.88	-\$5,651.88	-\$15,087.36
VISION PLAN							HUMANA
Monthly Premium		\$687.71	\$602.75	\$538.55	\$728.95	\$562.33	\$538.55
Annual Premium		\$8,252.52	\$7,233.00	\$6,462.60	\$8,747.40	\$6,747.96	\$6,462.60
Change From Current (%)		15.5%	1.2%	-9.6%	22.4%	-5.6%	-9.6%
Annual Change From Current (\$)		\$1,105.56	\$86.04	-\$684.36	\$1,600.44	-\$399.00	-\$684.36
CURRENT TOTAL		CIGNA TOTAL	COPOWER TOTAL	HUMANA TOTAL	METLIFE TOTAL	MUTUAL OF OMAHA TOTAL	STANDALONE TOTAL
\$6,339.87	← MONTHLY PREMIUM →	\$6,501.29	\$5,896.82	\$5,025.56	\$5,783.75	\$5,835.63	\$5,025.56
\$76,078.44	← ANNUAL PREMIUM →	\$78,015.48	\$70,761.84	\$60,306.72	\$69,405.00	\$70,027.56	\$60,306.72
	CHANGE (%)	2.5%	-7.0%	-20.7%	-8.8%	-8.0%	-20.7%
	ANNUAL CHANGE (\$)	\$1,937.04	-\$5,316.60	-\$15,771.72	-\$6,673.44	-\$6,050.88	-\$15,771.72

Humana: Same coverage at ~\$20/mo lower cost.



Kristy Moore

To: Callen@co.calaveras.ca.us

Wed 11/8/2023 12:48 PM

Thithcock@co.calaveras.ca.us

Jerry Cadotte (jerry@sierrahope.org)

sjohnston@co.calaveras.ca.us <Sjohnston@co.cal...



Show all 2 attachments (540 KB)

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Download all

Please share with your contacts who work with clients who may qualify for our Energy Services. I've also attached for you Calaveras specific flyers you can share out and post. Feel free to provide me the contact information of others who would benefit from information such as this.

November 8th, 2023- ATCAA is temporarily out of funding to help low-income Amador, Calaveras and Tuolumne residents with their PGE bills. Help with propane bills and in-home weatherization assistance is still available. This situation happens often when we are near the end of a funding cycle and the need for help is high. We expect to have more funding in December. In the meantime, call our intake specialists at 209-283-4021 or visit <https://www.atcaa.org/calaveras> to apply or learn more about our programs and other sources for emergency Energy bill help.

Alternative Utility Bill Help for Calaveras Residents

- REACH Program: 209-681-7416
- PGE AMP Program and Payment Plans: 1-800-743-5000
- St. Vincent de Paul (209)770-7672
- Salvation Army (209)369-5896

Kristy Moore

Communications Manager
Cell/Text: 209.283.4130



CA

Cori Allen <Callen@co.calaveras.ca.us>

To: Kristy Moore: +3 others

Wed 11/8/2023 2:39 PM

External Email

Thank you so very much Kristy, I appreciate the outreach and information. We will certainly share widely throughout our HSA Divisions to ensure access. Have a great rest of your day!

Cori

AMADOR TUOLUMNE
COMMUNITY ACTION AGENCY
Serving Amador, Calaveras, and Tuolumne Counties

ATCAA
HELPING PEOPLE SINCE 1981

CALAVERAS COUNTY SERVICES

OUR MISSION
ATCAA promotes the economic security, self-sufficiency and the well-being of families and individuals by providing financial counseling, food bank assistance and community education with the belief that all people deserve the opportunity to thrive.

ENERGY SERVICES
Assistance with PGE, propane, and fire a limited time offer only.

UTILITY BILL ASSISTANCE
Help with energy services for homeowners and renters. We can help you understand your bills, negotiate with your utility company, and help you find ways to reduce your energy costs.

WEATHERIZATION
Home energy efficiency services for homeowners and renters. We can help you understand your energy needs, assess your home for energy efficiency, and help you find ways to reduce your energy costs.

WELL WATER TESTING
Quality testing for your well water. We can help you understand your water quality, test your well water, and help you find ways to improve your water quality.

LIFELINE
Medicaid post-independence and recovery support services. We can help you understand your Medicaid benefits, assist you with your recovery plan, and help you find ways to improve your life.

TAX ASSISTANCE
With services that save \$600 on the average. We can help you understand your tax situation, prepare your taxes, and help you find ways to reduce your tax liability.

CONTACT
AMADOR: (209) 223-1485 ext 231
CALAVERAS: (209) 223-1485 ext 232
TUOLUMNE: (209) 223-1485 ext 233
JACKSON: (209) 223-1485 ext 234

ATTENTION CALAVERAS RESIDENTS

ATCAA Energy Program

Utility Bill Assistance & Weatherization

HELP WITH HOME ENERGY

IN-PERSON HELP
ATCAA will be present at the Calaveras Health and Human Services building in the Networking Room (Room 116) every other Monday from 10:30am-1:30pm. Times and dates can change without notice. Please call the ATCAA Energy Department to confirm dates and times.

VISIT US AT
Calaveras Health and Human Services
509 E. St. Charles Street
Room 116
San Andreas, CA 95249

CONTACT TO APPLY
(209) 223-1485 x221
atcaa.org/energy
10500 Highway 88
Jackson, CA 95642

UTILITY BILL ASSISTANCE
PGE, propane, and/or water bill assistance for income qualified renters and homeowners.

WEATHERIZATION
Permanently lower your energy bills and enhance the comfort of your home, all at no cost to you. Weatherization services include repair/replacement of doors and windows, a variety of appliances, and other services (when feasible).

MONTHLY INCOME GUIDELINES

Persons	Income
1	\$2,700.17
2	\$4,531.00
3	\$4,361.83
4	\$5,192.75
5	\$6,023.59
6	\$6,854.43
7+	Call Us

ATCAA
HELPING PEOPLE SINCE 1981

- Visit <https://www.atcaa.org/calaveras> for more information

Outreach continues about our services for Calaveras residents

Update on Free Tax Prep for Calaveras and other rural counties

- The CalEITC grant funding allow us to use dollars to expand free tax prep in rural areas as well as outreach to residents in those areas to help more low-income folks learn about and claim the California Earned Income and other tax credits.
- If Calaveras residents want their taxes prepared in person or want to drop off their information for our tax volunteers to prepare, they must travel to Jackson or Sonora.
- Our tax program is willing to help CMCAA (Calaveras Mariposa Community Action Agency):
 - Recruit and train Calaveras based volunteers
 - Provide the services of our own volunteers for Calaveras residents
 - Train a site coordinator for Calaveras County
 - Help look for and establish a place or places in Calaveras for free tax preparation and/or drop-off
 - Establish pop-up sites in various Calaveras communities
 - Loan IT and other needed equipment
- We have also set aside funding to provide a “mini-grant” to help them establish their own program.
- As of 12/4, we have established contact with the CMCAA Executive Director, but have been unsuccessful so far in establishing a meeting or presentation to properly propose what we can do to help.

The same support can and will be offered to Mariposa and to the Inyo/Mono areas through their CAA's

PROGRAM PRESENTATIONS

For the

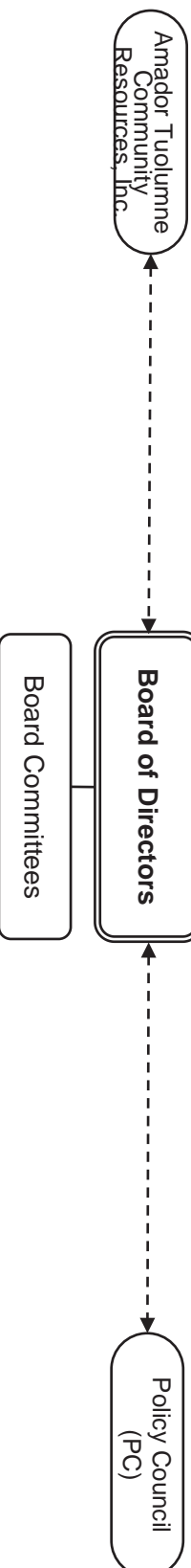
Amador Tuolumne Community

Action Agency

Board of Directors

Month, Year

Organizational Chart – December 2023 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

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
- Smart Money classes for household budgeting and credit repair in Amador, Calaveras and Tuolumne Counties
- Veteran Supportive Housing HUD-VASH (Amador)
- Permanent Supportive Housing
- Central Sierra Continuum of Care
- Low Income Housing/Fair Market Rent (FMR):
 - Columbia – 3 Modulares
 - Tuolumne - Triplex

Tuolumne Food Program

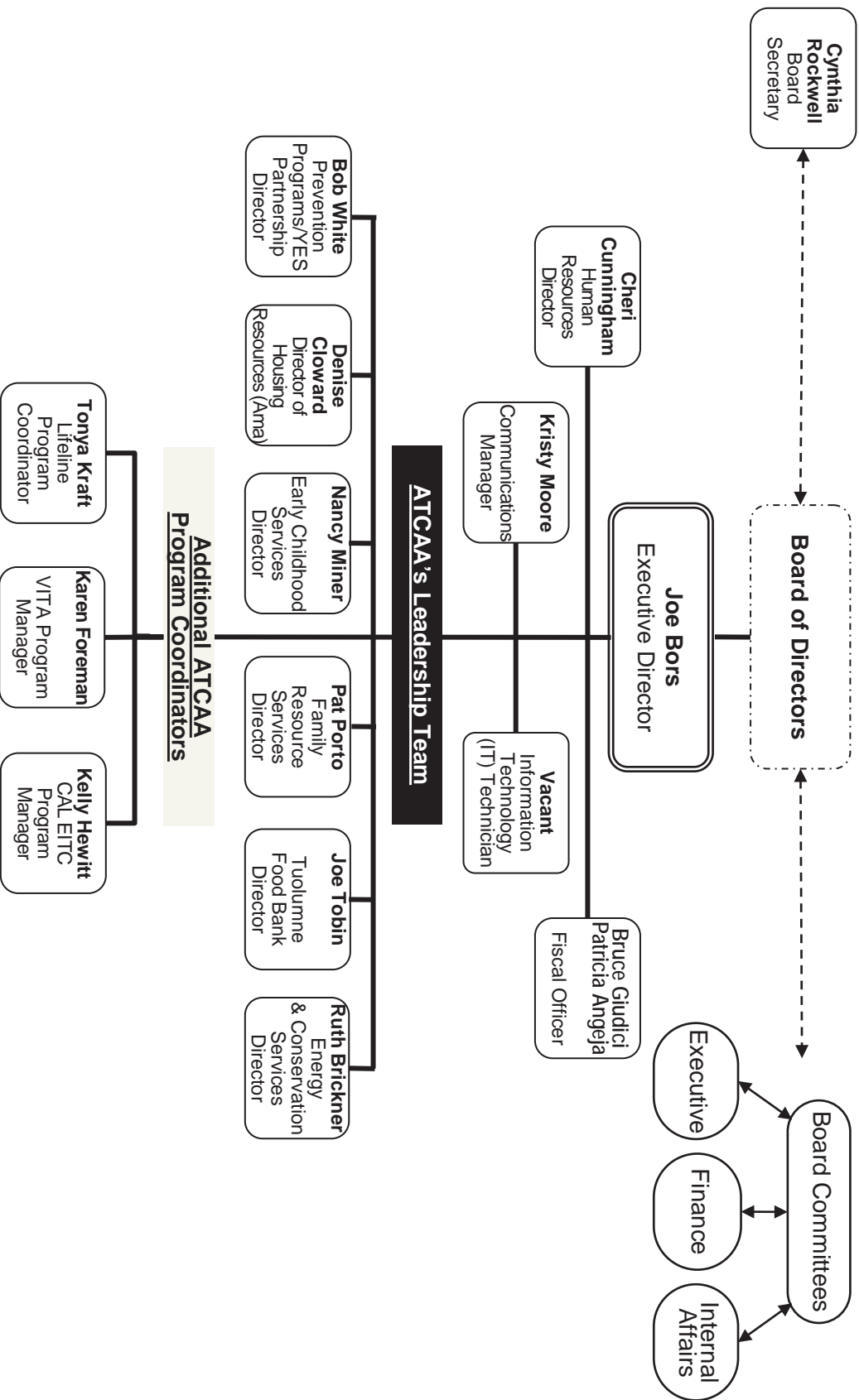
- Distributing to local pantries
- Tuolumne Food Distributions
- Holiday Baskets
- Seniors/Homebound
- Food for Kids (Plus)
- Produce Program

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.



Administration

- Fiscal Management
- Human Resource Management
- Program Support

VITA

- Volunteer Income Tax Preparation Program for income eligible residents.

Amador Lifeline Program

- Personal Emergency Response Service assisting the elderly and the disabled to live independently

CAL EITC

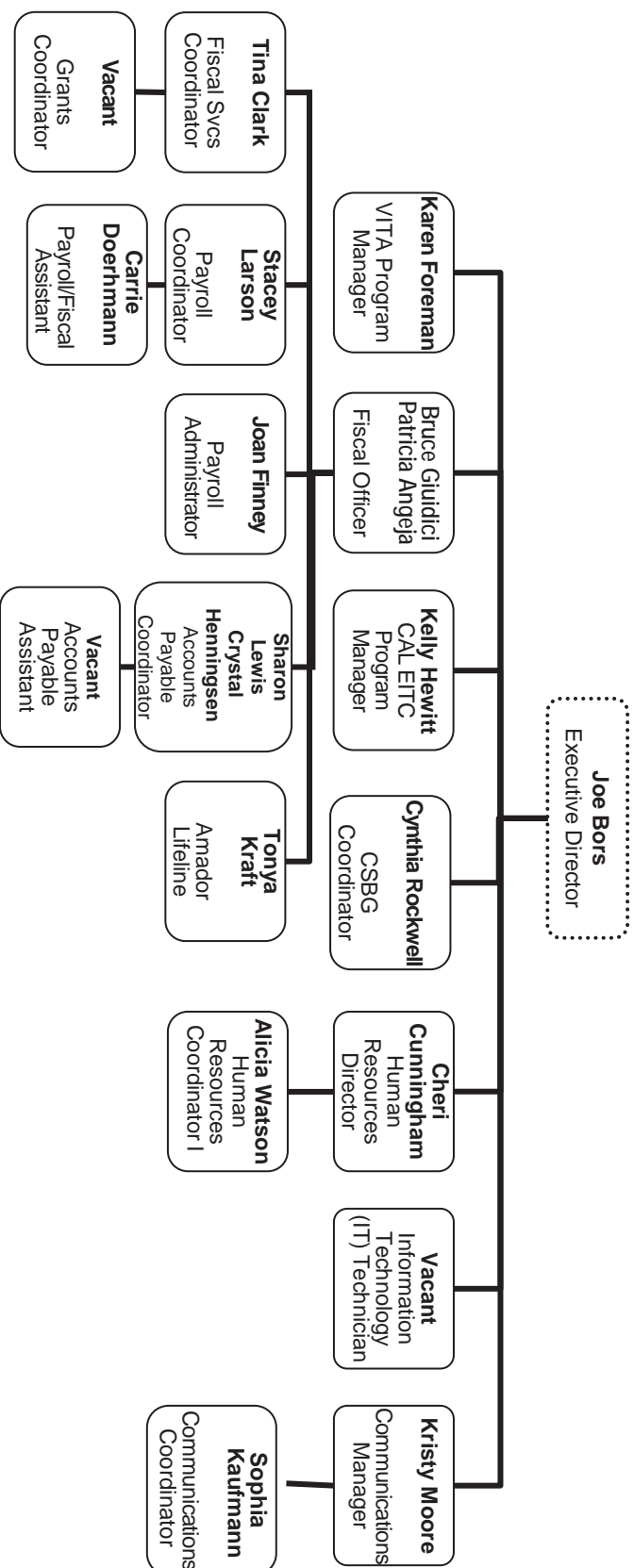
- Education and Outreach for the California Earned Income Tax Credit proven to be one of the most effective poverty fighting measures in California.

ATCAA Information Technology (IT)

- IT Planning & Development
- Employee Computer training

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.



Program Volunteers

Contracts/Amendments:

Invited to apply for another Sutter Health Grant Award for 2024. I completed the application process and requested \$21,000 for a 3-yr period to add 10 more client slots to include peripheral current clients with financial constraints, but who don't qualify for the current Sutter Health grant funding. I will not hear until the first of 2024 whether we will be chosen again.

In Progress:

Detailed inventory report required by Lifeline with little notice. They are going to a new recording system and need our information quickly.

- New clients enrolled, but once again, it is apparent that our economy is affecting seniors and the need for low-income programs like the above Sutter Health grant.
- Have received the first of Christmas gifts to our low-income individuals from the American Sewing Guild Gold Country Chapter. These will be organized for distribution in mid-December by our volunteer 'elves'. I will be picking up the larger group of gifts from the Sierra Belles organization on December 5th for preparation to be distributed. These are both important activities to our department and community clients.
- Daily operations continue for all facets of Amador Lifeline: clientele, community referrals, financials, client assistance, statistics, volunteer management, etc.
- Planning and updating lists for the upcoming holiday season projects.

Accomplishments:

- Gave presentation about ATCAA & Lifeline to the Motherlode Newcomer's Organization at their luncheon meeting in November. In December, I will find out if Amador Lifeline was chosen for their annual gift award to a community organization.

Contracts/Amendments

- The YES Partnership was chosen as the recipient of \$1,000 from the Richard and Rebecca Chimenti Fund, a component fund held at the Sonora Area Foundation.

Accomplishments

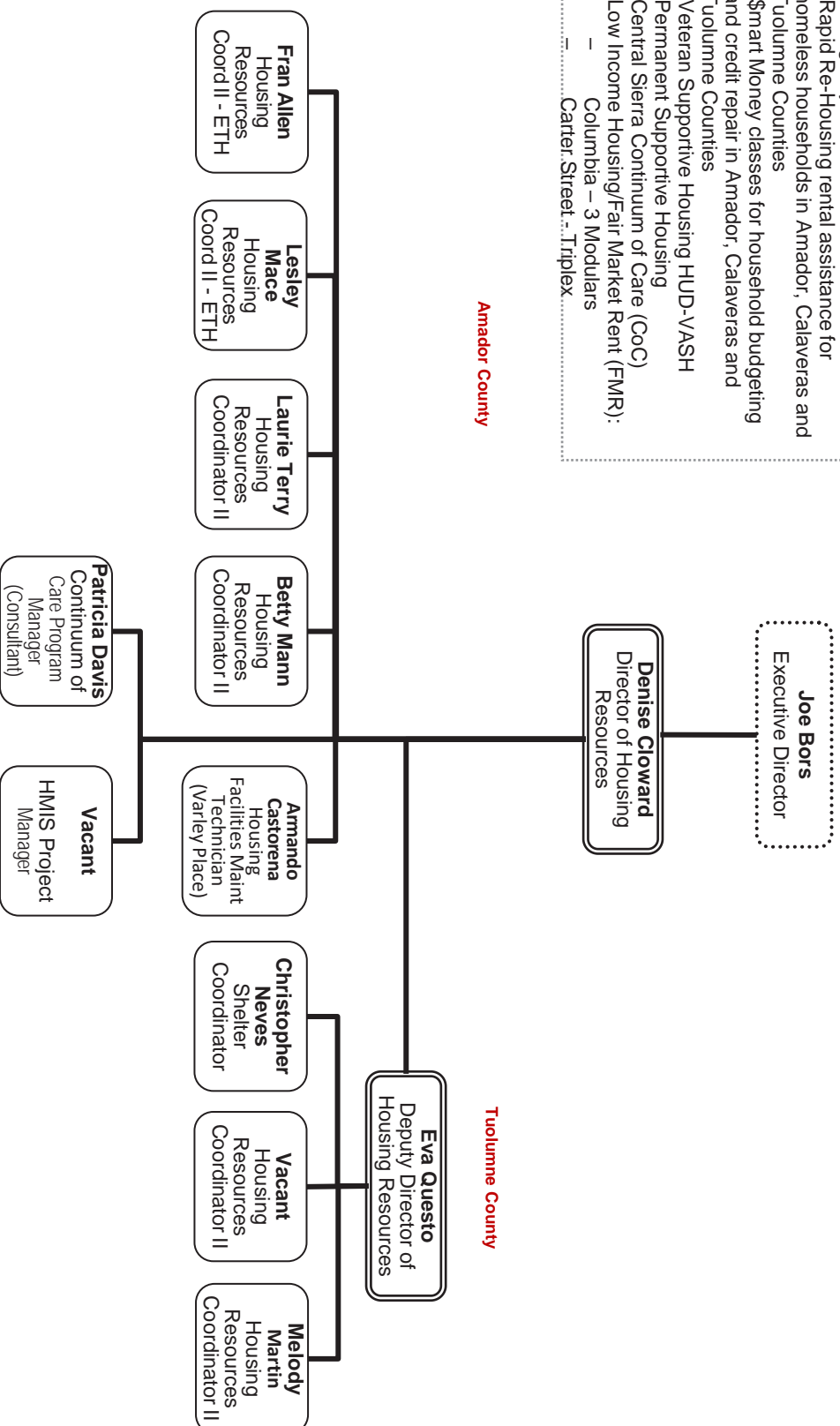
- Active Friday Night Live SEL (Social Emotional Learning) chapters at Cassina High School, Gold Rush Charter High School, and Summerville High School.
- Active Friday Night Live Club Live SEL (Social Emotional Learning) chapters at Columbia Elementary School, Curtis Creek Elementary School, Gold Rush Charter School, Jamestown Elementary School, Summerville Elementary School, and the Tuolumne Band of Me-Wuk Indians Education Department.
- Active Friday Night Live Kids SEL (Social Emotional Learning) chapter at Gold Rush Charter School.
- Active EPIC (Empower Peers, Inspires the Community) Youth Coalition.
- “Not My Kid” mental health awareness event on November 8.
- Introduction to Suicide Prevention presentation at Gold Rush Charter High School on November 15.
- safeTALK training for the Tuolumne Me-Wuk Tribal Social Services Department on November 16.
- Youth Mental Health First Aid training on November 30.

In Progress

- YES Partnership Holiday Luncheon on December 15.
- Mental Health First Aid training on January 24.
- Youth Mental Health First Aid training for the Foothill Horizons Outdoor School on January 29.

Housing Resources

- Emergency Shelters in Sonora and Jackson
- Rapid Re-Housing rental assistance for homeless households in Amador, Calaveras and Tuolumne Counties
- Smart 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 Moduls
 - Carter Street - Triplex



Amador County

Tuolumne County

Central Sierra CoC

Contracts/Amendments

2021 ESG CV Monitoring clearance letter received 2.7 Million

HDAP Amador County- Amendment to add Prevention-New extension FY 2024 new monies

Anthem Blue Cross, 50k ATCAA deliver medically fragile funding begins Jan1, 2024

Renewal CoC RR- Opened 11-1-2023

CDBG CV Amendment in process to add hotel vouchers for medically fragile, Sonora Regional referrals

Accomplishments

HDAP meeting w Amador County HHS, continue contracts and assistance

ESG CV Monitoring complete, clearance letter received

HHAPR 5 Sub Committee and funding Committee meeting

Training data analysis CA-526 goals-performance measures

Holidays- shelters successful Thanksgiving and decorations for Christmas up

Meeting with Chicken Ranch Tribal engagement to form collaborative committee on upcoming

Tuolumne Projects and strategic planning

In Progress

Hire HRC 2 Tuolumne

Encampment Resolution Funding discussions Amador County, Presentation 12-7-23 from Tuolumne

Interviews Sonora Shelter Coordinator

Regional COC LSA reporting

Training new HMIS Manager, ongoing

Sonora water leak in pipes, fixing leak, filling in back concrete repair

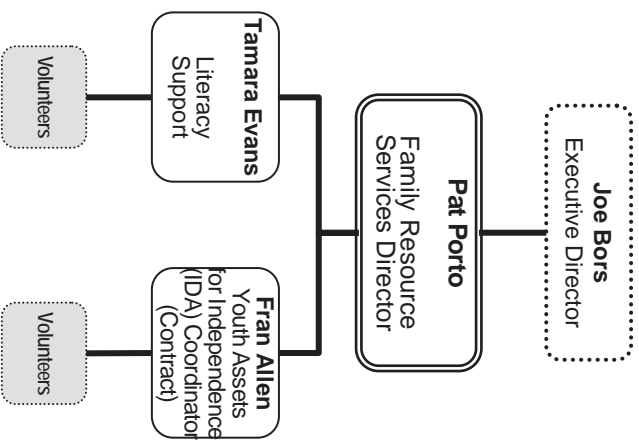
Funding Committee development CA-526 Board to review CoC funding

Adopt a Family- Tuolumne Sign ups complete-moved out of Sonora Shelter under Communications department

CA-526 Central Sierra Continuum of Care working on HHAP R 5 regional action plan and MOU's needed from all participating partners.

Family Resource Services

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



Contracts/Amendments:

- o Drug Free Communities (DFC) for SSAY Coalition
- Grant Period: 10-1-2023 to 9-30-2028
- \$125,000 per year
- o ECS: Parent's Place
- o Housing Dept: parenting support for our Homeless Shelters

In Progress:

- o DFC: Hiring for a new position, the Program Coordinator. This fulltime person will take on the day-to-day work of fulfilling our grant obligations. Monthly meetings continue to alternate between in-person + Zoom, and Zoom only.
- o Parent's Place: Meetings continue being offered at both of the Amador ECS centers. One class monthly for lone parents. Two classes for Jackson parents, one for Early Head Start and one for Head Start.
- o Homeless Shelters: Monthly classes are offered at the Sonora and Jackson family shelters. For Sonora, no classes will be held in November and December due to holidays during the weeks I would normally be there.
- o My outreach work continues, as I attend approximately 8 – 10 different Amador County coalitions, councils, roundtables, and organizations, sharing information about ATCAA's services.

Accomplishments:

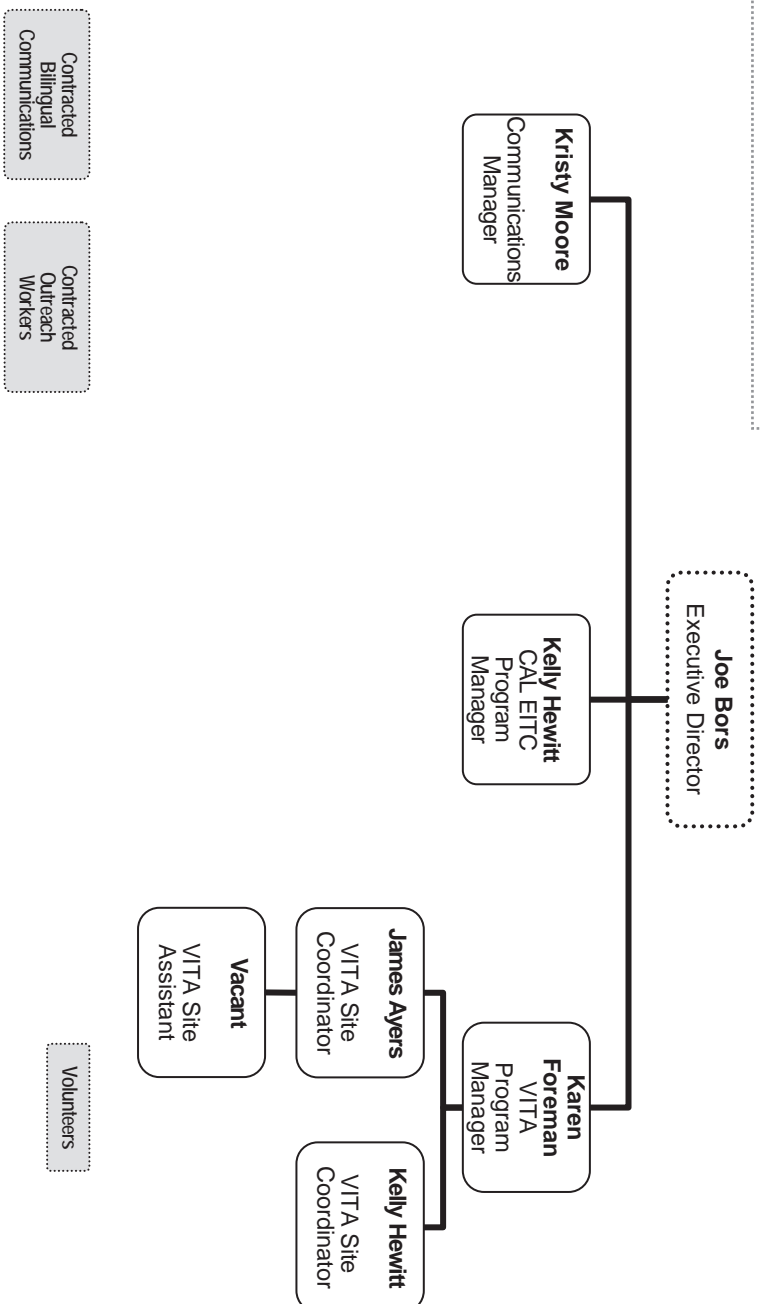
- o We had 4 new SSAY Coalition attendees, in-person at the November meeting; 3 from the local Tribal TANIF office, and 1 from UCC Extension, who was referred by the Regional Director of 4-H, also a member. That was a total of 11 in-person, and 3 via Zoom. Those attending expressed interest for any trainings available through our DFC grant.
- o Parent's Place attendance is increasing, averaging 1-4 in each center. The Family Advocates have shared that parents / caregivers who have attended are successfully applying the tips and ideas covered in class.
- o Outreach efforts continue to connect ATCAA with a variety of collaborations and opportunities, such as: the Tribal TANIF staff's interest in the SSAY Coalition; a CPR class (fee-based) offered to ATCAA staff; free gun safes and trigger locks distributed to ATCAA's Amador ECS centers, in the JX Service Center, as well as to our staff members; monthly child Wellness Kits for kids in our family Homeless Shelter; boxes of books and related literacy material (including Spanish) for our ECS centers, provided by the Amador County Library.

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.



Contracts/Amendments:

**California Earned Income Tax Credit/CalEITC+ Education & Outreach Grant
07/1/2023 - 6/30/2024. \$440,000 annually**

Marketing, outreach and free tax prep support for California's rural county CalEITC+ eligible residents. Cash back for those eligible earning \$30k or less from work or self-employment.

**VITA – Volunteer Income Tax Assistance Grant – an IRS funded grant.
10/1/2023 – 9/30/2024. \$52,410**

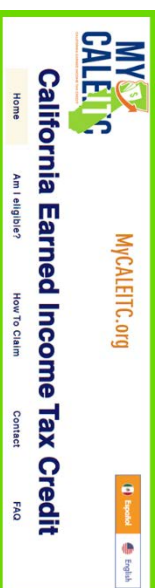
Free tax preparation for households earning \$60k or less and within VITA's scope. Program supplemented with funding from CalEITC and relies on volunteer tax preparers. Expanded services allow us to accept CalEITC eligible clients post-tax day. Free tax preparation services will extend to September 1st.

In Progress:

We are recruiting volunteers to expand our free tax preparation services in the tri-county area. Staff and volunteers are in the process of re-certifying for next tax season. We will continue to recruit and train new volunteers through January. We are also applying to be Certified Acceptance Agents which will allow us to help undocumented workers obtain individual taxpayer identification numbers to file tax returns. We are preparing contracts for our subcontractors Kings County Action Organization (KCAO) and Butte Community Action Agency (Butte CAA). All forms and materials are in the process of being updated with the new income limits for the next tax season. We are hoping to open new VITA sites in Calaveras and Mariposa counties.

Accomplishments:

We have recruited 4 new volunteers to join our team. This doubles our volunteer pool for the upcoming season.



Visit our CalEITC
dedicated website:
<https://www.mycalaitc.org>

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

23 – 24 TAX GOALS

Increase capacity
to help more low-
income clients.

Open a new site in
Jamestown to
service more
residents in
Tuolumne County.

1-day mobile pop-
up sites to service
underserved areas.

1,200
prepared returns.

Contracts/Amendments:

California Earned Income Tax Credit/CalEITC+ Education & Outreach Grant

07/1/2023 - 6/30/2024. \$440,000 annually

A large portion of this grant is used for marketing and outreach to 27 rural county low-income residents to then them know about the credits and how to obtain them. Cash back for those eligible earning \$30k or less from work or self-employment.

In Progress:

- Currently focusing our ATCAA social media efforts on appreciation to our donors and volunteers, while also highlighting our programs' ongoing efforts.
- Developing a 2024 CalEITC media campaign. Will include print, digital, direct mail, streaming TV, Google, gmail and web ads as well as traditional radio and print is select areas.
- Creating an ATCAA merchandise web page (store) where staff and supporters can purchase ATCAA branded clothing and other items. All staff will be offered a one-time fixed-price VISA card to help cover the costs of one item.

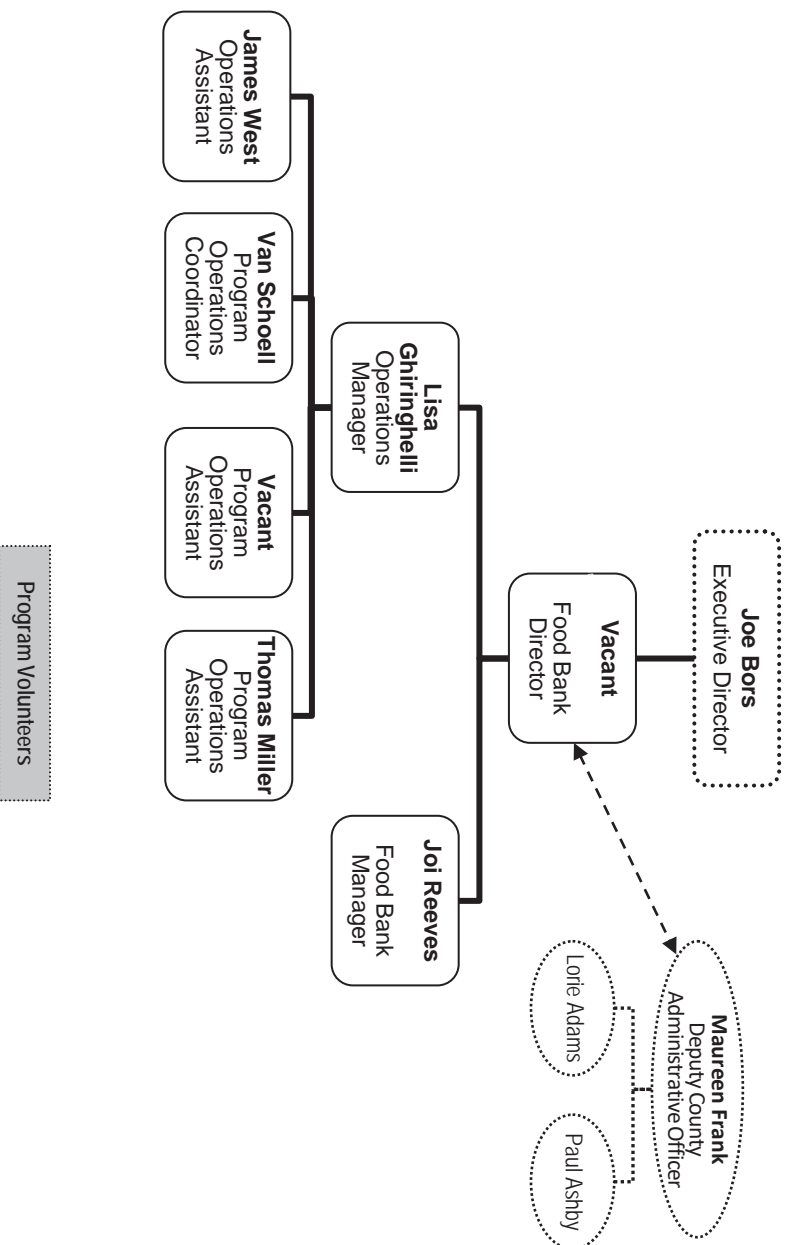
Accomplishments:

- Homelessness Awareness Week was November 11-18. This was our second year working with Tuolumne County Government on this effort. We successfully raised awareness by prompting conversation, providing educational opportunities, and creating events that provided a space for informed discussion and access to local resources for the unhoused residents of Tuolumne County.
- We had increased outreach efforts in November with a number of events and advertisements including:
 - o Created social content for Tuolumne County's Homelessness Awareness Week.
 - o Social Services Consortia in Tuolumne County on November 8.
 - o Homeless Resource Fair in Tuolumne County on November 16
 - o Amador Giving Tuesday on November 28
 - o Participation in Christmas Tree Lane for Tuolumne County nonprofits.
 - o Began marketing efforts for Adopt-A-Family donor needs.
 - o Created deliverables, forms and web sign-up for YES Partnership Holiday Luncheon.



Tuolumne Food Program

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



Contracts/Amendments:

- Working with fiscal to spend down our Cal Foods allocation

In Progress:

- Working with California Climate Action Corps to develop classes to encourage cultural diversity through uncommonly consumed ingredients. This would utilize foods that would have been in past processes dumped
- Partnering with the Senior Center and FOAC to pair our seniors with animals for companionship sponsored by FOAC

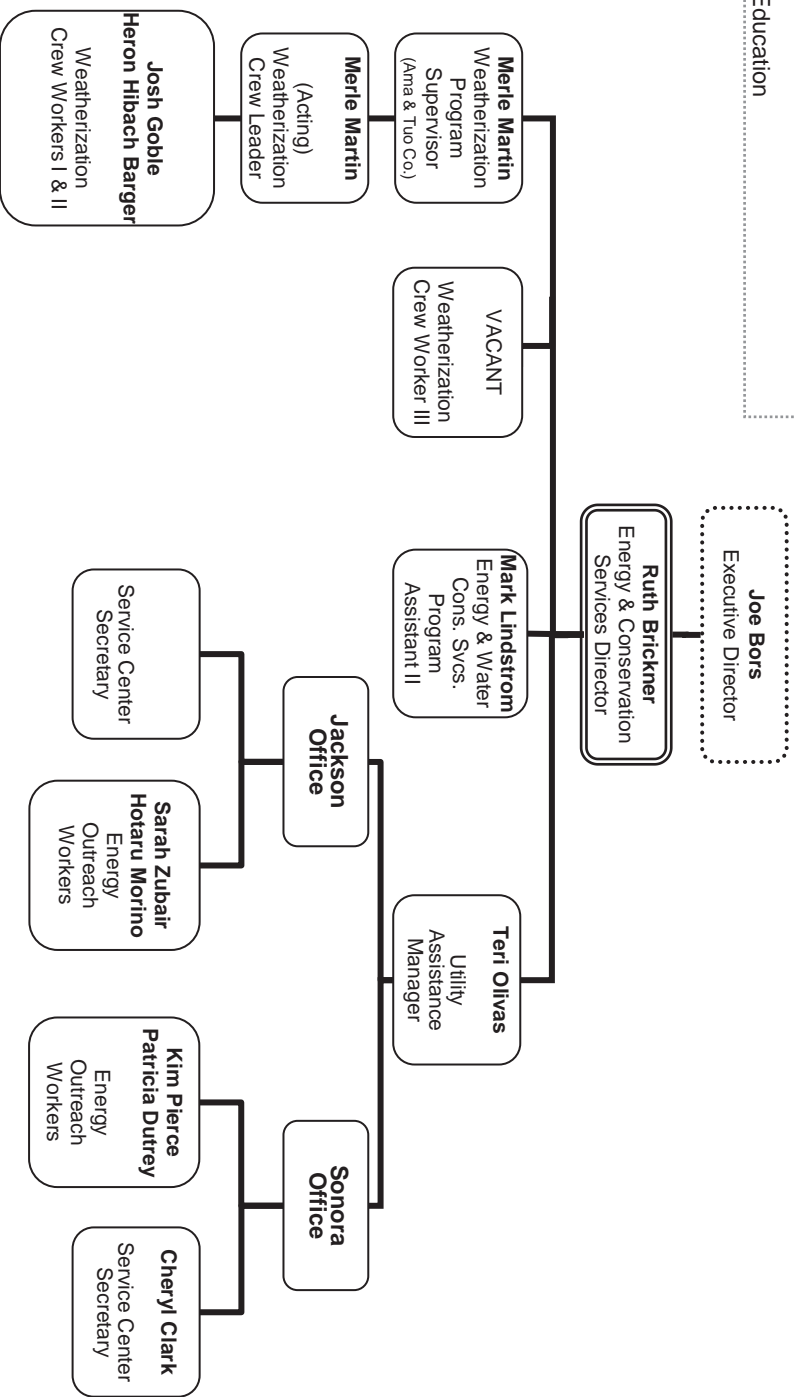
Accomplishments:

- We had a very successful meeting with our Neighborhood Pantries. Our Retail Rescue/ Feeding America contractual obligation will finally be executed properly
- We served over 400 families at our Thanksgiving Holiday Basket Distribution – without incident
- We had over 30 new volunteers on site to assist us with our HFB distribution
- We have hired a new very qualified warehouse assistant
- We have successfully partnered with the county's Navigation Center to open a food distribution site in January, as well as created job opportunities for the residents that will be housed on site
- Successfully partnered with Chicken Ranch Casino Edible Food Recovery Program and the Blue Zones Project for countless future bridge building projects within our community of Tuolumne County. This to include educational opportunities for health and wellness of our children, teens, foster and at-risk youth
- We have already utilized the Edible Food Recovery Program to re-distribute over 4,000 pounds of food that would have in past processes gone into the county landfill
- We have had several food drives that were extremely successful
 - Boy Scout troop #580
 - Lyons Club
 - Airstream Travel Group
 - 4H Club

Energy & Conservation Services

Amador, Calaveras & Tuolumne Counties

- Home Weatherization
- Home Energy Assistance Program
- Water Conservation
- Energy & Conservation Education



Program Volunteers
AmeriCorps Members

Contracts/Amendments

- | | | |
|----------|--|--------------|
| • 3126.1 | 2023 LIHEAP for \$1,208,342 | 96% Complete |
| • 3126.2 | 2023 ESLIHEAP for \$926,741 | 43% Complete |
| • 3126.3 | 2023 SLIHEAP for \$59,805 | 99% Complete |
| • 3127.1 | 2024 LIHWAP for \$1,301,536 | Pending |
| • 3425.1 | 2022 LIHWAP for \$82,759 | 88% Complete |
| • 3450.1 | 2023 TSIRWMA Well Testing for \$38,400 | 01% Complete |

Accomplishments

- Received 2023 LIHEAP Addendum 2 for \$5952
- Received BIL DOE WAP Contract for \$938,372
- Close out of 3422.1 2021 ARPA Submitted

In Progress

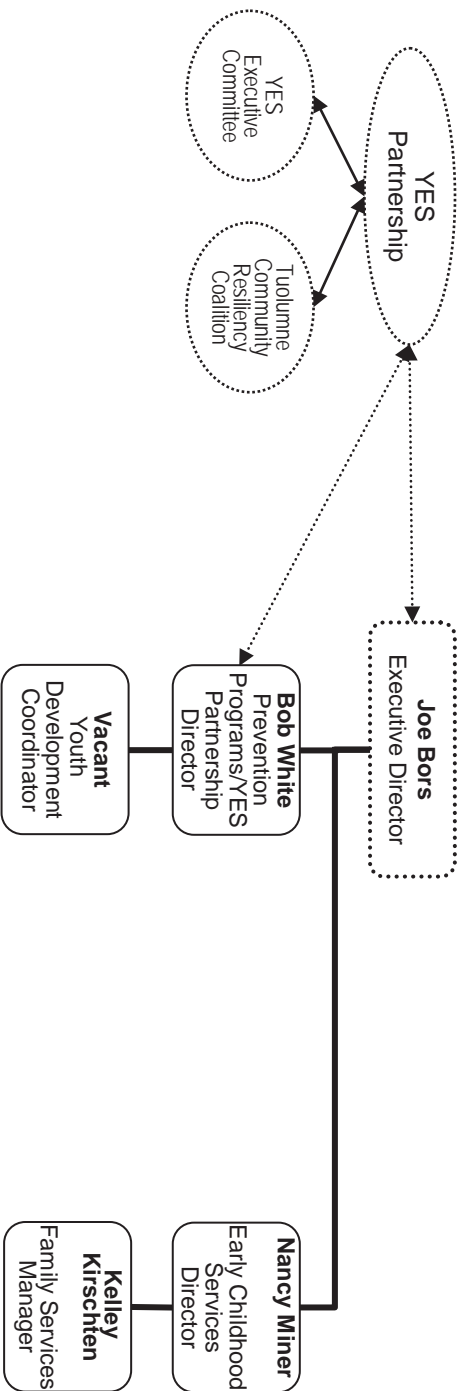
- Merle Martin, WX Program Supervisor, Contractor Class B License test pending.
- Contract pending for T-Stan IRWM for Prop. 1 Water Conservation Grant for \$292,000.
- Close out of 2023 SLIHEAP started
- Ad for two crew workers for Weatherization

Tuolumne Prevention Programs

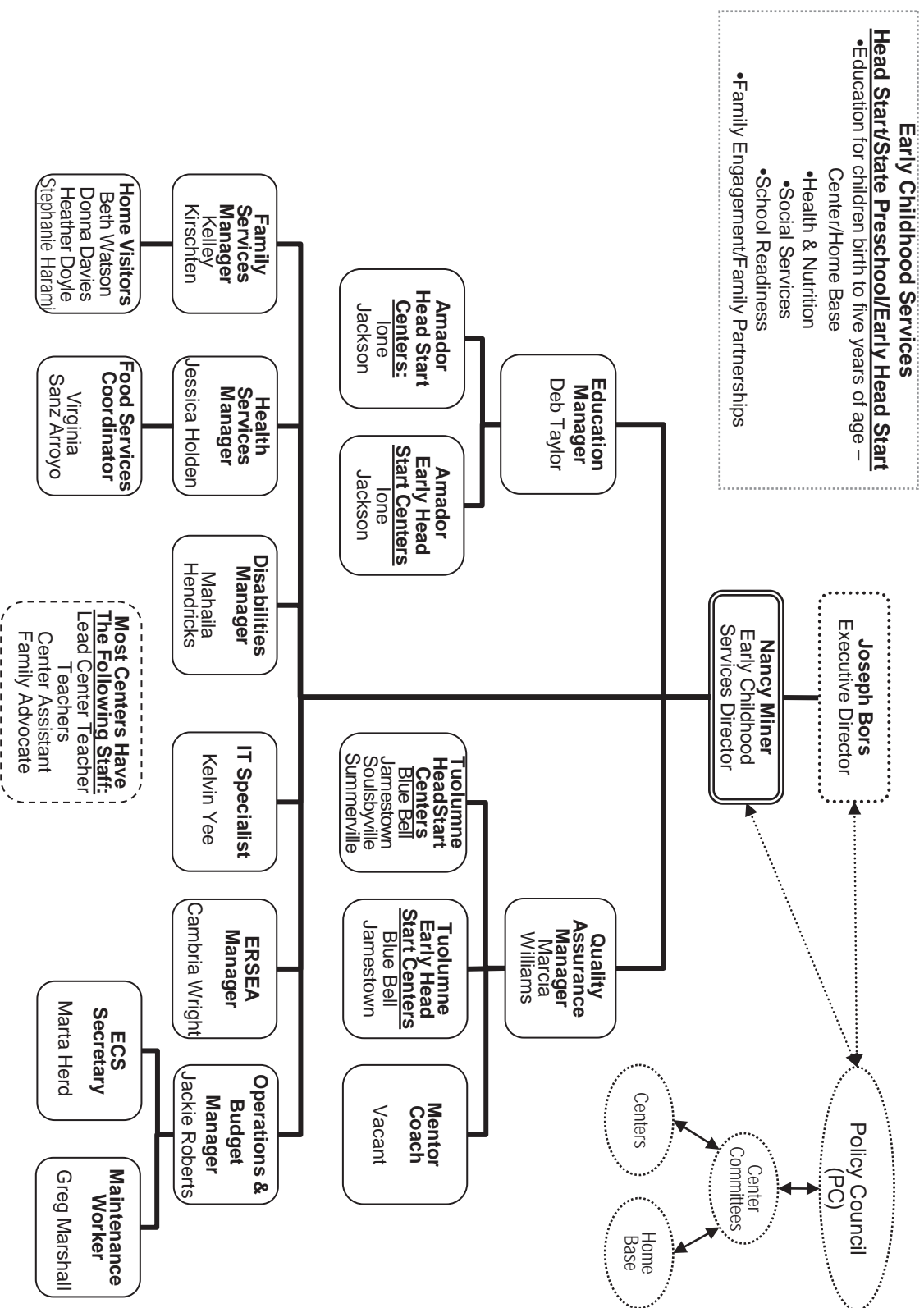
- Youth Mentoring
- Friday Night Programs
- Fiscal Agent for YES Partnership
- Suicide Prevention
- Community Resiliency

Tuolumne Family Learning Center

- GED Preparation/ESL Instruction
- Parenting and Family Literacy
- Job Readiness
- Home Visiting/Transportation/Translation
- Case Management
- Mental Health and Health Education and Support
- Promotores de Salud – Latino Family Outreach



Program Volunteers
Service Providers



Contracts/Amendments:

- The 2024-25 California State Preschool Program Continued Funding Application was submitted to the California Department of Education on 11-16-23.
- Our Head Start Program Specialist is still reviewing our Change of Scope (enrollment reduction) Request.
- The Office of Head Start (OHS) has proposed changes to the Head Start Program Performance Standards (regulations). The public comment period for the proposed changes on the Federal Register is open until 1-19-24.

In Progress:

- Due to ongoing issues with under enrollment, we have entered into a Full Enrollment Initiative (full enrollment process) with OHS. A plan outlining the reasons why we are under enrolled, and ways we intend to address those issues, is due to our Program Specialist by 12-9-23. After that point, OHS will monitor our enrollment progress for 18 months with the goal of consistently maintaining enrollment at 97% of our funded enrollment numbers.
- Plans to upgrade the playgrounds at Jamestown HS and Summerville HS are moving forward.

Accomplishments:

- Our first Growing Together family event was held at Soulsbyville HS on 11-16-23. The event featured school readiness activities for parents to do with their children and included a meal and time for families and staff to socialize. Our next Growing Together event will be held at Blue Bell EHS/HS on 12-14-23 and a cooking demonstration for parents will be held at Lone EHS/HS on 12-6-23.
- First period assessments have been completed for all children and families.
- Using QR codes, online applications for services are being submitted via the ATCAA website with in-person follow-up with parents and guardians provided by Family Advocates, Home Visitors and managers.



Head Start: Paving the Way to a Successful Future!

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

Dear Policy Council Member:

Our last Policy Council meeting for 2023 is fast approaching amid the flurry of holiday activities that occur this time of year.

At the December 1st meeting, you will elect your officers for the coming year. The officers' terms will start at this meeting and run until the October meeting in 2023. I hope that you will consider putting yourself in the running for a position, including serving on the ATCAA Board. This is a wonderful opportunity to support the program in a very special way! During this meeting Jackie Roberts will be presenting the budget and talking about how we report our expenditures each month. We will also have our usual reports and program information for your review.

The next Policy Council meeting will be held via Zoom on Friday, December 1st from 9:30 am to 11:30am. The Zoom link for the meeting is listed on the agenda in your Policy Council packet.

If you have any questions or if you are unable to attend, please call us at the Head Start Office, 533-0361, x 240.

Thank you for your support of our Head Start and Early Head Start programs. I appreciate your commitment to Policy Council, and all the questions, ideas, and information you bring to every meeting. Thanks to you, we are better able to provide a quality program for the families and children in our communities.



Nancy Miner

ECS Director

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

December 1, 2023

VIA ZOOM:

9:30 a.m.

Jackie Roberts (ATCAA Head Start, CA) is inviting you to a scheduled Zoom meeting.

Topic: December 1, 2023 Policy Council Meeting
Time: Dec 1, 2023 09:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84402918003?pwd=MXo2NldMY0hjSFJaUzVlybmlaalZPZz09>

Meeting ID: 844 0291 8003

Passcode: 215114

One tap mobile

+16699006833,,84402918003# US (San Jose)

-16694449171,,84402918003# US

Dial by your location

- +1 669 900 6833 US (San Jose)
 - +1 669 444 9171 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
 - +1 719 359 4580 US
 - +1 253 205 0468 US
- +1 312 626 6799 US (Chicago)
 - +1 360 209 5623 US
 - +1 386 347 5053 US
 - +1 507 473 4847 US
 - +1 564 217 2000 US
 - +1 646 931 3860 US
 - +1 689 278 1000 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
 - +1 305 224 1968 US
 - +1 309 205 3325 US

Meeting ID: 844 0291 8003

Find your local number: <https://us02web.zoom.us/j/84402918003>

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

Policy Council Agenda

- 1.0 CALL TO ORDER**
- 2.0 ROLL CALL**
- 3.0 SEATING OF NEW MEMBERS**
 - 3.1 Seating of New Parent Members
 - 3.2 Deletion of Memberships (action item)
 - 3.3 Addition of Memberships (action item)
 - 3.4 Election of Policy Council Officers
 - Chairperson
 - Vice Chairperson
 - Treasurer
 - Secretary
 - 3.5 Election of ATCAA Board Representative and Alternate
- 4.0 APPROVAL OF AGENDA AS MAILED**
 - 4.1 Request for approval of the December 1, 2023 Policy Council Agenda (action item) (pages 1 – 3)
- 5.0 CONSENT AGENDA**
 - 5.1 Request for approval of the November 3, 2023 Policy Council Minutes (action item) (pages 4 – 7)
- 6.0 PUBLIC COMMENT**

The public may speak on any item not on the printed agenda. The Council may take no action. Please limit comments to a maximum of five minutes.
- 7.0 NEW BUSINESS**
 - 7.1 2024 Head Start & Early Head Start Budget Presentation and Training presented by Jackie Roberts, ECS Operations & Budget Manager (informational presentation)
- 8.0 REPORTS**
 - 8.1 Center and Home Base verbal reports for November 2023
 - 8.2 Monthly Statistical & Attendance Reports for HS & EHS for October 2023 (page 8)

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

8.3 Budget & Credit Card Reports through October 2023 (pages 9 – 12)

- 2023 Head Start 8130.1
- 2023 Early Head Start 8130.2
- 2023 In Kind (8130.1 & 8130.2)
- 2022 – 2023 CACFP 8227.1 & 8227.2
- 2022 – 2023 CA State Preschool 8294.1
- 2022 – 2023 Tuolumne Home Visiting Program 8168.2
- Credit Card Reports October 2023

9.0 DIRECTOR REPORTS

- Staffing & Program Updates
- Staff Training Updates
- Full Enrollment Initiative

10.0 POLICY COUNCIL MEMBER REPORTS

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 ATCAA Board Meeting Minutes 10/13/2023 (Draft) (pages 13 – 17)

11.2 NEXT PC MEETING:

NO POLICY COUNCIL MEETING IN JANUARY

February 2, 2024 PC Meeting

9:30 a.m.

Via ZOOM

12.0 ADJOURNMENT

Note: SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call Jackie Roberts at 533-0361, ext. 243 at least 48 hours before the meeting so appropriate arrangements may be made.

LATE AGENDA MATERIAL CAN BE INSPECTED AT THE EARLY CHILDHOOD SERVICES PROGRAM OFFICE, 427 NORTH HIGHWAY 49, SUITE 202, SONORA, CA 95370 OR AT THE JACKSON SERVICE CENTER, 10590 STATE HIGHWAY 88, JACKSON, CA 95642

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

November 3, 2023
9:30 a.m.

Jackie Roberts (ATCAA Head Start, CA) is inviting you to a scheduled Zoom meeting.

Topic: November 3, 2023 Policy Council Meeting
Time: Nov 3, 2023 09:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86341795472?pwd=Y2ZWcTZhWmN4R0laRGxWZDVlNHJldz09>

Meeting ID: 863 4179 5472
Passcode: 335492

Policy Council Minutes

- 1.0 CALL TO ORDER:** The November 3, 2023 Policy Council Meeting was called to order at 9:35 a.m. by Amber Kinder.
- 2.0 ROLL CALL**
Policy Council Members: Stephanie Sexton (BB EHS), Jennifer Grenland (BB HS), Bryanna Lamb (IO HS), Amber Kinder (JK HS), Ronni Fountain (JT HS), Christian Tucker (Amador Public Health), Donna Jackson (WIC) and Carol Rush (ATCAA Board)
ATCAA Staff: Joe Bors (ATCAA Executive Director), Nancy Miner (ECS Director), Jackie Roberts (ECS Operations & Budget Manager), Marta Hunt (ECS Secretary) and Kelley Kirschten (ECS Family Service Manager)
- 3.0 SEATING OF NEW MEMBERS**
 - 3.1 Seating of New Parent Members: None.
 - 3.2 Deletion of Memberships (action item): None.
 - 3.3 Addition of Memberships (action item): Carol Rush introduced herself to the Policy Council. She is a retired Head Start Director from Los Angeles and is currently serving on the ATCAA Board.
Donna Jackson moved to appoint Carol Rush as a voting member of the Policy Council and ATCAA Board Liaison and Jennifer Grenland seconded. Vote was taken by roll call. Motion passed unanimously (MPU).
- 4.0 APPROVAL OF AGENDA AS MAILED**
 - 4.1 Request for approval of the November 3, 2023 Policy Council Agenda (action item): **Donna Jackson moved to approve the November 3, 2023 Policy Council Agenda and Jennifer Grenland seconded. Vote was taken by roll call. MPU.**

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

5.0 CONSENT AGENDA

- 5.1 Request for approval of the October 6, 2023 Policy Council Minutes (action item)

Christian Tucker moved to approve the November 3, 2023 Consent Agenda and Jennifer Grenland seconded. Vote was taken by roll call. MPU.

6.0 PUBLIC COMMENT

None.

7.0 NEW BUSINESS

- 7.1 Request for approval of Non-Federal Share Waiver for Head Start and Early Head Start for Fiscal Year 2023 (action item): Jackie Roberts presented the request for a Non-Federal Share Waiver for Head Start and Early Head Start in the amount of \$275,000. The total amount of NFS required for our FY 2023 HS/EHS Grant is \$884,487. With the waiver of \$275,000, we are still committed to matching \$609,487 non-federal share for FY 2023. This waiver is less than we asked for in 2022 and we will continue to try to find other ways to try to meet our complete non-federal match in future funding years.

Donna Jackson moved to approve the 2023 Non-Federal Share Waiver in the amount of \$275,000 and Jennifer Grenland seconded. Vote was taken by roll call. MPU.

8.0 REPORTS

- 8.1 Center and Home Base verbal reports for October 2023: Center and Home Base reports highlighting the activities for October 2023 were presented by Amber Kinder (JK HS), Stephanie Sexton (BB EHS), Jennifer Grenland (BB HS), Bryanna Lamb (IO HS), Ronni Fountain (JT HS), Kelley Kirschten (Home Base), Jackie Roberts (JK EHS, SB HS, IO EHS, SV HS).
- 8.2 Monthly Statistical & Attendance Reports for HS & EHS for September 2023: Nancy Miner presented the September 2023 Monthly Statistical and Attendance Report. Enrollment is low due to our pending enrollment reduction submitted to the Office of Head Start. Summerville Head Start still needs to enroll more children. We are recruiting and need to serve more pregnant women. Medical and dental home are low, but our Family Advocates will work to get families associated to medical and dental homes. Dental and vision screenings are being completed and we should see that percentage go up next month. Immunizations are low in home base and we will work to educate parents on getting children up to date on immunizations so that their children will be able to eventually enroll in school.

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

- 8.3 Budget & Credit Card Reports through September 2023
- 2023 Head Start 8130.1
 - 2023 Early Head Start 8130.2
 - 2023 In Kind (8130.1 & 8130.2)
 - 2022 – 2023 CACFP 8226.1 & 8226.2
 - 2022 – 2023 CA State Preschool 8294.1
 - 2022 – 2023 Tuolumne Home Visiting Program 8168.2
 - Credit Card Reports September 2023

Jackie Roberts presented the Budget Reports through September 2023. There is a big playground project for Jamestown Head Start that will be completed in December of 2023. The training budget for both Head Start and Early Head Start will be fully expended by the end of the year. We are falling behind in our non-federal share match which is why we requested an NFS Waiver. Budget and Credit Card Reports were reviewed by the Council.

- 8.4 In-Kind Tracking By Center through September 2023:
- Jackie Roberts presented the in-kind results for September 2023 by site. Soulsbyville Head Start had the most volunteer hours with 41 for the month of September. Jamestown Head Start also had 30 volunteer hours and also had a community service project completed by Jamestown Mathiesen which entailed a major renovation, landscaping and purchasing picnic tables for one of their side yards. The hours by site by month will be reported monthly and we encourage Policy Council Representatives to encourage volunteer work at their centers.

9.0 DIRECTOR REPORTS

- 9.1 Governance of Policy Council: Nancy Miner presented a short summary explaining the governance of the Policy Council.
- 9.2 General Conduct at Head Start Policy Council Meetings: Nancy Miner presented information General Conduct at Policy Council Meetings including keys to productive meetings and explaining motions and voting steps.
- 9.3 2023/2024 Policy Council Planner: The 2023/2024 Policy Council Meeting and content was shared with the Council.
- 9.4 2023 Head Start and Early Head Start Program Indicators: The 2023 PIR was shared with the Council including data and enrollment, health, dental, disabilities and family services. Our program data was compared to the national data.
- 9.5 Policy Council Officers: Information on the Policy Council Officer positions and responsibilities was shared with the Council. Policy Council Officers will be voted in at the December 2023 Policy Council Meeting.

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

- 9.6 Staffing Updates: We have filled some positions, but still need a Home Visitor and Center Assistant at Jackson Early Head Start.
- 9.7 Staff Training Updates: Creative Curriculum Training for all teaching staff took place on October 31st and November 1st. There will be a CLASS overview training coming up later this month on November 17th and on December 12th and 13th there will be a more in-depth CLASS training for Lead Teachers. A few managers are completing a UCLA Winning With Wellness Training and they would like to get that information out to the parents. Some parents on the Policy Council shared some ways that that information could be shared with parents.

10.0 POLICY COUNCIL MEMBER REPORTS

Ronni Fountain shared her concern with the amount of acorns on the ground at Jamestown Head Start. Jackie Roberts assured her that the acorns would be cleaned up and would immediately notify maintenance staff.

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 CDE Management Bulletin 23-09 on Continued Funding Application, Fiscal Year 2024 – 2025

11.2 NEXT PC MEETING:

December 1, 2023 PC Meeting
9:30 a.m.
Via ZOOM

- 12.0 ADJOURNMENT:** The November 3, 2023 Policy Council Meeting was adjourned at 11:23 a.m.

OFFICE OF HEAD START

ACF Administration for Children and Families	U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES	
	1. Log No. ACF-PI-OHS-23-04	2. Issuance Date: 11/20/2023
	3. Originating Office: Office of Head Start	
	4. Key Words: Head Start Workforce; Wages; Benefits; Mental Health; Quality Improvement	

PROGRAM INSTRUCTION

TO: All Head Start and Early Head Start Grant Recipients

SUBJECT: Notice of Proposed Rulemaking (NPRM) on Supporting the Head Start Workforce and Consistent Quality Programming – Public Comment Period

INFORMATION:

The Office of Head Start (OHS) has a Notice of Proposed Rulemaking (NPRM) in the Federal Register, [Supporting the Head Start Workforce and Consistent Quality Programming](#). The publication opens a 60-day public comment period. OHS is soliciting feedback on these proposed changes and will use comments submitted by the public in making decisions for the final rule.

This **NPRM proposes** new and enhanced changes to the Head Start Program Performance Standards (HSPPS) in three main areas: workforce supports, mental health, and other quality improvements. The proposed revisions would ensure OHS provides clear federal requirements for:

- Wages and benefits to support the Head Start workforce
- Better integration of mental health into all levels of Head Start programming
- Enhanced standards in other service areas to promote quality improvement and clarity of requirements

The current HSPPS remain in effect until a final rule is issued.

Workforce

This NPRM proposes standards for staff compensation that require programs to promote competitive wages for staff by August 2031. More specifically, the proposed standards would require programs to pay education staff annual salaries that are comparable to public school preschool teachers. This represents progress towards an ultimate goal of pay parity for Head Start education staff with kindergarten through third grade teachers. The NPRM also proposes to require programs to pay all staff a wage that is at least sufficient to cover basic costs of living. Finally, it proposes to require programs to provide or facilitate access to comprehensive benefits for full-time staff, including health insurance, paid leave, and short-term behavioral health services.

The diverse Head Start workforce has long subsidized the cost of Head Start services through low wages. This NPRM supports Head Start programs in maintaining a diverse and well-qualified workforce by ensuring staff are more fairly compensated, which in turn promotes more stable, high-quality services for enrolled children and families.

Mental Health

The revisions in the NPRM would enhance existing requirements to integrate mental health more intentionally and consistently across program systems to support children, families, and staff. The proposal also includes new and updated requirements for a multidisciplinary team that is responsible for addressing mental health, reducing barriers to obtaining mental health consultation, and ensuring a proactive and preventative approach to identifying and supporting children's mental health needs.

Other Quality Improvements

The changes in the NPRM enhance and clarify requirements in other service areas to promote consistent high-quality programming and support child well-being. These proposed changes include a cap for family service worker caseloads; enhancements to promote child safety in Head Start programs; and requirements for testing and addressing the presence of lead in water and paint of Head Start facilities. The NPRM includes revisions to the community assessment process, as well as new requirements for programs to identify barriers to program attendance, such as lack of transportation.

These changes will also help address some of the inequities perpetuated among the children and families served in Head Start programs. For instance, proposed changes clarify and update the definition of income used to determine a child's eligibility for services. Families in low-income communities and communities of color have underdeveloped infrastructure and are disproportionately exposed to related health and wellness risks. New proposed requirements to test Head Start facilities for lead in water and paint would help address these types of inequities.

Submit Your NPRM Comments

Please read the full [Notice of Proposed Rulemaking](#) and submit your comments by January 19, 2024. The Office of Head Start must consider all the comments submitted before finalizing any changes to the HSPPS.

To submit comments, follow the "Submit a comment" instructions in the Federal Register. To ensure OHS can most effectively respond to your comments, clearly identify the issues on which you are commenting. Please be as specific as possible in your comments. Provide the page number, identify the column, and cite the paragraph from the Federal Register document (e.g., page 10999, second column, 45 CFR §1305.6(a)(1)(i)). If you wish to comment anonymously, please enter "NA" in the required fields.

If electronic submission is not possible, you may send comments via the U.S. Postal Service to the address indicated in the Federal Register. In accordance with the instructions in the Federal Register, OHS reminds all interested stakeholders to submit comments in response to the proposed changes within 60 days of the NPRM's publication date.

Thank you for your work on behalf of children and families. We look forward to receiving your comments.

Sincerely,

/ Khari M. Garvin /

Khari M. Garvin
Director
Office of Head Start

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Office of Head Start (OHS) | 330 C Street, SW | 4th Floor Mary E. Switzer Building | Washington, DC 20201
<https://eclkc.ohs.acf.hhs.gov> | 1-866-763-6481 | Contact Us

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Overview Fact Sheet

 eclkc.ohs.acf.hhs.gov/policy/article/overview-fact-sheet

The Head Start program is a national leader defining high-quality early education and services, especially for children who are furthest from opportunity. The Office of Head Start (OHS) is proposing significant changes to the Head Start Program Performance Standards (HSPPS) in a Notice of Proposed Rulemaking (NPRM) that would ensure fair compensation is a key component of high-quality early care and education. These proposed changes, if enacted, would stabilize the Head Start workforce and improve the quality of the comprehensive services that Head Start families count on.

Please see the [NPRM \(Notice of Proposed Rulemaking\) in the Federal Register](#) for a complete description of the proposed changes. The preamble of the [NPRM \(Notice of Proposed Rulemaking\)](#) provides the reasoning and research that supports each of the proposed changes.

NPRM Goals

OHS (Office of Head Start) is proposing updates to the HSPPS (Head Start Program Performance Standards) that will benefit the Head Start workforce, children and families, and programs.

Significantly increase compensation for many Head Start staff.

Head Start program staff are the cornerstone of the Head Start mission to provide high-quality early education and comprehensive services to children and families who need them. The proposed regulations would require programs to compensate Head Start staff in ways that reflect the demands and educational requirements of their positions. They would also ensure all Head Start staff are offered a sufficient wage based on the cost of living in their area. These proposed changes will support dedicated Head Start staff, who are mostly women of color, in building sustainable careers around the challenging yet rewarding jobs of supporting the children and families who need them. The changes will also help programs hire and retain qualified and experienced staff, reversing trends of high turnover.

Integrate mental health services into Head Start programming more broadly.

The proposed regulations include several changes to improve mental health supports in Head Start programs. These changes would better integrate mental health into every aspect of program services and elevate the role of mental health consultation. They would help address the increasing rates of mental health concerns in children and adults in Head Start programs and facilitate a proactive approach to support the overall well-being of children, families, and staff.

Enhance services to help Head Start programs effectively and equitably meet the evolving needs of the communities they serve.

The NPRM (Notice of Proposed Rulemaking) proposes several other changes to promote consistent quality services across Head Start programs. For instance, it proposes a cap on the maximum caseload of families for each family service worker to ensure these staff can dedicate the time needed to support the individual goals of each family. Other changes would support core Head Start principles, like implementing enhanced and strong comprehensive services, serving the children who are most in need, respecting diversity, and promoting equity.

Overview of Major Proposed Changes

OHS (Office of Head Start) is proposing that the HSPPS (Head Start Program Performance Standards) be updated in areas including workforce supports, mental health, and quality improvement in the following ways.

Workforce Supports

To improve staff wages, the NPRM (Notice of Proposed Rulemaking) proposes the following:

- All staff must receive competitive wages with an updated salary scale that applies to all positions.
Programs must make progress toward achieving pay parity for Head Start education staff with kindergarten through third grade teachers in local elementary schools. As a first step in achieving this broader goal, programs must pay annual salaries to these staff that are at least the same as preschool teachers in public school settings.
- Wages must be comparable across Head Start Preschool and Early Head Start programs.
- Minimum pay in programs must be sufficient to meet basic cost of living in the local area.

To improve staff benefits, the NPRM (Notice of Proposed Rulemaking) proposes the following:

- Provide or facilitate access to health insurance
- Paid sick, personal, and family leave for full-time staff

- Free or low-cost short-term mental health services for full-time staff
- Facilitate connection to:
 - Child care subsidies for any eligible staff
 - Public service loan forgiveness for eligible staff

To enhance staff wellness and engagement, the ~~NPRM.(Notice of Proposed Rulemaking)~~ proposes the following:

- All staff must receive regularly scheduled breaks during their work shifts
- Classroom staff must have access to brief unscheduled wellness breaks as needed
- Management style that positively promotes high-quality job performance

Mental Health

Addressing mental health supports, the ~~NPRM.(Notice of Proposed Rulemaking)~~ proposes the following:

- Require a multidisciplinary mental health team responsible for program-wide activities, including coordinating wellness supports and annual review of mental health consultation services
- Clarify expectations for program-wide wellness supports
- Provide mental health consultation services at least monthly
- Allow programs to work with mental health consultants who are providing services under the supervision of another licensed mental health professional
- Integrate mental health into support services for families
- Facilitate proactive screening and follow-up for children's mental health needs
- Incorporate strengths-based language throughout the ~~HSPPS (Head Start Program Performance Standards)~~
- Provide clearer requirements for suspension and expulsion, including definitions of these terms

Other Quality Improvements

To better engage with families, the ~~NPRM.(Notice of Proposed Rulemaking)~~ proposes the following:

- Establish a maximum caseload of 40 families per family service worker to facilitate delivery of high-quality family support services, including health, parenting, and economic support, which requires a dedicated, individualized approach
- Require the use of effective, accessible forms of communication in all interactions with families
- Streamline enrollment processes to minimize burden on families

To improve child health and safety, the ~~NPRM.(Notice of Proposed Rulemaking)~~ proposes the following:

- Clarify which safety incidents should be reported to ~~OHS.(Office of Head Start)~~
- Enhance prevention of safety incidents
- Protect children from exposure to lead in the water and paint of Head Start facilities through regular testing and, if needed, remediation

To identify and meet community needs, the ~~NPRM.(Notice of Proposed Rulemaking)~~ proposes the following:

- Identify and, if possible, resolve barriers to enrollment and attendance
- Streamline the process and frequency of the community assessment
- Ensure responsive, high-quality services for expectant families
- Revise definition of ‘income’ to provide a clear, finite list of income sources that should be counted for eligibility determination
- Adjust a family’s gross income to account for excessive housing costs in their community, for eligibility determination purposes

Regarding program structure, the ~~NPRM.(Notice of Proposed Rulemaking)~~ proposes the following:

- Require that Early Head Start center-based services be provided across at least 46 weeks per year
- Encourage lower teacher to child ratios for Early Head Start classrooms serving the youngest children
- Clarify the requirements for:
 - Maximum group size in family child care settings for infants and toddlers and mixed aged preschool groupings
 - Provider qualifications in family child care settings

Read more:

[Policy](#)

Last Updated: November 15, 2023

Joe's summary about Calaveras here.