



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS MEETING
AGENDA
June 11th, 2021 | 10:30 a.m.

In order to protect public health and the safety of our citizens, this Board of Directors meeting will be physically closed to the public, however the public may participate and comment on any item via telephone or video conferencing through the following telephone number or Zoom platform at the following link:

Zoom Video Conference

URL: <https://us02web.zoom.us/j/81394980018?pwd=azJldTRXV3c2TIU4MUFTkNGam96QT09>

Meeting ID: 813 9498 0018

Password: 923204

Phone Number: +1 669 900 6833 US (San Jose)

1. CALL TO ORDER:

2. ROLL CALL:

ATCAA 2021 Board of Directors					
Lynn Morgan	A-PRI		Board Chairperson		
Walt Kruse	T-LIR		Board Vice-Chair		
Frank Axe	A-PUB		Board Secretary-Treasurer		
Amador			Tuolumne		
VACANT	PUB		Kathleen Haff	PUB	
Jeff Brown	PUB		Daniel Anaiah Kirk	PUB	
Joni Drake	LIR		Lloyd Schneider	PRI	
Mary Pulskamp	LIR		Colette Such	PUB	
Jim Wilmarth	PRI		Serafina Thomas	HSPC	
Susan Ross	PRI		VACANT	LIR	

ATCAA Staff		
Joseph Bors	Executive Director	
Bruce Giudici	Fiscal Officer	
Rachel Leach	Secretary to the Board/ CSBG Coordinator	
Pat Porto	Family Resource Services Director	
Tonya Kraft	Lifeline Program Coordinator	
Kristy Moore	Communications Manager	
Patrick Kane	MCHN & CSBG CARES Program Manager	

Others Present:

3. APPROVAL OF AGENDA: Approval of agenda for this date, any and all off-agenda items must be approved by the Board (pursuant to Government Code 54954.2)

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. CONSENT AGENDA: 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 Board Minutes 4/9/2021

5.2 Resolution 2021-02 - Signatory Authority for ED to Sign Child Development Contract Documents

5.3 Resolution 2021-03 – Acknowledging the 40th Year of ATCAA Service to Amador and Tuolumne County Residents

5.4 Early/Head Start Reports

5.4.1 Monthly Statistical Report for March 2021

5.4.2 Monthly Statistical Report for April 2021

5.5 2020-2022 ECS Program Goals Update PG.

6. BOARD TRAINING: None

7. COMMITTEE REPORTS:

7.1 Finance Committee: Verbal Report of 6/11/21 Meeting

7.1.1 Financial Reports (*Org Std 8.7*)

7.1.1.1 Administrative Reports

7.1.1.2 Early/Head Start Reports

7.1.1.3 Program Fiscal Reports

7.1.1.4 Agency Financial Statements

7.2 Executive Committee: Verbal Report of 4/21/21 Special Meeting and 6/2/21 Regular Meeting

7.2.1 Approval to Amend the Executive Director Contract

7.3 Internal Affairs Committee: Verbal Report of 6/2/21 Meeting

7.3.1 Approval to accept the new Wage Range/Step table and Wage Comparison Analysis Recommendations

7.4 Nominating Committee: Has not met.

7.5 Early/Head Start Policy Council: Verbal Report of 5/7/21 and 6/4/21 meetings.

8. PROGM PRESENTATIONS: (*Org Std. 5.9*)

8.1 Family Resource Services, Pat Porto

8.2 Communications, Kristy Moore

8.3 MCHN & CSBG CARES Program, Patrick Kane 1

8.4 Lifeline, Tonya Kraft

8.5 Housing, Denise Cloward

8.6 Food Bank, Joe Tobin

8.7 Energy, Craig Case

8.8 Prevention Programs/YES Partnership, Bob White

8.9 Early Childhood Services, Nancy Miner

9 OLD BUSINESS:

9.1 CAP Plan update: success of 20-21 CAP strategies (*Org. Std. 4.4*)

9.2 Strategic Plan 2019-2020 Update (*Org. Std. 6.5*)

9.3 Status on filling Board Vacancies in the Public and Low-Income Sectors (*Org. Std. 5.1 and 5.5*)

9.4 COVID-19 vaccination status and ATCAA Service Centers Reopening

10 NEW BUSINESS:

- 10.1 Standing Committee Assignment
 - 10.1.1 Executive Committee
- 10.2 Board Governance Requirements-ATCAA Board of Directors Compliance Checklist 10.2.1 ATCAA Board, Policy Council, and ATCAA Advisory Councils Code of Conduct and Conflict of Interest Policy- Action Item (*Org. Std 5.6*)
- 10.3 Approval of 2022/2023 Community Action Plan which includes the: Agency Vision and Mission Statement, 2020/2021 Community Needs Assessment findings, and Customer Satisfaction data (*Org. Std. 1.1, 1.2, 2.1, 2.2, 2.4, 3.1, 3.2, 3.3, 3.4, 3.5, 4.1, 4.2, 4.3, and 6.4*) (handout of full report)
- 10.4 Risk Assessment Results (verbal report) (*Org. Std. 4.6*)

11 BOARD MEMBER PRORAM REVIEW REPORT: none

12 CSBG REPORT:

- 12.1 ATCAA Annual Report (handout) (*Org. Std. 1.3, 2.3, 4.4, 5.1*)
- 12.2 Approved CSBG Annual Report (handout) (*Org. Std. 2.4, 9.1, 9.2, 9.4*)
- 12.3 Data and Analysis of 2020 projections vs outcomes (verbal report) (*Org Std 9.3*)

13 EXECUTIVE DIRECTOR REPORT:

- 13.1 40th anniversary update and video
- 13.2 Parking lot sale at SSC- date pending

14 ITEMS FOR FUTURE AGENDAS:

- 14.1 Nominating Committee Assignments
- 14.2 New Strategic Plan
- 14.3 Executive Director Review Committee Assignments

15 INFORMATIONAL:

- 15.1 ATCAA By-Laws approved 12/13/2019 (**Org. Std. 5.4**)
- 15.2 ACF-IM-HS-21-01 Updated Coronavirus Disease 2019 (COVID-19) Fiscal and Administrative Flexibilities
- 15.3 ACF-PI-JS-21-02 Head Start Center-Based Service Duration Requirement for 45 Percent of Slots
- 15.4 ACF-PI-HS-21-03 FY 2021 American Rescue Plan Funding Increase for Head Start Program
- 15.5 ACF-PI-HS-21-04 Expectations for Head Start Programs in Program Year 2021-2022
- 15.6 Management Bulletin 21-06 Updated Reimbursement Requirements for Alternative Payment Programs and Providers
- 15.7 Management Bulletin 21-07 Updated Reopening and Reimbursement Requirements for Direct Service Contractors
- 15.8 Management Bulletin 21-08 Guidance Regarding the Extension of Temporary Emergency Childcare Services, Enrolling New Families in Temporary Emergency Childcare, Transition into Ongoing Childcare Services, and Assessment of Family Fees for Essential Workers and At-Risk Populations

16 FUTURE BOARD MEETINGS:

- August 13th, 2021
- October 8th, 2021
- December 10th, 2021

17 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