

**ATCAA BOARD OF DIRECTORS MEETING**

**AGENDA**

**February 10, 2023 | 10:30 AM**

**10590 CA-Hwy 88, Jackson, CA 95642**

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

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| **ATCAA Board of Directors** | | | | | |
|  | ***Frank Axe, Board Chairperson*** | | | | PUB (A) |
|  | ***Joni Drake, Board Vice-Chair*** | | | | LIR (A) |
|  | ***Walt Kruse, Board Secretary/Treasurer*** | | | | LIR (T) |
| **Amador** | | | **Tuolumne** | | |
|  | Jaron Brandon | PUB |  | David Goldemberg | PUB |
|  | Jeff Brown | PUB |  | Andy Merrill | PUB |
|  | Lynn Morgan | PRI |  | Lloyd Schneider | PRI |
|  | Mary Pulskamp | LIR |  | Helena Rice-Padilla-HSPC | LIR (A/T) |
|  | Susan Conn | LIR |  |  |  |

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| **ATCAA Staff** | |
|  | Joseph Bors, Executive Director |
|  | Bruce Giudici, Fiscal Officer |
|  | Cynthia Rockwell, Board Secretary |
|  | Tina Clark, Fiscal Services Coordinator |
|  | Pat Porto, Family Resource Director |
|  | Tonya Kraft, Lifeline Coordinator |
|  | Denise Cloward, Housing Director |
|  | Nancy Miner, Early Childhood Services Director |
|  | Kristy Moore, Communications |
|  | Joseph Tobin, Food Bank Director |
|  | Ruth Brickner, Energy and Water Conservation Director |
|  | Robert White, Prevention Program Director |

**Others Present:**

1. **PUBLIC MATTERS NOT ON THE AGENDA**: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.
2. **CONSENT CALENDAR**: Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a board member(s). **(ACTION ITEM)**
   1. Approval of minutes from [December 9, 2022] meeting Pg. 1
   2. Head Start Monthly Statistical Report for December 2022 Pg.7
3. **NEW BOARD MEMBER APPOINTMENT:** 
   1. Appointment and Seating of Claire Gunselman to the ATCAA Board of Directors as representative of the Amador Public Sector. (***Org Std 5.1***)
4. **NEW BUSINESS (ACTION ITEM) (*Org. Std. 2.3*)**
   1. Program Director Presentations. Change presentations to three (3) verbal presentation per scheduled ATCAA Board of Directors Meeting. Three (3) verbal presentations and six (6) slide only presentations to be provided at each future scheduled ATCAA Board of Directors Meeting.
   2. Add ATCAA Human Resources Department to Program Director Verbal/Slide Only presentations.
5. **COMMITTEE REPORTS:**
   1. Finance Committee: Verbal Report of [February 10, 2023] meeting
      1. ATCAA 2022 Fiscal Year Audit **(ACTION ITEM) *(Org. Std. 8.1)*** Pg. 8
      2. Financial Reports **(*Org Std 8.7*)**
         1. Administrative Reports Pg. 100
         2. Early/Head Start Reports through December 2022 Pg. 106
         3. Program Fiscal Reports Pg. 112
         4. Agency Financial Reports Pg. 113
   2. Internal Affairs: Verbal Report of [February 7, 2023] meeting **(ACTION ITEM) (*Org. Std.* 7.2 )**
      1. Grievance Policy – Update to existing policy Pg. 116
      2. Travel Reimbursement – Update to existing policy Pg. 118
      3. Assigned Weekly Hours – Update to existing policy Pg. 120
      4. Holidays – Update to existing policy Pg. 121
   3. Executive Committee: Has not met.
   4. Nominating Committee: Has not met.
   5. Early/Head Start Policy Council: Verbal Report of [February 3, 2023] meeting.
6. **PROGRAM PRESENTATIONS/UPDATES**: **(*Org Std. 5.9)*** 
   1. Family Resources, Pat Porto (Verbal) Pg. 128
   2. Lifeline, Tonya Craft (Verbal) Pg. 129
   3. Energy, Ruth Brickner (Verbal) Pg. 138
   4. CalEIT/VITA, Kelly Hewitt/Karen Foreman pg. 133
   5. Prevention Programs/YES Partnership, Bob White (Slide Only) Pg. 140
   6. Food Bank, Joe Tobin (Slide Only) Pg. 136
   7. Communications, Kristy (Slide Only) Pg. 134
   8. Housing, Denise Cloward (Slide Only) Pg. 131
   9. Early Childhood Services, Nancy Miner (Slide Only) Pg. 142
7. **CSBG REPORT:**
   1. Board Discussion and Update on recruiting and filling board vacancies **(*Org. Std. 5.5*)**
   2. Community Needs Assessment (CNA)
   3. 2023 CSBG Risk Assessment Update **(*Org. Std. 4.) (Hand Out)***
   4. 2023 CSBG Annual Report
8. **EXECUTIVE DIRECTOR REPORT (Verbal):**
   1. New Jackson Shelter Update. Video Presentation.
   2. Varley Place Occupancy Update
9. **ITEMS FOR FUTURE AGENDAS**

11.1. Internal Affairs: Verbal Report of [TBD] meeting **(ACTION ITEM) (*Org. Std. 7.2* )**

11.1.1. Personally Identifying Information (“PII”) – New Policy

1. **INFORMATIONAL:**
   1. Policy Council Minutes December 2, 2022 Pg. 143
   2. Head Start reports through November 2022, as emailed in January 2023 Pg. 147
   3. ECS Management Bulletin 23-01: Subject Changes in Eligibility, Priority, and Non-Countable Income for the California State Preschool Program Pg. 153
   4. Head Start|ECLKC: Supplementary Information on Establishing an Evidence-based Covid-19 Mitigation Policy Pg. 167
2. **FUTURE BOARD MEETINGS:**

April 14, 2023 (Sonora, CA)

1. **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