



Amador Tuolumne Community Action Agency BOARD OF DIRECTORS MEETING

December 10th, 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 Meeting

URL: <https://us02web.zoom.us/j/86906798397?pwd=MXcyaGpMMk00R2dVRDBjMDk2ZWU4Zz09>

METTING ID: 869 0679 8397

PASSCODE: 121021

PHONE NUMBER: +16699006833 US (San Jose)

1. CALL TO ORDER:

2. ROLL CALL:

ATCAA Board of Directors					
	<i>Lynn Morgan, Board Chairperson</i>			Amador - PRI	
	<i>Walt Kruse, Board Vice-Chair</i>			Tuolumne - LIR	
	<i>Frank Axe, Board Secretary/Treasurer</i>			Amador - PUB	
Amador			Tuolumne		
	Steve McLean	PUB		Kathleen Haff	PUB
	Jeff Brown	PUB		Anaiah Kirk	PUB
	Jim Wilmarth	PRI		Colette Such	PUB
	Susan Ross	PRI		Lloyd Schneider	PRI
	Joni Drake	LIR		Helena Rice-Padilla	HSPC
	Mary Pulskamp	LIR		VACANT	LIR

ATCAA Staff	
	Joseph Bors, Executive Director
	Bruce Giudici, Fiscal Officer
	Rachel Leach, Secretary to the Board
	Kristy Moore, Communications Manager
	Joseph Tobin, Food Bank Director
	Craig Case, Energy Director
	Robert White, Prevention Program Director
	Nancy Miner, Early Childhood Services Director

Others Present:

- Approval of Resolution 2021-10 “Adopting Subsequent Resolution Making Findings in Support of Allowing Remote Meetings Pursuant to AB361 (Modified Brown Act Procedures During a Declared Emergency).” Pg.4-6

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. **NEW BOARD MEMBER APPOINTMENT:**
 - 5.1. Consideration to appoint Helena Rice-Padilla of the Head Start Policy Council to the ATCAA Board of Directors as representative of the Low-Income Sector, replacing Serafina Thomas whose term ended October 2021. (*Org. Std. 5.2*)
6. **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).
 - 6.1. Approval of minutes from [November 5, 2021] meeting Pg. 7-11
 - 6.2. ECS Monthly Statistical Report [October 2021] Pg. 12-13
7. **ANNUAL AUDIT PRESENTATION:** Grant Bennett Associates
 - 7.1. Presentation and Acceptance of FYE 2021 ATCAA Audit (*Org. Std. 8.1, 8.2, 8.3, and 8.4*) (Handout)
8. **NEW BUSINESS:**
 - 8.1. Approval of 2022 Board Calendar Pg. 14
 - 8.2. Election of Board Officers for 2022 term Pg. 15
 - 8.2.1. Open floor for additional nominations
 - 8.2.2. Acceptance of Board Officers for 2022 term
 - 8.3. Appointment of Ad-Hoc Bylaws Committee
 - 8.4. Approval of the 2022-2023 California State Preschool Program Continued Funding Application (CFA) and authorization for Joe Bors, Executive Director, to sign the CFA.
9. **COMMITTEE REPORTS:**
 - 9.1. Finance Committee: Verbal Report of [December 8, 2021] meeting
 - 9.1.1. Financial Reports (*Org Std 8.7*)
 - 9.1.1.1. Administrative Reports Pg. 16-22
 - 9.1.1.2. Early/Head Start Reports PG 23-31
 - 9.1.1.3. Program Fiscal Reports Pg. 32
 - 9.1.1.4. Agency Financial Reports Pg. 33-42
 - 9.2. Executive Committee: Verbal Report of [November 30, 2021] meeting
 - 9.3. Internal Affairs Committee: Verbal Report of [December 3, 2021] meeting
 - 9.3.1. *Request approval of revised Policy 6.2 Paid Time Off (PTO) Pg. 43-46*
 - 9.4. Nominating Committee: has not met
 - 9.5. Early/Head Start Policy Council: Verbal Report of [December 3, 2021] meeting.
10. **PROGM PRESENTATIONS/UPDATES:** (*Org Std. 5.9*)
 - 10.1. Communications, Kristy Moore (Verbal Report) Pg. 48-49
 - 10.2. Food Bank, Joe Tobin (Verbal Report) Pg. 50-51
 - 10.3. Energy, Craig Case (Verbal Report) Pg. 52-53
 - 10.4. Prevention Programs/YES Partnership, Bob White (Verbal Report) Pg. 54-55
 - 10.5. Early Childhood Services, Nancy Miner (Verbal Report) Pg. 56-57
 - 10.6. Family Resource Services, Pat Porto (Slide Only) Pg. 58-59
 - 10.7. Lifeline, Tonya Kraft (Slide Only) Pg. 60-61
 - 10.8. Housing, Denise Cloward (Slide Only) Pg. 62-63
 - 10.9. MCHN & CSBG CARES Program, Patrick Kane (Slide Only) Pg. 64-65

11. EXECUTIVE DIRECTOR REPORT:

- 11.1. Update on Umpqua Line of Credit
- 11.2. ATCR Board meeting update

12. ITEMS FOR FUTURE AGENDAS:

13. INFORMATIONAL:

- 13.1. Policy Council Minutes November 5, 2021 Pg. 66-69
- 13.2. ECS Management Bulletin 21-14: Continued Funding Application, Fiscal Year 2022-23 Pg. 70-72

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

RESOLUTION 2021-08

A Public Agency Dedicated to Providing Critical Human Services since 1981

AMADOR SERVICE CENTER
10590 Highway 88, Jackson, CA. 95642
Phone: 209-223-1485 / Fax: 209-223-4178

"People Helping People"
www.ATCAA.org

TUOLUMNE SERVICE CENTER
427 N. Highway 49 #305
Phone: 209-533-1397 / Fax: 209-533-1394

RESOLUTION 2021-10

Amador-Tuolumne Community Action Agency

AUTHORIZING RESOLUTION

FINDINGS OF THE BOARD OF DIRECTORS OF AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY RE-AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE BOARD OF DIRECTORS AND STANDING COMMITTEES FOR THE PERIOD OF DECEMBER 10th, 2021 - JANUARY 9th, 2022 PURSUANT TO THE RALPH M. BROWN ACT.

WHEREAS, all meetings of the Board of Directors of Amador-Tuolumne Community Action Agency (Tripartite Board) are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and view the legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions and requirements; and

WHEREAS, a required condition of Government Code section 54953(e) is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558(b); and

WHEREAS, a further required condition of Government Code section 54953(e) is that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body holds a meeting to determine or has determined by a majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, on March 4, 2020, Governor Newsom issued a Proclamation of a State of Emergency declaring a state of emergency exists in California due to the threat of COVID-19, pursuant to the California Emergency Services Act (Government Code section 8625); and,

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-07-21, which formally rescinded the Stay-at-Home Order (Executive Order N-33-20), as well as the framework for a gradual, risk-based reopening of the economy (Executive Order N-60-20, issued on May 4, 2020) but did not rescind the proclaimed state of emergency; and,

WHEREAS, on June 11, 2021, Governor Newsom also issued Executive Order N-08-21, which set expiration dates for certain paragraphs of the State of Emergency Proclamation dated March 4, 2020 and other Executive Orders but did not rescind the proclaimed state of emergency; and,

WHEREAS, as of the date of this Finding, neither the Governor nor the state Legislature have exercised their respective powers pursuant to Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent Finding the state Legislature; and,

WHEREAS, the California Department of Industrial Relations has issued regulations related to COVID-19 Prevention for employees and places of employment. Title 8 of the California Code of Regulations, Section 3205(5)(D) specifically recommends physical (social) distancing as one of the measures to decrease the spread of COVID-19 based on the fact that particles containing the virus can travel more than six feet, especially indoors; and,

WHEREAS, on November 5th, 2021 the Tripartite Board previously adopted Finding No. 2021-07, finding that the requisite conditions existed for the Tripartite Board to conduct remote teleconference meetings without compliance with Government Code section 54953 (b)(3), as authorized by Section 54953(e); and,

WHEREAS, as a condition of extending the use of the teleconferencing provisions for another 30 days beyond the Finding adopted on November 5th, 2021, pursuant to Government Code Section 54953(e), the Tripartite Board must reconsider the circumstances of the state of emergency that exists and find that either the state of emergency continues to directly impact the ability of the members to meet safely in person or state or local officials continue to impose or recommend measures to promote social distancing; and,

WHEREAS, the Tripartite Board has reconsidered the circumstances of the state of emergency and finds that state or local officials continue to impose or recommend measures to promote social distancing, based on the California Department of Industrial Relations regulations related to COVID-19 Prevention, specifically, Title 8 of the California Code of Regulations, Section 3205(5)(D), continuing to remain in effect; and,

WHEREAS, as a consequence, the Tripartite Board does hereby find that it may continue to conduct their meetings by teleconferencing without compliance with Government Code section 54953 (b)(3), pursuant to Section 54953(e), and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed by Government Code section 54953(e)(2).

NOW, THEREFORE, BE IT RESOLVED, FOUND AND ORDERED by the Tripartite Board, in regular session assembled on December 10th, 2021 does hereby find as follows:

Section 1. Recitals. All of the above recitals are true and correct and are incorporated into this Finding by this reference.

Section 2. Reconsideration of the State of Emergency. The Tripartite Board has reconsidered the circumstances of the state of emergency that continues to exist and was proclaimed by the Governor through a State of Emergency Proclamation on March 4, 2020.

Section 3. State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing. The Tripartite Board hereby proclaims that state officials continue to impose or recommend measures to promote social (physical) distancing based on the continuance of California Department of Industrial Relations regulations related to COVID-19 Prevention through Title 8 of the California Code of Regulations, Section 3205(5)(D).

Section 4. Remote Teleconference Meetings. The Tripartite Board is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Finding including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 5. Effective Date. This Finding shall take effect immediately upon its adoption and shall be effective until the earlier of (i) January 9th, 2022, or (ii) such time the Tripartite Board adopts a subsequent Finding in accordance with Government Code section 54953(e)(3) to extend the time during which its legislative bodies may continue to teleconference without compliance with Section 54953(b)(3).

ADOPTED BY THE BOARD OF DIRECTORS OF THE AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY ON December 10, 2021.

AYES: _____ **NOES:** _____

ABSENT: _____ **ABSTAIN:** _____

Lynn Morgan, ATCAA Board Chair

Attest: Joseph Bors, ATCAA Executive Director



**Amador Tuolumne Community Action Agency
BOARD OF DIRECTORS MEETING**

November 5th, 2021 | 10:30 a.m.

MINUTES - TBA

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 Meeting

URL: <https://us02web.zoom.us/j/87601973370?pwd=QUI1dDVJUzF3OEEdpWEpMcHh5dklLQT09>

METTING ID: 876 0197 3370

PASSCODE: 110521

PHONE NUMBER: +16699006833 US (San Jose)

1. CALL TO ORDER:

Meeting was called to order at 10:36 am by Lynn Morgan, Board Chair.

2. ROLL CALL:

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

ATCAA Staff	
Joseph Bors, Executive Director	P
Bruce Giudici, Fiscal Officer	P
Rachel Leach, Secretary to the Board	P
Pat Porto, Family Resources Services	P
Tonya Kraft, Lifeline	P
Denise Cloward, Housing Director	A
Patrick Kane, MCHN & CSBG CARES Program	P

Others Present:

Alison McElwee, Fiscal Services Coordinator; Nancy Miner, Early Childhood Services Director

Board Member Jim Wilmarth arrived at 10:41am.

- 3. APPROVAL OF AGENDA:** Approval of agenda for this date, all off-agenda items must be approved by the Board (pursuant to Government Code 54954.2) **NOTE: Approval of 11.1 “Consideration of Adopting Resolution Making Findings in Support of Allowing Remote Meetings Pursuant to AB361 (Modified Brown Act Procedures During a Declared Emergency)” must be completed prior to Approval of Agenda**

After establishing a quorum and prior to the approval of the agenda Joseph Bors, Executive Director addressed and read item 11.1 Resolution 2021-07 – Proclaiming and Authorizing Remote Teleconferencing Meetings of the Board of Directors for 30 Days Pursuant to AB361 Brown Act Provisions.

Member Schneider moved and Kruse seconded the approval of passing item 11.1 Resolution 2021-07. MPU via roll call.

Member Schneider moved and Such seconded the Approval of the Agenda. 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. 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 [August 13,2021] meeting Pg.

5.2. ECS Monthly Statistical Report [August 2021] Pg.

5.3. ECS Monthly Statistical Report [September 2021] Pg.

Member Schneider moved and Kruse seconded the Approval of the Consent Calendar. MPU via roll call.

- 6. BOARD TRAINING: None**

- 7. FINANCE COMMITTEE MEETING:** The full Board will break for approximately 60 minutes for the Finance Committee to meet.

The ATCAA Board of Directors meeting recessed at 10:53 am to allow for the Finance Committee to meet. Lynn Morgan, Board Chair called the meeting back to order at 11:52 am. A quorum was reestablished with member Schneider being absent.

- 8. COMMITTEE REPORTS:**

8.1. Finance Committee: Verbal Report of [October 8, 2021] meeting

8.1.1. Financial Reports (***Org. Std 8.7***) Pg.

8.1.1.1. Administrative Reports

8.1.1.2. Early/Head Start Reports

8.1.1.3. Program Fiscal Reports

8.1.1.4. Agency Financial Reports

Member Schneider rejoined the meeting at 11:56 am at item 8.1.1.1.

Bruce Giudici, Fiscal Officer provided a recap of what was discussed at the Finance Committee meeting. He noted explained that we are in the process of negotiating an external line of credit with Umpqua Bank and results of the negotiation will be brought to the Board at the next meeting. For now, we are using our internal line of credit and cash flow should not be a problem for the next 6 months to a year. He discussed that we are behind on admin expenditures but low on revenue and that we will be using CSBG funds on admin to balance us out. Head Start is currently spending down funds and currently does not have any funding concerns. Program Reports were well received by the Finance Committee, there are no cash flow issues. Varley Place has some vacancies and we are working on plugging those funding shortfalls with the landlord program the State has set up. Giudici mentioned that the elevator at Varley Place is not functioning properly and it would take

\$85,000 to repair it and that we are planning on taking it to the ATCR Board as they are the landlord.

8.1.2. Recommendation to approve CSBG Budget for Grant Year 2022 (Org. Std 8.9) (Action Item) Pg.

Giudici explained the current CSBG budget for 2022 noting the only major change was adding the CSBG Coordinator salary to the budget.

Member Such moved and Schneider seconded the approval of the CSBG Budget for Grant Year 2022. MPU via roll call.

8.2. Executive Committee: Verbal Report of 8/30/2021, 9/17/2021, 9/20/2021, and 10/12/2021 meetings

8.2.1. Public Employee Performance Evaluation and Contract Negotiations (Pursuant to Government Code Section 54957) - Executive Director (Org. Std. 7.4)

Lynn Morgan, Board Chair reported out that the Executive Committee met and reviewed the Executive Director performance evaluation and approved to keep the Executive Director in his contract as written through the end of 2022.

8.3. Internal Affairs Committee: Has Not Met

8.4. Nominating Committee: Verbal Report of September 3, 2021 Meeting

8.4.1. Slate of Board Officer Nominations for 2022 term

Board Chair – Frank Axe

Vice-Chair – Joni Drake

Secretary/Treasurer – Walt Kruse

8.4.2. Additional Nominations from the floor

8.4.3. Acceptance of the Board Officer Nominees (Action item)

Member Drake reported on the Nominating Committee meeting and presented their selection of officer nominees for the 2022 term. It was clarified that this slate of nominees is not a finalized slate and anyone who wishes to be nominated as a candidate for an officer position may speak up and nominate themselves or another member of the board. Member Kruse mentioned that his nomination was a surprise and that if no one else wishes to be a nominated for the Secretary/Treasurer office he would accept the nomination. The floor was opened to additional nominations. There were no additional nominations from the floor.

Member Schneider moved and Haff seconded the acceptance of the slate of officer nominees for the 2022 term. MPU via roll call.

The slate of officer nominees to be presented to the Board at the December meeting for election of officers shall be as follows:

Frank Axe, Board Chair; Joni Drake, Board Vice-Chair; and Walt Kruse, Secretary/Treasurer

8.5. Early/Head Start Policy Council: Verbal Report of [October 1, 2021 and November 5, 2021] meeting.

Nancy Miner, ECS Director provided an overview from of the October 1st Policy Council (PC) meeting noting that they dissolved the 2020-21 PC and seated the 2021-22 PC members. Head Start is still under enrolled especially in the Home Base Program. Developmental and health screenings are taking place at all sites. They reviewed the ATCAA Code of Conduct and Conflict of Interest Policies and discussed general conduct at PC meetings. They talked about staffing and staff vacancies; COVID related requirements, Head Start Forward requirements, and staff training.

Miner also provided an overview from of the November 5th PC meeting. The PC discussed and approved the Non-Federal Share Waiver that the Board will be asked to vote on later in the agenda. The program is asking for a waiver of \$200,000 of the \$851,298 of in-kind that they are expected to generate this year. This is primarily due to their inability to have volunteers in the classroom due to COVID restrictions. Miner reported the status of the health screenings and provided current outcomes. They discussed officer positions for the PC, that will be voted on in December, including a representative to the ATCAA Board. They are actively searching for new

employees and conducting interviews as well as onboarding new staff. Lastly, they discussed the federal mandate requirement for all staff to be COVID vaccinated by January 1st but are still waiting on formal guidance about implementation of the mandate.

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

- 9.1.** Housing, Denise Cloward (Verbal Report) Pg.
- 9.2.** Family Resource Services, Pat Porto (Verbal Report) Pg.
- 9.3.** Lifeline, Tonya Kraft (Verbal Report) Pg.
- 9.4.** MCHN & CSBG CARES Program, Patrick Kane (Verbal Report) Pg.
- 9.5.** Food Bank, Joe Tobin (Slide Only) Pg.
- 9.6.** Energy, Craig Case (Slide Only) Pg.
- 9.7.** Prevention Programs/YES Partnership, Bob White (Slide Only) Pg.
- 9.8.** Early Childhood Services, Nancy Miner (Slide Only) Pg.
- 9.9.** Communications, Kristy Moore (Slide Only) Pg.

Pat Porto, Tonya Kraft, and Joe Bors provided verbal updates for Housing, Family Resource Services, Lifeline and MCHN & CSBG CARES informing the Board of the status on current contracts, recent achievements, and items in progress for each program.

10. OLD BUSINESS:

11. NEW BUSINESS:

- 11.1.** Resolution 2021-07 – Proclaiming and Authorizing Remote Teleconferencing Meetings of the Board of Directors for 30 Days Pursuant to AB361 Brown Act Provisions Pg.
- 11.2.** Request for approval of Non-Federal Share Waiver for Head Start and Early Head Start for Fiscal Year 2021 Pg.

Member Schneider left at item 11; a quorum remains in attendance.

Bors reminded the Board that item 11.1 was approved prior to the approval of the agenda. Item 11.2 was approved at the Head Start Policy Council meeting today and is requesting that the board vote to approve the Non-Federal Share Waiver.

Wilmarth moved and Kruse seconded the approval of the Non-Federal Share Waiver for Head Start and Early Head Start for Fiscal Year 2021. MPU via roll call.

12. BOARD MEMBER PROGRAM REVIEW REPORT:

- 12.1.** Food Bank Field Trip Report

Lynn Morgan, Board Chair left the meeting at item 12.1 and Walt Kruse, Vice-Chair presided over the remainder of the meeting.

Member Haff stated that her visit to the Food Bank was great; the staff were great and well versed. She was impressed with the number of programs that contribute to the food bank and it was well organized. Member Kruse indicated that the food bank is well run, there is a lot of work, and that the staff do a good job at getting it all done. Bors added they have the equivalent of four full time staff that move, with volunteers, about one million pounds of food every year.

13. CSBG REPORT:

- 13.1.** CSD Review and acceptance of the 2021 Organizational Standards: standards met with 100% compliance
- 13.2.** CSD Desk Review in progress with CSBG regulation
- 13.3.** CSBG CARES Reallocations

Bors explained to the Board that CSD has formally accepted our 2021 Organizational standards and that we are currently in the middle of a review. He explained to the Board that we will be working on reallocations of CSBG CARES funding as we recently learned that several of the services listed in our CSBG CARES approved work plan are not reimbursable expenses, such as the COVID paid time off and the generators for the service centers. We have already begun working on the reallocations and have so far reallocated a large portion without a negative impact and that we will be pursuing other services that are allowable under the CSBG CARES contract.

14. EXECUTIVE DIRECTOR REPORT:

14.1. Risk Assessment Updates- status on success of mitigation efforts

14.2. Update on Proposed Transitional Housing

14.3. Update on 2022 Medical Health Benefits

Bors provided updates on the success of mitigation risks that were noted in the recent risk assessment.

Successes were made in five areas: 1) we have streamlined the board minutes, 2) we have developed a committees participant list and are now rotating board members through the finance committee, 3) we received three bids to install a video and alarm system in the Jackson service center, 4) we have modified our policy on how staff interact with clients, and 5) we have implemented a two-factor authentication for our Office 365 logins.

Bors provided an update on proposed transitional housing indicating that he is currently trying to pursue another shelter in Sonora and a pocket listing in Jackson.

Bors provided an update on the 2022 medical health benefits and stated that we will need to consider changing our dental and vision as premiums are going up. He is currently looking at other options for dental and vision.

15. ITEMS FOR FUTURE AGENDAS:

15.1. Strategic Plan

16. INFORMATIONAL:

16.1. Policy Council Bylaws Pg.

16.2. Policy Council Minutes for [10/1/21] meeting Pg.

16.3. Early/Head Start Reports through 7/31/21 Pg.

16.4. Early/Head Start Reports through 8/31/21 Pg.

16.5. 2021 Head Start/Early Head Start Program Indicators Pg.

16.6. Management Bulletin 21-10 Non-COVID Emergency Closure Requests for Fiscal Year 2021-22 Pg.

16.7. Management Bulletin 21-11 Reopening, Reimbursement, Distance Learning Plans, and Distance Learning Requirements for California State Preschool Program Contractors Pg.

16.8. Management Bulletin 21-12 Guidance on Family Fees for Fiscal Year (FY) 2021–22 Pg.

16.9. Management Bulletin 21-13 Guidance on Implementation of the California State Preschool Program Quality Requirements During the COVID-19 Pandemic Pg.

16.10. ACF-IM-HS-21-04: Terminology Changes Pg.

16.11. ACF-IM-HS-21-05: Supporting the Wellness of All Staff in the Head Start Workforce Pg.

17. FUTURE BOARD MEETINGS:

December 10th, 2021

18. ADJOURNMENT:

Meeting was adjourned at 1:22 pm by Walt Kruse, Vice-Chair.

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

ACTIVE SUPERVISION MONITORING SELF-ASSESSMENT (SA) DATA												
For the month of: October, 2021	Head Start	Early Head Start	State Preschool	Center	# of teaching staff	# completed assessments	% rated "always"	Comments				
Funded Enrollment	146	87	85	Blue Bell EHS/HS	8	8	100%					
Cumulative Enrollment	136	82	90	Ione EHS/HS	6	10	86%					
Pregnant Women Served	N/A	1	N/A	Jackson EHS/HS	6	5	100%	Teacher out				
Children Enrolled <45 days	4	9	1	Jamestown EHS/HS	7	28	100%	HS completed weekly SA's				
Left the Program	7	19	4	Sonora	3	3	100%					
Number of children with IEP/IFSP	15	7	12	Soulsbyville	2	2	100%					
Dual Language Learners	7	4	7	Summerville	3	2	100%	Teacher out				
Children with Medical Home	34	79	98	Totals	35	55						
Children with Dental Home	38	70	90									
Families w/out Medical Insurance	8	2	1									
				Blue Bell EHS	Jamestown EHS	Ione	Ione EHS	Jackson	Jackson EHS	Home Base		
Actual Enrollment	19	19	16	17	20	8	17	19	12	21		
Attendance %	77%	86%	71%	77%	66%	57%	62%	84%	78%	66%		
# on Wait List Income Eligible	3	2	2	1	2	5	3	4	5	3		
# on Wait List Over Income	17	14	10	8	4	0	9	5	1	6		
% of children with Health Screenings w/in 45 days	100%	100%	100%	100%	95%	100%	91%	100%	100%	20%		
% of children with complete immunizations	100%	100%	99%	100%	100%	100%	91%	100%	100%	48%		
% of children with physical complete	79%	100%	93%	61%	90%	100%	100%	100%	100%	48%		
% Dental screenings	79%	100%	68%	0%	75%	25%	100%	100%	33%	24%		
# Children needing dental treatment	10	0	0	0	0	0	1	0	1	2		
Of these receiving treatment	10	0	0	1	0	1	0	0	0	1		
Meals Served:												
Breakfast	136	305	200	219	173	92	236	123	319	156	na	
Lunch	152	336	208	218	173	90	231	126	320	157	na	

NOTES FOR OCTOBER STATISTICAL REPORT

The Active Supervision Self-Assessment instrument was developed this spring and summer as a part of the review and editing of our Active Supervision procedures and training. This is the first time we have used this self-assessment tool. Some centers/staff chose to do more than one self-assessment.

Active Supervision Planning and Monitoring happens in three different ways. In the Fall, teaching staff complete a self-assessment as well as developing a plan for transitions and for visual supervision. They review and sign the Active Supervision procedure and their plan. Plans are posted in the classroom.

In the Winter, beginning in Dec/Jan coaches and managers will visit centers to do unannounced monitoring. Any findings will be referred for further training, needed environment enhancements, or other changes. In the spring coaches and managers will revisit the centers and do a final monitoring including making sure that all changes/training occurred. In addition, all managers visiting centers do a quick check to ensure that safety standards are being followed by center-based staff.



JACKSON SERVICE CENTER
10590 Highway 88, Jackson, CA. 95642
Phone: 209-223-1485 / Fax: 209-223-4178

SONORA SERVICE CENTER
427 N. Highway 49, Ste. 305, Sonora, CA. 95370
Phone: 209-533-1397 / Fax: 209-533-1034

Amador Tuolumne Community Action Agency | ATCAA.org

Energy | Food Bank | Head Start | Housing | Lifeline | Youth, Family & Senior Resources | Children's Therapy | Tax Assistance | Referrals

ATCAA Board of Directors

2022 Meeting Dates*

Date	Location	Time
February 11 th , 2022	Jackson Service Center	10:30 a.m.
April 8 th , 2022	Sonora Service Center	10:30 a.m.
June 10 th , 2022	Jackson Service Center	10:30 a.m.
August 12 th , 2022	Sonora Service Center	10:30 a.m.
October 14 th , 2022	Jackson Service Center	10:30 a.m.
December 9 th , 2022	Sonora Service Center	10:30 a.m.

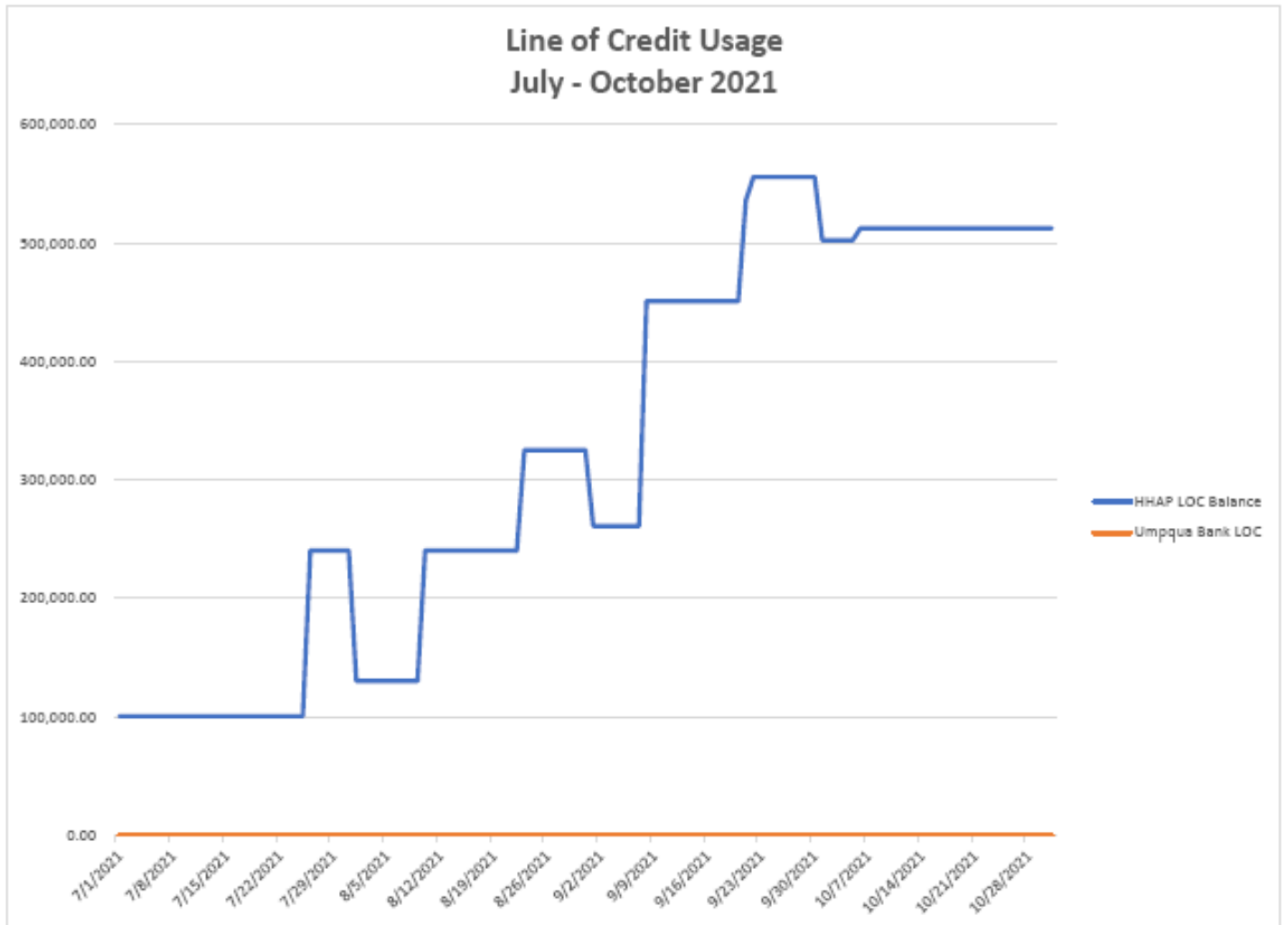
**ATCAA Board of Director meetings are typically held on the second Friday of even numbered months and alternate between Amador and Tuolumne Counties. This schedule is subject to change.*

Officer Nominees from November 5, 2021 are:

Board Chair – Frank Axe

Vice-Chair – Joni Drake

Secretary/Treasurer – Walt Kruse



Amador-Tuolumne Community Action Agency

Activity in Local Agency Investment Fund (LAIF) FOR July 1, 2021 - June 30, 2022

Beginning Balance 7/1/2021 276,440.05

Draws:

Interest

Qtr ending 6/30/21 Interest Earned @ 0.33% 225.71

Qtr ending 9/30/21 Interest Earned @ 0.24% 168.47

Deposits

Ending Bal as of 10/31/21 276,834.23

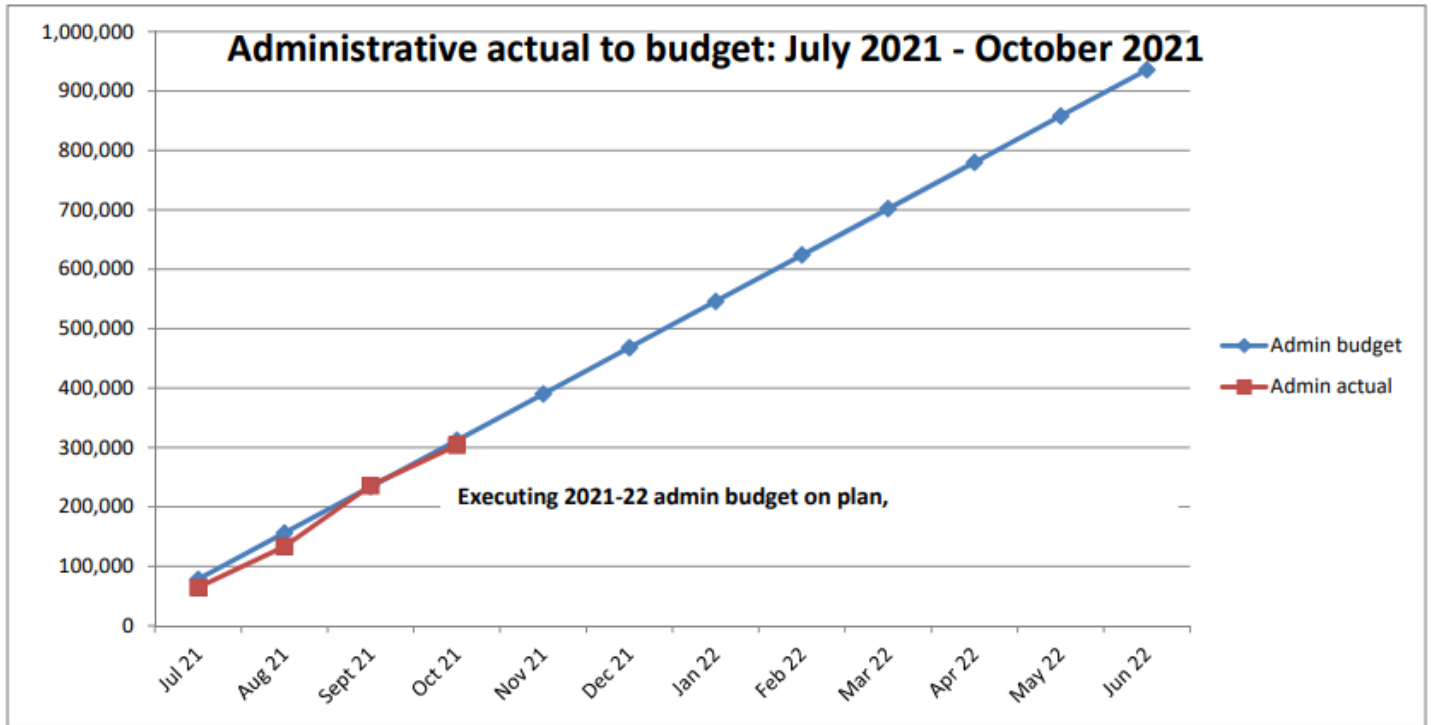
Per Board Direction, LAIF will contain:

100% of the Committed Fund Balance	\$100,000	(For Contingencies and Future Development)
75% of the prior fiscal year Accrued Leave Payable balance	\$222,561	
x 75%	\$166,921	
	\$266,921	

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	\$222,561	
x 50%	\$111,281	
	\$211,281	

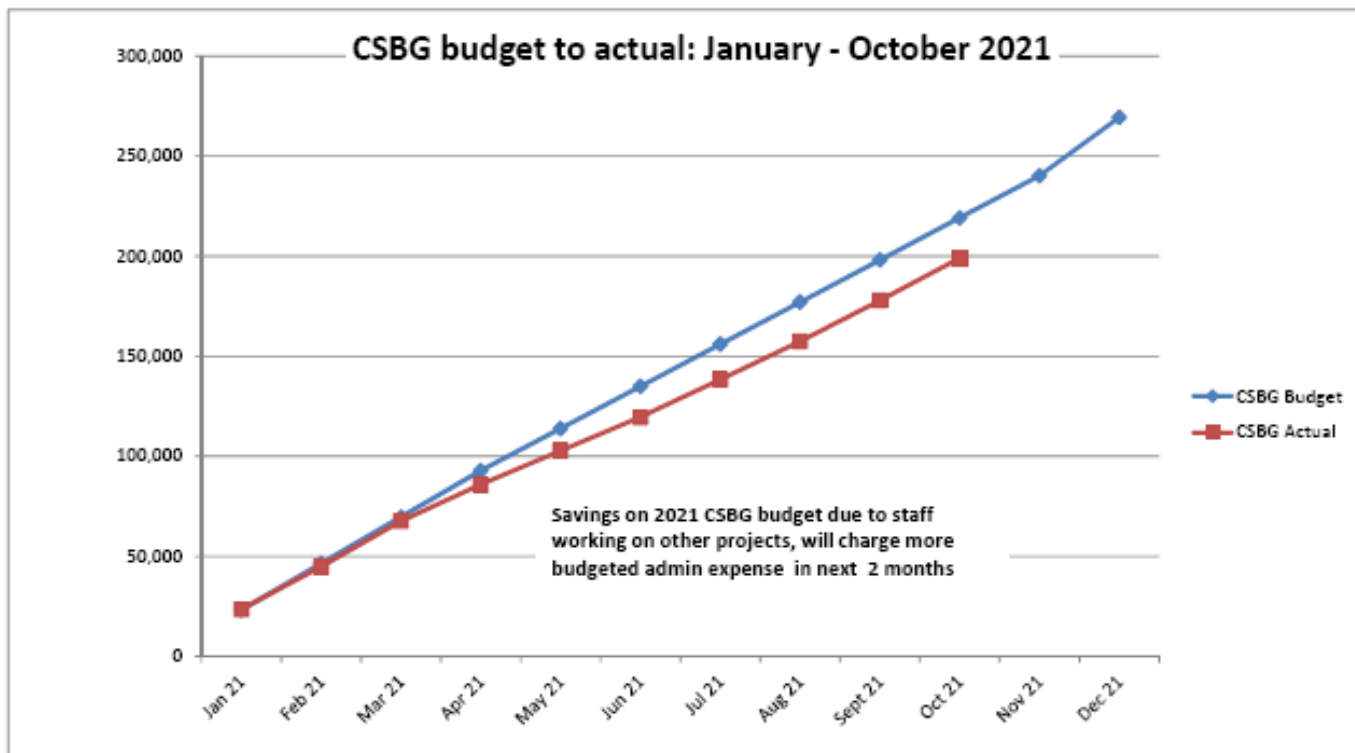
The Fiscal Officer may approve withdrawals of funds for outstanding Accounts Receivables. Documentation will be kept for the administrative file.
The Board Chair, Board Secretary-Treasurer, and the Executive Director will be notified by email within 5 working days of all activity in the LAIF account.
(Calculated minimum balance reflects FYE 2021 Accrued Leave Payable balance)



	<u>Jul 21</u>	<u>Aug 21</u>	<u>Sept 21</u>	<u>Oct 21</u>	<u>Nov 21</u>	<u>Dec 21</u>	<u>Jan 22</u>	<u>Feb 22</u>	<u>Mar 22</u>	<u>Apr 22</u>	<u>May 22</u>	<u>Jun 22</u>
Admin budget	77,980	155,960	233,939	311,919	389,899	467,879	545,858	623,838	701,818	779,798	857,777	935,757
Admin actual	64,188	133,102	235,616	303,604								

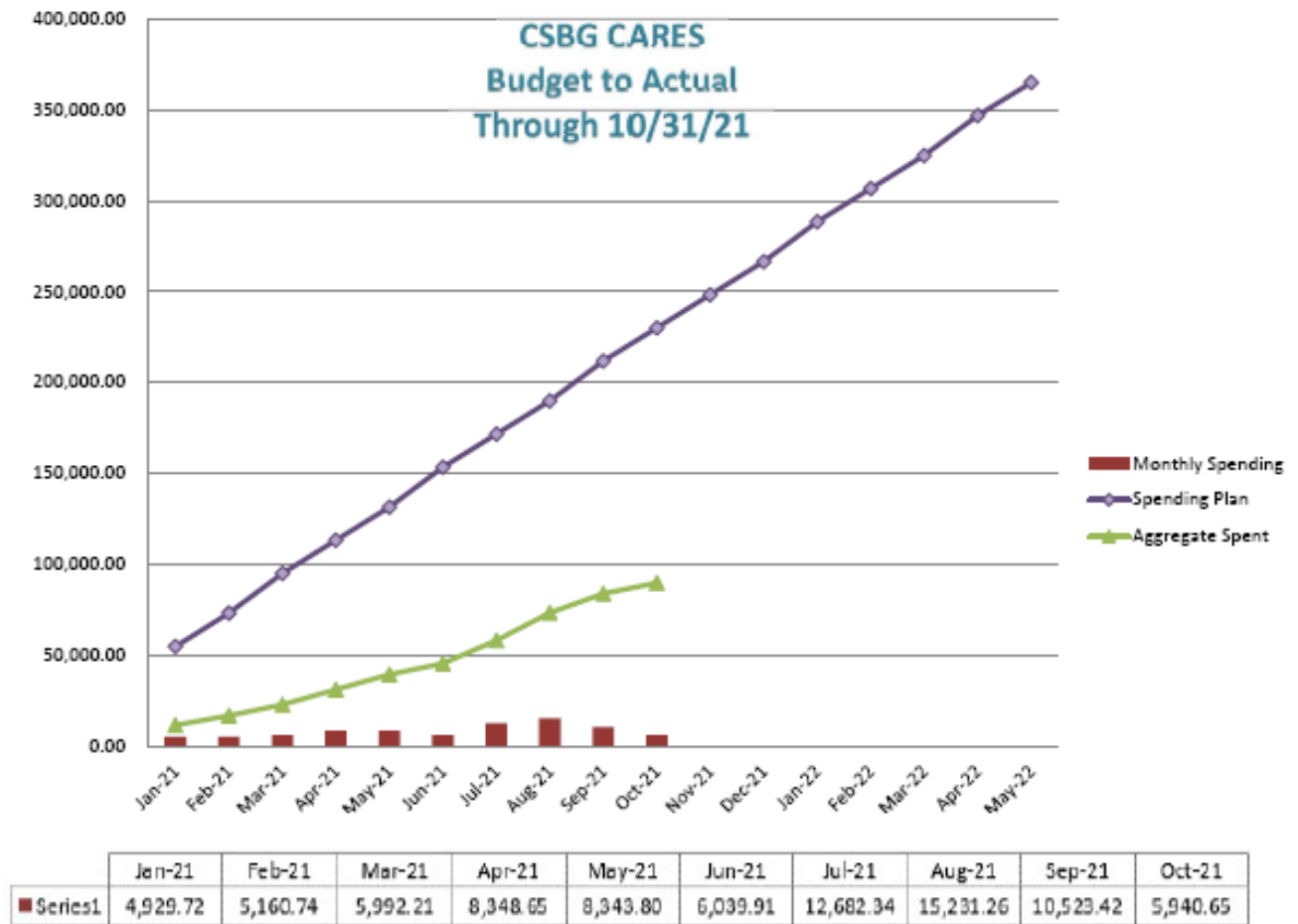
AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
Administrative actual to budget report: July - October 2021

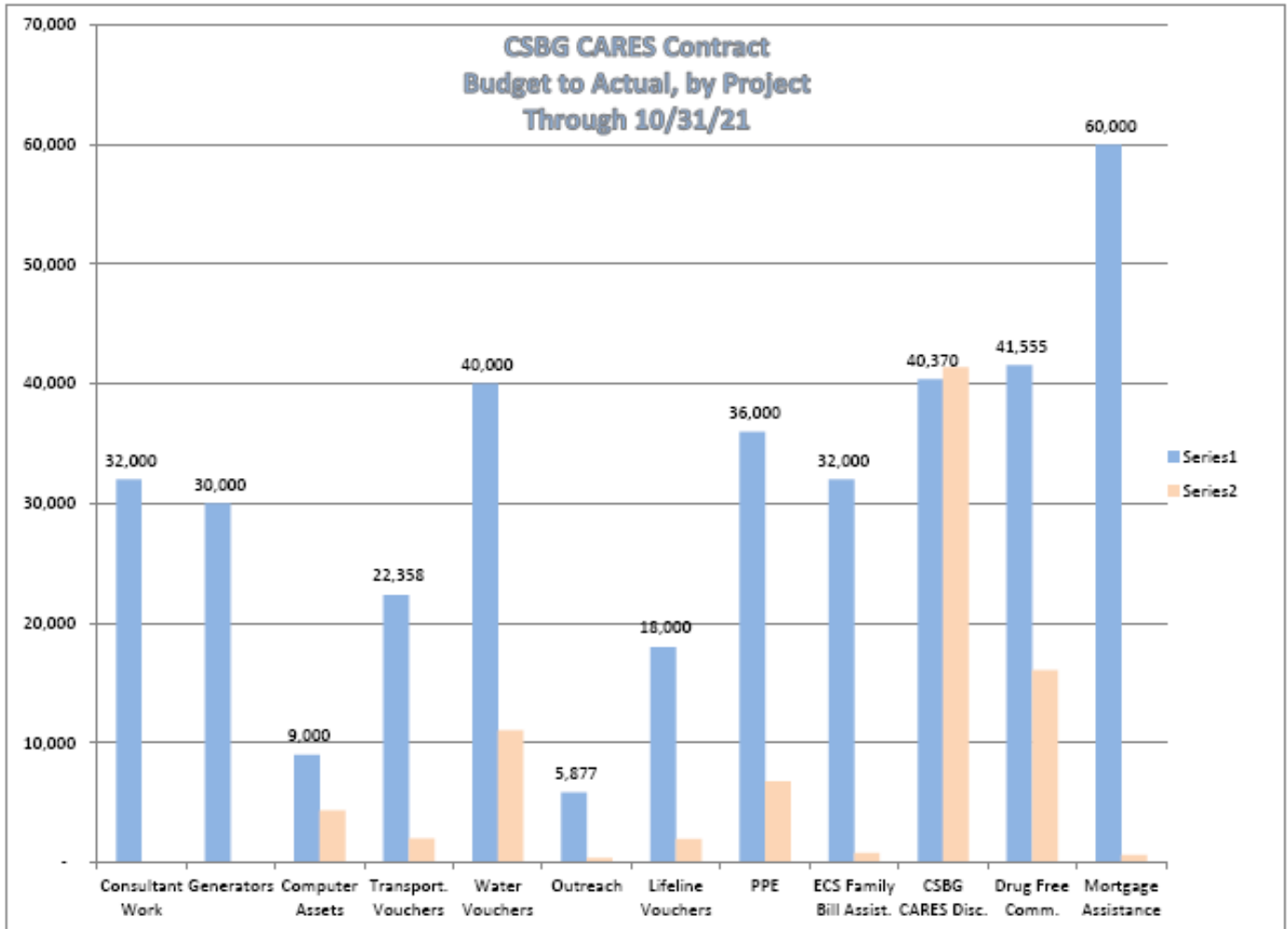
	21-22 Budget Funds 81471 & 81481	July 2021- October 2021 Unaudited	% Budget received	Amount Budget Remaining
<u>REVENUE</u>			33%	
Amador & Tuolumne Counties	\$49,000	\$16,332	33%	\$32,668
Private Revenue-Non Fed	0	0		0
Contractual Admin. Revenues:				
2021 C&BQ (Jun21-Dec21)	75,000	50,000	67%	25,000
2022 C&BQ (Jan22-Jun22)	75,000	0	0%	75,000
Contractual Admin. Revenue	739,307	223,674	30%	515,633
Total Cash Revenue	\$838,307	\$280,006	31%	\$848,301
<u>DIRECT EXPENSE</u>			% Budget spent	
Personnel Expense				
Total Salaries & Wages	\$487,832	\$147,018	31%	\$320,814
Total Fringe Benefits	190,386	65,065	34%	125,320
Total Personnel Expense	\$668,317	\$212,083	32%	\$448,234
Non-personnel Expense				
Total Travel (Out-of-Area)	\$0	\$0		\$0
Total Major Equipment and Assets	0	0	0%	0
Total Supplies	8,800	-878	-10%	7,478
Total Contractual	187,000	67,332	34%	108,888
Total Other (Equipment Expense)	26,280	4,016	18%	21,276
Total Other (General Personnel Costs)	1,200	482	38%	738
Total Other (General Operating Costs)	24,860	12,830	52%	11,820
Total Other (Space/Occupancy Costs)	62,600	17,683	33%	34,837
Total Other (Special Departmental Costs)	0	0	0%	0
Total Non-personnel Expense	\$277,440	\$81,624	33%	\$185,818
TOTAL DIRECT EXPENSE	\$936,757	\$303,607	32%	\$832,160
<u>BOARD of DIRECTORS EXPENSE</u>				
Non-personnel Expense				
Total Contractual	\$0	\$0	0	\$0
Total Supplies	\$100	0	0	100
Total Other (General Personnel Costs)	\$260	65	6.23	186
Total Other (General Operating Costs)	2,200	277	13%	1,823
TOTAL BOARD of DIRECTORS EXPENSE	\$2,660	\$332	13%	\$2,218
TOTAL ADMIN EXPENSE	\$938,307	\$303,939	32%	\$834,368
	2021-22 Budget	July 2021- October 2021 Unaudited		Variance to budget
Revenue over/under Expenditures				
Total Revenue	\$838,307	\$280,006		-\$848,301
Less Total Expenditures	-838,307	-303,939		-834,368
Current Year Revenue over/under Expenditures	\$0	-\$13,833		-\$13,833
Carryover from prior years	226,214	226,214		
Year end revenue over/under expenditures	\$226,214	\$212,281		



83241 - 1/21-5/22 CSBG \$269,354

	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21
CSBG Budget	23,207	46,414	69,622	92,829	113,885	134,942	155,999	177,055	198,112	219,169	240,218	269,347
CSBG Actual	23,511	44,833	67,581	85,934	102,720	119,537	138,277	157,384	177,880	199,034		







HEAD START BUDGET AND EXPENDITURE REPORT - 2020

8127.1

Period Covering: 01-01-2020 through 10-31-2021

<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	\$21,814	\$46	0%	0%
<i>Budget Category</i>	<i>Carryover Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Carryover	\$78,540	\$30,947	\$47,593	0%	61%
COVID	\$136,639	\$137,163	-\$524	0%	0%
<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	\$995,855	\$1,053,344	-\$57,489	0%	-6%
Fringe Benefits	405,086	400,196	4,890	0%	1%
Travel	4,000	20	3,980	0%	100%
Equipment	30,000	0	30,000	0%	100%
Supplies	60,000	52,510	7,490	0%	12%
Contractual	31,516	17,626	13,890	0%	44%
Other	211,475	184,787	26,688	0%	13%
Total Direct Charges	\$1,737,932	\$1,708,482	\$29,450	0%	2%
Encumbered		0			
Indirect Charges	196,276	192,681	3,595	0%	2%
Total	\$1,934,208	\$1,901,163	\$33,045	0%	2%
Total to be charged from CACFP			\$33,045		
Total to be charged from CSPP			\$33,045		
Total Including Other Revenue	\$1,942,679	\$1,901,163	\$41,516	0%	2%



EARLY HEAD START BUDGET AND EXPENDITURE REPORT - 2020

8127.2

Period Covering: 01-01-2020 through 10-31-2021

<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	\$27,384	\$4,250	0%	13%
<i>Budget Category</i>	<i>Carryover Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
Carryover	\$16,763	\$3,444	\$13,319	0%	79%
COVID	\$68,123	\$61,248	\$6,876	0%	10%
<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	\$806,473	\$802,384	\$4,089	0%	1%
Fringe Benefits	296,480	305,195	-8,715	0%	-3%
Travel	2,000	230	1,770	0%	88%
Equipment	0	0	0	0%	
Supplies	36,000	29,080	6,920	0%	19%
Contractual	3,000	3,994	-994	0%	-33%
Other	127,432	133,920	-6,488	0%	-5%
Total Direct Charges	\$1,271,385	\$1,274,804	-\$3,419	0%	0%
Encumbered		0			
Indirect Charges	146,103	143,045	3,058	0%	2%
Total	\$1,417,488	\$1,417,849	-\$361	0%	0%
Total to be charged from CACFP					
Total Including Other Revenue	\$1,419,786	\$1,417,849	\$1,937	0%	0%



HEAD START & EARLY HEAD START IN-KIND MATCH - 2020

8127.1 & 8127.2

Period Covering: 01-01-2020 through 12-31-2020

<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>
Total	\$401,371	\$401,371	\$0	0%	0%



HEAD START BUDGET AND EXPENDITURE REPORT - 2021

8128.1

Period Covering: 01-01-2021 through 10-31-2021

<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	\$17,164	\$4,696	17%	21%
<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	\$908,451	\$750,402	\$158,049	17%	17%
Fringe Benefits	397,876	274,996	122,880	17%	31%
Travel	2,000	0	2,000	17%	100%
Equipment	77,562	39,397	38,165	17%	49%
Supplies	83,438	3,802	79,636	17%	95%
Contractual	54,000	4,351	49,649	17%	92%
Other	211,389	151,737	59,652	17%	28%
Total Direct Charges	\$1,734,716	\$1,224,685	\$510,031	17%	29%
Encumbered		0			
Indirect Charges	199,492	128,711	70,781	17%	35%
Total	\$1,934,208	\$1,353,396	\$580,812	17%	30%
Total to be charged from CACFP		\$0	\$580,812		
Total to be charged from CSPP		\$0	\$580,812		
Total Including Other Revenue	\$1,934,765	\$1,353,396	\$581,368	17%	30%



EARLY HEAD START BUDGET AND EXPENDITURE REPORT - 2021

8128.2

Period Covering: 01-01-2021 through 10-31-2021

<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	\$28,492	\$3,142	17%	10%
<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	\$761,050	\$577,030	\$184,020	17%	24%
Fringe Benefits	311,776	233,666	78,110	17%	25%
Travel	500	0	500	17%	100%
Equipment	10,000	10,000	0	17%	
Supplies	41,000	9,604	31,396	17%	77%
Contractual	15,532	3,346	12,186	17%	78%
Other	131,432	97,650	33,782	17%	26%
Total Direct Charges	\$1,271,290	\$931,295	\$339,995	17%	27%
Encumbered		0			
Indirect Charges	146,198	99,463	46,735	17%	32%
Total	\$1,417,488	\$1,030,758	\$386,730	17%	27%
Total to be charged from CACFP		\$0	\$386,730		
Total Including Other Revenue	\$1,417,783	\$1,030,758	\$387,025	17%	27%





HEAD START & EARLY HEAD START IN-KIND MATCH - 2021


8128.1 & 8128.2


Period Covering: 01-01-2021 through 10-31-2021


<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		\$50,491			
Cash match		580,021			
Total	\$851,298	\$630,512	\$220,786	25%	26%


 HEAD START & EARLY HEAD START CRSSA & ARP 8128.3 & 8128.4 Period Covering: 04-01-2021 through 10-31-2021					
<i>Funding</i>	<i>Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>
CRSSA	70,126	\$1,437			
ARP	278,785	0			
Total	\$348,911	\$1,437	\$347,475	71%	100%

 Child and Adult Care Food Program BUDGET AND EXPENDITURE REPORT - 2021/2022 8225.1 & 8225.2 Period Covering: 10-01-2021 through 10-31-2021					
<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	\$27,000	\$3,942	\$23,058	92%	85%
Fringe Benefits	11,000	1,283	9,717	92%	88%
Food	106,014	7,466	98,548	92%	93%
Total Direct Charges	\$144,014	\$12,691	\$131,323	92%	91%
Indirect Charges	15,986	1,333	14,653	92%	92%
Total Charged	\$160,000	\$14,023	\$145,976	92%	91%
Total To Be Charged to HS/EHS		\$0			
Adjusted Total	\$160,000	\$14,023	\$145,976	92%	91%

 CA STATE PRESCHOOL PROGRAM BUDGET AND EXPENDITURE REPORT 8292.1 Period Covering: 07-01-2021 through 10-31-2021					
<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	\$317,473	\$92,446	\$225,027	67%	71%
Fringe Benefits	\$100,000	31,978	68,022	67%	68%
Travel	0	0			
Supplies	20,000	4,542	15,458	67%	77%
Contractual	0	189			
Other	11,155	890	10,265	67%	92%
Total Direct Charges	\$448,628	\$130,045	\$318,583	67%	71%
Indirect Charges	35,890	10,404	25,487	67%	71%
Total Charged	\$484,518	\$140,448	\$344,070	67%	71%
To Be Charged to HS				67%	
Adjusted Total	\$484,518	\$140,448	\$344,070	67%	71%
Budget Category					
Stipends	\$39,690	\$16,835	\$22,855	53%	58%

 <p align="center">CA STATE PRESCHOOL PROGRAM BUDGET AND EXPENDITURE REPORT 8292.1 Period Covering: 07-01-2021 through 10-31-2021</p>					
Budget Category	Program Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Personnel	\$317,473	\$92,446	\$225,027	67%	71%
Fringe Benefits	\$100,000	31,978	68,022	67%	68%
Travel	0	0			
Supplies	20,000	4,542	15,458	67%	77%
Contractual	0	189			
Other	11,155	890	10,265	67%	92%
Total Direct Charges	\$448,628	\$130,045	\$318,583	67%	71%
Indirect Charges	35,890	10,404	25,487	67%	71%
Total Charged	\$484,518	\$140,448	\$344,070	67%	71%
To Be Charged to HS				67%	
Adjusted Total	\$484,518	\$140,448	\$344,070	67%	71%
Budget Category					
Stipends	\$39,690	\$16,835	\$22,855	53%	58%

 <p align="center">FIRST 5 BUDGET AND EXPENDITURE REPORT 8245.1 & 8242.1 Period Covering: 01-01-2021 through 10-31-2021</p>					
Budget Category	Program Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Personnel	\$23,750	\$22,384	\$1,366	44%	6%
Travel	0	0	0		
Supplies	8,000	59	7,941		
Other	0	1,234	-1,234		
Total Direct Charges	\$31,750	\$23,676	\$8,074	44%	25%
Indirect Charges			0		
Total	\$31,750	\$23,676	\$8,074	44%	25%

 <p align="center">TUOLUMNE HOME VISITING PROGRAM 8167.2 Period Covering: 07-01-2021 through 10-31-2022</p>					
Budget Category	Program Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left
Personnel	\$28,985	\$3,725	\$25,260	67%	87%
Travel (Fuel)	500	75	425	67%	85%
Supplies	500	17	483	67%	97%
Other	0	402	-402	67%	
Total Direct Charges	\$29,985	\$4,219	\$25,766	67%	86%
Indirect Charges	3,148	443	2,705	67%	86%
Total	\$33,133	\$4,662	\$28,471	67%	86%

EARLY CHILDHOOD SERVICES (ECS) USAGE OF AGENCY'S CREDIT CARDS			
BILLING PERIOD: OCTOBER, 2021			
AMERICAN EXPRESS PURCHASES			
DATE	VENDOR	PURPOSE	AMOUNT
10/01/21	COMCAST	COMCAST BUSINESS ACCT 906631488 IN 131808105 JACKSON ECS 10/1-31/21	109.95
10/01/21	COMCAST	COMCAST BUSINESS 8155 60 078 0537299 9/11-10/10/21 JAMESTOWN EHS	93.52
10/01/21	COMCAST	COMCAST BUSINESS ACCT 963176371 10/1-10/31-21 JAMESTOWN HS	69.95
10/01/21	AMAZON	PO 91352 AMAZON ECS CLASSROOM SUPPLIES	96.59
10/06/21	AMAZON	PO 91579 ECS BLANKETS, INT SSD, VELCRO, SPEAKERS	355.69
10/07/21	CA HS	PO 91582 HEAD START CA ECS HEALTH INSTITUTE TRAINING	500
10/08/21	WALMART	PO 91585 JAMESTOWN EHS WIPES, DIAPER CREAM	50.33
10/09/21	MICROSOFT	MICROSOFT INV E0400G1WSGONLINE SERVICES 9/10/21-10/9/21	103.51
10/10/21	WALMART	PO 91580 ECS ITEMS FOR DRIVE THRU EVENT	56.94
10/11/21	AMAZON	PO 91575 AMAZON ECS DOCK STAT/LAMINR/DIAPER CHANGE PPR	347.63
10/12/21	AMAZON	PO 91555 SUMMERVILLE HS GLUTEN FREE FOOD	81.34
10/12/21	AMAZON	PO 91597 SONORA HS CLSRM SUP, PUMP, DUST PAN 60/40	155.08
10/13/21	CHILDREN'S FACTORY	PO 91601 ECS TRIKE REPLACEMNT PARTS	56.3
10/14/21	AMAZON	PO 91602 ECS ITEMS FOR DRIVE THRU EVENT, GATE	235.7
10/15/21	AMAZON	PO 91607 ECS DVD BURNER	60.32
10/15/21	EBAY	PO 91608 ECS WALKIE TALKIES	164.31
10/19/21	WALMART	PO 91603 IONE EHS DIAPERS FORMULA WIPES	303.98
10/19/21	WALMART	PO 91598 WALMART ECS SO HS BAGS DRIVE THRU EVENT, BALLS, STA	153.43
10/19/21	WALMART	PO 91619 WALMART ECS, BINDER, 1 SUBJT, 3 HOLE PUN, ECS	49.11
10/20/21	AMAZON	PO 91624 AMAZON ECS XMAS TREE DECORATIONS BLUE BELL	270.99
10/23/21	WALMART	PO 91625 WALMART ECS SUMMERVILLE HS PULL-UPS, WIPES	39.94
10/24/21	WALMART	PO 91628 WALMART ECS JACKSON HS PULL UPS	40.24
10/29/21	LENOVO	PO 91387 LENOVO ECS 2 LAPTOPS	1,493.80
10/29/21	AMAZON	PO 91646 AMAZON ECS BEANBAGS, CONTAINER, FOLDERS	139.71
10/31/21	INDEED	PO 90754 INDEED AD CHARGES ECS 10/1-31/21	120.56
10/31/21	AMAZON	PO 91640 AMAZON ECS SOULSBYVILLE HS DRAIN, SEPTIC CLEANER	53.82
			5,202.74

CHEVRON FUEL CARDS			
	DATE	PURPOSE	AMOUNT
BILLING PERIOD	10/1-31/2021	FUEL	1,367.12
BILLING PERIOD	10/1-31/2021	CAR WASH	6.00
			1,373.12

LOWE'S CARDS		
DATE	PURPOSE	AMOUNT
10/5/2021	PO 91272 SUPPLIES TO BUILD DISPLAY AT IONE EHS	86.92
10/6/2021	PO 91273 REPLACEMENT FAUCET FOR SOULSBYVILLE HS	84.26
10/8/2021	PO 91586 IONE HS BIKE PARTS FOR IONE HS	5.47
10/13/2021	PO 91277 ODOR ELIMINATOR, NEW TOILET SOULSBYVILLE HS	152.49
10/18/2021	PO 91282 SHELF IONE HS, TARPS JACKSON HS PLAYGROUND	34.71
10/15/2021	PO 91604 JACKSON EHS SPRINKLER PARTS	38.87
10/20/2021	PO 91284 JAMESTOWN HS HOSE BIBS	21.96
10/21/2021	PO 91286 LIGHTBULBS FOR JAMESTOWN HS	47.04
10/22/2021	PO 91290 JACKSON EHS ELC WORK, COPY JACKSON HS KEY	11.78
10/26/2021	PO 91638 GLUE/TAPE BLUE BELL/ SO 60/40	24.49
		507.99

SAVEMART CARDS		
DATE	PURPOSE	AMOUNT
10/4/2021	PO 91567 JAMESTOWN RAW FOOD	199.51
10/4/2021	PO 91571 SOULSBYVILLE HS RAW FOOD KITCHEN ITEMS 60/40	312.21
10/11/2021	PO 91587 SONORA HS RAW FOOD	257.44
10/5/2021	PO 91574 SONORA HS RAW FOOD	250.99
10/5/2021	PO 91576 BLUE BELL RAW FOOD 60/40	521.87
10/11/2021	PO 91589 JAMESTOWN RAW FOOD 60/40	238.92
10/11/2021	PO 91592 SOULSBYVILLE HS RAW FOOD	300.25
10/13/2021	PO 91600 BLUE BELL RAW FOOD 60/40	243.68
10/18/2021	PO 91612 RAW FOOD SOULSBYVILLE HS	237.59
10/20/2021	PO 91626 RAW FOOD, BAG FEE SOULSBYVILLE HS	13.09
10/18/2021	PO 91610 RAW FOOD ECS SONORA HS	299.24
10/18/2021	PO 91616 RAW FOOD 60/40 JAMESTOWN ECS	369.70
10/25/2021	PO 91630 RAW FOOD 60/40 CLASSROOM PROJECT ECS JAMESTOWN	353.75
10/25/2021	PO 91632 RAW FOOD ECS SOULSBYVILLE HS	320.16
		3,918.40

WALMART CARDS		
DATE	PURPOSE	AMOUNT
	NO PURCHASES IN OCTOBER AT STORE	
		0.00

ATCAA Board of Directors Meeting 12/10/2021

ECS REPORT SUBMITTAL MATRIX For 12 Month Period Ending November 30, 2021

		Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21
8127.1 & 8127.2 Head Start & Early Head Start (01/01/20-12/31/20)													
425 Financial Reports									semi-annual				
(semi-annual)	Report Period								Jan - Dec 20				
	Due Date								7/30/2021				
	Date submitted								7/30/2021				
Head Start and Early Head Start													
425 Cash Status Reports			8127.1 & .2			8127.1 & .2, 8128.1 & .2			8127.1 & .2, 8128.1 & .2			8127.1 & .2, 8128.1 & .2	
(quarterly)	Report Period		Oct-Dec 20			Jan-Mar 21			Apr - Jun 21			Jul - Sep 21	
	Due Date		1/30/2021			4/30/2021			7/30/2021			10/30/2021	
	Date submitted		1/29/2021			4/28/2021			7/30/2021			10/27/2021	
Head Start and Early Head Start													
429 Real Property Status Reports			8127.1 & 2										
(annual)	Report Period		Jan-Dec 20										
	Due Date		4/30/2021										
	Date submitted		1/30/2021										
8291.1 2019 CSPP (07/01/20-06/30/21)													
CDFS 9500													
(quarterly)	Report Period		Oct - Dec 20			Jan - Mar 21			Jan20 - Jun21				
	Due Date		1/20/2021			4/20/2021			7/20/2021				
	Date submitted		1/20/2021			4/19/2021			7/19/2021				
8292.1 2019 CSPP (07/01/21-06/30/22)													
CDFS 9500													
(quarterly)	Report Period											Jul-Sep 21	
	Due Date											10/20/2020	
	Date submitted											10/25/2021	
CDE Reserve													
CDFS 9530-A													
(annual)	Report Period								Jul 20 - Jun 21				
	Due Date (With Final CSPP Rpt)								7/20/2021				
	Date submitted								7/23/2021				

ATCAA Board of Directors Meeting 12/10/2021

Contracts and Amendments Report Reporting Months of August - December 2021

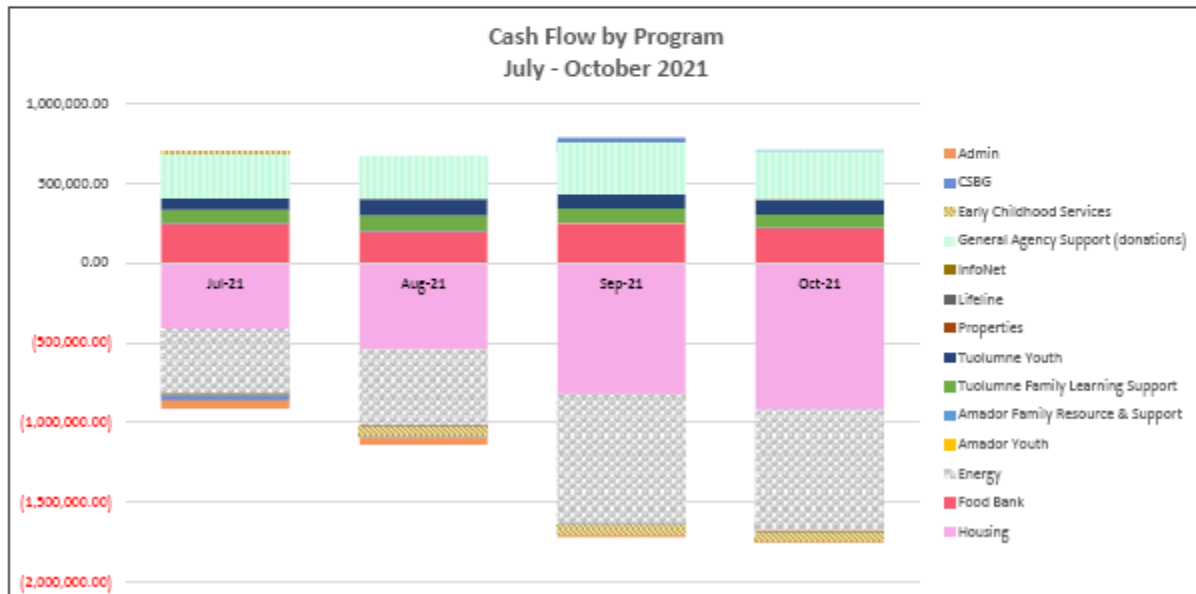
Date Reported	Program	Funding Source	Contract Description	Type of Contract	Original Period	Original Budget	Amended Period	Amended Budget	Value of Prior Contract
12/21	Food	DSS	EFAP	Continuation	10/1/21-9/30/22	\$43,891			\$44,788
12/21	Com Srv	Internal Revenue Service	VITA Grant	New	10/1/21-9/30/22	\$13,500			
12/21	Youth	Tuolumne County Behavioral Health	AOD Primary Prevention/ACTION	Continuation	7/1/21-6/30/22	\$25,000			\$25,000
12/21	Youth	Sonora Area Foundation	Tuo Co LOSS Team	New	10/1/21-until spent	\$15,000			
12/21	Housing	California Department of Education	CACFP - Shelter	Continuation	10/1/21-9/30/22	Reimbursement			Reimbursement
12/21	ECS	California Department of Education	CACFP - Early Head Start	Continuation	10/1/21-9/30/22	Reimbursement			Reimbursement
12/21	ECS	California Department of Education	CACFP - Head Start	Continuation	10/1/21-9/30/22	Reimbursement			Reimbursement
12/21	ECS	California Department of Education	CACFP - CSPP Snacks	Continuation	10/1/21-9/30/22	Reimbursement			Reimbursement
10/21	ECS	DSS	Community Care Licensing COVID Stipends	New	9/1/21-6/30/22	\$43,000			
10/21	Food	DSS	Food Box Program	New	9/13/21-6/30/24	\$24,229			
10/21	Com Srv	Public Health Institute	Amador WeVax+	New	7/1/21-2/28/22	\$25,000			
10/21	Com Srv	Public Health Institute	Tuolumne WeVax+	New	7/1/21-2/28/22	\$60,000			
10/21	Com Srv	Sierra Health Foundation	COVID Outreach	Amendment	2/1/21-7/31/21		2/1/21-12/31/21		
10/21	Food	DSS	Capacity Building Grant	Amendment		\$100,000		\$171,006	
10/21	Housing	Business, Consumer Service & Housing Agency	HHAP Round 2	Continuation	07/23/21-06/30/26	\$700,487			\$1,917,595
10/21	Housing	HCD	ESG Amador & Tuolumne Shelters	Continuation	10/28/21-9/7/22	\$200,000			\$200,000
10/21	Housing	HCD	ESG Home Safe	Continuation	7/20/21-9/7/22	\$200,000			\$200,000
10/21	Housing	HCD	ESG Home Safe Non-Competitive	Continuation	6/25/21-9/7/22	\$68,645			\$61,893
10/21	Youth	Tuolumne County Behavioral Health	Friday Night Live Mentoring	Continuation	7/1/21-6/30/22	\$20,000			\$20,000
8/21	ECS	CSD	CSBG Discretionary	Continuation	6/1/21-5/31/22	\$28,250			\$30,000
8/21	ECS	California Department of Education	CSPP	Continuation	5/1/21-6/30/22	\$465,647			\$465,647
8/21	ECS	Amador County	CSPP Stipend	New	5/1/21-6/30/22	\$8,000			
8/21	ECS	Tuolumne County DSS	Home Visiting Program	Continuation	7/1/21-6/30/22	\$33,133			\$33,133
8/21	ECS	HHS	American Rescue Plan	New	4/1/21-3/31/23	\$478,785			
8/21	Youth	Tuolumne Behavioral Health	Friday Night Live	Continuation	7/1/21-6/30/22	\$47,576			\$47,576
8/21	Literacy	Tuolumne County 1st 5	Family Learning Center	Continuation	7/1/21-6/30/22	\$68,959			\$75,370
8/21	Housing	HUD	TRC Rapid-Rehousing	Continuation	11/1/21-10/31/22	\$65,468			\$62,300
8/21	Housing	HUD	Amador Permanent Supportive Housing	Continuation	7/1/21-6/30/22	\$21,120			\$19,536
8/21	Housing	HUD	HMIS	Continuation	7/1/21-6/30/22	\$50,000			\$50,000
8/21	Housing	Tuolumne County	CalWorks HSP	Continuation	7/1/21-6/30/22	\$263,904			\$221,742
8/21	Housing	United Way	Tuolumne FEMA	Continuation	1/1/20-10/31/21	\$20,400			\$6,810
8/21	Housing	Tuolumne County	CDBG COVID Rounds 2 & 3	Continuation	7/1/21-5/31/22	\$651,742			\$189,000
8/21	CSBG	CSD	CSBG Discretionary	Continuation	6/1/21-5/31/22	\$28,250			\$30,000
8/21	Youth	Tuolumne Behavioral Health	Suicide Prevention	Continuation	7/1/21-6/30/22	\$82,500			\$82,500
8/21	Housing	HCD	Coc Planning Grant	Continuation	10/1/21-9/30/22	\$15,542			\$14,012
8/21	Housing	HCD	Amador Permanent Supportive Housing	Continuation	7/1/21-6/30/22	\$21,120			\$19,536
8/21	Housing	HCD	TRC Rapid-Rehousing	Continuation	11/1/21-10/31/22	\$65,468			\$62,300
8/21	Housing	HCD	HMIS	Continuation	7/1/21-6/30/22	\$50,000			\$50,000

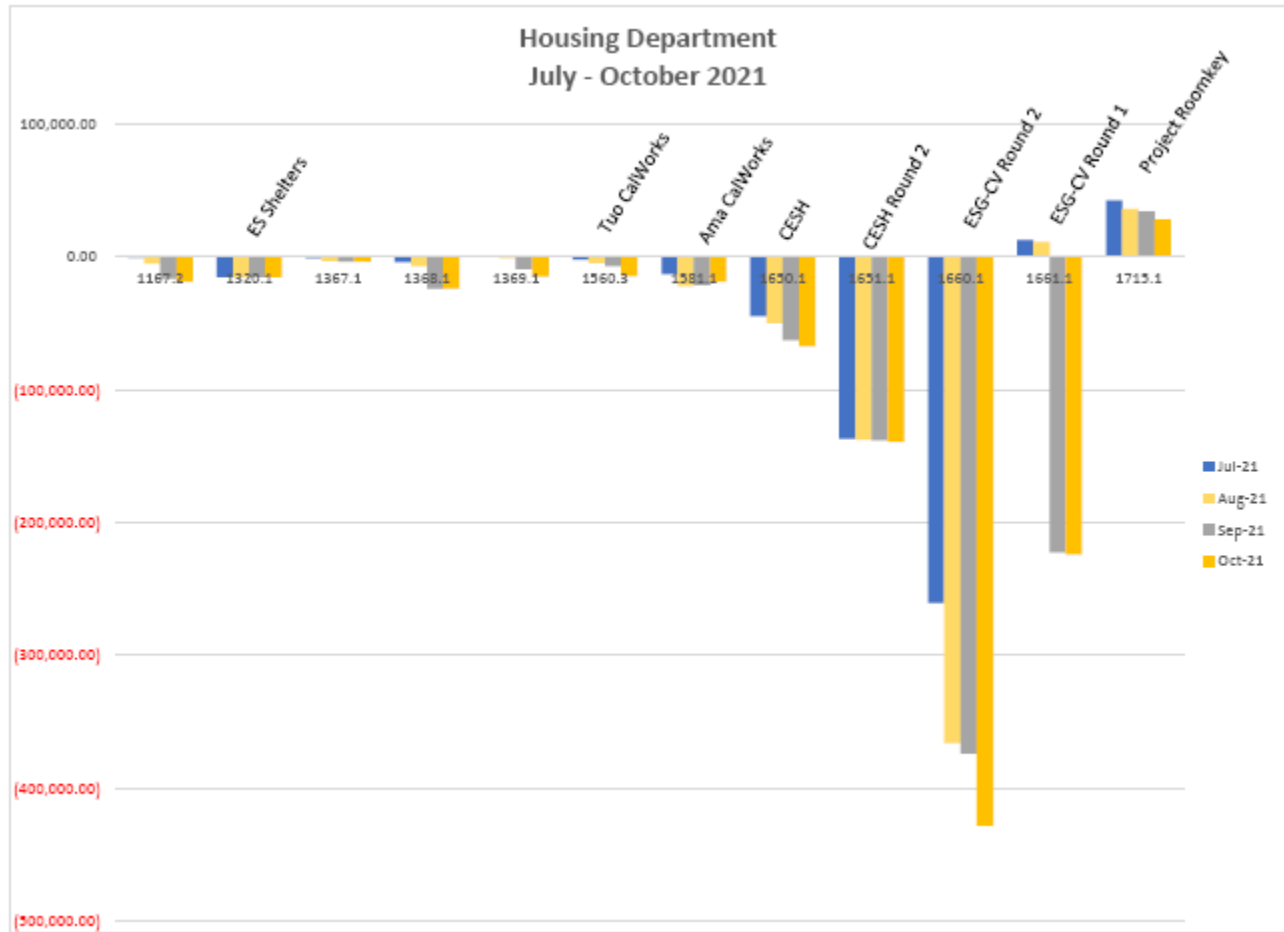
Amador Tuoolumne Community Action Agency
Statement of Net Position (Balance Sheet) - Comparative

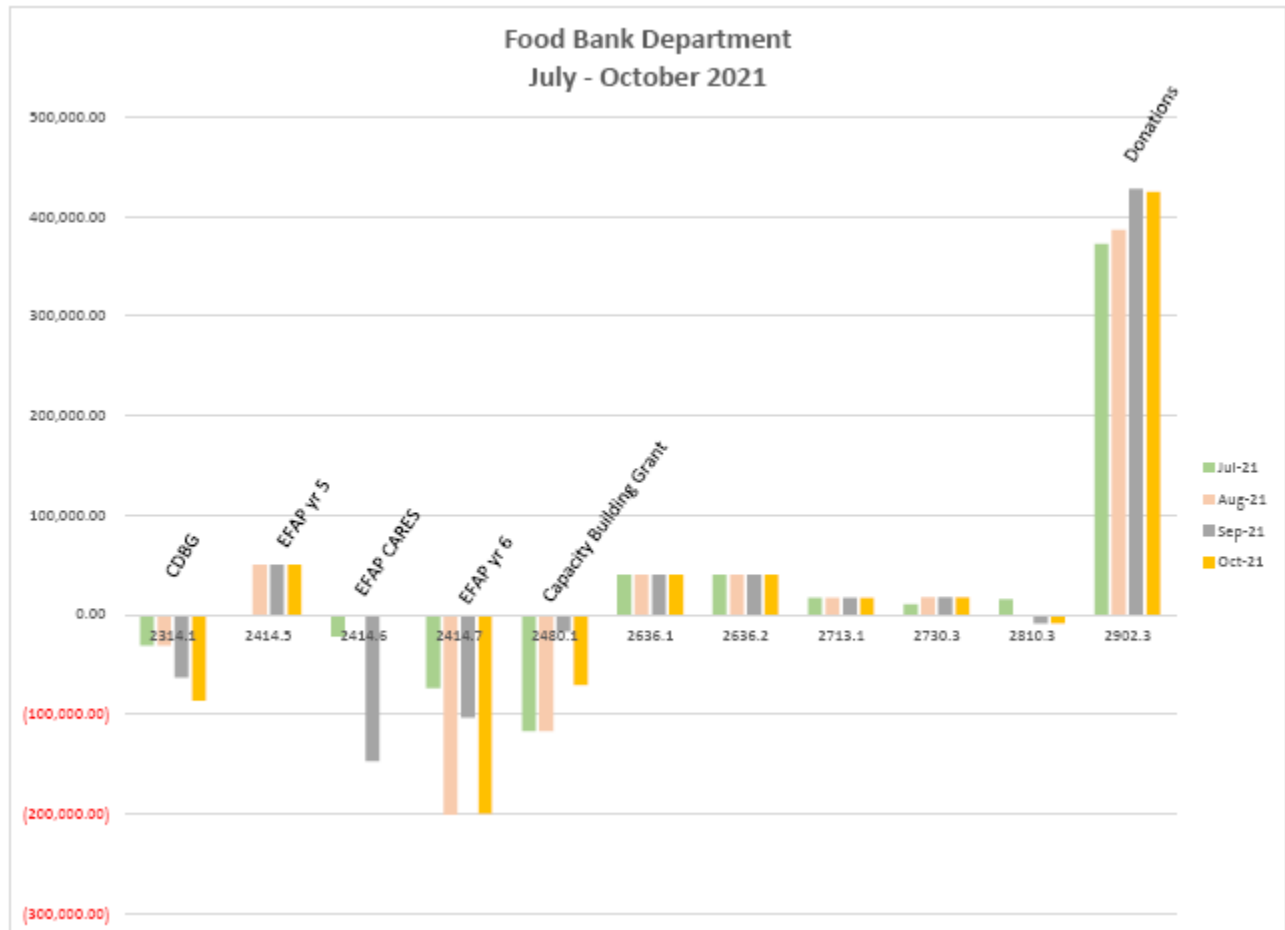
	UNAUDITED <u>October 31, 2021</u>		UNAUDITED <u>June 30, 2021</u>		AUDITED <u>June 30, 2020</u>	
	Operating	Capital Assets	Operating	Capital Assets	Operating	Capital Assets
Assets						
Cash	2,440,429		2,043,550		2,931,455	
Prepaid Deposits & Expenses	265,130		266,175		285,644	
Accounts Receivable	2,088,219		1,623,452		1,195,731	
Weatherization Materials Inventory	146,730		141,601		141,369	
Construction In Progress						
Structures & Improvements		7,035,222		6,977,797		6,977,797
Vehicles & Equipment		1,401,978		1,131,710		1,131,710
Land		460,999		460,999		460,999
Accumulated Depreciation		<u>4,108,967</u>		<u>3,794,635</u>		<u>3,794,635</u>
Total Assets	4,940,507	4,789,231	4,074,778	4,775,870	4,554,198	4,775,870
Liabilities						
Accounts Payable	602,778		793,547		534,706	
Refundable Deposits	15,077		15,077		15,264	
Salaries & Benefits Payable	145,766		8,075		34,608	
Accrued Paid Time Off	226,425		222,561		173,712	
Notes Payable	0	321,368	0	326,696	0	342,485
Deferred Revenue	<u>3,306,422</u>		<u>2,383,131</u>		<u>3,211,581</u>	
Total Liabilities	4,296,468	321,368	3,422,390	326,696	3,969,871	342,485
Net Assets						
Invested in Capital Assets		4,467,863		4,449,174		4,433,386
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	100,000		100,000		100,000	
Assigned Fund Balance						
For Lease Opt-Out	40,103		40,103		40,103	
For Employee Health Insurance	<u>152,761</u>		<u>142,504</u>		<u>153,447</u>	
Total Assigned Fund Balance	192,864		182,607		193,550	
Unassigned Fund Balance	<u>351,175</u>		<u>369,782</u>		<u>290,778</u>	
Total Net Assets	644,040	4,467,863	652,388	4,449,174	584,328	4,433,386
	<u>4,940,507</u>	<u>4,789,231</u>	<u>4,074,778</u>	<u>4,775,870</u>	<u>4,554,198</u>	<u>4,775,870</u>

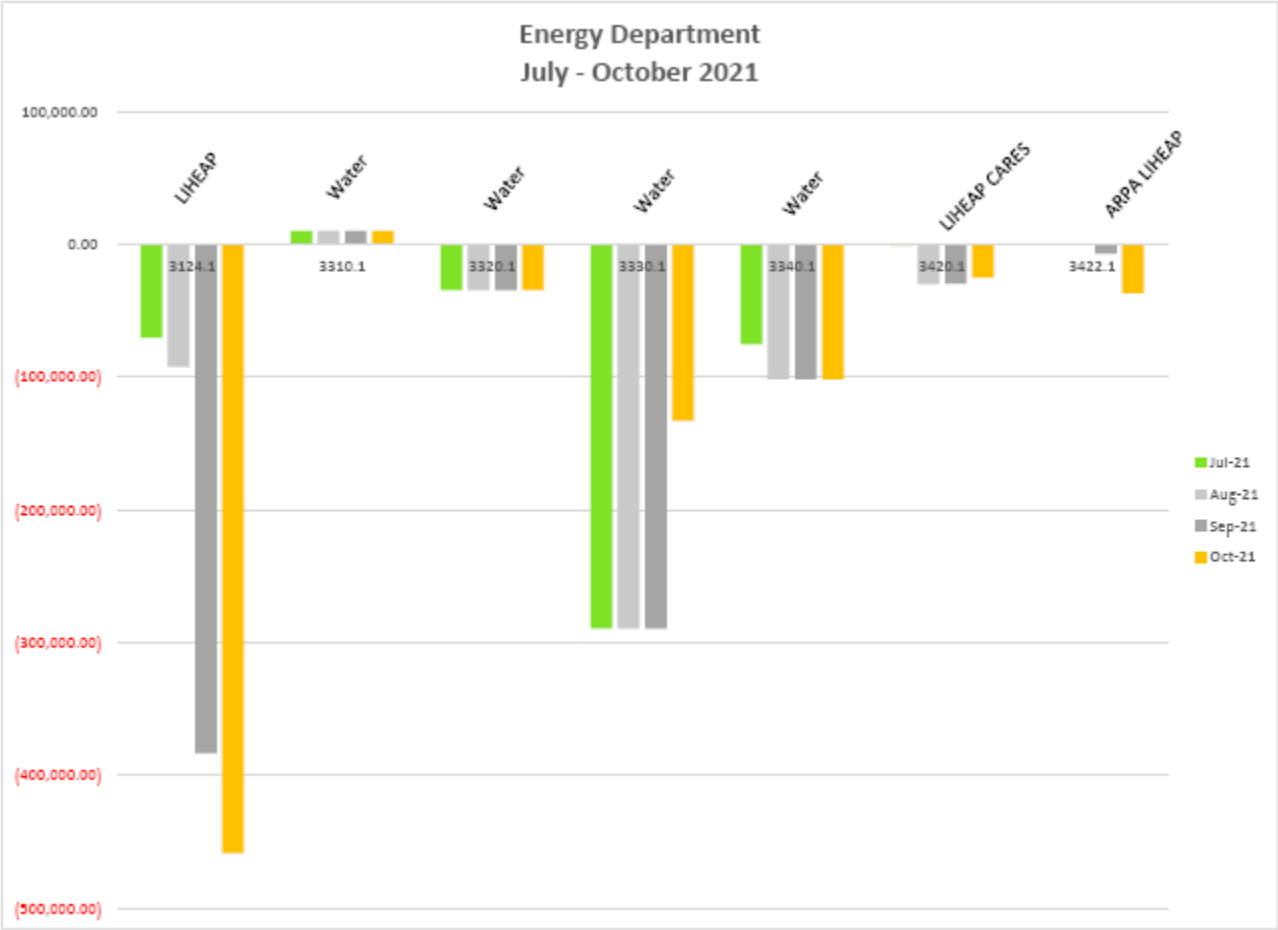
Amador Tuolumne Community Action Agency				
Revenue and Expenditure Report / Income Statement				
July 1, 2021 - October 31, 2021				
		July 1 - June 30, 2021 Actual	July 1 - October 31, 2021 Actual	Month 4 - 33%
				% variance from prior year
Revenue				
Cash and accrued Revenue				
Direct Federal Revenue	4000	\$3,585,312	\$1,131,158	32%
State Revenue(Pass-through Fed	4010	2,355,592	769,989	33%
State Revenue (Non-Federal)	4011	1,936,271	760,566	39%
Local Govern.Rev.(Pass through	4015	732,806	231,981	32%
Local Govern.Rev.(Non-Federal)	4016	357,704	85,096	24%
Private Revenue-Non Fed	4020	310,892	112,567	36%
Private Rev. (Pass through Fed	4021	21,532	43,342	201%
Community Donations	4030	152,790	107,650	70%
Client Fees	4034	89,104	27,408	31%
Miscellaneous Revenue	4039	87,876	30,983	35%
Interest Revenue	4040	674	582	86%
Rental Income	4041	87,323	73,001	84%
Contractual Admin. Revenue	4060	812,241	279,082	34%
Total Cash Revenue		\$10,530,116	\$3,653,403	35%
Non-cash Revenue				
In-Kind Revenue	4050	\$913,735	\$347,844	38%
Admin In-Kind Revenue	4051	199,312	28,554	14%
Total Non-cash Revenue		1,113,047	376,398	34%
Total Revenue		\$11,643,163	\$4,029,801	35%
Direct Expense				% variance from prior year
Personnel Expense				
Total Salaries & Wages		\$3,876,620	\$1,334,489	34%
Total Fringe Benefits		\$1,533,600	\$487,329	32%
Total Personnel Expense		\$5,410,220	\$1,821,818	34%
Non-personnel Expense				
Total Travel (Out-of-Area)		\$2,437	\$431	18%
Total Major Equipment and Assets		\$436,983	\$168,342	39%
Total Supplies		\$209,947	\$55,303	26%
Total Contractual		\$1,267,906	\$437,548	35%
Total Other (Equipment Expense)		\$233,570	\$104,108	45%
Total Other (General Personnel		\$73,692	\$35,753	49%
Total Other (General Operating		\$250,127	\$124,310	50%
Total Other (Space/Occupancy		\$596,143	\$241,708	41%
Total Other (Special Departmental		\$1,136,244	\$396,435	35%
Total Non-personnel Expense		\$4,207,049	\$1,563,938	37%
Total Direct Expense		\$9,617,269	\$3,385,756	35%
Total Indirect Expense		\$814,582	\$273,674	34%
Total Non-cash Expense		1,113,047	376,398	34%
Excess Revenue over Expense		\$95,944	-\$8,349	
Total Direct & Indirect Expense			\$3,659,430	
Health fund			\$10,257	
Program and admin funds			-\$18,606	

Totals By Program	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22
Housing	(413,910.17)	(541,510.74)	(824,517.87)	(920,755.62)								
Food Bank	250,213.28	199,984.88	250,773.46	222,174.07								
Energy	(904,565.43)	(479,991.87)	(814,188.97)	(757,194.18)								
Amador Youth	(1,462.26)	(944.39)	1,895.75	(5,445.95)								
Amador Family Resource & Support	3,454.45	4,456.20	4,456.20	4,456.20								
Tuolumne Family Learning Support	79,648.87	95,969.78	88,521.46	81,377.27								
Tuolumne Youth	74,757.63	103,878.01	88,143.63	90,520.26								
Properties	168.50	337.00	505.50	674.00								
Lifeline	(5,505.33)	(4,494.79)	(4,536.49)	(7,460.92)								
InfoNet	(5,226.91)	(5,226.91)	(9,646.91)	88.23								
General Agency Support (donations)	281,055.92	267,252.66	327,429.74	305,972.31								
Early Childhood Services	11,825.55	(53,975.50)	(57,110.24)	(54,553.95)								
CSBG	(31,384.45)	(8,517.04)	27,798.15	3,205.79								
Admin	(49,123.47)	(41,729.71)	(7,895.94)	(2,792.78)								
Net Receivables	(210,053.82)	(464,512.42)	(928,372.53)	(1,039,735.27)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



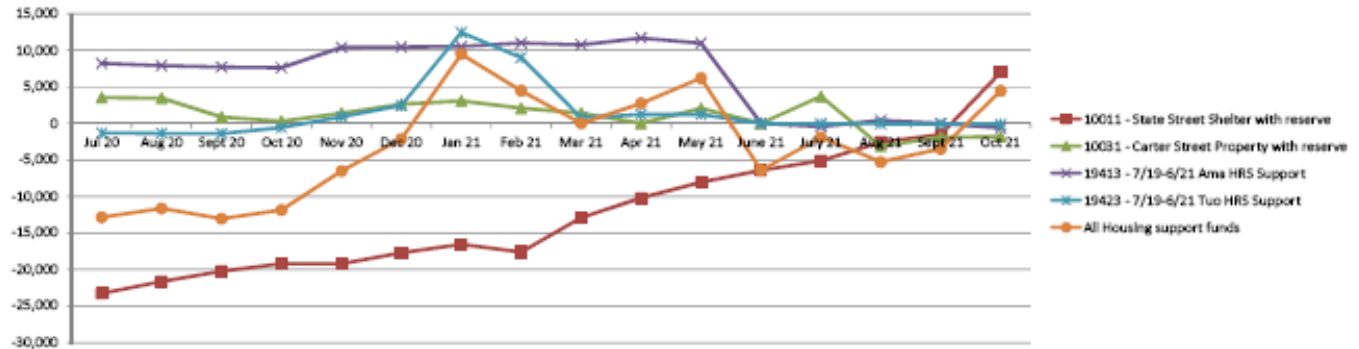






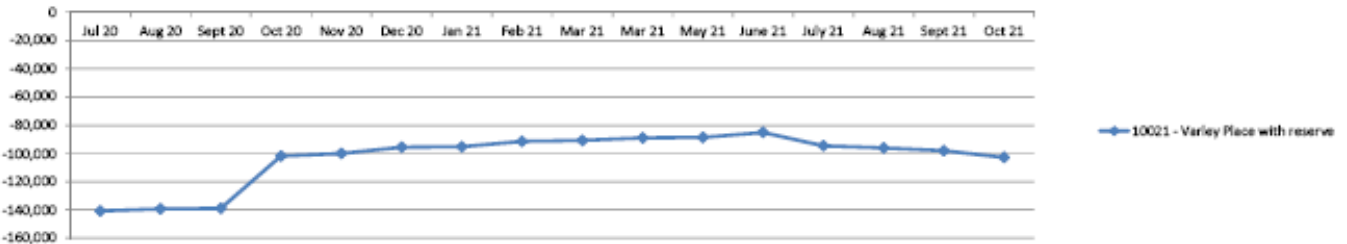
Housing support funds	Jul 20	Aug 20	Sept 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	June 21	July 21	Aug 21	Sept 21	Oct 21
10011 - State Street Shelter with reserve	-23,260	-21,601	-20,229	-19,193	-19,200	-17,696	-16,562	-17,598	-12,907	-10,206	-8,866	-6,407	-5,325	-2,548	-1,513	7,097
10031 - Carter Street Property with reserve	3,516	3,450	877	399	1,383	2,642	3,085	2,878	1,400	16	2,863	-3	3,700	-3,103	-1,918	-1,816
19413 - 7/19-6/21 Arma HRS Support	8,309	7,913	7,702	7,621	10,395	10,449	10,516	10,995	10,732	11,690	10,977	-1	-447	428	17	-624
19423 - 7/19-6/21 Tuo HRS Support	-1,310	-1,354	-1,385	-584	907	2,456	12,436	8,989	778	1,228	1,222	0	-45	-52	-79	-132
All Housing support funds	-12,845	-11,632	-13,035	-11,967	-6,595	-2,149	9,474	4,464	3	2,728	6,196	-6,421	-1,956	-5,275	-3,493	4,637

ATCAA Tuolumne rental units - July 2020 - October 2021



	Jul 20	Aug 20	Sept 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	June 21	July 21	Aug 21	Sept 21	Oct 21
10021 - Varley Place with reserve	-143,905	-139,333	-130,969	-101,945	-100,118	-95,641	-95,367	-91,572	-93,844	-89,680	-88,668	-85,199	-94,578	-95,160	-96,095	-102,840

ATCAA Varley Place rental - July 2020 - October 2021



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ATCAA Fiscal Officer Narrative –December 2021 p1

Still busy with new contracts, extensions and revisions. No change in cash flow, internally borrowing from HHAP \$1.9 million cash advance. The expired Umpqua line of credit agreement will be referred to the Board for adoption after being reviewed by legal counsel. We are still responding to the one remaining Targeted Case Management (TCM) audit.

Housing – Denise Cloward Issue: subcontract monitoring

COVID: Housing is fully operational – full time work, sometimes from home.

Community Dev. Block Grant (CDBG): Tuolumne only –New COVID funds in process – \$189k in the first 12 months; additional \$651k in the first 24 months – mortgage assistance and utilities

Emergency Shelter Grants (ESG): New \$200k Shelter and rapid rehousing funds are now operational.

CalWorks – New Tuolumne contracts running well, new 2021-2022 \$302k amendment in hand, Amador 2021-2022 will continue at the same level as last year.

Continuum of Care: ATCAA as administrator CESH1 and CESH2, funding being spent through CoC county contracts. COVID19 finished 9/21. ESG-CV 1 & 2 combined \$2,257 funding is being spent by ATCAA and through county subcontracts– must be fully spent 7/22

HHAP funds (4-county CoC received a lump \$1.9 million) subcontracts are complete. Tuolumne split ~\$638K between 4 recipients – services/some facility purchases planned. Round 2 in process.

Varley Place: Three vacant units at the moment, VASH funds are being received timely. Monthly rent increases have been approved by State, no impact to residents. ATRC BOD is being asked to approve \$85K upgrade to elevator using existing insurance proceeds. 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/Rose quartz: fully occupied, is now running a small net positive result.

Food bank – Joe Tobin Issues: CDBG funding delay going forward

COVID: Food bank is fully operational – full time from warehouse. Social distancing and PPE protections in place.

Community Dev. Block Grant (CDBG):\$391k contract over 2 years now being billed through Dec 2021. No 2022 CDBG funds are expected within the calendar year. This is ~\$195K per year impact to the operating budget of the foodbank.

Emergency Food Assist. Program (EFAP): New EFAP funding totals \$307k thru 9/21. This pays for staff and support to handle free Federal commodities – billed quarterly. Increased funds paid for racking and part of new freezer.

State EFAP: 2021-22 \$43k - only pays for CA food. 40% has been spent by 12/21.

Freezer project: Complete –mainly paid for by CDSS funds

PG&E: PSPS food box agreement in Tuolumne, helping to offset food loss – hardly used.

Steinberg/Goldberg foundation: \$40k set aside for equipment, new \$40k received.

Feeding America: Audit successfully completed in October

Pantries: pays for food on a per pound basis

Donations: Strong support through the COVID time

ATCAA Fiscal Officer Narrative –December 2021 p2

Energy –Craig Case Issue: timely water billings

COVID: All Wx staff have returned to work, outreach/intake mostly working from home, with one person in the office each day

Low Income Heat & Energy Assist Program (LIHEAP): weatherization & PGE assist – consistent funding, new COVID contract received \$400k. New home battery delivery service is complete, ATCAA Wx team delivered 50.

ARPA program has been initiated for \$1.69M with expiration date of 3/31/2023.

Two new programs anticipated in the next 60 days. LIHWAP water bill assistance program (budget is TBD) and 2022 LIHEAP budget of ~\$1.6M anticipated to start in January 2022.

DOE: complete for 2021-2022

TCRCD DWR water conservation: all water made up most of the line of credit balance.

Prop 84 water/DWR water direct: slow paying

Solar contract: Received – not in operation due to COVID

Amador youth – Pat Porto Issue:

COVID: Full time work, sometimes from home.

Drug Free Community coalition initiative: Started

IDA: \$16k foster youth continues, *Charity Golf Tournament raised over \$5k for foster youth incentives. 2021 Annual reports are due 12/31/21.*

United Way Relief Fund for Families: \$20k for 40 Amador families has increased to \$57K for 114 families affected by COVID-19, almost spent out

Tuolumne youth – Bob White Issue:

COVID: Staff reduced hours – hired new Youth Services Coordinator in June 2021

Friday Night Live (FNL): *Has started at Sonora Charter School.* spending under budget, new contract received

Mentoring: spending under budget, new contract received

Suicide prevention: spending under budget, new contract received and signed by ATCAA

Opioid safety: underspent

Youth Empowerment Solutions (YES) partnership: held coalition meeting on *11/10.*

Community – various Issue:

COVID: Staff ramping up, outreach increasing

Lifeline (Tonya): program adding clients,hard finding/retaining volunteers due to COVID.

Community Services Block Grant (CSBG): Increased CARES Act \$365k in funding contract *is being re-budgeted to accommodate Food Bank CDBG delay and a Food Bank delivery truck.*

CSBG EITC (Kristy): *New EITC Contract at \$330k approved through 6/22.* Sierra Health COVID outreach \$50k contract *will be done 12/21.*

Medi-Cal Health Navigator (Patrick): A new \$150k contract through Sierra Health Foundation, providing outreach and administrative support to Amador and Calaveras Counties signing up persons to obtain Medi-Cal Health benefits *will be complete 12/21*

ATCAA Fiscal Officer Narrative –December 2021 p3

Early Child Services – Nancy Miner Issue: transition plan for higher enrollment

COVID: Head Start/State preschool fully opened – fall schedule starts soon.

Head Start/Early Head Start. HS/EHS now opened up services across both counties, 2020 contract extended through 12/21 – worth \$469k. New 5 year contract started 1/21 (\$3.4 mil). \$40k COLA grant approved; CRSSA \$70k and ARP \$279 funding awarded.

Latino outreach: spending within budget – underspent due to COVID

CACFP: supplements Head Start food costs, underspent due to inability to charge staff costs in COVID times – needs less funding from operations.

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): spending in operation. New contract with Tuolumne DSS complete (\$70K).

Administration – Bruce Giudici Issue:

COVID: Returning to normal, still some remote work

Admin budget running **negative \$13k**. Payroll savings (\$20k), more than offsets lower indirect on under earning contracts so far. **Increased CSBG funds will be applied to cover expenses.**

Health insurance/special projects Issue:

Health fund running **ahead \$10k**

2022 Health Benefit options approved: United Health Care Medical, Dental & Vision bundle, , UNUM Life. Combined impact for 2022 is a 3.9% increase in premiums (<\$10/mo. per employee). Compared to 2020, Deductibles and Out of Pocket maximums have been reduced by 33% - 50%.

Spending on yellow bldg. needed - \$90k available



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

6.2 Paid Time Off (PTO)

(Board xx/xx/xx, PC – xx/xx/xx, Effective – xx/xx/xx)

Introductory & Regular Status employees:

Introductory- and Regular-status employees will earn Paid Time Off (PTO) for each compensated hour, including PTO hours taken, except when programs or grantors require compensation for unworked hours (national disasters, emergencies, etc.) employees may be compensated but PTO will not be earned on those non-worked hours.

PTO is earned according to the following schedule:

Length of Service	Annual Accrual of PTO	Accrual Rate
Up to two (2) years	Three (3) weeks (fifteen (15) days)	5.77% per compensated hour
Over two (2) years	Four (4) weeks (twenty (20) days)	7.70% per compensated hour

Earned PTO will accrue up to a maximum of 320 hours. Once the maximum cap is reached, no further PTO will be earned or accrued until the PTO balance falls below the 320 hour cap. ATCAA does not allow for PTO buy-outs once the maximum cap is reached.

When an employee nears the 320 hour cap, the employee must meet with their supervisor to arrange for time off.

Because no PTO is earned after the employee's PTO balance reaches the maximum cap, there is no recapture or credit of PTO after the balance of PTO falls below the maximum cap. PTO payments for any given day/week can never exceed the employee's normal work hours.

ATCAA will not pay an employee for unused accrued PTO in lieu of time off except upon separation of employment or when the employee's status changes to one that earns at a lower rate.

Employees on PTO when a holiday occurs will receive holiday pay in lieu of PTO pay.

Limited Term & Substitute Status employees:

Limited Term & Substitute Status employees will earn Paid Time Off (PTO) for each compensated hour, including PTO hours taken, except when programs or grantors require compensation for unworked hours (national disasters, emergencies, etc.) employees may be compensated but PTO will not be earned on those non-worked hours.



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

PTO is earned according to the following schedule:

For Limited Term & Substitute Employees		
Length of Service	Annual Accrual of PTO	Accrual Rate
n/a	n/a	3.50% per compensated hour

Earned PTO will accrue up to a maximum of 48 hours. Once the maximum cap is reached, no further PTO will be earned or accrued until the PTO balance falls below the 48 hour cap. Because no PTO is earned after the employee's PTO balance reaches the maximum cap, there is no recapture or credit of PTO after the balance of PTO falls below the maximum cap. ATCAA does not allow for PTO buy-outs once the maximum cap is reached.

PTO payments for any given day/week can never exceed the employee's normal work hours.

Additional PTO Policy Guidelines (For all employees):

It is the employee's responsibility to notify their Supervisor immediately if PTO is taken for a purpose that may qualify for an authorized medical leave. PTO benefits will be coordinated with state disability benefits as appropriate. (For more information see ATCAA's personnel policy # 6.6 - Medical Leaves of Absence).

Specific policies governing leaves and PTO usage are explained in the applicable sections of this handbook.

PTO must be used in a minimum of fifteen (15) minute increments.

It is the Supervisor's responsibility to implement PTO consistently in accordance with this policy.

An employee who takes PTO due to illness is required to inform their Supervisor of their illness as soon as possible. (Please see ATCAA's Attendance & Punctuality Policy # 6.11)

Except in emergency situations, an employee must submit a time off request for PTO to their Supervisor at least fifteen (15) working days prior to the first day of PTO requested. Reaching the maximum accrual cap is not considered an emergency. The employee must confirm scheduled PTO with their Supervisor a minimum of one (1) week prior to the first scheduled day off.

Except in emergency situations, PTO will be taken when mutually convenient to the employee and Supervisor. In some cases, an employee's request for PTO may have to be deferred, denied, set, or rescinded due to program operational needs, upon the determination of the Program Director. The Supervisor is responsible for advising the employee promptly of the approval or denial of their request. The Program Director may also set up to ten (10) work days per calendar year as mandatory PTO days for staff for planned program needs or closures.



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY PERSONNEL POLICIES

Employees are responsible for requesting only the amount of accrued PTO available to them.

Employees will document all PTO taken on their timesheets. Employees are responsible taking only the amount of accrued PTO available to them. Employees will not be paid for any PTO in excess of accrued PTO available, nor will an employee be paid for any PTO requested that would result in total weekly compensated hours exceeding the employee's normally assigned weekly hours.

If an employee's work day ends earlier than their normal work day due to program needs or lack of work, the employee may use PTO time for those hours not worked, but they are not required to. The employee must document clearly on their timesheet that they were sent home early.

There will be no advance of PTO.

Employees are responsible for keeping track of the amount of accrued PTO available to them and for notifying their Supervisor when approaching the maximum accrual cap in order to schedule PTO.

When employment with ATCAA ends, an employee will be paid for any unused accrued PTO/Professional Leave. When the employee's status changes to one that has a different rate of accrual, Payroll will process a PTO buyout on any unused accrued PTO so that the employee can begin to accrue PTO at the new rate.

No additional hours are accrued on the PTO buyout.

PTO will be paid at the employee's current rate of pay at the time the PTO is taken or at the time unused accrued PTO is paid upon separation of employment or when the employee's status changes to one that has a different rate of accrual.

Any pattern of un-expected absences may become a disciplinary matter.

Head Start Employees:

Head Start employees are required to use all but one week of PTO during scheduled program closures.

6.2.1 COVID-19 Testing, Quarantine Time Off and Vaccination:

~~While CSBG CARES funding is available, time off for the following reasons, associated with COVID-19, will be paid.~~

- ~~— Employees taking time off from work to get COVID-19 tested may be paid for up to two hours of COVID-19 Time Off for each test.~~
- ~~— Employees taking time off from work to get a COVID-19 vaccination may be paid for up to two hours of COVID-19 Time Off for each vaccination.~~



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
PERSONNEL POLICIES

- ~~Employees required to quarantine may be paid for up to 14 days of COVID-19 Time Off.~~

~~Employees, who exhibit flu like symptoms, live with household members who exhibit flu like symptoms or whose COVID-19 test results are positive are asked to leave their work place immediately. Employees, household members exhibiting flu or COVID-19 like symptoms are asked to get tested for the Coronavirus as soon as possible.~~

~~Paid time off for COVID-19 testing and to obtain a COVID-19 vaccination will be paid for the time off of work to complete the test or vaccination including travel time, with proof of completion. Paid time off shall not exceed two hours per event. Further, any out-of-pocket expense to obtain the test or vaccination will be reimbursed with submittal of an expense receipt or invoice.~~

~~While away from work due to the above listed criteria, employees are asked to quarantine themselves for 14 calendar days or until negative test results of the person(s) exhibiting flu like symptoms is obtained.~~

~~While in quarantine, and with Supervisor approval, employees who are able to work from home are asked to do so. Hours not worked will be paid under COVID-19 Time Off coding up to their PAF hours, not to exceed 14 consecutive calendar days.~~



Program Presentations

5 Minutes per Department

Board of Directors Meeting 12/10/2021



Amador Tuolumne Community Action Agency Organizational Chart – September 2021



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

CSBG CARE & Program

- Developing and implementing new and augmented programs for CSBG program. (Water and Transportation Vouchers, Eviction assistance, Head Start and Lifeline assistance, etc.)

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

Family Resource Services

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

Housing Resources

- Emergency Shelters in Sonoma 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
- Low Income Housing/Fair Market Rent (FMR):
 - Columbia – 3 Modulars
 - Carter Street – TripleX

MCHN (Med-Cal Health Navigator)

- Provides outreach to Amador and Calaveras, enrolling new and returning applicants for Medi-Cal Health Services.

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

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



Amador Tuolumne Community Action Agency Organizational Chart – September 2021

CAL EITC

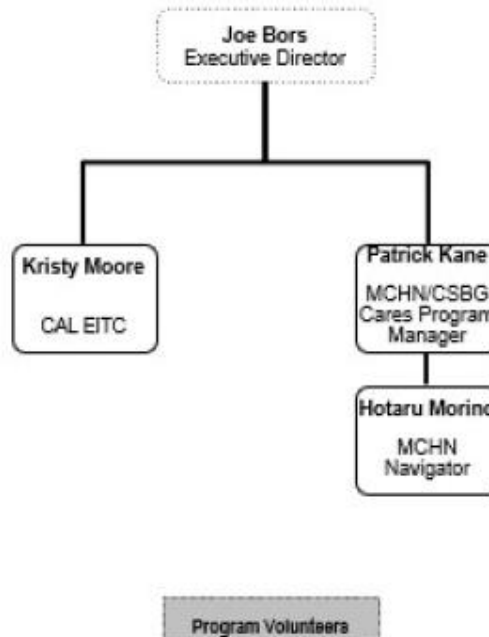
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CSBG CARES Program

- Developing and implementing new and augmented programs for CSBG program. (Water and Transportation Vouchers, Eviction assistance, Head Start and Lifeline assistance, etc.)





COMMUNICATIONS & OUTREACH

Kristy Moore

Programs

Grant Funded Education and Outreach Managed by Communications

-California Earned Income Tax Credit Education & Outreach Grant \$330,000 | Runs 12/1- 6/30. In addition to outreach activities, funds will cover additional costs associated with providing free tax preparation.

-COVID WeVAX – Vaccine Education, Outreach and Support funded through the Public Health Institute. \$25,000 Amador Co. | \$60,000 Tuolumne Co. Ends 02/28/22. Funding includes use of incentive monies for those now willing to get vaccinated. Due to the nature of this grant, separate websites and social channels are set up as **WeCareAmador** and **WeCareTuolumne** to allow for constant focus, outreach and monitoring.



In Progress

-40th Anniversary Year-Long Commemoration.

Visit our social channels @ATCAASince1981 and - <https://www.atcaa.org/40th-anniversary-celebration> to see our activities. **JANUARY'S FOCUS – Celebrating our Board of Directors (verbal). I will also reach out via email.**

Holiday Highlights – Housing's annual Adopt-A-Family Project, YES Partnership's Annual Fundraiser, Virtual Holiday Food Drive, Amador Community Foundation's Giving Tuesday Meet & Greet, Holiday Trees on display at Sonora Courthouse Park Courtesy of Sonora Chamber.

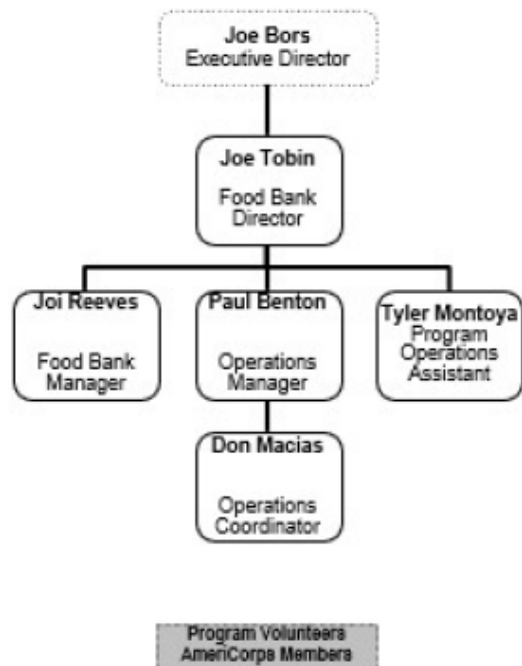
Learn more about our Holiday Happenings on our website | [ATCAA.org](https://www.atcaa.org)



Amador Tuolumne Community Action Agency Organizational Chart – September 2021

Tuolumne Food Program

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





FOOD BANK
Joe Tobin

Contracts/Amendments

- Received TEFAP Allocations for FFY2022 (\$43,981) - will be revised in Feb. 2022
- On track to spend out remaining funds in CDBG Budget by 12/31/21
- Renewed PG&E PSPS Partnership Contract (2022-2024) \$40 value box of foods to PG&E Customers impacted by PSPS Events.

Accomplishments

- Partnered with Mothe Lode Job Training to get additional help in the warehouse through a WEX (work experience) Program.
- Re-hired F/T Warehouse Operations Assistant
- Hired replacement F/T Warehouse Operations Coordinator
- Served over 275 Families During Our Thanksgiving Holiday Food Basket Distribution
- Local Safeway raised \$7,090 towards \$10 gift certificates (No Tobacco, No Alcohol, No Lottery) 709 Gift Cards
- Partnered with Sue Mosbacher with the Master Food Preservers – Education on Food Preparation and Preservation
- Partnered with Tuolumne County of Public Health - Education and Outreach on COVID-19

In Progress

- Racking Project completed – applied for permit through TC (still waiting on permit, though the job has been completed).
- Training 3 employees on the forklifts and electric pallet jacks.
- CSBG Cares Budget is being put together to include food bank's needs (Mobile Fresh/Mobile FFK Truck)
- Putting together Budget Proposal and Project Narrative for CDSS Climate Capacity Grant (Solar, Insulation, Loading Dock, Rollup Doors)
- Waiting for additional estimates from Solar Broker for Solar Project (Climate Grant)
- Waiting for estimate for "Speed Doors" to cover Rollup Doors
- Obtaining estimate for all electrical to be ran for Rollup Doors and Speed Doors
- Local Food Drives (Boy Scouts, Tuolumne County Association of Realtors, Twain Harte Bible Church, Tuolumne County Superintendent of Schools)
- Looking into applying for a \$50,000 grant through Tuolumne County CARES; to supplement CDBG.

New Projects in the works, Holiday Food Baskets coming up soon!

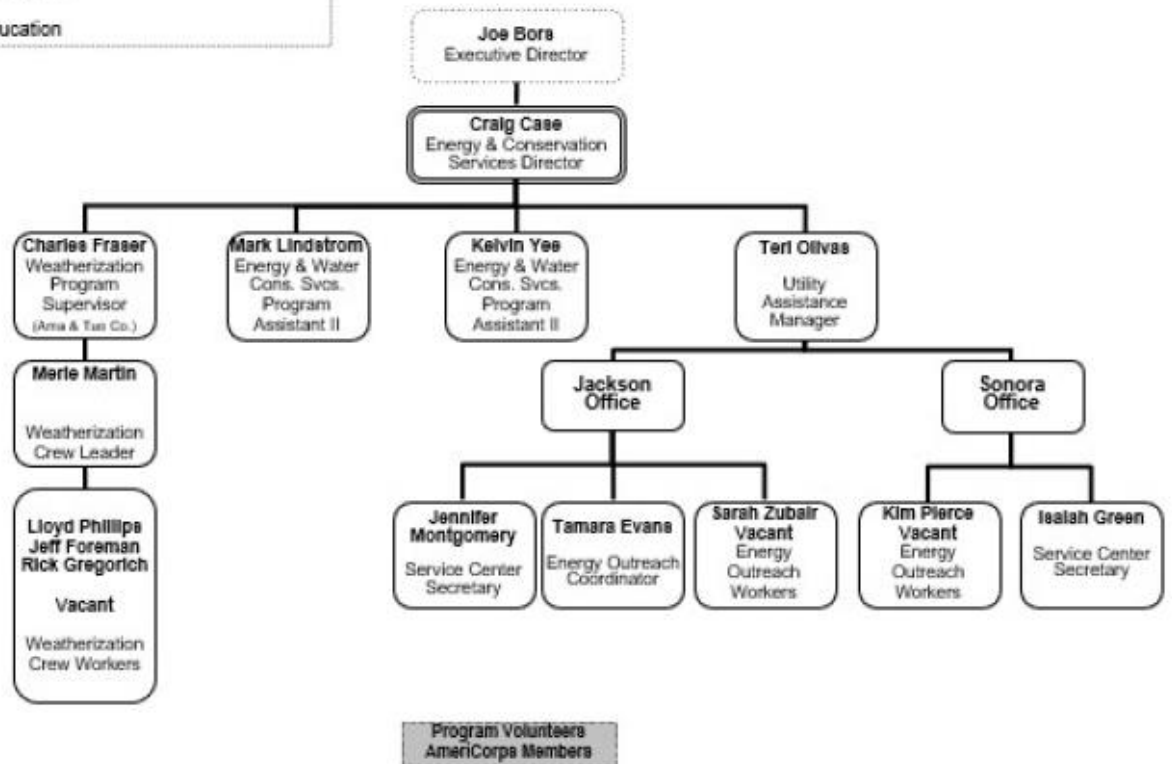


Amador Tuolumne Community Action Agency Organizational Chart – September 2021

Energy & Conservation Services

Amador, Calaveras & Tuolumne Counties

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





ENERGY & WATER CONSERVATION

Craig Case

Contracts/Amendments

The Proposition 1, Round 2 and the Proposition 1, Drought Round water conservation contracts are both completed and final completion reports have been submitted. The Water-Energy contract is still in progress with Central Valley Opportunity Center performing the implementation work.

The 2022 LIHEAP contract officially began on 11/1/2021, but CSD has not issued contracts yet. The American Rescue Plan Act contract and the Low-Income Household Water Assistance Program (LIHWAP) contract are proving difficult to administer for CSD and they are occupying the time needed to issue 2022 LIHEAP. The LIHWAP contract is still promised to be ready by the first week in January.

Accomplishments

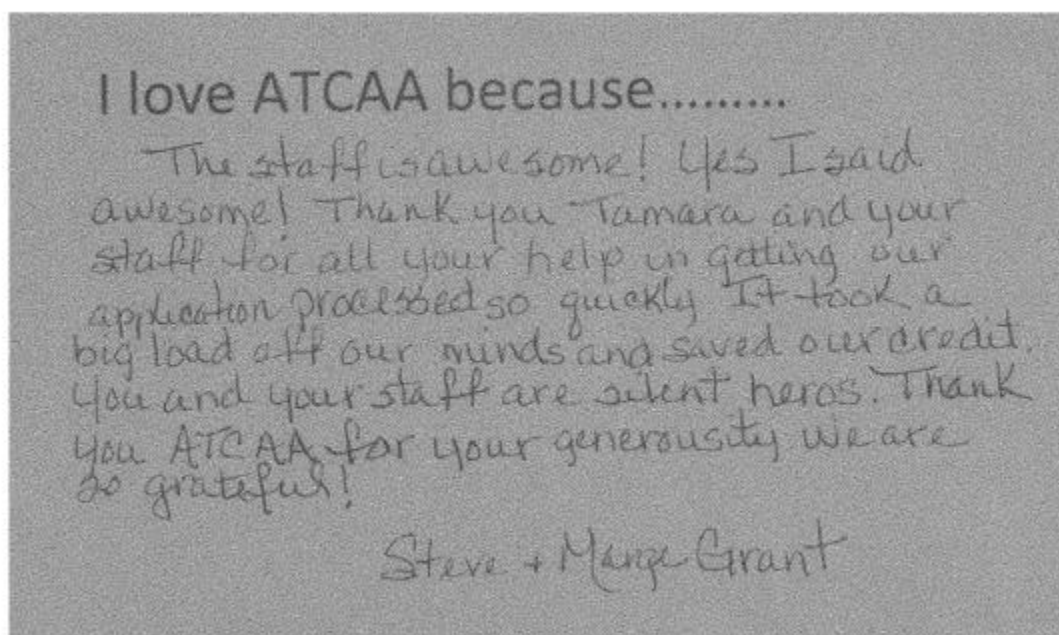
Finishing the water contracts has been time consuming, as DWR requires more detailed reporting. Ultimately, we were able to distribute an additional \$1.5M into our service territory while reducing water demand and therefore, water bills.

In Progress

We are awaiting important contracts- 2022 LIHEAP and the 2022 LIHWAP contract. Both been delayed multiple times. The delay is forcing us to continue to work using 2021 LIHEAP, which is nearly spent on the Utility Assistance side. On the Weatherization side, we still have about 40% of 2021 LIHEAP remaining due to manpower/hiring challenges. Spending out all contracts in 2022 will be a challenge.

In January we will launch our online application, which will allow clients to apply fully online. There is backend software that the Utility Assistance team will use to process applications, in contrast to the current all-paper methodology. This should increase productivity by reducing the amount of time required to process each application.

The goal of the entire network of California Community Action Organizations is to eliminate 100% of utility arrearages in the disadvantaged community.





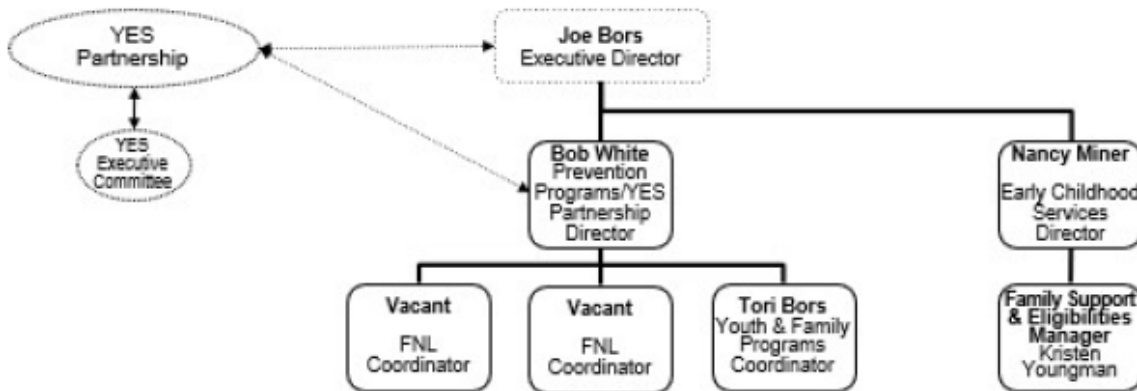
Amador Tuolumne Community Action Agency Organizational Chart – September 2021

Tuolumne Prevention Programs

- Youth Mentoring
- Friday Night Live/Club Live
- 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
AmeriCorps Members

Program Volunteers
AmeriCorps Members



PREVENTION PROGRAMS/YES PARTNERSHIP

Bob White

No Changes from November

Contracts/Amendments

- ARPA (American Rescue Plan Act) funding request of \$50,000 submitted to enhance Friday Night Live programming and \$102,692 to develop and implement a Mentoring program.
- CRRSAA (Coronavirus Response and Relief Supplemental Appropriations Act) funding request of \$100,000 submitted to enhance Friday Night Live programming and \$143,226 to develop and implement a Mentoring program.

Accomplishments

- 3rd Annual Hope and Honor Walk for suicide prevention and awareness was held on September 11th.
- Sonora Area Foundation awarded the YES Partnership \$15,000 to develop and implement the Tuolumne County LOSS (Local Outreach to Suicide Survivors) Team.
- Collaborated with the Tuolumne County Superintendent of Schools Office to sponsor the first Suicide Prevention Poster Contest. Winners were announced at the YES Partnership meeting on October 14th.
- Youth Mental Health First Aid (YMHFA) training on October 14-15.
- Collaborated with the Tuolumne County Public Health Department and the Tuolumne County Superintendent of Schools office to implement Red Ribbon Week on October 23-31.

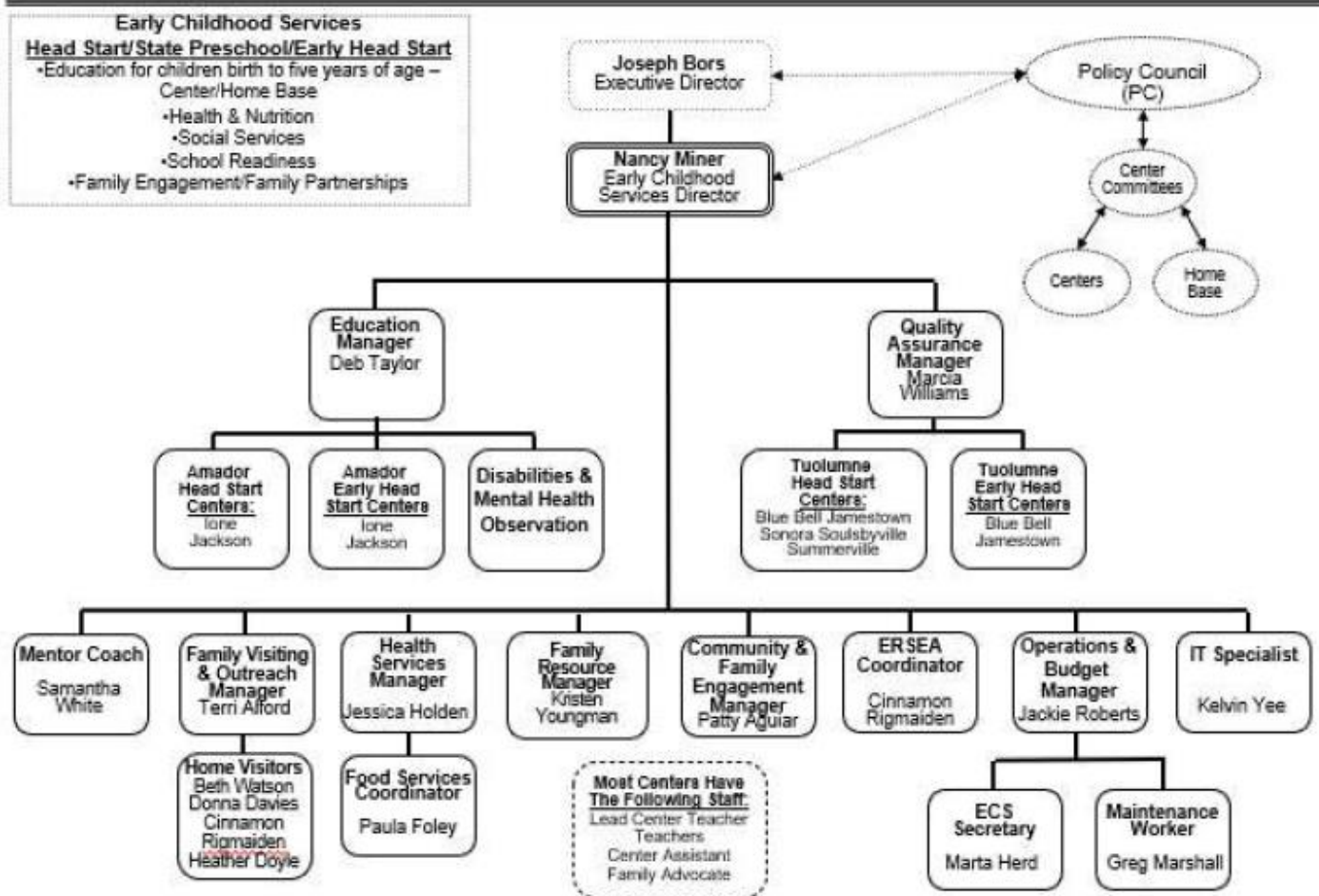
In Progress

- Strengths training for staff at the Tuolumne County Behavioral Health Department on November 1-5
- Launch Club Live at Gold Rush Charter School on November 3rd and Friday Night Live at Gold Rush Charter School on November 9th.
- Launch LivingWorks Faith on November 10th.
- Planning for the annual YES Partnership Holiday Luncheon on December 18th.

Because You Matter



Amador Tuolumne Community Action Agency Organizational Chart – September 2021





EARLY CHILDHOOD SERVICES

Nancy Miner

Contracts/Amendments

- The Non-federal share waiver for the 2021 Head Start and Early Head Start baseline grants was successfully submitted to the Office of Head Start (OHS).
- The 2022 Head Start/Early Head Start Continuation Grant for \$2,153,801.00 was approved by OHS on November 22, 2021. This is the second year of a five-year grant cycle.
- A MOU is in place with the Tuolumne County Health Department to provide Child Health & Disability Prevention (CHDP) services for enrolled children through June 2022.
- The CSPP Continued Funding Application for fiscal year 2022–23 will be submitted by mid-December.
- A PSA was signed with a Mental Health Consultant in Tuolumne County to provide counseling services for staff and enrolled parents through June 2024.

Accomplishments

- An online daily COVID health screener was implemented for all ECS staff to replace the paper version previously used.
- The first parent satisfaction survey for 2021-22 was completed via Survey Monkey.
- Teaching Pyramid Module 1b training was provided for all new staff and a refresher completed for previously trained staff.
- We onboarded new Center Assistants for Blue Bell and Jamestown HS.

In Progress

- On November 29, 2021, the Office of Head Start released the final rule regarding COVID masking and vaccination requirements.
 - Masking requirements for staff, volunteers and children over age 2 are effective November 30, 2021.
 - COVID vaccinations for staff must be completed by January 31, 2022 (2 doses of Moderna or Pfizer or 1 dose of Johnson & Johnson).
 - Applications for medical and religious exemptions to the vaccine mandate are due to HR by December 15, 2021.
 - OHS will monitor for compliance with these requirements during federal monitoring reviews.
- Plans are being developed to switch the ECS database from COPA to Child Plus in July 2022.
- Teacher, Family Advocate and Center Assistant 3- and 6-month evaluation forms are being revised to provide better guidance for staff.
- CLASS and unannounced active supervision monitoring are being completed for all HS and EHS sites.

Developing People, Changing Lives, Building Communities

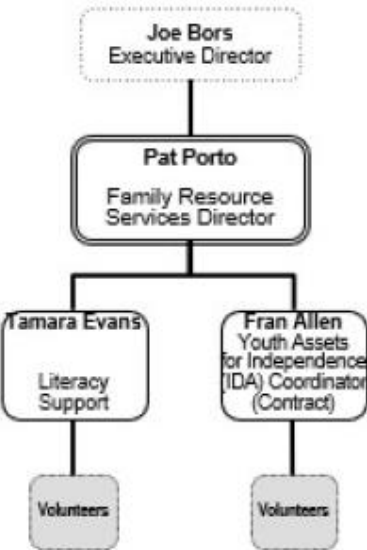


Amador Tuolumne Community Action Agency

Organizational Chart – September 2021

Family Resource Services

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





FAMILY RESOURCE SERVICES

Pat Porto

FAMILY RESOURCE SERVICES

- **Substance Solutions for Amador Youth (SSAY) Coalition:** Zoom meetings continue on the 3rd Tuesday monthly. Recruitment for new members continues. The coalition has chosen to focus on youth alcohol and marijuana use, and use community education and engagement to reduce / change outcomes for substance using youth. Planning continues for developing a 2022 DFC grant funding proposal.
- **Youth housing grants:** HHAP Round 2 grant targets any youth aged 18-24 to support housing needs, housing stabilization, and education support. The CSBG Discretionary fund grant supports current and/or former foster youth 18-21, who have aged-out of support systems. It also targets housing stability, job and employment skills, educational and career opportunities.
- **IDA:** Funded by United Way. We continue to enroll new foster and former foster youth age 13-21. UW funding continues through December 2021, and we are waiting for information about funding for 2022. A 2022 *Swing for The Kids* golf tournament has been discussed.
- **Parent's Place:** ECS continues to share my videos with parents, for viewing at their convenience. The videos can also be helpful to staff working with families on one of the topic areas. Parents viewing videos may also choose to complete a survey before viewing, that can associate them with an ECS center. Parents are invited to contact me for questions or support. I will be completing new videos in January and February 2022.
- **Homeless Shelter Parenting:** Monthly parenting classes are offered at the homeless shelters in Jackson and Sonora. I prepare topic material and handouts, but the discussions are open to any topics or issues the residents bring up. Residents are welcomed to contact me with additional questions or for support.

Continuing outreach to serve more youth and their families



Amador Tuolumne Community Action Agency

Organizational Chart – September 2021

Administration

- Fiscal Management
- Human Resource Management
- Program Support

Amador LifeLine Program

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

ATCAA Information Technology (IT)

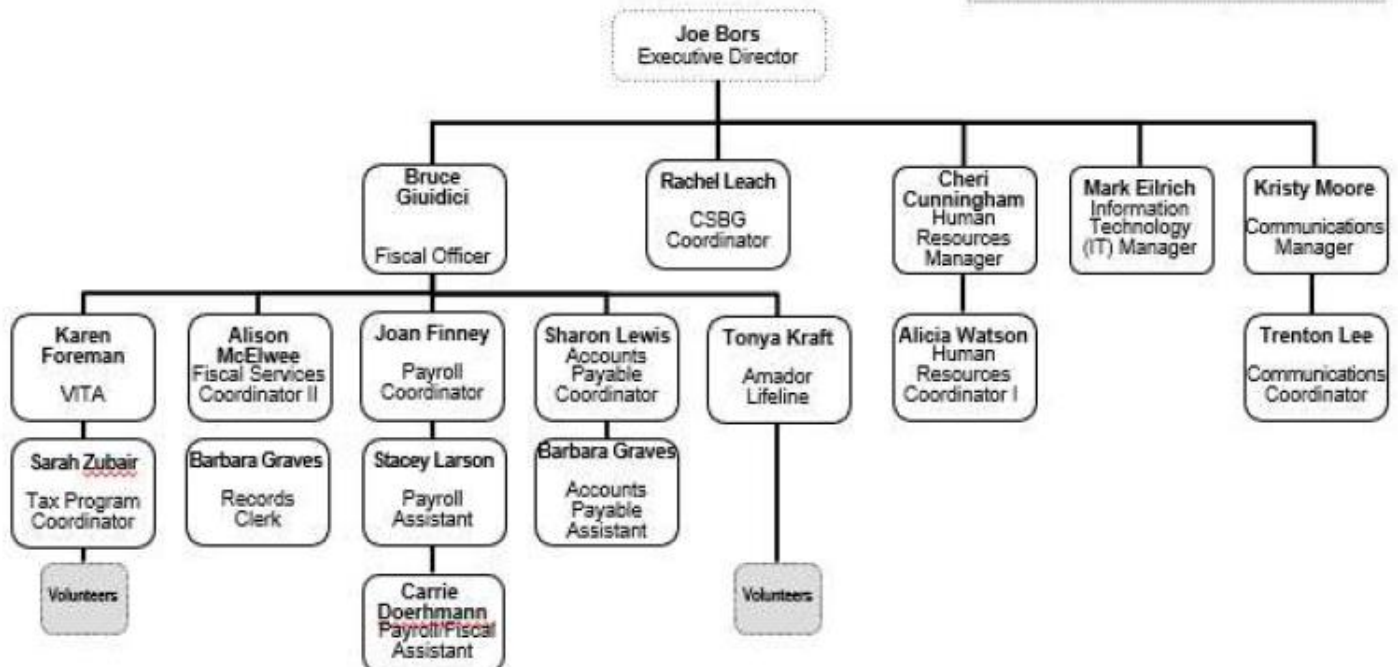
- IT Planning & Development
- Employee Computer training

VITA

- Volunteer Income Tax Preparation Program for income eligible residents.

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.





Lifeline
Tonya Kraft

Contracts/Amendments

Current contracts funding our low-income programs. No word yet whether Sutter Health will approve a new grant for 2022.

Accomplishments

- Long-time, sterling volunteer installer, Ralph Salinas, will retire after 11 years at end of year. Sure going to miss Ralph's dedication to Lifeline beyond what was required!
- Rich, another great volunteer installer we have has brought on a replacement for Ralph with John Pretto, retired Amador Co. high school teacher who has lived in the community for many years.
- A former ATCAA employee, Lynn Harmston, maintenance tech at Varley Place has also agreed to be trained to help with installations and needs in Calaveras County, which currently has no one assigned to it.

In Progress

- The Christmas gift project for our low-income clients is gearing up and the gifts will be picked up on December 14, and readied for distribution by our 'elves' shortly thereafter. This is such a kind project the two community organizations are doing to recognize our clients and show them someone cares during this often lonely time.

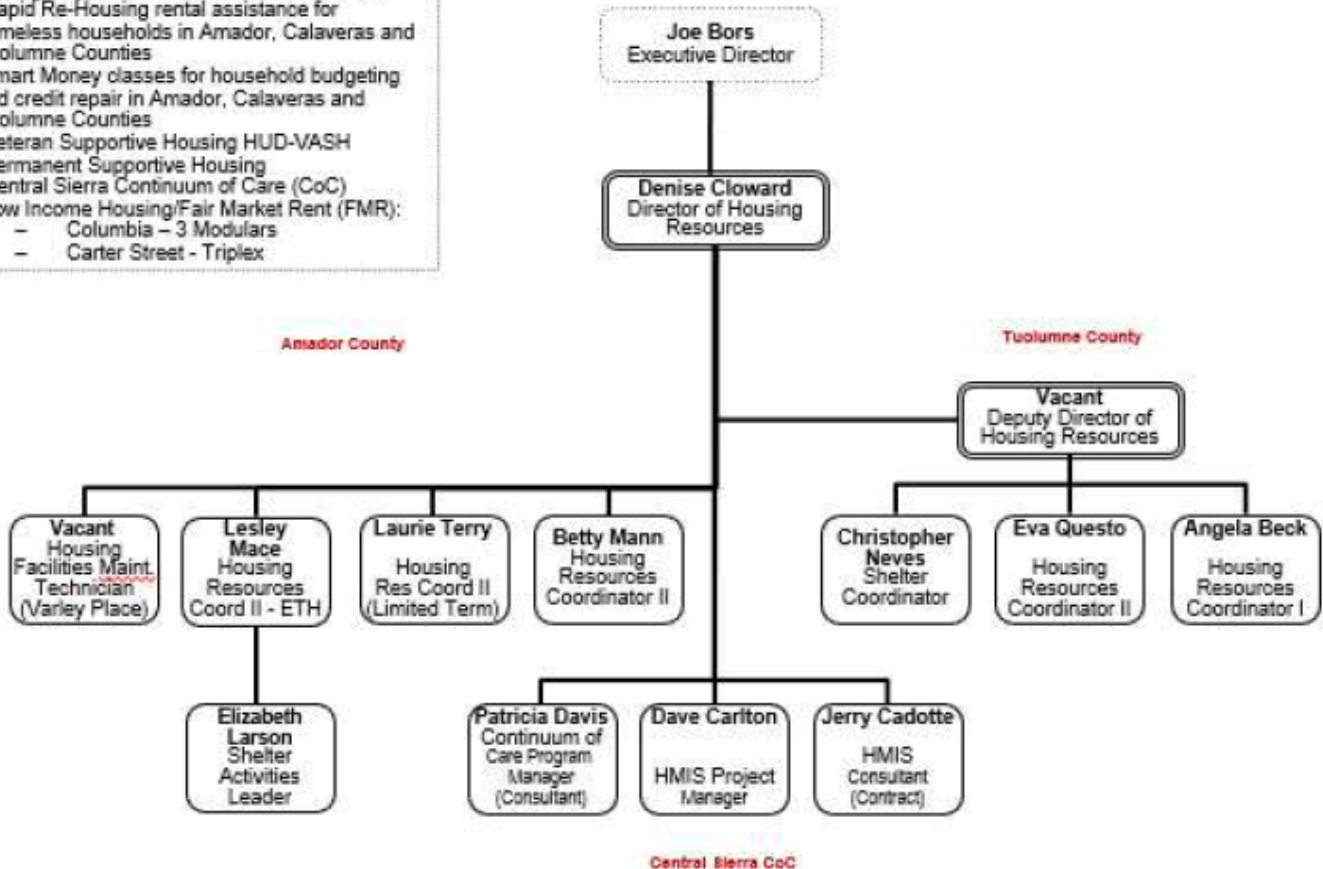
'Help is just a button away!'



Amador Tuolumne Community Action Agency Organizational Chart – September 2021

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 Modulares
 - Carter Street - Triplex





Contracts/Amendments

- ESG CV 2.2 –Across the 4 regions-40% on track June 2022 spent out- Temp non congregate increased
- HHAP R 3 Initial disbursement in process from State
- Budget revision ESG CV- Emergency COVID funds secured

Accomplishments

- 2021 CoC Regional application submitted
- Hired Amador HRC 2, and new Varley/Housing Maintenance
- Finished all expenditures EFSP Both Counties
- New Youth Sub Committee through CA-526 formed
- Developed final PIT Committees all 4 Counties/Purchased incentive items

In Progress

- Fill units Varley Place x 3
- ESG Monitoring forms- Regional audits from ATCAA Jan 2022
- EFSP Final reporting 37 /Cares/ 38 - Phase 39 soon both Counties
- HHAP R 1 Annual report due 12-15-2021
- Adopt a Family Sonora Shelter

ATCAA in both Counties is working collaboratively with Public Health, Law Enforcement, local hospitals, and other providers to safely house those testing Positive for COVID 19



Amador Tuolumne Community Action Agency

Organizational Chart – September 2021

CAL EITC

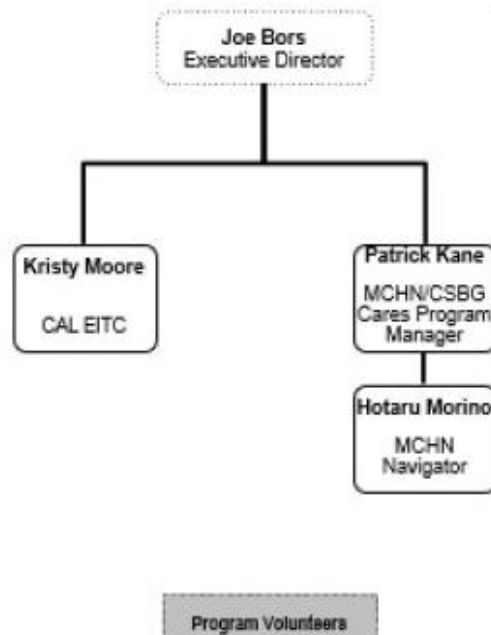
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MCHN (Med-Cal Health Navigator)

- Provides outreach to Amador and Calaveras, enrolling new and returning applicants for Medi-Cal Health Services.

CSBG CARES Program

- Developing and implementing new and augmented programs for CSBG program. (Water and Transportation Vouchers, Eviction assistance, Head Start and Lifeline assistance, etc.)





MCHN & CSBG CARES MANAGER
Patrick Kane

Programs

- CSBG CARES Water Bill Assistance has distributed \$15,400 so far.
- CSBG CARES Transportation Vouchers being distributed to Amador County residents.
- CSBG CARES Mortgage/Rental Assistance being distributed.
- Head Start family advocates working with families on applying for CSBG CARES Emergency Bill Pay Assistance

Accomplishments

- Medi-Cal Health Navigator has increased enrollments each month.

In Progress

- Working on amendment to CSBG CARES work plan in order to spend out remaining funds.

Expanding and enriching our partnerships in the region!

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

November 5, 2021

9:30 a.m.

ZOOM

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

Topic: November 5, 2021 Policy Council Meeting

Time: Nov 5, 2021 09:30 AM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83467588842?pwd=UkxOdHFGVmt2U2s5RlJiWVdqWkNUQT09>

Policy Council Minutes

- 1.0 **CALL TO ORDER:** The November 5, 2021 Policy Council Meeting was called to order by Megan Overholtzer at 9:33 a.m.
- 2.0 **ROLL CALL**
Policy Council Members: Wesley White (BB EHS), Jesus Rodriguez (BB HS) Helena Rice-Padilla (IO EHS), Holly Horn-White (IO HS), Courtney Clark (JK HS), Alyssa Hix (JT EHS), Leeco Thach (JT HS), Megan Overholtzer (SO HS), Lisa Berg (SB HS), Elizabeth Ramos (Tuol. Public Health), Donna Jackson (Ama. Public Health), Lynn Morgan (ATCAA Board)
ATCAA Staff Members: Nancy Miner (ECS Director), Joe Bors (ATCAA Executive Director), Jackie Roberts (ECS Operations & Budget Manager), Marta Hunt (ECS Secretary)
Guests: Paige Shirley (JK EHS), Melissa Tuck (Tuol. HB)
- 3.0 **SEATING OF NEW MEMBERS**
 - 3.1 Seating of New Parent Members: New Parent Representatives were automatically seated to the Council.
 - 3.2 Deletion of Memberships (action item): None.
 - 3.3 Addition of Memberships (action item): **Lynn Morgan moved to appoint Donna Jackson from Amador County Public Health as a Community Member to the Policy Council and Leeco Thach 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 5, 2021 Policy Council Agenda: **Lisa Berg moved to approve the November 5, 2021 Policy Council Agenda and Helena Rice-Padilla 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 1, 2021 Policy Council Minutes: **Courtney Clark moved to approve the November 5, 2021 Consent Agenda and Lisa Berg seconded. Donna Jackson abstained from the vote as she was not present at the October 1, 2021 Meeting. Vote was taken by roll call. Motion passed.**

6.0 PUBLIC COMMENT

Donna Jackson from Amador Public Health introduced herself to the Council and is happy to be a part of the Policy Council again. Everyone thanked Donna for joining the Council.

7.0 NEW BUSINESS

- 7.1 Request for approval of Non-Federal Share Waiver for Head Start and Early Head Start for Fiscal Year 2021: Jackie Roberts presented the request for a Non-Federal Share Waiver for 2021. \$851,298 is the total amount required for 2021. The request is for a waiver of \$200,000 of the total, committing to \$651,298 for 2021. Melissa Tuck asked if this would reflect badly on us since we also asked for a Non-Federal Share Waiver for 2020. Jackie reported that we did do much better than last year. In 2020 we requested a Non-Federal Share waiver in the amount of \$440,000. Not having volunteers in the classroom and having to close sites off and on due to surges of COVID cases in our area has been difficult. We have been in contact with our Grant Specialist who is aware of our situation and aware that we are requesting a Non-Federal Share waiver for 2021.
Lisa Berg moved to approve the Non-Federal Share Waiver in the amount of \$200,000 and Leeco Thach seconded. Vote was taken by roll call. MPU.

8.0 REPORTS

- 8.1 Center and Home Base verbal reports for October 2021: Center and Home Base verbal reports for October 2021 were given by Alyssa Hix (JT EHS), Courtney Clark (JK HS), Paige Shirley (JK EHS), Helena Rice-Padilla (IO EHS), Leeco Thach (JT HS), Wesley White (BB EHS), Melissa Tuck (Tuol. HB), Lisa Berg (SB HS), Holly Horn-White (IO HS), Jesus Rodriguez (BB HS) and Megan Overholtzer (SO HS).
- 8.2 Monthly Statistical & Attendance Reports for HS & EHS for September 2021: Nancy Miner presented the September 2021 Monthly Statistical and Attendance Report. She discussed enrollment numbers, dental and medical homes, families with medical insurance and enrollment and attendance by sites. Screenings were reviewed and discussed. Dental screenings are looking lower than normal at this time. Amador is having their dental screenings done this month, but Tuolumne County is having a more difficult time with the dental screenings because our dental screener with Smile Keepers has to isolate for 10 days after each of her school visits, so it is taking longer than normal, but they are being scheduled. The data highlighting family demographics was also reviewed.

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

8.3 Budget & Credit Card Reports through September 2021

- Head Start 8127.1
- Early Head Start 8127.2
- In Kind (8127.1 & 8127.2)
- Head Start 8128.1
- Early Head Start 8128.2
- In Kind (8128.1 & 8128.2)
- CDE 8292.1
- CACFP 8224.1 & 8224.2
- First 5 8245.1 & 8242.1
- HVP 8167.2
- Credit Card Reports September 2021

Jackie Roberts presented the Budget and Credit Card Reports covering through September 2021. Head Start and Early Head Start 2020 funding including COVID funding has been spent except for funding for a Blue Bell Project and a play structure. Head Start and Early Head Start 2021 Budgets are being expended a little more slowly due to spending 2020 funding concurrently, but we do have the flexibility to ask for a carryover when we need it for a different year in our 5-year grant. CSPP looks to be spending down right on target. Earnings for CACFP and Tuolumne Home Visiting Program were also reviewed. First 5 funding is being spent on Coaching and Classroom Enhancements. The Council reviewed all Budget and Credit Card reports.

9.0 DIRECTOR REPORTS

- 9.1 2020 – 2021 Head Start and Early Head Start Program Indicators: Nancy Miner presented Enrollment, Health & Dental, Disabilities and Family Services Program Information Report Indicators for 2020 – 2021 comparing our program to National averages.
- 9.2 Policy Council Officers: Policy Council Officers will be voted in at the next Policy Council Meeting in December. Nancy Miner went over the Officer positions and responsibilities. She also discussed the opportunity to serve on the ATCAA Board for anyone interested in filling that position.
- 9.3 COVID Vaccine Requirement for Staff: The vaccine mandate was discussed. Head Start and Early Head Start staff are required to be fully vaccinated by the end of the year. Guidance from Head Start around the vaccine mandated has not been issued. Staff were given information on requesting medical or religious exemptions. Doctor Stolp was available to talk to staff with vaccine hesitations. Depending on what may happen, we may end up short staffed in some places and will need to begin to plan for those types of scenarios. Wesley White asked what if unvaccinated staff don't get exemptions. Nancy Miner discussed the possibility of having to close some sites.

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY
Policy Council Regular Meeting

- 9.4 Staffing Updates: Nancy Miner updated the Council on a new Apprentice Teacher starting at Blue Bell and a new Family Advocate starting at Summerville. We still need to hire two teachers, one for Jamestown EHS and one for Soulsbyville Head Start. We are in the process of hiring a Center Assistant for Blue Bell and Jamestown. We also need to hire a Center Assistant for Jackson EHS and Lone.

10.0 POLICY COUNCIL MEMBER REPORTS

Elizabeth Ramos reported on the fall and winter gardens at Blue Bell, Soulsbyville and Jamestown Early Head Start. The gardens have all been an excellent success at the sites and parents shared that their children enjoy eating the food from the gardens.

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 NEXT PC MEETING:

December 3, 2021 PC Meeting
9:30 a.m.
Via ZOOM

- 11.2 Office of Head Start Information Memorandum on Supporting the Wellness of All Staff in the Head Start Workforce (ACF-IM-HS-21-05)

12.0 ADJOURNMENT: The November 5, 2021 Policy Council Meeting was adjourned at 11:11 a.m.

MB 21-14

Provides information and guidance on the Continued Funding Application for Fiscal Year 2022-23 for Early Education California State Preschool Program (CSPP) contractors.

Early Education Division

Subject: Continued Funding Application, Fiscal Year 2022–23

Number: 21-14

Date: November 8, 2021

Expires: When Rescinded

Authority: *California Code of Regulations*, Title 5, Division 1, Chapter 19, Subchapter 1, Article 5

Attention: Executive Officers and Program Directors of California State Preschool Programs

Purpose

Management Bulletin (MB) 21-14 offers existing California Department of Education (CDE), Early Education Division (EED), California State Preschool Program (CSPP) contractors the opportunity to request continued funding for fiscal year (FY) 2022–23. This MB supersedes the Continued Funding Application (CFA) information found in MB 20-16.

Policy

In order to be considered for continued funding for FY 2022–23, CSPP contractors must complete and submit the FY 2022–23 CFA on or before Friday, December 17, 2021. The complete FY 2022–23 CFA packet is available on the CFA web page at <https://www.cde.ca.gov/sp/cd/ci/cfaforms2223.asp>.

Each contractor is to review this information as soon as possible to ensure appropriate time and resources are reserved to complete and submit the FY 2022–23 Continued Funding Application (CFA) in a timely manner.

Unlike prior years, any CSPP contractors who apply for and are approved for continued funding will not need to sign and return a CSPP contract to provide services for FY 2022–23, as CSPP contractors who apply for and are approved for continued funding through the CFA process will be automatically renewed in accordance with all applicable federal and state laws, as well as all CSPP Funding Terms and Conditions and Program Requirements that will be incorporated into the FY 2022–23 CSPP contract.

By completing and returning the FY 2022–23 CFA, your agency indicates that it wishes to automatically renew its CSPP contract for FY 2022–23 and is willing to, and does accept, all of the terms and conditions of such contract, which will be provided to all CSPP contractors being renewed for funding no later than June 1, 2022. CSPP contractors may subsequently reject the terms of the new CSPP contract and opt not to renew their services under the terms of the new contract by providing written notice to the CDE no later than July 1, 2022. Instructions on how to provide written notice of rejection of the terms of the new FY 2022–23 contract will be provided in forthcoming communication, on or before June 1, 2022, to CSPP contractors.

Note: If your agency requires formal board approval to enter into contracts, it's important that your agency seek such approval at this time. For public agencies, evidence of a board resolution or minutes reflecting authorization of a signature on the CFA or a delegation of authority will need to be submitted with the CFA.

Implementation Directives

Applications must be received by the CDE, EED on or before 5 p.m., Friday, December 17, 2021, regardless of method of application submission.

CSPP contractors may submit the CFA electronically by email or physically by mail (hard copy). Electronic submissions of the CFA are encouraged.

Option 1: Electronic CFA with a Digital Signature

The CFA signature pages must be digitally signed by the CSPP contractor's authorized representative if submitting the CFA electronically. Instructions for each signature page are found in each applicable section within this document.

Option 2: Scanned CFA

CSPP contractors may choose to print the CFA, physically sign each of the required forms, and scan and email the CFA to the CFA email inbox. Please note that the size of the scanned attachment must not exceed 25 megabytes.

IMPORTANT: If submitting the CFA electronically, email the completed and signed CFA and all required attachments to CFA@cde.ca.gov. Additionally, please include the following statement in the body of the email:

"By submitting the attached, I certify that I am authorized to submit, and have approved this Continued Funding Application (CFA) for **[Insert CSPP Contractor Name]**, vendor number **[XXXX]**. **[Insert CSPP Contractor Name]** intends that the CFA transaction be completed by electronic means. All signatures in the attachment are intended to be binding."

Physical CFA by Mail (Hard Copy)

Physical CFAs may be mailed to the CDE, EED. All signatures in the CFA must be in **blue ink**.

If submitting by mail, send the completed and signed CFA and all required attachments to the following address:

Continued Funding Application 2022–23
California Department of Education
Early Education Division
1430 N Street, Suite 3410
Sacramento, CA 95814-5901

Background and Authority

California Code of Regulations, Title 5 (5 CCR) states, "Contractors that intend to accept the offer to continue services in the subsequent contract period shall respond to a Continued Funding Application request from the Child Development Division in accordance with the instructions and timelines specified in the request."

The 5 CCR states, "Failure to respond within the timelines specified in the continued funding application request shall constitute notification to the Child Development Division of the contractor's intent to discontinue services at the end of the current contract period." Failure to respond to requests from the EED for additional information will result in the application being deemed incomplete.

Resources

If there are any questions regarding the application process or the automatic renewal of approved funding requests, contact the CFA team by email at CFA@cde.ca.gov. Include your name and phone number on all inquiries.

If you have any **programmatic** questions regarding the information in this Management Bulletin, please contact your assigned EED, Program Quality Implementation (PQI) office regional Consultant. The EED, PQI office regional consultant directory can be accessed at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp>.

If you have any **fiscal** related questions regarding the information in this Management Bulletin, please contact your assigned Child Development and Nutrition Fiscal Services apportionment analyst. The fiscal apportionment analyst directory can be accessed at <https://www.cde.ca.gov/fg/aa/cd/faad.asp>. Please be sure to select the fiscal apportionment analyst for the CDE, as this directory includes contact information for both the CDE and California Department of Social Services fiscal apportionment analysts.

Questions: Early Education Division | 916-322-6233

Last Reviewed: Monday, November 8, 2021