

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

**BOARD OF DIRECTORS MEETING**

**AGENDA**

**April 9th, 2021 | 10:30 a.m.**

**Zoom Video Conference**

**URL:** <https://us02web.zoom.us/j/86066784970?pwd=c2xOVW9TdGZKT0NxYkZLUWRNN2FaUT09>

**Meeting ID: 860 6678 4970**

**Password: 357524**

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

**Teleconference Location**: 10590 Hwy 88 Jackson, CA 95642

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

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

|  |  |  |
| --- | --- | --- |
| ATCAA Staff | | |
| Joseph Bors | Executive Director |  |
| Bruce Giudici | Fiscal Officer |  |
| Rachel Leach | Secretary to the Board/ CSBG Coordinator |  |
| Denise Cloward | Housing Director |  |
| Joseph Tobin | Food Bank Director |  |
| Craig Case | Energy Director |  |
| Robert White | Prevention Program Director |  |
| Nancy Miner | Early Childhood Services Director |  |

Others Present:

1. **APPROVAL OF AGENDA**: Approval of agenda for this date, any and all off-agenda items must be approved by the Board (pursuant to Government Code 54954.2)
2. **PUBLIC MATTERS NOT ON THE AGENDA**: Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.
3. **BOARD TRAINING:**
   1. Intro to ROMA for Boards and Staff ***(Org Std. 5.8, 7.9)***
4. **CONSENT AGENDA**: Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a board member(s).
   * 1. Board Minutes 2/12/2021
     2. Special Board Minutes 3/5/2021
     3. Request for Approval Board Resolution 2021-01 Emergency Solutions Grant, Coronavirus Round 2
     4. Request for approval of 2021 Early Head Start & Head Start Cost of Living Adjustment (COLA) and Non-Federal Share Waiver
5. **COMMITTEE REPORTS:**
   1. Finance Committee: Verbal Report of 4/9 Meeting
   2. Financial Reports **(*Org Std 8.7*)**
      1. Administrative Budget to Actual [7/2020-2/2021]
      2. CSBG Budget to Actual [1/202-2/2021]
      3. ATCAA Balance Sheet [2/28/2021]
      4. ATCAA Revenue and Expenditure Report [7/1/20-2/28/21]
      5. ATCAA Cash Flow-Overview [7/20-2/21]
      6. ATCAA Cash Flow-Housing [1/20-2/21]
      7. ATCAA Cash Flow-Food Bank [7/20-2/21]
      8. ATCAA Cash Flow-Energy [7/20-2/21]
      9. Housing Support Account - Tuolumne Properties and Varley Place
      10. Fiscal Officer Narrative – [4/2021]
   3. Executive Committee: Has not met
   4. Internal Affairs Committee: Has not met.
   5. Nominating Committee: Has not met (pending Low-Income Candidates).
   6. Early/Head Start Policy Council: Verbal Report of 3/5/21 meeting.
6. **PROGRAM PRESENTATIONS**: **(*Org Std. 5.9)***
   1. Housing, Denise Cloward (Verbal Report)
   2. Food Bank, Joe Tobin (Verbal Report)
   3. Energy, Craig Case (Verbal Report)
   4. Prevention Programs/YES Partnership, Bob White (Verbal Report)
   5. Early Childhood Services, Nancy Miner (Verbal Report)
   6. Family Resource Services, Pat Porto (Slide Only)
   7. Lifeline, Tonya Kraft (Slide Only)
   8. Communications, Kristy Moore (Slide Only)
   9. MCHN & CSBG CARES Program, Patrick Kane (Slide Only)
7. **NEW BUSINESS:** 
   1. Amador Transitional Housing Project-Approval of offer (handout)
   2. Update-Tesla battery contract for Food Bank
8. **OLD BUSINESS:** 
   1. ATCAA Board Annual/Biennial forms
      1. ATCAA 2021 Board Compliance Checklist
   2. Board Vacancy Status-Tuolumne Low-Income Representative ***(Org Std. 5.1)***
      1. Fill vacancies for Nominating Committee (member must have been on board for **1** or more years) Based on prerequisites, Tuolumne members Schneider, Kruse & Such (in June) are available
9. **Board Member Program Review Report: none**

Note: This is a new section for Board members to share what they have learned during periodic Program reviews. This results from an action taken during the Community Needs Assessment.

1. **CSBG REPORT:**
   1. CAP Plan update: success of 20-21 CAP strategies ***(Org. Std. 4.4)***Pg. 52-54
   2. Strategic Plan 2018-2019 Update***(Org. Std. 6.5)*** Pg. 55-59
   3. 20/21 Community Needs Assessment and 22/23 Community Action Plan-Update Pg. 60-71
      1. Needs Assessment includes Agency Satisfaction data ***(Org Std 1.3)***
2. **EXECUTIVE DIRECTOR REPORT:** 
   1. COVID-19 vaccination status
3. **ITEMS FOR FUTURE AGENDAS:** 
   1. Risk Assessment
   2. Strategic Plan
4. **INFORMATIONAL:** 
   1. 2021 ATCAA Board Committee Assignments.
   2. 20-21 Agency Awareness and Satisfaction Detailed Report *(Org Std 1.3)*
   3. Head Start Policy Council Minutes 2/5/2021.
   4. ACF Program Instruction (ACF-PI-HS-21-01) on FY 2021 Head Start Funding Increase
   5. ACF Program Instruction (ACF-PI-HS-21-02) on Head Start Center-Based Service Duration Requirements for 45 Percent of Slots
   6. CDE Management Bulletin 21-04 on CSPP Free or Reduced-Price Meal Eligibility Criteria to Enroll Four- Year-Old Children – REVISED
   7. CDE Management Bulletin 21-05 on Fiscal Year 2020-21 Program Self-Evaluation
5. **FUTURE BOARD MEETINGS:**

June 11th, 2021

August 13th, 2021

October 8th, 2021

December 10th, 2021

1. **ADJOURNMENT:**

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590. State Hwy. 88 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Sonora Service Center at 209-533-1397 or our Jackson Service Center at 209-223-1485 during business hours at least 48 hours before the meeting so appropriate arrangements may be made