



**AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS MEETING**

MINUTES

February 8th 2019 | 10:30 a.m.

Video Conference Between

ATCAA Jackson Service Center, Jackson Community Room, 10590 Hwy 88, Jackson, CA 95642 and
ATCAA Sonora Service Center, 2nd Floor Conference Room, 427 N Hwy 49, Sonora, CA 95370

1. CALL TO ORDER:

The meeting was called to order at 10:42am by Chairperson Lloyd Schneider.

2. ROLL CALL:

ATCAA 2019 Board of Directors					
Lloyd Schneider	TUO PRI	<i>P</i>	Board Chairman		
Lynn Morgan	AMA PRI	<i>P</i>	Board Vice-Chair		
Karl Rodefer	TUO PUB	<i>P</i>	Board Secretary/Treasurer		
Amador			Tuolumne		
Frank Axe	PUB	<i>P</i>	Ryan Campbell	PUB	<i>P</i>
Jeff Brown	PUB	<i>P</i>	Walt Kruse	LIR	<i>P</i>
Joni Drake	LIR	<i>A</i>	Alisha Morrow	HSPC	<i>A</i>
Mary Pulskamp	LIR	<i>P</i>	Dana Reel	LIR	<i>P</i>
Linda Rianda	PUB	<i>P</i>	Connie Williams	PUB	<i>P</i>
Susan Ross	PRI	<i>P</i>			
Jim Wilmarth	PRI	<i>P</i>			

P = Present; A = Absent

Others Present:

Rajeev Rambob	ATCAA Executive Director	<i>P</i>
Bruce Giudici	ATCAA Fiscal Officer	<i>P</i>
Rachel Leach	CSBG Coordinator	<i>P</i>
Cheri Cunningham	ATCAA Human Res. Manager	<i>P</i>
Katelyn Goehner	Secretary to the Board	<i>P</i>

Deni Avery, ATCAA Food Bank Director, Marcia Williams, Early Childhood Services Director

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

Member Rodefer moved and Kruse seconded the Approval of Agenda. Member Reel abstained.

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.

- *Member Pulskamp wanted to know how the Housing Point In Time (PIT) Count was conducted and how the grant was spent. Rajeev Rambob and Bruce Giudici let the Board know that the PIT Count was conducted on January 24th, to count how many homeless people were in California the night of January 23rd. Amador County received a grant from the Amador Community Foundation for \$10,000 to do the count. Shelter Coordinator Lesley Mace ran the PIT Count, and it was very successful and well organized. The funds were used to pay volunteers for their time and gas if they had a vehicle (\$3900), for incentives to participate (\$1000 in Subway gift cards), and to pay staff involved in the count. It will be a 30-day turn around for final count numbers and expenses, but it is estimated that 180 people were homeless on the night of the 23rd in Amador County. All funds remaining after expenses will be given back to the Amador Community Foundation. Numerous Board Members were curious about Tuolumne's count, and that is estimated to be around 400 homeless. With these numbers, it is anticipated that the Central Sierra Continuum of Care (COC) will increase ATCAA's Housing in Urban Development (HUD) funding by double. This will benefit Amador, Calaveras, Mariposa, and Tuolumne counties, who are within the COC.*

5. **CONSENT AGENDA:** Items listed on the consent agenda are considered routine and may be enacted by one motion. Any item may be removed for discussion and made a part of the regular agenda at the request of a board member(s).

- 5.1. Board Minutes of 1/11/2019. Pg. 3
- 5.2. Request for 1.77% COLA for Early Head Start & Head Start. Pg. 6
- 5.3. Notice of Federal Interest – Soulsbyville Head Start. Pg. 8
- 5.4. Notice of Federal Interest – Jamestown Head Start. Pg. 9
- 5.5. Notice of Federal Interest – Jackson Head Start. Pg. 10
- 5.6. Review and Approve ATCAA Bylaws. Pg. 15
- 5.7. ATCAA Food Bank Wellness Policy. Handout.
- 5.8. Financial Reports
 - 5.9.a. Administrative Budget to Actual. Pg. 29
 - 5.9.b. Contract Status Summary Report. Pg. 31
 - 5.9.c. ATCAA Revenue & Expenditure Report. Pg. 33
 - 5.9.d. ATCAA Balance Sheet. Pg. 34
 - 5.9.e. ATCAA Budget to Actual by Department Report. Pg. 35

Member Morgan moved and Rodefer seconded the Approval of the Consent Agenda. MPU.

6. **COMMITTEE REPORTS:**

- 6.1. Finance Committee: Verbal Report of 2/8 Meeting.

Committee Chair Rodefer let the Board know of the handful of areas he will be keeping a close eye on:

 - *Admin Budget – Contractual expenses have only 28% of the budget remaining due to the Jackson Service Center move back in September 2018.*
 - *Discretionary Funds, Housing – Vacancies in the State St and Carter St apartments. Only high-risk tenants are allowed to be there until the loan is paid off. It is estimated that it will be paid off within a year. Once that happens, there will be no restrictions on who can stay there.*
 - *Health Insurance – Premiums are expected to rise for next year. It was suggested that Internal Affairs Committee to put together a strategic plan together to see the impact on ATCAA and employees. It was suggested that the Internal Affairs and Finance Committees to make this a joint project. Member Axe moved and Rodefer seconded the approval of the joint project.*

- 6.2. Executive Committee: Has not met.
- 6.3. Internal Affairs Committee: Verbal Report of 1/26 and 2/8 Meeting.
Committee Chair Morgan reported that the Executive Director Job Description was finalized at their meeting earlier that day. They need to work on what questions are going to be asked at the interviews which are February 25th and 26th in Sonora where nine candidates will be interviewed by the panel of Members Campbell, Williams, Morgan, Reel, and Ross. It was suggested to have a couple non-board members be on the panel because of their experience, former ATCAA Executive Director Michelle Hance and PJ Davis who is familiar with community action agencies were mentioned by name. The next Internal Affairs meeting will be Friday, February 15, 2019 from 9am-11am telephone conference between the Jackson and Sonora Service Centers and they will be finalizing the interview questions and interview panels. Member Ross asked the Board to keep an open mind for candidate because of the salary. Once the new Executive Director is hired, the Finance Committee will work on negotiating the salary and benefits. With the recommendation from the Internal Affairs Committee, Member Rodefer moved and Rianda seconded the approval of new Executive Director Job Description. MPU.
- 6.4. Early/Head Start Policy Council: Verbal Report of 2/1 Meeting.
Early Childhood Service Marcia Williams informed the Board that their last Policy Council Meeting the Friday before has lots of people including Members Schneider and Morgan. This past week has been horrible because of the weather, they had some site closures, and one is still closed because there is no power and a lot of ice. The ECS Federal Review is next week, and this happens every four years. Head Start consultants from around the country come and look at all aspects of Head Start, including Fiscal. Williams assured the Board that ATCAA has always done well, and she expects nothing will be different.
- 6.5. Board Member Reports/Site Visits
Member Rodefer urged new Board Members to go visit a site. Members Schneider and Morgan were at the Policy Council last week, and were welcomed. Member Kruse mentioned the email that Rambob sent out regarding poverty and the brain and the website upgrade looks nice. Member Schneider let the Board know that the Tuolumne Animal Shelter is doing a Mardi Gras fundraiser this year, so ATCAA's fundraiser might not be happening. Rambob will let the Board know for sure.

7. OLD BUSINESS: None

8. NEW BUSINESS:

9. FISCAL OFFICER REPORT:

9.1. Fiscal Officer Narrative. Pg. 38

The Board reviewed the reports. Member Williams complimented Fiscal Officer Bruce Giudici on his report that it is very easy to read and understand.

Recess was from 11:30am to 11:37am

10. EXECUTIVE DIRECTOR REPORT: Verbal Report.

Rambob updated the Board on the situation with the Sonora Service Center. The Tuolumne General Hospital is still being talked about as the future home of that Sonora Service Center. ATCAA would be the master lease holder, and sublet to other non-profit service providers. Kim Vann, State Director of the United States Department of Agriculture (USDA) Rural Development (RD) could get a grant for equipment and a low interest loan for renovations. Also, the dissatisfaction with the current Service Center space has been heard by a vacant building owner by the Adventist Hospital. It would be more square footage for less cost. Rambob and

Williams are doing a walkthrough next week to see the possibility of the move. Friday Night Live Director Robert White has had meetings there, and says the space is nice, but it has had a leaking roof.

11. ITEMS FOR FUTURE AGENDAS: Executive Director Search

12. INFORMATIONAL:

- 12.1. 2019 Poverty Guidelines. Pg. 40
- 12.2. Why Music and Movement are Vital for Children. Pg. 45
- 12.3. CDE Management Bulletin 18-09 on Electronic banking option for provider reimbursement in Alternative Payment Programs (APPs). Pg. 46

13. CLOSED SESSION: Executive Director Search

Closed Session was from 11:45am to 12:00pm

Board Chair Schneider reported out that they discussed and approved the transitional plan for after Rambob's last day on 2/15/19. Rambob will remain with ATCAA at a part time interim status with full benefits, and will work mainly from home. He will team with Marcia Williams and Joe Bors to cover the agency. Both Williams and Bors will receive an \$800 stipend each month as compensation. This will be through March, and if a new Executive Director is not hired by then Rambob will stay on.

14. ADJOURNMENT:

The meeting was adjourned at 12:01pm by Chairperson Lloyd Schneider.

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.