



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

## INTERNAL AFFAIRS COMMITTEE MEETING

### AGENDA

February 20th, 2019 | 9:00a.m.

Telephone Conference between

ATCAA Jackson Service Center, Jackson Community Room, 10590 Hwy 88, Jackson, CA 95642

ATCAA Sonora Service Center, Room 203B, 427 N Hwy 49, Sonora, CA 95370

1. **CALL TO ORDER:**
2. **ROLL CALL:**
3. **APPROVAL OF AGENDA:** Approval of agenda for this date, any and all off-agenda items must be approved by the Board (pursuant to Government Code 54954.2).
4. **APPROVAL OF MINUTES:** Approval of minutes from February 8<sup>th</sup>, 2019 meeting. Pg. 2
5. **OLD BUSINESS:**
6. **NEW BUSINESS:**
7. **CLOSED SESSION:**
  - 7.1. Executive Director Round 1 Interview Questions
  - 7.2. Create scoring rubric for interviews
  - 7.3. Finalize interview panels
8. **ITEMS FOR FUTURE AGENDAS:**
9. **ADJOURNMENT:**

**LATE AGENDA MATERIAL:** Late agenda material can be inspected at the ATCAA Jackson Service Center 10590 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

## INTERNAL AFFAIRS COMMITTEE MEETING

### MINUTES

**February 8th, 2019 | 9:00a.m.**

Telephone Conference between

ATCAA Jackson Service Center, Executive Director's Office, 10590 Hwy 88, Jackson, CA 95642

ATCAA Sonora Service Center, Room 203, 427 N Hwy 49, Sonora, CA 95370

**1. CALL TO ORDER:**

*The meeting was called to order at 9:11am by Committee Chair Lynn Morgan.*

**2. ROLL CALL:**

*Members present: Lynn Morgan, Susan Ross, Walt Kruse, Connie Williams, Lloyd Schneider, Dana Reel, Ryan Campbell.*

*Others present: Cheri Cunningham, ATCAA Human Resource Manager.*

**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 Kruse moved and Reel seconded the Approval of the Agenda. MPU.*

**4. APPROVAL OF MINUTES:** Approval of minutes from January 28<sup>th</sup>, 2019 meeting. Pg. 2

*Member Reel moved and Kruse seconded the Approval of Minutes. MPU.*

**5. OLD BUSINESS:**

**5.1. Approval of Executive Director Job Description.**

Draft with Input from Managers. Pg. 4

Revision Suggestions from Member Kruse. Pg. 7.

*Member Schneider moved and Reel seconded the approval of Executive Director Job Description. MPU.*

**6. NEW BUSINESS:**

*None.*

**7. CLOSED SESSION:** Finalize Executive Director Round 1 Interview Questions

*Closed Session was from 10:00am to 10:20am.*

*Chairperson Morgan reported out that a list of interview questions was collected. Member Ross will compile those to create ten or so questions for the Committee to review at the next meeting.*

**8. ITEMS FOR FUTURE AGENDAS:**

Finalize interview questions  
Finalize interview panels

**9. ADJOURNMENT:**

*The meeting was adjourned at 10:21am by Committee Chair Lynn Morgan.*

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