



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

## INTERNAL AFFAIRS COMMITTEE MEETING

### AGENDA

**June 10th, 2019 | 10:00a.m.**

**Video Conference between**

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

**ATCAA Sonora Service Center, 2<sup>nd</sup> Floor Conference Room, 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>, and 20<sup>th</sup>, 2019 meetings. Pg. 2
- 5. OLD BUSINESS:**
  - 5.1. Board/Executive Director Training Status
- 6. NEW BUSINESS:**
  - 6.1. Executive Director Selection Policy/Procedure.
  - 6.2. Salaried vs. Hourly Employee Changes.
  - 6.3. Effective date of Executive Director Paid Time Off. Pg. 6
- 7. EXECUTIVE DIRECTOR VERBAL REPORT:**
  - 7.1. Food Bank Director - Open Hire Status.
  - 7.2. Energy Director - Open Hire Status.
  - 7.3. Executive Director update on Transition.
- 8. 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.*

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.

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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:

*The meeting was called to order at 9:13am by Committee Chair Lynn Morgan.*

2. ROLL CALL:

*Members present: Lynn Morgan, Susan Ross, and Dana Reel.*

*Others present: PJ Davis, Community Action Agency Advisory, Cheri Cunningham, Human Resource Manager, Katelyn Goehner, Secretary to the Board.*

*Members Absent: Lloyd Schneider, Walt Kruse, Connie Williams, and Ryan Campbell.*

*Not enough members for a quorum.*

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).

*None.*

4. APPROVAL OF MINUTES: Approval of minutes from February 8<sup>th</sup>, 2019 meeting. Pg. 2

*Will be approved at next meeting.*

5. OLD BUSINESS:

*None.*

6. NEW BUSINESS:

*None.*

7. CLOSED SESSION:

7.1. Executive Director Round 1 Interview Questions

7.2. Create scoring rubric for interviews

7.3. Finalize interview panels

*Closed Session was from 9:14am to 10:36am.*

*Committee Chair Morgan reported out that Round 1 interview questions were chosen. The scoring rubric was created, and the interview panels were created.*

**8. ITEMS FOR FUTURE AGENDAS:**

*It was suggested that a debrief meeting on the policy/procedure on hiring the Executive Director take place once the dust has settled after hiring the new one.*

**9. ADJOURNMENT:**

*The meeting was adjourned at 10:37am by Committee Chair Lynn Morgan.*

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.

### 6.3. Effective Date of Executive Director Paid Time Off

Insert from Joseph Bors Employment Contract:

- i. PTO: ATCAA agrees to provide Employee forty (40) hours in addition to the accrual of PTO for non-contract employees, subject to the same accrual limits as provided in the personnel policies. PTO may be taken at the Employee's convenience so long as it does not negatively impact ATCAA business. During use of PTO, Employee shall receive full compensation and other benefits as provided in this Agreement.