



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS MEETING
AGENDA
February 12th, 2021 | 10:30 a.m.

Zoom Video Conference

URL: <https://us02web.zoom.us/j/87402405364?pwd=RVl3KzJJMmNWUkpMSjdsUVhnNkV5UT09>

Meeting ID: 874 0240 5364

Password: 021221

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		
			Board Secretary-Treasurer		
Amador			Tuolumne		
Frank Axe	PUB		Kathleen Haff	PUB	
Jeff Brown	PUB		Daniel Anaiah Kirk	PUB	
Joni Drake	LIR		Lloyd Schneider	PRI	
Mary Pulskamp	LIR		Colette Such	PUB	
Linda Rianda	PUB		Serafina Thomas	HSPC	
Susan Ross	PRI		VACANT	LIR	
Jim Wilmarth	PRI				

ATCAA Staff		
Joseph Bors	Executive Director	
Bruce Giudici	Fiscal Officer	
Rachel Leach	CSBG Coordinator	
Katelyn Peterson	Secretary to the Board	
Pat Porto	Family Resource Services Director	
Tonya Kraft	Lifeline Program Coordinator	
Kristy Moore	Communications Manager	
Patrick Kane	MCHN & CSBG CARES Program Manager	

Others Present:

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. **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. **BOARD TRAINING**
 - 5.1. Board of Director Position Description. Pg. 5
 - 5.2. Board of Director versus Executive Director Roles. Pg. 6
 - 5.3. New Member Orientation, to be completed via Zoom before next Board Meeting.
 - 5.3.1. Board Orientation Checklist. Pg. 7

New members include Colette Such, Serafina Thomas, Daniel Anaiah Kirk, and Kathleen Haff.
6. **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).
 - 6.1. Board Minutes 12/11/2020 Pg. 8
7. **COMMITTEE REPORTS:**
 - 7.1. Finance Committee: Verbal Report of 2/11 Meeting
 - 7.1.1. Approval of Financial Reports (*Org Std 8.7*)
 1. Administrative Budget to Actual Pg. 16
 2. CSBG Budget to Actual Pg. 18
 3. ATCAA Balance Sheet Pg. 19
 4. ATCAA Revenue and Expenditure Report Pg. 20
 5. ATCAA Cash Flow-Overview Pg. 21
 6. ATCAA Cash Flow-Housing Pg. 22
 7. ATCAA Cash Flow-Food Bank Pg. 23
 8. ATCAA Cash Flow-Energy Pg. 24
 9. Housing Support Account - Tuolumne Properties and Varley Place Pg. 25
 10. Fiscal Officer Narrative - 12/2020 Pg. 26
 - 7.1.2. Approval of new Interim Secretary-Treasurer until December Election.
 - 7.2. Nominating Committee: Has not met (pending Low Income Candidates).
 - 7.3. Internal Affairs Committee: Has not met.
 - 7.4. Early/Head Start Policy Council: Verbal Report of 2/5 meeting.
 - 7.4.1. Health & Safety Screener Letter. Pg. 29
 - 7.4.2. Head Start Governance, Leadership & Oversight Capacity Screener Letter. Pg. 30
 - 7.4.3. Selection Criteria for Head Start and Early Head Start (Request for Approval). Pg. 31
 - 7.4.4. Annual Recruitment Plan & Service Area (Request for Approval). Pg. 32
 - 7.5. Executive Committee: Has not met.

8. NEW BUSINESS:

- 8.1. ATCAA Annual forms. Pg. 33
 - 8.1.1. AB1234 Ethics Training.
 - 8.1.2. Form 700, due April 1st. Handout.
 - 8.1.3. Conflict of Interest. Due February 19st. Handout.
- 8.2. Board Vacancy - Tuolumne Low Income Representative
- 8.3. Board Committee Equality – 2021 Board Committee Assignments Pg. 34
 - 8.3.1. Fill vacancies for Nominating Committee (Attempt to have equal sector representation on each committee)

9. OLD BUSINESS:

- 9.1. Board Survey & Assessment Results. Handout.

10. DISCUSSION:

- 10.1. Adjusting Board Meeting Start Time During COVID-19 Pandemic
 - 10.1.1. Request of Member Kirk

11. CSBG REPORT:

- 11.1. Community Needs Assessment, Strategic Plan, and Community Action Plan

12. EXECUTIVE DIRECTOR REPORT:

- 12.1. Opening Service Centers

13. PROGRAM PRESENTATIONS: (*Org Std. 5.9*)

- 13.1. Family Resource Services, Pat Porto (Verbal Report) Pg. 36
 - Drug Free Community
- 13.2. Lifeline, Tonya Kraft (Verbal Report) Pg. 38
- 13.3. Communications, Kristy Moore (Verbal Report) Pg. 40
 - 40th Anniversary Planning
 - CalEITC, Tax, and COVID-19 Outreach
- 13.4. MCHN & CSBG CARES Program, Patrick Kane (Verbal Report) Pg. 42
 - MCHN Kickoff & CSBG CARES
- 13.5. Housing, Denise Cloward (Slide Only) Pg. 44
- 13.6. Food Bank, Joe Tobin (Slide Only) Pg. 46
- 13.7. Energy, Craig Case (Slide Only) Pg. 48
- 13.8. Prevention Programs/YES Partnership, Bob White (Slide Only) Pg. 50
- 13.9. Early Childhood Services, Nancy Miner (Slide Only) Pg. 52

14. ITEMS FOR FUTURE AGENDAS:

- 14.1. Risk Assessment
- 14.2. ROMA Training

15. INFORMATIONAL:

- 15.1. 2021 ATCAA Board Roster by Sector/County. Pg. 53
- 15.2. Head Start Policy Council Minutes 12/4/2020. Pg. 54

- 15.3. ACF Program Instruction on Interim Final Rule of Flexibility for Head Start Designation Renewals in Certain Emergencies (ACH-PI-HS-20-07. Pg. 58
- 15.4. Management Bulletin 20-19a on Updated Guidance on Family Fees for Fiscal Year 2020-21. Pg. 60
- 15.5. CDE Management Bulletin 20-20 on Non-COVID-19 Emergency Closure Requests for Fiscal Year 2020-2021. Pg. 70
- 15.6. CDE Management Bulletin 21-01 on Updated Guidance Regarding Coordination of California Resource and Referral Programs and Local Planning Councils in Support of Families During the COVID-19 Pandemic. Pg. 74
- 15.7. CDE Management Bulletin 21-02 on Guidance on Implementation of Program Quality Requirements during the COVID-19 Pandemic. Pg. 79

16. FUTURE BOARD MEETINGS:

April 9th, 2021

17. 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