



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
BOARD OF DIRECTORS MEETING

AGENDA

June 14th 2019 | 10:30 a.m.

ATCAA Sonora Service Center, 2nd Floor Conference Room, 427 N Hwy 49, Sonora, CA 95370

1. CALL TO ORDER:

2. ROLL CALL:

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

Others Present:

Joseph Bors	ATCAA Executive Director	
Bruce Giudici	ATCAA Fiscal Officer	
Rachel Leach	CSBG Coordinator	
Katelyn Goehner	Secretary to the Board	

- 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 Training Plan. Pg. 4
 - 5.1.a. Board Member Position Description. Pg. 8
 - 5.1.b. Board of Directors vs. Executive Director Roles Pg. 9

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 of 4/12/2019. Pg. 10
- 6.2. Board Minutes of 4/22/19. Pg. 13
- 6.3. Board Minutes of 4/23/19. Pg. 14
- 6.4. Board Minutes of 4/29/19. Pg. 17
- 6.5. ECS Program Approach Form. Pg. 19
- 6.6. ECS Program Self-Assessment. Pg. 21
- 6.7. 2019 Selection Criteria for Head Start and Early Head Start. Pg. 34
- 6.8. 2019-20 Recruitment Plan for Head Start and Early Head Start. Pg. 35
- 6.9. Financial Reports
 - 6.9.a. Administrative Budget to Actual. Pg. 36
 - 6.9.b. Contract Status Summary Report. Pg. 38
 - 6.9.c. ATCAA Balance Sheet. Pg. 40
 - 6.9.d. ATCAA Revenue & Expenditure Report. Pg. 41
 - 6.9.e. ATCAA Budget to Actual by Department Report. Pg. 42

7. COMMITTEE REPORTS:

- 7.1. Finance Committee: Verbal Report of 6/14 Meeting.
 - 7.1.a. CSBG Discretionary Budget Work Plan. Pg. 45
 - 7.1.b. CSBG Discretionary Budget Narrative. Pg. 47
 - 7.1.c. Administrative Budget FY 2019/20. Pg. Handout.
- 7.2. Executive Committee: Has not met.
- 7.3. Internal Affairs Committee: Verbal Report of 6/10 Meeting.
 - 7.3.a. Executive Director Selection Policy/Procedure. Pg. 48
 - 7.3.b. Moving Salaried Employees back to Hourly, Effective 7/1/2019. Pg. 49
- 7.4. Early/Head Start Policy Council: Verbal Report of 6/7 Meeting.
- 7.5. Board Member Reports/Site Visits

8. NEW BUSINESS: Community Action Plan (CAP Plan) Presentation. Pg. 50

- 8.1. Request for Approval of Community Action Plan, including the results of the Community Needs Assessment and ATCAA's mission/vision statement.
- 8.2. Update on the successes of the 2018-19 CAP Plan.

9. DISCUSSION: Strategic Plan. Pg. 63

- 9.1. Update for Successes and current Satisfaction Surveys.
- 9.2. Request of Approval to extend current Strategic Plan to 12/31/2020.

10. FISCAL OFFICER REPORT:

- 10.1. Fiscal Officer Narrative. Pg. 66

11. EXECUTIVE DIRECTOR REPORT: Verbal Report.

- 11.1. Program Presentation - Reports/Updates

12. ITEMS FOR FUTURE AGENDAS:

13. INFORMATIONAL:

- 13.1. CDE Management Bulletin 19-02 on Early Childhood Mental Health Consultation Services and Adjustment Factors. Pg. 68

14. 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.

Board Agenda Item 5:


Board/Executive Director Training Status (Proposed)

- Common CAA Training Topics for federal CSBG funding (Excerpt from DHHS / ACF – **OCS Info Memo 82**) “Tripartite Boards”
 - Fiduciary Responsibilities, including but not limited to:
 - o Orientation to statutory and regulatory requirements
 - o Agency articles of incorporation, bylaws, etc.
 - o Role and Responsibilities of Board and Executive Director
 - o Overview of admin and financial policies and procedures
 - Agency Leadership – Board Roles and Responsibilities
 - Agency Development – Mission and Needs Assessment
 - Planning – Strategic, Annual, Community Partnerships
 - Program Implementation
 - o Benchmarks tracking and reporting results
 - o Making corrections to improve performance
 - Results Oriented Management (ROMA) – Families, Agency, Community
 - Evaluation (plans implementation) – impact of results on Families, Agency, Community

Topics of IM 82: Tripartite Boards

Board Agenda Item 5:

Board/Executive Director Training Status (Proposed)

- Common CAA Training Topics for federal CSBG funding (Excerpt from DHHS / ACF – **OCS Info Memo 138**) “Establishment of Organizational Standards”
 - Consumer (Low-Income) Input and Involvement
 - Community Engagement  Community Needs Assessment
 - Organizational Leadership
 - Board Governance
 - Strategic Planning
 - Human Resource Management
 - Financial Operations and Oversight
 - Data and Analysis

Board Agenda Item 5: Board/ED Training Tools

- Rick Breeze-Martin: (Recommended by at least one board member)
 - Submitted Survey of desired training on 5/9/19
 - Cost and training time hours have been received 6/9/19
- CSBG IM 82 – Searchable online – Recommended reading
- CSBG IM 138 - (Public Sections only) – Recommended reading
Click on the following embedded document.



Board Agenda Item 5: Board/Executive Director Training Proposed Plan

- Per IM 138, Section 5.7 – CSBG structured training of Board Members will begin at 6/14/19 Board meeting using existing tools, consistent with national guidelines, including;
 - ATCAA Board of Directors Position Description (Appendix-1)
 - Board of Directors vs Executive Director Roles within the CAA (Appendix-2)
- Rick Breeze-Martin has provide an estimated cost and training hours for proposed training.

– Session 1: \$950	(2 hours)	Session 3: \$1,150 (3 hours)	
– Session 2: \$950	(2 hours)	Session 4: \$1,150 (3 hours)	Total: \$4,200
- Recommend that Board members review IM-82 & IM-138 (Public section only).
- Recommend acceptance of RBM proposed training
- Target Date for training completion – (tbd) depends on trainer and Board availability.

Board / ED Training Starts 6/14, Recommend Accepting RBM Proposal

ATCAA BOARD OF DIRECTORS POSITION DESCRIPTION

The ATCAA Board of Directors has many important responsibilities. In addition to the list of duties in the ATCAA Bylaws, here is additional information regarding the Board member position.

1. The governing board acts as a body, not as individuals, and its members are bound by the duties of Care, Loyalty, and Obedience, bearing legal liability for their individual actions as well as those of the corporation.
 - Care: Act in good faith using a degree of diligence, care, and skill.
 - Loyalty: Faithfulness to the CAA and its mission, the Board and avoid conflicts of interest
 - Obedience: obey the law, bylaws, contracts, board decisions, etc.
2. Follow the Governing Regulations: Code of Conduct, Confidentiality and Conflict of Interest Policies
3. Follow the current ATCAA Whistleblowers Policy
4. Attend regularly scheduled Board and Committee meetings and be prepared to participate.
5. Fully participate in the development, planning, implementation, and evaluation of CAA's CSBG program
 - Contribute to the agency Strategic Plan and Work plan
 - Boards are encouraged to help the agency identify possible ways to strengthen agency operations and to identify broad goals and specific results it expects to achieve through its work among low-income individuals, families and communities being served.
6. Become familiar with core agency information, such as the agency's bylaws, articles of incorporation, sources of funding, agency goals and programs, Federal and State CSBG statutes.
 - The Board is a critical stakeholder in assuring adherence to the CSBG Organizational Standards.
 - Periodically review bylaws and personnel policies.
 - Additional policies may be created and you will be asked to review and approve.
 - Boards should request, and be provided with, information concerning actual changes or improvements that have occurred among clients and community as a result of agency assistance.
 - Provide feedback on program yearly outcomes.
5. Participate in the Performance Evaluation of the Executive Director annually as required by the Organizational Standards.
6. Assist Executive Director and Board Chair in identifying and recruiting other Board members to ensure a diverse Board that represents the communities.
 - a. The Organizational Standards require that Board Members receive an orientation and regular training.
7. Serve as an active, ongoing member of at least one Committee.
8. Participate in the annual Board of Directors self-review process.
9. Participate in at least one Fundraiser and/or Staff/Volunteer recognition event annually
10. Inform others about ATCAA
11. Get to know other Board members

Board of Directors v Executive Director Roles within the CAA

Role of the Board of Directors

In general terms, the board of directors provides oversight and guidance to the executive director and the nonprofit's other staff members. The board ensures that the organization stays aligned with its mission and values in addition to complying with all federal and state laws.

Specifically, the board of directors has oversight over the following areas:

(1) Legal Oversight.

The board ensures that it is operating in accordance with its mission and the purpose for which it was granted tax-exempt status.

As safeguards of the public trust, board members are responsible for protecting the organization's assets.

The board ensures legal and ethical integrity and maintains accountability.

(2) Management Oversight.

The board is responsible for ensuring that the nonprofit corporation is being run well.

The board selects the executive director and decides his/her role.

The board supports the executive director and assesses his/her performance.

The board has the power to hire and remove the executive director.

(3) Financial Oversight.

The board provides proper financial oversight, including setting and approving an annual budget.

The board ensures there are financial resources. Many board members are involved in making sure the nonprofit has the money it needs. This may include making personal donations, organizing fundraising events, or other fundraising activities.

(4) Program Oversight.

The board ensures that programs are in place to further the mission and goals of the organization.

Role of the Executive Director

While the board's role is to oversee, many times the board will hire a key staff person to execute those policies, programs, and initiatives. This person is often called the executive director. The executive director is more involved than the board in the day-to-day operations of the organization.

(1) Staff Management.

The executive director hires, supervises, and motivates the staff of the nonprofit.

(2) Development and Management of Policies and Programs.

The executive director works with the staff to develop policies to guide the organization and programs to fulfill its charitable purpose.

(3) Staff Liaison to the Board of Directors.

The executive director must also keep the board informed of what the organization is doing. The executive director attends board meetings and maintains open lines of communication with the board of directors.

Shared Responsibilities

A nonprofit's board of directors and executive director should also work together on broader projects that are important to the well-being of the organization:

(1) Strategic Plan.

The board and executive director work together to create a strategic plan to guide the organization.

(2) Fundraising Plan.

The board and executive director develop a fundraising plan to ensure that the organization has the resources needed to fulfill the strategic plan.

(3) Evaluation of the Organization.

The board and executive director implement periodic evaluations of the organization to ensure that the nonprofit remains true to its mission and is effective.



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

MINUTES

April 12th 2019 | 10:30 a.m.

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

1. CALL TO ORDER:

The meeting was called to order at 10:30am by Board Chair 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>P</i>	Alisha Morrow	HSPC	<i>A</i>
Mary Pulskamp	LIR	<i>P</i>	Dana Reel	LIR	<i>A</i>
Linda Rianda	PUB	<i>A</i>	Connie Williams	PUB	<i>P</i>
Susan Ross	PRI	<i>P</i>			
Jim Wilmarth	PRI	<i>P</i>			

Others Present:

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

Marcia Williams, Early Childhood Services Director, Joe Bors, Energy and Water Conservation Program Director, Rachel Leach, CSBG Coordinator, Patrick Kane, Central Sierra Connect Manager, and Deni Avery, ATCAA Foodbank 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 Axe seconded the Approval of the Agenda. MPU.

4. CLOSED SESSION: Executive Director Search

Closed Session was from 10:33am-11:33am

Chairperson Lloyd Schneider reported out that a decision has been made for ATCAA's new Executive Director. There will be an announcement to the public once the Board has received acceptance of the position in writing.

5. **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.

Patrick Kane and Rachel Leach (ROMA) asked the Board for assistance in preparing the CAP Plan. After input from staff present and Board Members, Chairperson Schneider suggested Kane and Leach to talk to Joe Bors and Marcia Williams to help as program directors.

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 of 3/8/2019. Pg. 3
- 6.2. Risk Assessment Results. Handout.
- 6.3. Resolution 2019-02 – ECS Emergency Closures Feb 2019. Pg. 5
- 6.4. Resolution 2019-03 – California Emergency Solutions and Housing (CESH) Round 2. Pg. 8
- 6.5. Resolution 2019-04 – Emergency Shelter Grant, Emergency Shelter. Pg. 10
- 6.6. Resolution 2019-05 – Emergency Shelter Grant, Rapid Re Housing. Pg. 12
- 6.7. Resolution 2019-06 – Emergency Shelter Grant, Non Competitive Rapid Re Housing. Pg. 14
- 6.8. Request Approval to Carry Over Funds from 2018 to 2019 Fiscal Year. Pg. 16
 - 6.8.a. Carry Over Budget. Pg. 17
- 6.9. Financial Reports
 - 6.9.a. Administrative Budget to Actual. Pg. 19
 - 6.9.b. Contract Status Summary Report. Pg. 21
 - 6.9.c. ATCAA Balance Sheet. Pg. 23
 - 6.9.d. ATCAA Revenue & Expenditure Report. Pg. 24
 - 6.9.e. ATCAA Budget to Actual by Department Report. Pg. 25

Chairperson Schneider asked for Item 6.2. to be pulled as there is a presentation of the results. It was moved to Item 9: New Business.

Member Rodefer moved and Axe seconded the Approval of the amended Consent Agenda; Items 6.1, 6.3-6.9. MPU.

7. **COMMITTEE REPORTS:**

- 7.1. Finance Committee: Verbal Report of 4/12 Meeting.
Committee Chair Rodefer informed the Board that Varley Place is in the red because it is not fully occupied. The Finance Committee asked for Denise Cloward, Housing Director, to put together a long-term plan to help get Varley Place out of the red and to be sustainable. The Board would like Cloward to be present at the next Board meeting to give an update.
- 7.2. Executive Committee: Has not met.
This committee has not met, but Chair Schneider would like to have a meeting once the new Executive Director is in place with assistance from the Internal Affairs Committee to create a template for the Executive Director hire for future reference.
- 7.3. Internal Affairs Committee: Has not met.
This committee has not met, but Board Chair Schneider wanted to let the full board know that this committee was lead on the Executive Director search for the past months.

- 7.4. Early/Head Start Policy Council: Verbal Report of 4/5 Meeting.
Marcia Williams answered questions on the Carry Over Request in the Consent Agenda (Item 6.8) from the Finance Committee about whether this was a one-time thing which it was. The reason for the carry-over is because there are sites closed and short staffed.

7.4.a. ECS Monitoring Report Summary. Pg. 28

7.4.b. ECS CLASS Scores. Pg. 38

M. Williams was happy to present the findings on the ECS Monitoring Report that happened in February. They did well in every category. She pointed out to the Board the Program Highlights which she was very proud of.

- 7.5. Board Member Reports/Site Visits

M. Williams let the Board know that there will be some site visits next week, that will be reported on at the next Board meeting.

8. OLD BUSINESS: None

9. NEW BUSINESS:

9.1. Risk Assessment Presentation

Joe Bors, Rachel Leach, and Patrick Kane informed the Board of the results of the Risk Assessment. A power point presentation accompanied the verbal presentation. Member Rodefer moved and Kruse seconded the approval to accept the Risk Assessment. MPU.

10. FISCAL OFFICER REPORT:

10.1. Fiscal Officer Narrative. Pg. 39

Fiscal Officer Bruce Giudici let the Board know that some Housing grants ran out of money, but got new funding. The new funding was received mid-March, so it was not on his reports. Member Williams informed the Board that she contacted Central Sierra Connect Manager Patrick Kane on a new grant.

11. EXECUTIVE DIRECTOR REPORT:

The Executive Director was not at the meeting.

12. ITEMS FOR FUTURE AGENDAS:

Varley Place Discussion

13. INFORMATIONAL:

13.1. CDE Management Bulletin 19-01 on Fiscal Year 2018-19 Program Self Evaluation. Pg.41

14. ADJOURNMENT:

The meeting was adjourned at 12:38pm by Board Chair Lloyd Schneider. The next regularly scheduled Board meeting will be Friday, June 14th, 2019 at 10:30am in Tuolumne County.

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.



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

AGENDA

April 22nd 2019 | 11:00 a.m.

ATCAA Sonora Service Center, 3rd Floor Conference Room, 427 N Hwy 49, Sonora, CA 95370

1. CALL TO ORDER:

The meeting was called to order at 11:00am by Chairperson Lloyd Schneider.

2. ROLL CALL:

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

Member Reel arrived at 11:05am, during Item 4, Closed Session.

Others Present:

Cheri Cunningham	ATCAA Human Res. Manager	P
Katelyn Goehner	Secretary to the Board	P

Christopher Schmidt, Deputy County Counsel, Tuolumne County Counsel.

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 Brown seconded the Approval of the Agenda. MPU.

4. CLOSED SESSION: Personnel Consideration

Closed Session was from 11:00am to 12:28pm.

Chairperson Lloyd Schneider reported out that he has been directed to contact Rajeev Rambob to inform him that his services are no longer needed, effective immediately by unanimous vote. Also, staff members Marcia Williams and Joe Bors will be co-interim Executive Directors until a permanent Executive Director is in place.

5. ADJOURNMENT:

The meeting was adjourned at 12:31pm 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.



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

MINUTES

April 23rd 2019 | 3:00 p.m.

Teleconference between: ATCAA Jackson Service Center, Jackson Community Room, Jackson, CA 95642, and
ATCAA Sonora Service Center, 3rd Floor Conference Room, 427 N Hwy 49, Sonora, CA 95370

1. CALL TO ORDER:

The meeting was called to order at 3:02 by Board Chair Lloyd Schneider.

2. ROLL CALL:

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

Others Present:

Cheri Cunningham	ATCAA Human Res. Manager	A
Katelyn Goehner	Secretary to the Board	P

Christopher Schmidt, Deputy County Counsel, Tuolumne County Counsel

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 Williams seconded the Approval of the Agenda. MPU.

4. CLOSED SESSION: Conference with Labor Negotiators – Appointment of Public Employee, Executive Director (pursuant to Government Code §54957(B)(1)).

Closed Session was from 3:03 through 3:18pm.

Member Schneider reported out that Member Axe moved and Member Rodefer seconded, and by a roll call vote of 8-0, the Board of Director approved:

- 1) The appointment of Joseph Bors as ATCAA's Executive Director, effective upon approval of an employment agreement at the next special meeting scheduled on April 29th at 11:00am; and,*

2) *The Board of Director approved the appointment of Joseph Bors to serve as Interim Executive Director until the next special meeting scheduled for April 29 at 11:00am.*

5. ITEMS FOR FUTURE AGENDAS:

Approval of Executive Director Employment Agreement.

6. ADJOURNMENT:

The meeting was adjourned at 3:21pm by Board Chair 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.



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

MINUTES

April 29th 2019 | 11:00 a.m.

Videoconference between: ATCAA Jackson Service Center, Jackson Community Room, 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 11:00am 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>A</i>	Walt Kruse	LIR	<i>A</i>
Joni Drake	LIR	<i>A</i>	Alisha Morrow	HSPC	<i>A</i>
Mary Pulskamp	LIR	<i>A</i>	Dana Reel	LIR	<i>A</i>
Linda Rianda	PUB	<i>A</i>	Connie Williams	PUB	<i>P</i>
Susan Ross	PRI	<i>P</i>			
Jim Wilmarth	PRI	<i>P</i>			

Others Present:

Joe Bors	Interim ATCAA Executive Director	<i>P</i>
Cheri Cunningham	ATCAA Human Res. Manager	<i>P</i>
Katelyn Goehner	Secretary to the Board	<i>P</i>

Rachel Leach, CSBG Coordinator, Callee Lanier, Human Resource Assistant, Bruce Giudici, ATCAA Fiscal Officer, Marcia Williams, Early Childhood Services Director, and Denise Cloward, ATCAA Housing 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 Axe seconded the Approval of the Agenda. Motion passed unanimously by roll call vote.

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.

None.

5. **NEW BUSINESS:** Consideration of approving an Employment Agreement with Joseph Bors to serve as Executive Director of ATCAA.

5.1. ATCAA Executive Director Employment Agreement. Pg. 3

Chairperson Schneider announced that the Employment Agreement was signed prior to the meeting. He also requested that the Internal Affairs Committee meet before the next Board Meeting on June 14th to discuss the 40 hours of Paid Time Off (PTO) and what is the effective date of those hours. Member Rodefer moved and Member Williams seconded the approval of the Employment Agreement of Joseph Bors contingent upon the PTO potential changes. Motion passed unanimously by roll call vote.

6. **DISCUSSION:** Joseph Bors to sign on ATCAA Money Accounts

6.1. Resolution 2019-07 - Bank Accounts Authorized Signature Change. Pg. 14

Member Rodefer moved and Axe seconded the approval of Resolution 2019-07. The current signers on ATCAA Accounts are Executive Director Joseph Bors, and Board Members Lloyd Schneider, Lynn Morgan, and Linda Rianda. Motion passed unanimously by roll call vote.

7. **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).

7.1. Resolution 2019-08 - Signatory Authority for Executive Director to sign Contract Documents. Pg. 16

7.2. Resolution 2019-09 - Signatory Authority for Executive Director to sign Child Development Contract documents. Pg. 18

Member Rodefer moved and Axe seconded the approval of the Consent Agenda. Motion passed unanimously by roll call vote.

8. **ITEMS FOR FUTURE AGENDAS:**

9. **ADJOURNMENT:**

The meeting was adjourned at 11:08am by Chairperson Lloyd Schneider.

The next scheduled regular meeting is June 14, 2019 at 10:30am in Tuolumne County.

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.

2019/2020 ATCAA Head Start/State Preschool Centers Proposed Program Approach

Centers and Classes	Enrollment	Number of Days of Operation	Program Option	Hours of Operation
Jackson Head Start/State Preschool	18-20*	175	5 days School Year	6 hrs/day
Ione Head Start/State Preschool	18-20*	175	5 days School Year	6 hrs/day
Blue Bell Head Start/State Preschool	18-20*	175	5 days School Year	6 hrs/day
Jamestown Head Start/State Preschool	18-20*	175	5 days School Year	6 hrs/day
Sonora Head Start/State Preschool	18	175	5 days School Year	6 hrs/day
Soulsbyville Head Start/State Preschool	18-20*	175	5 days School Year	6 hrs/day
Summerville Head Start/State Preschool	18-20*	175	5 days School Year	6 hrs/day

*depending on age of children and community needs. Sonora center will stay at 18 to accommodate mainstreaming from Special Education preschool co-located in the building.

Total Required Enrollment Head Start = 133

Planned Center Based = 128-130

Home Based = 3 to 5 children

Total Enrollment California State Preschool Program (CSPP) = 85 (all center based)

CSPP enrollment may vary at each center depending on family interest and age of the child

2019/2020 ATCAA Early Head Start Proposed Program Approach

Centers and Classes	Enrollment	Number of Days of Operation	Program Option	Hours of Operation
Jackson Early Head Start	12 toddlers	230	Year Round Center	6 hrs/day
Ione Early Head Start	11 8 toddlers and 3 infants	230	Year Round Center	6 hrs/day
Blue Bell Early Head Start	12 toddlers	230	Year Round Center	6 hrs/day
Jamestown Early Head Start	12 toddlers	230	Year Round Center	6 hrs/day
Tuolumne Home Base	29	48 weeks	Home Base: 4 home visits and 2 socializations per month (21 socializations total)	
Amador Home Base	11	48 weeks	Home Base 4 home visits and 2 socializations per month (21 socializations total)	

Total Enrollment Early Head Start = 87

Number in Centers = 47

Numbers in Home Based = 30

Number of Pregnant Women = 10



Program Self-Evaluation Fiscal Year 2018–19

ELCD 4000
Revised February 2019

1. **Contractor Legal Name** (Full Spelling of Legal Name required. Acronyms or site names not accepted):
Amador Tuolumne Community Action Agency
2. **Four-Digit Vendor Number:**
2400
3. **Program Director Name** (as listed in the Child Development Management Information System [CDMIS]):
Deborah Taylor
4. **Program Director Phone Number:**
209.223.7333
5. **Program Director Email:**
dtaylor@atcaa.org

6. **Statement of Completion:**

I certify that an annual plan has been developed and implemented for the Program Self-Evaluation (PSE) that includes the use of the Program Review Instrument (PRI), age appropriate Environment Rating Scales, Desired Results Parent Survey, Alternative Payment and/or Resource and Referral Parent Survey, and the Desired Results Development Profile for all applicable contract types, per *California Code of Regulations*, Title 5 (5 CCR), Section 18279. I also certify that all documents required as part of the PSE have been completed and are available for review and/or for submittal upon request.

Program Review Instrument (<https://www.cde.ca.gov/ta/cr/proginst201819.asp>) includes:

- ☒ Desired Results Developmental Profile (PRI Item 8)
- ☒ Desired Results Parent Survey (Center-based Contracts, PRI Item 9)
- ☒ Parent Survey (Alternative Payment and/or Resource and Referral Contracts, PRI Item 9)
- ☒ Age Appropriate Environment Rating Scales (PRI Item 18)

7. **Signature of Program Director**, as listed in the CDMIS (Wet signature):

Deborah Taylor

8. **Date of Signature:**
05/06/19
9. **Name and Title of contact person completing the PSE:**
Deborah Taylor
10. **Contact Person Telephone number:**
209.223.7333
11. **Contact Person Email Address:**
dtaylor@atcaa.org
12. **NOTE:** See instructions for submission of the PSE.

Summary of Program Self-Evaluation Fiscal Year 2018–19

13. In accordance with Title 5 *California Code of Regulations* (5 CCR), Section 18279(b)(3), provide an assessment, in narrative format, summarizing the:

- A) Staff and
- B) Board member participation, in the PSE process.

Answers are not limited to space provided. Attach additional (Word document) sheets as necessary.

ATCAA's annual Self-Assessment helps us measure the progress we are making with our program goals and whether the goals needed to be revised, deleted or carried over into the next program year.

Our annual self-assessment addresses the following areas:

1. Program Improvement Goals and plans to achieve goals based on the Environmental Rating Scales, CLASS scores, our most recent CDE Review, our Head Start Federal Review (Completed in March of 2019) and other monitoring tools.
2. Child Outcome data (attendance and DRDP scores)
3. Family Engagement (Parent Surveys, Community Advisory Board, Parent Focus Groups)
4. Health and Safety (including Environmental Rating Scales)

Goals are developed as a result of our Strategic Plan process, our self-assessment, outcome data, community needs assessments, staff and parent surveys, Environmental Rating Scale results and the results of outside monitoring visits. This year we are being rated through the QRIS system by an outside rater as well.

Our ATCAA Board and Policy Council review all goals and plans on an annual basis. Parents, Staff, Community Members and Board Members participate in the self-assessment process by reviewing progress on program goals, helping to set goals, and completing anonymous surveys (parents and staff). The self-assessment is reviewed several times at the Policy Council and staff level before it is presented to the ATCAA Board.

Planned 2019 Self-Assessment Submittal Schedule

CDE Self-Assessment presented to Policy Council Friday May 3,

CDE Self-Assessment presented to the ATCAA Board for approval on June 14

14. In accordance with 5 CCR, Section 18279(b)(5), provide a summary of the program areas that:

- A) Did not meet standards and
- B) A list of tasks needed to improve those areas.

Summary is to include all contract types for your agency. Answers are not limited to space provided. Attach additional (Word document) sheets as necessary.

Based on our DRDP scores, CLASS scores and parent survey data, we do not feel that any areas do not meet standards.

Program Wide DRDP Scores = 5.08

ATCAA Preschool CLASS scores from 2019 Review

CLASS Domain

Emotional Support -- 6.41

Classroom Organization -- 6.21

Instructional Support -- 3.23

In addition, all of our preschool centers are rated at a "4" on the QRIS matrix.

15. In accordance with 5 CCR, Section 18279(b)(6), provide a summary of program areas that:

A) Met standards and

B) Explains the procedures for ongoing monitoring to ensure that those areas continue to meet standards.

Summary is to include all contract types for your agency. Answers are not limited to space provided. Attach additional (Word document) sheets as necessary.

Desired Results Developmental Profile Summary of Findings

Classroom and Family Child Care Home (EESD 3900)

Contractor Legal Name

Amador-Tuolumne Community Action Agency Head Start/State Preschool

Contract Type and/or FCCHEN

CSPP Age Group (Infant/Toddler, Preschool, School-Age)

Preschool (4 year olds)

Planning Date

May 2018

Lead Planner Name and Position

Deb Taylor- Education Manager

Follow-up Date(s) September/October 2019 and May of 2020

See attached pages

EESD 3900

California Department of Education
Early Education and Support Division
March 2017

Desired Results Developmental Profile Summary of Findings
Classroom and Family Child Care Home (EESD 3900)

Contractor Legal Name Amador-Tuolumne Community Action Agency Head Start/State Preschool	
Contract Type and/or FCCHEN CSPP	Age Group (Infant/Toddler, Preschool, School-Age) Preschool (4 year olds)
Planning Date May 2018	Lead Planner Name and Position Deb Taylor- Education Manager
Follow-up Date(s) September/October 2019 and May 2020	Lead Planner Name and Position Deb Taylor- Education Manager

Key Findings from Developmental Profile	Action Steps (Including planned learning opportunities, interactions and teaching strategies, environment and materials, family engagement)	Expected Completion Date and/or Ongoing Implementation and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, time extended)
Ask: Developmentally, what do we know about the children currently enrolled in our classroom? NOTE: Percentages indicate percent of children who reached the Building Later/Integrating at the time of the administration of the DRDP	Ask: What goals can we set to meet the needs of the children currently enrolled in our classroom?	Ask: How do we accomplish our classroom goals??	Ask: By when?

Amador-Tuolumne Community Action Agency Head Start/State Preschool			
EESD 3900			
2			
Key Findings from Developmental Profile	Action Steps (Including planned learning opportunities, interactions and teaching strategies, environment and materials, family engagement)	Expected Completion Date and/or Ongoing Implementation and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, time extended)
Focus Areas (Growth Areas): Building Later/Integrating 1. Approaches to Learning/ Self – Regulation: * ATL-REG 5: Self-control of Feelings and Behavior -36% mid-year 2. Social/Emotional Development: * SED 2: Social & Emotional Understanding- 43% mid-year	1. Approaches to Learning and Social/Emotional Development: * CSEFEL training/implementation * CLASS mentoring/coaching will continue to be provided for all teaching staff which will support teachers in creating a positive classroom climate, building meaningful relationships, and implementing effective behavior management strategies. * Mental Health Consultants observe the classrooms, individual children, develop strategies, and partner with teaching staff and Managers to support children and their families. * Teachers will continue to facilitate conflict resolution in order to promote pro-social feelings and behaviors and to help each child demonstrate appreciation of others. * Classrooms will be equipped with multiple sets of materials in order to reduce conflicts. * ECERs and the program's curriculum will continue to be used as a guide in building optimal learning environments. * Teachers will continue to help individual children manage stressful situations and events.	ATL-Self-Regulation: We will continue to monitor and train in all areas. * CSEFEL trainings * Trainer and coaches attended CA CSEFEL training August 27-31, 2018. * Trainer attended CSEFEL Training for Trainers (T4T) meeting on 12/13/18 * Coaches attended CSEFEL Training for Coaches (T4C) meeting on 12/17/18 * Training for Module 1a occurred on 12/21/18 for 17 participants. * Training for Module 1b occurred on 3/25/19 for 12 participants. Persons responsible for trainings can include: • Disabilities and Mental Health Manager • Education Manager • Family Services Manager • Head Start Director Classroom strategies are on-going. Persons responsible are Site Supervisors and teaching staff.	* CSEFEL training for Module 2 is scheduled for May 31, 2019 with follow up through observation/monitoring in all areas beginning in September/October 2019. * Continued training in all areas will be provided in the 2019-20 school year as needed: * Trainer and coaches will attend training for CA CSEFEL Modules 3a and 3b on August 26-27, 2019. * Training of Module 3a will be in October 2019. * Training of Module 3b will be in 12/2019. * Training of all CSEFEL modules will start for two additional sites in fall 2019. * DRDP data compilation and analysis is on-going, the 3 rd period data in the 2018-19 school year will be evaluated in June 2019.

Amador-Tuolumne Community Action Agency Head Start/State Preschool			
EESD 3900			
3			
Key Findings from Developmental Profile	Action Steps (Including planned learning opportunities, interactions and teaching strategies, environment and materials, family engagement)	Expected Completion Date and/or Ongoing Implementation and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, time extended)
	<p>*Teaching staff will continue to provide a calm, positive, and supportive emotional climate through the classroom environment and meaningful relationships.</p> <p>*Teaching staff will respond appropriately, consistently, and in a timely manner to children's cries and other cues, verbal and non-verbal.</p> <p>*Teaching staff will encourage the children to accomplish their goals/tasks through consistent and positive reinforcement and affirmation. They will "Layer" them with all of the things they are doing well or trying hard to accomplish.</p>	<p>Disabilities and Education Manager and Mentor/Coaches will provide on-going support through observations, reflective feedback and follow up strategies.</p>	<p>*New program educational goals will then be set, per data information.</p> <p>*The process of compiling and analyzing the data within 3 formal periods (Fall, Winter, Spring) will continue in the new school year.</p> <p>This is a cyclical process that tells us the program strengths and improvement areas, essentially where we are at and where we need to go and the steps we need to take in the program to best serve the children's social/emotional, physical, health, and educational needs.</p>

Amador-Tuolumne Community Action Agency Head Start/State Preschool			
Key Findings from Developmental Profile		EESD 3900	
Action Steps (including planned learning opportunities, interactions and teaching strategies, environment and materials, family engagement)		4	
Expected Completion Date and/or Ongoing Implementation and Persons Responsible		Follow-Up and Reflection (Changes made, date completed, time extended)	
3. Language & Literacy Development: *LLD 5: Interest in Literacy – 32% mid-year *LLD 8: Phonological Awareness -31% mid-year *LLD 9: Letter and Word Knowledge-26% mid-year *LLD 10: Emergent Writing - 33% mid –year		LLD: Classroom Strategies are on –going. Site Supervisors and teaching staff are responsible with support from Education Manager and Mentor/Coaches	
3. Language & Literacy Development *Teachers will: *Create a communication friendly environment, written and verbal. *Focus and engage in child centered/directed language. *Expand language – repeat the sounds and words the children use and have back and forth conversations. *Be playful with language –through music and movement and singing. *Clap out loud to the syllables in words. *Engage in multi-cultural books, rhymes, stories, and singing, and provide children opportunities to listen to stories read aloud by adults. *Create opportunities for children to write their names and other words. *Develop print-rich learning environments. *Incorporate the “Daily News” in which children get to see their verbal language written down and/or have the ability to write on their own at any given time. *Implement the program’s curricula with fidelity.		*More training and opportunities in increasing knowledge and strategies around music and movement will be given such as: effects on brain development, social/emotional, language, cognitive, physical development, and aural learning (whole body learning). *The program’s music teacher spent consistent time in each program working with the children and teachers in providing melodic and rhythmic patterns through music/movement, providing successful opportunities for children’s growth. *One of the program	

Amador-Tuolumne Community Action Agency Head Start/State Preschool		EESD 3900	
Key Findings from Developmental Profile		Expected Completion Date and/or Ongoing Implementation and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, time extended)
4. Cognition: *Classification – 19% mid-year	4. Cognition * The program will provide on-going training to develop staff and parents around the “High Five Mathematize” approach (Daily life routines and practices at home and school as a basis for greater learning and development-taking teachable opportunities in utilizing children’s intuitive sense of math). * Training opportunities will be researched and given around music and movement to promote higher forms of intelligence such as abstract thinking and mathematics. *Teaching staff will implement the program’s curricula with fidelity. *Materials and activities that support preschool math development, with a focus on classification, will be provided. *Teachers will have opportunities to attend outside training such as CPIN events. *Teachers will provide individualized and group experiences around math.	COG: Training/Workshops in Math –COG – in “High Five Mathematize” will continue to be coordinated by the Education Manager and Family Services Manager Classroom strategies are on-going with support from Education Manager and Mentor/Coaches.	goals, efforts to create a more prominent culture around music and related activities, will be enhanced that will involve family and community participation.
5. Physical Development-Health: *PD-HLTH 3: Gross Motor Manipulative Skills- 48% mid-year *PD-HLTH 6: Personal Care	5. Physical Development-Health *Children will have consistent and daily opportunities to use arms, legs, and whole body to reach for, hold, and manipulate objects. Teachers will facilitate through role-modeling.	PD-HLTH: Training opportunities in creating/sustaining optimal health and safety are on-	

Amador-Tuolumne Community Action Agency Head Start/State Preschool			
Key Findings from Developmental Profile		EESD 3900	
Action Steps (including planned learning opportunities, interactions and teaching strategies, environment and materials, family engagement)		Expected Completion Date and/or Ongoing Implementation and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, time extended)
<p>Routines: Hygiene -67% mid-year</p> <p>*PD-HLTH 5: Safety – 54% mid-year</p>		<p>going.</p> <p>Classroom strategies are on-going with support from Education, Facilities, and Health Manager.</p>	
<p>support, and providing a variety of objects that are developmentally appropriate.</p> <p>*Music/movement activities will continue to be provided.</p> <p>*Tooth brushing protocol will be enhanced and systemized.</p> <p>*Rules for health and safety will be clearly defined and implemented for all children in the program.</p> <p>*Stringent health and safety standards per Head Start and State Preschool will be followed, using the program's health and safety monitoring tool.</p> <p>*ECERS health and safety guidelines will be followed and monitored yearly minimally and as needed.</p> <p>*Classrooms will be set up structurally to promote optimal health and safety practices no hiding spots, "dog legs", active areas not to impede on quieter areas (cozy areas and painting easels not set up next to high activity areas such as trike paths).</p> <p>* Staff and parents/guardians in the program will receive on-going training in keeping children safe at school and in the home.</p> <p>*Teaching staff will actively facilitate children's safety practices in the</p>			

Amador-Tuolumne Community Action Agency Head Start/State Preschool		EESD 3900		7	
Key Findings from Developmental Profile	Action Steps (including planned learning opportunities, interactions and teaching strategies, environment and materials, family engagement)	Expected Completion Date and/or Ongoing Implementation and Persons Responsible	Follow-Up and Reflection (Changes made, date completed, time extended)		
<p>Program Strengths (areas showing significant growth in 2nd period): Building Later/Integrating</p> <p>1. Approaches to Learning/Self-regulation: ATL-REG 4: Curiosity and Initiative in Learning- 58% mid-year - increase of 37% in 2nd Period</p>	<p>program, supporting children to be cognizant of their own safety as well as the safety of others. *Visual and auditory supervision will be maintained at all times.</p> <p>*Zoning procedures for visual supervision will be put into place, with zoning charts posted, indicating teacher/adult placement indoors and outdoors.</p>				
<p>Program Strengths: We are always looking for ways to build these areas. We work holistically, within all of the domains, to support children's optimal growth and development. DRDP data is closely looked at in 3 formal periods with a school year. We still have 3rd period data to look at in June 2019 and we are projecting additional growth.</p>					

Amador-Tuolumne Community Action Agency Head Start/State Preschool			
Key Findings from Developmental Profile		EESD 3900	
Action Steps (including planned learning opportunities, interactions and teaching strategies, environment and materials, family engagement)		8	
Expected Completion Date and/or Ongoing Implementation and Persons Responsible		Follow-Up and Reflection (Changes made, date completed, time extended)	
<p>2. Social/Emotional Development:</p> <p>*SED 3: Relationships and Social Interactions with Familiar Adults – 66% mid-year-increase of 27% in 2nd Period</p> <p>*SED 5: Symbolic and Sociodramatic Play- 60% mid-year – increase of 24% in 2nd Period</p>			
<p>3. Language & Literacy Development:</p> <p>*LLD 2 Responsiveness to Language -63% mid-year-increase of 23% in 2nd Period</p> <p>*LLD 3: Communication and Use of Language (Expressive) – 73% mid-year – increase of 34% in 2nd Period</p> <p>*LLD Reciprocal Communication and Conversation – 53% % mid-year- increase of 21% in 2nd Period</p>			
<p>4. Cognition</p> <p>*COG 3: Number Sense of Quantity- 54% mid-year-increase of 23% in 2nd Period</p> <p>*COG 4: Number Sense of Math Operations- 46% mid-year-</p>			

Amador-Tuolumne Community Action Agency Head Start/State Preschool			
Key Findings from Developmental Profile		EESD 3900	
Action Steps (Including planned learning opportunities, interactions and teaching strategies, environment and materials, family engagement)		9	
Expected Completion Date and/or Ongoing Implementation and Persons Responsible		Follow-Up and Reflection (Changes made, date completed, time extended)	
<p>Increase of 23% in 2nd Period</p> <p>*COG 7: Shapes – 44% mid-year- increase of 21% in 2nd Period</p> <p>5. Physical Development- Health:</p> <p>*PD-HLTH 1: Perceptual-Motor Skills and Movement Concepts – 67 % mid-year- increase of 27% in 2nd Period</p> <p>*PD –HLTH 4: Fine Motor Manipulative Skills -62% mid-year- increase of 27% in 2nd Period</p> <p>*PD-HLTH 7: Personal Care Routines: Feeding – 95% mid-year</p> <p>*PD-HLTH 8: Personal Care Routines: Dressing – 87% mid-year – increase of 11% in 2nd Period</p> <p>*PD –HLTH 9: Active Physical Play -76% mid -year- increase of 16% in 2nd Period</p>			

ATCAA Early Childhood Services

Early Head Start ♦ Head Start ♦ California State Preschool
Developing People – Changing Lives – Building Community

Selection Criteria for Head Start and Early Head Start

Selection Criteria Area	Priority Points
Foster parent/ legal guardian/ grandparent/ relative caregiver / teen parent	3
Parent with permanent disabilities	3
One parent family	2
Two parent family	1
Child with certified disability- Individualize Family Service Plan (IFSP) or Individualized Education Program (IEP)	99
Child with suspected disability	3
Low income family- up to 50% of the Federal Poverty Line	9
Low income family- 51% to 75% of the Federal Poverty Line	8
Income eligible family- 76% to 100% of the Federal Poverty Line	7
Over income family- 1% to 50% above the Federal Poverty Line	3
Over income family- 51% to 75% above the Federal Poverty Line	2
Over income family- 76% or more above the Federal Poverty Line	0
Child Protective Services Referral or Indian Child Welfare Act Referral	99
Homeless family or Foster Child (categorical eligibility)	88
Pregnant mother applying for the home-based EHS program	9
Referral from other agencies	4
High risk family/child or English language learner	3
Full-time (30+ hours/week) working, seeking work, school/training	3
Part-time (less than 30 hours/week) working, seeking work, school/training	2
Returnee* or transfer student (*Children previously dropped from the program due to attendance issues do not receive priority points.)	99
Child 4 years old by September 1 st for the 2018/19 school year	9
Child 0-3 years old by September 1 st for the 2018/19 school year	5

2019-20 Recruitment Plan for ATCAA Head Start and Early Head Start

Recruitment will take place throughout the program year to ensure the selection and enrollment of as many income and categorically eligible children and families as possible. ATCAA Early Childhood Services staff will intensively recruit Head Start and Early Head Start eligible children and pregnant women six months before the beginning of program year and continue recruitment activities throughout the year to maintain an active waitlist.

ATCAA Head Start and Early Head Start staff will utilize the following recruitment strategies to encourage pregnant women and families with eligible children to apply:

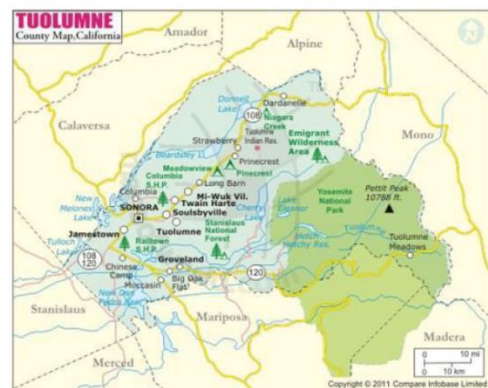
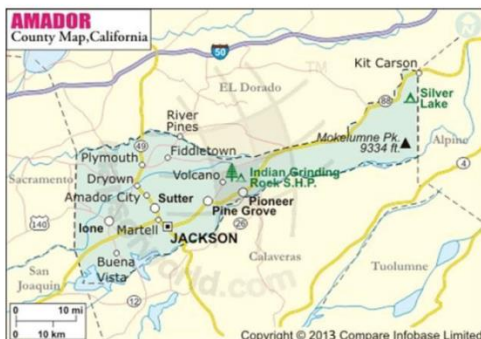
1. Advertising in local family-based publications and disseminating information about ATCAA Head Start and Early Head Start programs online.
2. Posting program information and applications on the ATCAA website.
3. Hanging recruitment flyers and banners in strategic locations (with owner permission).
4. Contacting and collaborating with local agencies' staff members to encourage referrals to Early Head Start and Head Start (especially Child Protective Services, foster care agencies, homeless shelters and special education providers).
5. Participating in community events that appeal to families with young children.
6. Collaborating with other ATCAA programs, such as the Family Learning Center, to conduct outreach.
7. Visiting sites providing community services to families, such as WIC and local schools, to recruit.
8. Presenting information about the benefits of Head Start and Early Head Start at different agency and community group meetings.
9. Assigning recruitment areas to Family Advocates and Home Visitors.
10. Placing Recruitment Binders at each site for staff to use.
11. Encouraging Early Head Start and Head Start parents to recruit family members and friends.
12. Maintaining Family Contact Forms and Recruitment Logs so staff can follow up with interested parents.
13. Helping families complete applications and obtain necessary documentation as part of an in-person or telephone interview process (In accordance with Eligibility Procedures).
14. Training all staff members about recruitment.
15. Documenting and tracking staff recruitment efforts to determine recruitment trends and needs

ATCAA Head Start and Early Head Start staff will ensure that at least 10 percent of the total enrollment opportunities are made available to children with disabilities by:

1. Encouraging parents in the community whose children have disabilities, or suspected disabilities, to apply for services.
2. Actively recruiting children with disabilities by collaborating with Valley Mountain Regional Center (VMRC), the special education departments of the Amador and Tuolumne Offices of Education and staff of the Amador and Tuolumne Special Education Local Plan Areas (SELPA).

Recruitment Area:

Based on Community Assessment data, our unique geographic area and population concentrations, the ATCAA Head Start and Early Head Start recruitment area is limited to the west side of the summit of the Sierra Nevada Mountains in Amador and Tuolumne Counties.



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
Administrative Budget to actual report
July 1, 2018 - April 30, 2019

		18-19 Budget Funds 91411 & 91421	July-Apr 2019	Variance - Actual to budget	17% FY remains
<u>REVENUE</u>					
Amador & Tuolumne Counties	4016	\$54,000	\$45,000	\$9,000	
Private Revenue-Non Fed	4020	0	2,000	-\$2,000	
Contractual Admin. Revenues:					
2018 CSBG (Jul18-Dec18)		90,000	80,000	10,000	
2019 CSBG (Jan19-Jun19)		70,000	50,000	20,000	
Contractual Admin. Revenue	4060	687,542	592,004	95,538	
Total Cash Revenue		\$901,542	\$769,004	\$132,538	15%
<u>DIRECT EXPENSE</u>					
Personnel Expense					
Salaries & Wages					
Salaries & Wages	6010	\$475,203	\$362,879		
Total Salaries & Wages		\$475,203	\$362,879	112,324	24%
Fringe Benefits					
Accrued Leave	6020	\$39,634	\$33,359		
FICA	6030	14,325	15,659		
Health Insurance	6040	98,422	80,356		
Retirement	6050	24,881	12,487		
Unemployment Insurance	6060	6,532	4,461		
Workers' Compensation Ins	6070	3,360	2,789		
Other Employee Benefits	6080	0	260		
Total Fringe Benefits		187,154	149,371	37,783	20%
Total Personnel Expense		\$662,357	\$512,250	150,107	23%
Non-personnel Expense					
Travel (Out-of-Area)					
Out-of-Area Travel (Staff)	6120	\$800	\$1,092		
Out-of-Area Travel (Volunteers)	6121	0	0		
Total Travel (Out-of-Area)		\$800	\$1,092	-292	-37%
Major Equipment and Assets					
Equipment (over \$5000)	6210	\$0	\$0		
Land	6220	0			
Leasehold Improvements	6230	0	181		
Structures & Improvements	6240	0	2,950		Storage boxes
Total Major Equipment and Assets		0	3,131		
Supplies					
Household Supplies	6330	\$1,100	\$754		
Kitchen Supplies	6340	0	0		
Postage	6350	3,500	3,452		
Program Supplies	6360	1,500	1,682		
Routine Office Supplies	6370	5,000	1,734		
Total Supplies		11,100	7,622	3,478	31%
Contractual					
Accounting & Auditing	6410	\$50,000	\$44,766		
Delegate Agencies	6420	0	0		
Legal Services	6430	5,000	2,391		
Outside Services	6440	1,000	6,804		Movers
Computer Services	6450	60,805	78,524		Full year
Total Contractual		116,805	132,485	-15,680	-13%
Other (Equipment Expense)					
Computer Software(\$0-\$4,999)	6505	\$500	\$38		
Computer (hardware)	6506	2,500	782		
Equipment (\$500-\$4999)	6510	1,200	520		
Insurance (Vehicular)	6520	300	460		
Maintenance (Equipment)	6530	6,750	5,070		
Maintenance (Vehicles)	6535	800	21		
Rents & Leases (Equipment)	6540	0	0		
Rents & Leases (Vehicles)	6545	0	0		
Small Tools/Equip (under \$500)	6550	500	94		
Small Tools (minimal value)	6555	500	92		
Total Other (Equipment Expense)		13,050	7,077	5,973	46%

AMADOR TUOLUMNE COMMUNITY ACTION AGENCY
Administrative Budget to actual report
July 1, 2018 - April 30, 2019

Other (General Personnel Costs)						
Local Travel (Staff)	6620	\$6,500	\$2,975			
Local Travel (Volunteers)	6621	0	0			
Staff Licensing	6630	100	0			
Training & Development (Staff)	6640	3,000	1,261			
Training & Development (Volunteer)	6641	0	0			
Vol Csts (other than training)	6650	0	0			
Total Other (General Personnel Costs)		9,600	4,236	5,364	56%	
Other (General Operating Costs)						
Ads & Legal Notices	6705	\$1,200	\$145			
Copying Fees	6710	4,200	2,875			
Extra Help	6715	0	0			
Insurance/Bonds(not auto,hlth)	6720	11,665	9,590			
Interest On Long Term Debt	6725	6,500	8,355		LOC	
Meeting Costs	6730	3,000	314			
Membership Dues	6740	800	125			
Miscellaneous Expenses(Fiscal)	6750	0	18			
Printing & Binding	6755	800	230			
General Agency Promotion	6760	0	571			
Program Outreach	6765	0	0			
Publications	6770	700	954			
Subscriptions	6780	100	383			
Service Fees-Banking (Fiscal)	6784	4,200	3,870			
Service Fees-Other (Fiscal)	6785	5,800	1,609			
Taxes & Assessments	6790	200	75			
Total Other (General Operating Costs)		39,165	29,114	10,051	26%	
Other (Space/Occupancy Costs)						
Communications	6810	\$4,500	\$4,041			
Household Services	6820	6,000	4,879			
Maintenance -Structure/Grounds	6830	0	2,018		Move	
Rents & Leases	6840	50,295	29,436			
Utilities	6850	11,000	6,119			
Total Other (Space/Occupancy Costs)		71,795	46,493	25,302	35%	
Total Non-personnel Expense		\$262,315	\$231,250	\$31,065	12%	
TOTAL DIRECT EXPENSE		\$924,672	\$743,500	\$181,172	20%	
			892,200			
BOARD of DIRECTORS EXPENSE						
Non-personnel Expense						
Contractual						
Outside Services	6440	\$1,000	\$0			
Total Contractual		\$1,000	\$0	\$0	1,000	100%
Supplies						
Program Supplies	6370	\$0	\$320			
Total Supplies		0	320	-320		
Other (General Personnel Costs)	6120					
Travel (Local & Out of Area)		\$300	\$0			
Total Other (General Personnel Costs)		300	0	300	100%	
Other (General Operating Costs)						
Copying Fees	6710	\$100	\$12			
Insurance/Bonds(not auto,hlth)	6720	670	670			
Meeting Costs	6730	800	1,004			
Program Outreach	6765	0	0			
Total Other (General Operating Costs)		1,570	1,686	-116	-7%	
TOTAL BOARD of DIRECTORS EXPENSE		\$2,870	\$2,006	\$864	30%	
TOTAL ADMIN EXPENSE		\$927,542	\$745,506	\$182,036	20%	
		Budget	Actual			
Revenue over/under Expenditures						
Total Revenue		\$901,542	\$769,004			
Less Total Expenditures		-927,542	-745,506			
Current Year Revenue over/under Expenditures		-\$26,000	\$23,498			
Carryover from prior years		182,640	182,640			
Year end revenue over/under expenditures		\$156,640	\$206,138			

Contract Status Summary by Program as of 4/30/19					
		Total Rev Available	Current Yr Expenses	Total Funds Expended	Total Remaining Funds
Housing					
	Reimbursable	3,599,175		1,674,564	1,924,611
	Fixed Fee	19,918		25,751	(5,833)
	Discretionary	6,462	148,548		(142,086)
Total Housing Programs		3,625,555	148,548	1,700,315	1,776,692
Food Bank					
	Reimbursable	289,470		223,096	66,374
	Fixed Fee				0
	Discretionary	187,016	91,447		95,569
Total Food Bank Programs		476,486	91,447	223,096	161,943
Energy					
	Reimbursable	6,274,995		4,615,943	1,659,052
	Fixed Fee	4,899		0	4,899
	Discretionary	7,852	815		7,037
Total Energy Programs		6,287,746	815	4,615,943	1,670,988
Tuolumne Family Learning and Support					
	Reimbursable	214,737		103,081	111,656
	Fixed Fee				0
	Discretionary	135,369	28,081		107,288
Total Family Learning/Support Programs		350,106	28,081	103,081	218,944
Amador Learning/Family Resources & Support					
	Reimbursable	326,430		244,119	82,311
	Fixed Fee	0		3,051	(3,051)
	Discretionary	3,750	872		2,878
Total Family Resource Services Programs		330,180	872	247,170	82,138
Amador Youth					
	Reimbursable	20,734		7,530	13,204
	Fixed Fee				0
	Discretionary				0
Total Amador Youth Programs		20,734	0	7,530	13,204
Tuolumne Youth					
	Reimbursable	244,502		158,939	85,563
	Fixed Fee				0
	Discretionary	66,877	12,895		53,982
Total Tuolumne Youth Programs		311,379	12,895	158,939	139,545
Central Sierra Connect					
	Reimbursable	187,100		50,236	114,886
	Fixed Fee				0
	Discretionary	4,331	45		4,286
Total Central Sierra Connect Programs		191,431	45	50,236	119,172

Contract Status Summary by Program as of 4/30/19					
		Total Rev Available	Current Yr Expenses	Total Funds Expended	Total Remaining Funds
Early Childhood Services					
	Reimbursable	3,273,773		1,112,682	2,161,091
	Fixed Fee	1,318,301		1,318,301	0
	Discretionary	32,487	2,552		29,935
Total Early Childhood Services Programs		4,624,561	2,552	2,430,983	2,191,026
CSBG					
	Reimbursable	406,283		168,737	237,546
	Fixed Fee				0
	Discretionary				0
Total CSBG Programs		406,283	0	168,737	237,546
Lifeline -Amador/Calaveras					
	Reimbursable				0
	Fixed Fee				0
	Discretionary	89,560	85,601		3,959
Total Lifeline Programs		89,560	85,601	0	3,959




Amador Tuolumne Community Action Agency
Statement of Net Position (Balance Sheet)




	UNAUDITED <u>April 30, 2019</u>		AUDITED <u>June 30, 2018</u>	
	Operating	Capital Assets	Operating	Capital Assets
Assets				
Cash	1,016,466		312,724	
Prepaid Deposits & Expenses	185,988		129,359	
Accounts Receivable	1,366,540		1,233,438	
Weatherization Materials Inventory	168,397		89,721	
Construction In Progress				
Structures & Improvements		6,724,035		6,724,035
Vehicles & Equipment		1,118,387		1,118,387
Land		460,999		460,999
Accumulated Depreciation		-3,202,893		-3,202,893
Total Assets	<u>2,737,391</u>	<u>5,100,529</u>	<u>1,765,242</u>	<u>5,100,529</u>
Liabilities				
Accounts Payable	445,729		205,810	
Refundable Deposits	10,127		2,604	
Salaries & Benefits Payable	176,416		106,705	
Accrued Paid Time Off	150,788		143,272	
Notes Payable	0	360,457	280,000	373,062
Deferred Revenue	<u>1,453,775</u>		<u>558,177</u>	
Total Liabilities	2,236,836	360,457	1,296,568	373,062
Net Assets				
Invested in Capital Assets		4,740,071		4,727,467
Committed Fund Balance				
For Contingencies	60,000		60,000	
For Future Development	<u>40,000</u>		<u>40,000</u>	
Total Committed Fund Balance	100,000		100,000	
Assigned Fund Balance				
For Lease Opt-Out	40,103		40,103	
For Employee Health Insurance	<u>116,557</u>		<u>116,489</u>	
Total Assigned Fund Balance	156,660		156,592	
Unassigned Fund Balance	<u>243,896</u>		<u>212,082</u>	
Total Net Assets	<u>500,556</u>	<u>4,740,071</u>	<u>468,673</u>	<u>4,727,467</u>
	<u>2,737,391</u>	<u>5,100,529</u>	<u>1,765,242</u>	<u>5,100,529</u>




Amador Tuolumne Community Action Agency
Revenue and Expenditure Report / Income Statement

July 1, 2018 - April 30, 2019

		Budget		17% of FY left
		July 1, 2018 -	Current	% of budget
		June 30, 2019	Period Actual	remaining
Revenue				
Cash and accrued Revenue				
Direct Federal Revenue	4000	3,221,529	2,938,739.03	9%
State Revenue(Pass-through Fed	4010	2,244,226	2,170,596	3%
State Revenue (Non-Federal)	4011	817,754	733,169	10%
Local Govern.Rev.(Pass through	4015	758,051	655,556	14%
Local Govern.Rev.(Non-Federal)	4016	650,093	407,961	37%
Private Revenue-Non Fed	4020	77,335	37,949	51%
Private Rev. (Pass through Fed	4021	7,062	19,566	-177%
Community Donations	4030	79,699	86,249	-8%
Client Fees	4034	106,631	84,242	21%
Miscellaneous Revenue	4039	125,863	131,026	-4%
Interest Revenue	4040	3,918	857	78%
Rental Income	4041	178,998	147,164	18%
Contractual Admin. Revenue	4060	847,542	722,004	15%
Carry-over Revenue (Non Grant)	4901			
Total Cash Revenue		9,118,701	8,135,103	11%
Total Non-cash Revenue		1,669,796	1,042,169	38%
Total Revenue		10,788,497	9,177,272	15%
Direct Expense				
Total Salaries & Wages		3,600,277	3,194,137	11%
Total Fringe Benefits		1,465,104	1,219,665	17%
Total Travel (Out-of-Area)		20,712	13,184	36%
Total Major Equipment and Assets		72,152	85,161	-18%
Total Supplies		166,150	150,499	9%
Total Contractual		695,810	657,702	5%
Total Other (Equipment Expense)		191,669	154,108	20%
Total Other (General Personnel Costs)		123,515	76,836	38%
Total Other (General Operating Costs)		197,988	176,243	11%
Total Other (Space/Occupancy Costs)		609,420	505,206	17%
Total Other (Special Departmental		1,220,854	1,148,542	6%
Total Non-personnel Expense		3,298,270	2,967,482	10%
Total Direct Expense		8,363,651	7,381,283	12%
Indirect Expense				
Total Indirect Expense		781,049	722,004	8%
Total Non-cash Expense		1,669,797	1,042,169	38%
Excess Revenue over Expense		-26,000	31,815	
Health fund			-68	
General fund			31,883	

 Housing ATCAA July 1 2018- April 30, 2019 17 % FY remains						Programs / funding sources include:
<i>Budget Category</i>	<i>Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>	CDBG, ESG, Calworks, CoC, CACFP, Varley Place, Broadway, Carter St / Rose Quartz New ESG started 3/16/19
Personnel	\$255,739	\$250,511	\$5,228	16%	2%	
Fringe Benefits	85,731	93,743	-8,012	16%	-9%	
Travel	1,009	546	463	16%	46%	
Equipment	36	52	-16	16%		
Supplies	20,130	23,102	-2,972	16%	-15%	
Contractual	245,353	223,874	21,479	16%	9%	
Other	826,214	792,630	33,584	16%	4%	
Total Direct Charges	\$1,434,212	\$1,384,458	\$49,754	16%	3%	
Indirect Charges	93,832	96,125	-2,293	16%	-2%	
Total	\$1,528,044	\$1,480,583	\$47,461	16%	3%	
 Food ATCAA July 1 2018- April 30, 2019 17 % FY remains						Programs / funding sources include:
<i>Budget Category</i>	<i>Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>	CDBG, EFAP, SEFAP, USDA, Pantries, Donations
Personnel	\$141,401	\$110,979	\$30,422	16%	22%	
Fringe Benefits	62,478	43,893	18,585	16%	30%	
Travel	2,435	2,255	180	16%	7%	
Equipment	11,262	0	11,262	16%	100%	
Supplies	9,195	4,465	4,730	16%	51%	
Contractual	413	0	413	16%	100%	
Other	138,509	156,368	-17,859	16%	-13%	
Total Direct Charges	\$365,693	\$317,960	\$47,733	16%	13%	
Indirect Charges	33,251	30,011	3,240	16%	10%	
Total	\$398,944	\$347,971	\$50,973	16%	13%	
 Energy ATCAA July 1 2018- April 30, 2019 17 % FY remains						Programs / funding sources include:
<i>Budget Category</i>	<i>Operations Budget</i>	<i>Actual YTD Expenditures</i>	<i>Budget Remaining</i>	<i>Budget Period Remaining</i>	<i>Budget Amount Left</i>	LIHEAP, DOE, DWR water, Prop 84 water
Personnel	\$455,522	\$408,534	\$46,988	16%	10%	
Fringe Benefits	212,540	177,018	35,522	16%	17%	
Travel	4,761	563	4,198	16%	88%	
Equipment	0	33	-33	16%		
Supplies	15,736	12,984	2,752	16%	17%	
Contractual	99,753	64,562	35,191	16%	35%	
Other	460,993	415,274	45,719	16%	10%	
Total Direct Charges	\$1,249,305	\$1,078,968	\$170,337	16%	14%	
Indirect Charges	86,520	79,164	7,356	16%	9%	
Total	\$1,335,825	\$1,158,132	\$177,693	16%	13%	

Amador youth		ATCAA July 1 2018- April 30, 2019			17 % FY remains	Programs / funding sources include:
		Budget				
Budget Category	Operations Budget	Actual YTD Expenditures	Budget Remaining	Period Remaining	Budget Amount Left	CHAT, IDA, Literacy
Personnel	\$61,315	\$39,191	\$22,124	16%	36%	
Fringe Benefits	10,759	6,864	3,895	16%	36%	
Travel	76	0	76	16%	100%	
Equipment	0	1	-1	16%		
Supplies	488	1,120	-632	16%	-130%	
Contractual	126,320	90,978	35,342	16%	28%	
Other	9,806	16,678	-6,872	16%	-70%	
Total Direct Charges	\$208,764	\$154,832	\$53,932	16%	26%	
Indirect Charges	11,954	12,006	-52	16%	0%	
Total	\$220,718	\$166,838	\$53,880	16%	24%	
Tuolumne youth		ATCAA July 1 2018- April 30, 2019			17 % FY remains	Programs / funding sources include:
		Budget				
Budget Category	Operations Budget	Actual YTD Expenditures	Budget Remaining	Period Remaining	Budget Amount Left	FNL, Mentoring, YES, Suicide prevention, Opioid prevention
Personnel	\$153,333	\$133,199	\$20,134	16%	13%	
Fringe Benefits	50,427	44,588	5,839	16%	12%	
Travel	3,872	903	2,969	16%	77%	
Equipment	0	16,689	-16,689	16%		
Supplies	3,356	2,997	359	16%	11%	
Contractual	24,332	22,940	1,392	16%	6%	
Other	79,613	58,039	21,574	16%	27%	
Total Direct Charges	\$314,933	\$279,355	\$35,578	16%	11%	
Indirect Charges	34,842	31,177	3,665	16%	11%	
Total	\$349,775	\$310,532	\$39,243	16%	11%	
Community/ donations		ATCAA July 1 2018- April 30, 2019			17 % FY remains	Programs / funding sources include:
		Budget				
Budget Category	Operations Budget	Actual YTD Expenditures	Budget Remaining	Period Remaining	Budget Amount Left	CS Connect, Lifeline, CSBG, CSBG EITC
Personnel	\$125,758	\$119,515	\$6,243	16%	5%	
Fringe Benefits	39,777	41,160	-1,383	16%	-3%	
Travel	2,666	1,470	1,196	16%	45%	
Equipment	0	77	-77	16%		
Supplies	4,192	3,970	222	16%	5%	
Contractual	67,914	62,874	5,040	16%	7%	
Other	85,799	58,645	27,154	16%	32%	
Total Direct Charges	\$326,106	\$287,711	\$38,395	16%	12%	
Indirect Charges	161,377	151,684	9,693	16%		
Total	\$487,483	\$439,395	\$48,088	16%	10%	

ECS		ATCAA July 1 2018- April 30, 2019				17 % FY remains Programs / funding sources include:
Budget Category	Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left	Head Start, Early Head Start, Latino outreach, FLC, CACFP, CSPP
Personnel	\$1,907,338	\$1,726,310	\$181,028	16%	9%	
Fringe Benefits	774,749	646,118	128,631	16%	17%	
Travel	4,748	6,354	-1,606	16%	-34%	
Equipment	60,854	65,170	-4,316	16%	-7%	
Supplies	101,837	94,056	7,781	16%	8%	
Contractual	11,388	65,436	-54,048	16%	-475%	
Other	553,759	426,795	126,964	16%	23%	
Total Direct Charges	\$3,414,673	\$3,030,239	\$384,434	16%	11%	
Indirect Charges	359,274	321,843	37,431	16%	10%	
Total	\$3,773,947	\$3,352,082	\$421,865	16%	11%	
Admin		ATCAA July 1 2018- April 30, 2019				17 % FY remains Programs / funding sources include:
Budget Category	Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left	Exec. Director, Fiscal, Human Resources, Tech, Board
Personnel	\$475,203	\$362,879	\$112,324	16%	24%	
Fringe Benefits	187,154	149,371	37,783	16%	20%	
Travel	800	1,092	-292	16%	-37%	
Equipment	0	3,131	-3,131	16%		
Supplies	11,100	7,622	3,478	16%	31%	
Contractual	116,805	132,485	-15,680	16%	-13%	
Other	136,480	88,926	47,554	16%	35%	
Total Direct Charges	\$927,542	\$745,506	\$182,036	16%	20%	
Indirect Charges	0	0	0	16%		
Total	\$927,542	\$745,506	\$182,036	16%	20%	
Health insurance, Special projects, General fund		ATCAA July 1 2018- April 30, 2019				17 % FY remains Programs / funding sources include:
Budget Category	Operations Budget	Actual YTD Expenditures	Budget Remaining	Budget Period Remaining	Budget Amount Left	Health insurance, copier/vehicle fund, Bldg deferred maintenance
Personnel	\$0	\$0	\$0	16%		
Fringe Benefits	20,655	-68	20,723	16%	100%	
Travel	0	0	0	16%		
Equipment	14,303	11,627	2,676	16%	19%	
Supplies	0	0	0	16%		
Contractual	0	0	0	16%		
Other	26,661	-1,555	28,216	16%	106%	
Total Direct Charges	\$61,619	\$10,004	\$51,615	16%	84%	
Indirect Charges	546	0	546	16%	100%	
Total	\$62,165	\$10,004	\$52,161	16%	84%	

State of California
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
 Discretionary Grant Work Plan/Final Report
 CSD 626 (Rev. 3/2019)

☒ Work Plan
☐ Final Report

Agency Name: Amador Tuolumne Community Action Agency	Agency/Project Representative: Bruce Giudici, Fiscal Officer
Contract Number: 19F-4406	Contract Term: 6/1/2019-5/31/2020
Email: bgiudici@atcaa.org	Telephone Number: (209)223-1485 ext. 258
Date: 5/23/2019	Signature:

Work Plan (Please provide all information requested)

Project Name:	
Project Domain (Select <u>one</u> domain from the list below that aligns with your project. Domains align with the annual report).	Project Type (Select <u>one</u> project type that best fits your project. Note: A response isn't required if you selected Agency Capacity Building in the "Project Domain" section).
<input type="checkbox"/> Employment <input type="checkbox"/> Education and Cognitive Development <input type="checkbox"/> Income and Asset Building <input type="checkbox"/> Housing <input type="checkbox"/> Health and Social Behavioral Development <input type="checkbox"/> Civic Engagement and Community Involvement <input checked="" type="checkbox"/> Agency Capacity Building <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Strategic Planning <input checked="" type="checkbox"/> Data Management and Reporting <input type="checkbox"/> Software/IT <input checked="" type="checkbox"/> Grant/Resource Development 	<input type="checkbox"/> New Program <input type="checkbox"/> Program Expansion of an existing program <input checked="" type="checkbox"/> Program Enhancement such as improving services

Projected Activities/Services to be performed:

1. Develop procedures and train new Executive Director and Board members in areas of fiscal oversight, conflicts of interest, and other governance issues.
2. Enhance IT security systems and processes.
3. Develop outreach and retention plan for compiling an ongoing list of qualified grant writers for low-income programs.

Expected Outcome(s) to be achieved (included the projected number of participants to be served):

1. Training of the Executive Director, at least 6 Board members and at least 8 employees in all areas of governance
2. An established security protocol for the use of One-Drive or other MS365-based data storage systems enabling reliable security of agency data.
3. A contact list of available grant writers with specific skill sets identified for writing grants that impact low-income populations, as well as establishing a system for replenishing the list on a periodic basis

Provide a brief timeline of the project activities (include start date, key milestones, and end date):

1. 03/19 – 03/20: Develop training curriculum (07/19); Conduct 1st training session (09/19); Complete training (03/20)
2. 07/19 - 12/19: Define scope of analysis (07/19); Complete plan testing (09/19); Publish test results with recommendation (12/19)
3. 07/19-12/19: Develop job description (07/19); Issue job opportunity bulletin (08/19); Interview, choose and complete

State of California
 DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
 Discretionary Grant Work Plan/Final Report
 CSD 626 (Rev. 3/2019)

☒ Work Plan
☐ Final Report

FISCAL SPENDING PLAN

Fiscal Spending Plan						
Enter your proposed expenditure plan below. For each bimonthly reporting period, enter the percentage of your expected expenses in the <u>% Expended</u> row. For planning purposes, enter the "Year-to-date (YTD)" expected expenditures in the YTD % row <i>(as a cumulative percentage)</i> for each period. The expected expenditures should reflect your project timeline; as the YTD % row can reach 100% before the end of the contract term.						
Reporting Period	June-July	Aug-Sept	Oct-Nov	Dec-Jan 2020	Feb-Mar	Apr-May
% Expended	10%	25%	25%	25%	10%	5%
YTD % Expended	10%	35%	60%	85%	95%	100%
Advance Payments						
Per contract Agreement, contractors are allowed up to a 25% advance of the total discretionary allocation. Contractors are required to submit a written request to CSD. Will your agency submit a written request for an advance? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						

FINAL REPORT

(The Final Report shall be completed and submitted to CSD no later than 30 days after the contract term or upon completion of the project.)

Activities/Services:
Actual Outcome(s) Achieved <i>(include the number of participants who achieved the outcome):</i>
Success Story <i>(include if applicable, attach additional sheets as necessary):</i>

CSD Use Only

Date Received by Field Representative: _____ Date Application Accepted: _____

State of California
 DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
 CSBG Discretionary (Disc.) Contract Budget Narrative
 CSD 627C (Rev. 01/13)

CSBG DISCRETIONARY (Disc.) CONTRACT BUDGET NARRATIVE

Contractor Name: Amador Tuolumne Community Action	Contract Number: 19F-4406	Contract Amount: \$35,000	Date 5/23/2019
Prepared By: Bruce Giudici, Fiscal Officer	Contract Term: 06/01/2019-05/31/2020	Amendment Number: 0	
Telephone Number: 209-223-1485, Ext 258	Fax Number: 209-223-4178	E-mail Address: bgiudici@atcaa.org	

PROGRAM COSTS (Section 20): \$30,000

1. Salaries and Wages: \$11,583

- a. IT manager-\$6,000: .10 FTE for 12 months. Manages agency IT security systems
- b. Executive director- \$1,417: 1 staff at .02 FTE for 10 months. Overall responsibility for agency - will guide grant writer recruitment and retention effort.
- c. Program directors-\$4,165: 5 staff at .02 FTE for 10 months. Involved in processing grant writers and retaining for specific program needs.

2. Fringe Benefits: \$4,117

7.5% retirement; 6.2% State Unemployment Insurance on the first \$7,000 of wages; 0.85% Workers Compensation Insurance, 1.45% Medicare; up to \$1,737 annual health benefit costs for eligible FTE; 7.70% Accrued Leave.

6. Subcontractor/Consultant Services: \$14,300

CSBG processes trainer: 20 hours/month for 11 months at \$65/hour. Training Board and new Executive Director in areas of fiscal oversight, conflicts of interest, and other governance issues.

Board Agenda Item 7.3.a: Executive Director Selection Policy/Procedure

- Draft nearing completion, for incorporation in Agency Policies (ECD – 6/28/19)
 - Handout supplied and reviewed with IA Committee on 6/10
 - IA Committee suggestions have been incorporated
 - Draft sent to County Counsel for review this week
- Key elements include;
 - Internal Affairs Subcommittee Role, Responsibility and Accountabilities and inclusion of HR personnel in the ED hiring process
 - Board member training and strict discipline regarding interviewer questions
 - For internal candidates; perform a 360° review of candidate peers, supervisor and employees with special consideration given to predominately affirmative feedback
 - For internal candidates; provide Board written feedback to candidate about areas of improvement that might better qualify the candidate in the future
 - Definition of a suggested timeline to complete the ED selection process. One that enables a sense of urgency for the Board and defines this process as a very high priority.
 - Defines that a candidate(s) can be placed on an "eligibility" list and the criteria defining a candidates eligibility.

Draft ED Selection Procedure Reviewed by IA Committee and HR

Board Agenda Item 7.3.b: Salaried vs. Hourly Employee Proposed Changes

- Background: Directors and key Managers transitioned from hourly to salaried employees in 2018. This change implemented an overtime management policy.
- California Law: Exempt salaried employees may not be eligible for overtime; however, employers have to pay salaried exempt employees at twice the minimum hourly wage based on a 40-hour workweek.
- Minimum hourly wage is increasing \$1.00 per hour through 2022 to \$16 per hour (agencies >25 employees). Salaried employee minimum will be \$32/hour, or \$66,560 annually.
- Wage increases are driving required Salaried Employee raises, regardless of affordability, beginning January, 2020.
- **Recommend returning all employees to Hourly, effective 7/1/2019.**
 - ED will remain the only Salaried employee

ED Recommends Elimination of Exempt Salaried Pay Designations effective 7/1/2019

6/10/2019



WHAT IS A CAP PLAN?

The Community Action Plan (CAP) serves as a two (2) year roadmap demonstrating how Community Services Block Grant (CSBG) agencies plan to deliver CSBG services. The CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals and priorities for delivering those services to individuals and families most affected by poverty.

6/10/2019

Amador Tuolumne Community Action Agency

Vision Statement

Our Vision is for residents to be self-reliant, healthy, free from economic hardship, feeling sustained by the support of community and family, and able to achieve their maximum potential as engaged citizens.

Mission Statement

- ❑ To help individuals in Amador and Tuolumne Counties toward self-sufficiency.
- ❑ To support local residents in becoming involved and contributing members of our community.
- ❑ To promote family and other supportive environments so that children, youth and elders can achieve their maximum potential.
- ❑ And, finally, to form partnerships and coalitions within the community to meet those needs.

COMPONENTS USED FOR THE COMMUNITY NEEDS ASSESSMENT

- **National, State and Local Publications**
 - US Census data
- **Local Community Assessment and Reports**
 - Amador County Healthy Kids Survey Report 2017-2018
 - Tuolumne County Healthy Kids Survey Report 2017-2018
 - Area 12 Agency on Aging Needs Assessment 2014
 - Amador County Needs Assessment 2014
 - Tuolumne County Community Health Needs Assessment 2017-2019
 - Central Sierra Continuum of Care 2019 Point in Time Homeless Count
 - Sutter Amador Hospital Health Needs Assessment 2016
- **Community Survey Results**
 - ATCAA Client Needs Survey 2018 – over 1500 completed
 - Stakeholder Agency Survey including a “greatest needs” question 2019 – 25 completed
 - Stakeholder Focus Group 2019 – 10 attendees
 - Focus groups 2019 – 2 focus groups - Amador and Tuolumne Counties
- **Public Meeting–Tuolumne County 6/3/19 and Amador County 6/5/19**

6/10/2019

HOW DOES ATCAA MEET OUR COMMUNITY NEEDS

• The top 8 Findings:

- **Affordable Housing/Rentals**
 - ATCAA addresses the need for housing through rental assistance, Varley Place Veterans housing, homeless shelters, transitional housing with assistance in providing housing resources and classes in good tenant practices
- **Medical/Dental/Mental Health Services**
 - ATCAA shelter clients are linked to free and affordable medical/mental health, and dental care and assisted with MediCal forms completion with transportation to appointment.
 - Head Start/Early Head Start children are provided with hearing and dental screening, immunizations and referrals to affordable medical and dental care and their parents/guardians are provided no cost mental health services.
 - ATCAA's Promotores and Family Learning Program assists clients in seeking health/mental health and wellness services, translation, and flu shots
- **PG&E/Propane**
 - ATCAA assists low-income residents with Propane and PG&E payment assistance, and home weatherization to reduce heating/costs with information on energy efficiency.
- **Food/Food Stamps**
 - ATCAA Foodbank provides healthy foods to residents at no cost and provides information on how to shop and prepare healthy low-cost meals.

HOW DOES ATCAA MEET OUR COMMUNITY NEEDS CONT.

- **Transportation/Gasoline**
 - ATCAA provides transportation bus vouchers and direct transportation to shelter clients to health-related appointments. ATCAA staff attend and participate in the counties Social Services Transportation Advisory Committees to inform the Committee on low-income transportation needs
- **Affordable Childcare**
 - ATCAA provides childcare for low income children 0-5 years of age through Head Start/Early Head Start. ATCAA provides childcare to its adult students at ATCAA's Family Learning Center.
- **Available Jobs**
 - Family Learning Center, shelter and Smart Money class attendees learn entry job skills, resume writing, job listings, and basic literacy skills needed for employment. ATCAA refers clients to the Job Connection and with job training placement at ATCAA and with ATCAA clients
- **Outreach and linkages with partner agencies**
 - ATCAA provides outreach at local events, through Facebook, local outlets and ATCAA's website. Staff work with partner agencies through collaborative meetings and coalitions, and through speaking engagements formally and informally.

6/10/2019

A presentation slide with a dark purple background featuring a subtle diamond pattern. A vertical grey bar is on the left side. The title "2018-2019 CAP PLAN UPDATE" is centered in a gold-colored font.

2018-2019 CAP PLAN UPDATE

A presentation slide with a white background and a dark purple diamond pattern on the right side. The title "2018-2019 CAP PLAN UPDATE" is centered at the top in a purple font. Below the title is a bulleted list of program areas and their achievements.

2018-2019 CAP PLAN UPDATE

- **Housing/Shelter**
 - 430 households obtained safe and affordable housing
 - 492 households improved energy efficiency and or energy burden reduction in their homes
- **Food Access**
 - 2800 clients received services through our food bank
 - 56,261 bags/boxes of food were distributed to clients
- **Jobs & Job Readiness**
 - 461 clients received on the job and other work experience
 - 232 clients received job referrals
 - 250 clients obtained employment
- **Childcare**
 - 375 children were enrolled in Head Start and Early Head Start
- **Substance Abuse**
 - 70 clients attended substance abuse support group meetings

6/10/2019

2018-2019 CAP PLAN UPDATE CONT.

- **Transportation**
 - 147 clients received transportation assistance services
- **Income Support**
 - 368 clients were provided tax preparation services
 - 405 clients were provided benefit coordination and advocacy services
 - 522 clients achieved and maintained capacity to meet basic needs
- **Senior Support**
 - 155 clients received mental health assessments
 - 224 clients were able to maintain an independent living situation through our Lifeline program
- **Translation Services**
 - Translation services are provided daily through home visits and family advocates
 - We have 10 volunteers in our Promotores program
- **Enhance Outreach**
 - New website developed in 2018
 - Increased presence at community events
 - Increased outreach over multiple social media venues

2018 COMMUNITY NEEDS ASSESSMENT BACK UP DATA

6/10/2019

QUICK FACTS POPULATION

2010 – 2017 Estimates

- Population – 38,327 to 37,306 **(-1,021)**
- Population by Ethnicity
 - White - 87.8% to 87.0% **(-0.8)**
 - Black/African American - 1.9% to 2.1% **(+0.2)**
 - Hispanic - 11.9% to 13.2% **(+1.3)**
- Population by Age
 - Under 5 years – 3.4% to 3.9% **(+0.5)**
 - 5-24 years - 20.5% to 18.5% **(-2.0)**
 - 25-59 years – 49.5% to 42.9% **(-6.6)**
 - 60+ years - 26.8% to 34.8% **(+8)**

2010 – 2017 Estimates

- Population – 56,074 to 53,899 **(-2,148)**
- Population by Ethnicity
 - White - 87.2% to 87.5% **(+0.3)**
 - Black/African American - 2.3% to 1.8% **(-0.5)**
 - Hispanic - 10.2% to 11.8% **(+1.6)**
- Population by Age
 - Under 5 years – 4.3% to 4.5% **(+0.2)**
 - 5-24 years – 21.4% to 19.5% **(-1.9)**
 - 25-59 years – 47.6% to 42.6% **(-5.0)**
 - 60+ years - 26.5% to 33.3% **(+6.8)**

Amador County
(U.S. Census Bureau)

Tuolumne County
(U.S. Census Bureau)

QUICK FACTS POVERTY CHANGES

2010 – 2017 estimates

- Persons living in poverty -
 - 8.0% to 10.6% **(+2.6)**
 - Unemployment rate - 11.4% to 9.3% **(-2.10)**
- Poverty by Ethnicity
 - White - 9.8% to 9.9% **(+0.1)**
 - Black/African American – 23.0% to 77.4% **(+54.4)**
 - Hispanic - 16.8% to 14.0% **(-2.8)**
- Poverty by Age
 - Under 18 years – 13.5% to 19.6% **(+6.1)**
 - 18-64 years – 11.6% to 10.3% **(-1.3)**
 - 65+ years – 5.4% to 5.4% **(0.0)**

2010 – 2017 estimates

- Persons living in poverty -
 - 11.7% to 13.6% **(+1.9)**
 - Unemployment rate - 10.6% to 7.9% **(-2.7)**
- Poverty by Ethnicity
 - White - 12.5% to 13.0% **(+1.5)**
 - Black/African American – 18.5% to 30.8% **(+12.3)**
 - Hispanic - 21.7% to 13.9% **(-7.8)**
- Poverty by Age
 - Under 18 years – 17.3% to 13.8% **(-3.5)**
 - 18-64 years – 14.7% to 15.3% **(+0.6)**
 - 65+ years – 5.2% to 9.5% **(+4.3)**

Amador County
(U.S. Census Bureau)

Tuolumne County
(U.S. Census Bureau)

6/10/2019

QUICK FACTS HOUSING AND HOMELESS

- | | |
|--|--|
| <ul style="list-style-type: none"> • 2010 - 2017 Housing <ul style="list-style-type: none"> ▪ Units: 17,823 – 18,259 (+436) ▪ Median household income: \$54,758-\$60,636 (+5,878) ▪ Vacant housing units (includes vacation rentals): 17.4%-22.3% (+4.9) ▪ Persons per household: 2.30-2.37 (+0.07) ▪ Occupied households with no available vehicle : 4%-4.10% (+0.10) • PIT Homeless Count 2019 <ul style="list-style-type: none"> ▪ 214 total homeless persons (+64 since 2017) <ul style="list-style-type: none"> ○ 20 – children under the age of 18 ○ 24 – youth aged 18-24 ○ 170 – adults aged 25 and over | <ul style="list-style-type: none"> • 2010- 2017 Housing <ul style="list-style-type: none"> ▪ Units: 31,033-31433 (+400) ▪ Median household income: \$47,462- \$54,325 (+6,863) ▪ Vacant housing units (includes vacation rentals): 28.5%-29.2% (+0.7) ▪ Persons per household: 2.30-2.27 (-0.03) ▪ Occupied households with no available vehicle : 5%-4.7% (-0.3) • PIT Homeless Count 2019 <ul style="list-style-type: none"> ▪ 384 total homeless persons (+9 since 2017) <ul style="list-style-type: none"> ○ 47 – children under the age of 18 ○ 33 – youth aged 18-24 ○ 305 – adults aged 25 and over |
|--|--|

Amador County
(U.S. Census Bureau)

Tuolumne County
(U.S. Census Bureau)

HEALTHY KIDS SURVEY REPORT (AMADOR AND TUOLUMNE SURVEYED GRADES 7,9 AND 11)

The reports covered three areas of focus

- Pupil Engagement and School Climate Supports
- School Safety, Violence and Victimization
- Substance Use and Mental Health

- | | |
|---|--|
| <ul style="list-style-type: none"> • Surveyed 670 total students <ul style="list-style-type: none"> ▪ 54% male; 46% female ▪ 19% Hispanic or Latino Ethnicity ▪ 62% White ▪ 27% Mixed (two or more) races • 90% live at home with one or more parent • 39% receive free/reduced price meals | <ul style="list-style-type: none"> • Surveyed 1113 total students <ul style="list-style-type: none"> ▪ 57% male; 43% female ▪ 24% Hispanic or Latino Ethnicity ▪ 65% White ▪ 27% Mixed (two or more) races • 83% live at home with one or more parent • 43% receive free/reduced price meals |
|---|--|

Amador 2015-2017

Tuolumne 2017-2019

6/10/2019

HEALTHY KIDS SURVEY REPORT CONT. PUPIL ENGAGEMENT AND SCHOOL CLIMATE SUPPORTS

- | | |
|--|--|
| <ul style="list-style-type: none"> • 23% Academic Motivation • 15% School Connectedness • 24% Academic Performance <ul style="list-style-type: none"> ▪ 24% mostly A's and B's ▪ 21% mostly B's and C's ▪ 15% mostly C's and D's • School Development Support <ul style="list-style-type: none"> ▪ 23% Caring adult relationships at school ▪ 32% Adults at school believe in me and tell me when I do a good job ▪ 32% Students feel they pretty/very much do things at school that make a difference | <ul style="list-style-type: none"> • 22% Academic Motivation • 11% School Connectedness • Academic Performance <ul style="list-style-type: none"> ▪ 29% mostly A's and B's ▪ 23% mostly B's and C's ▪ 11% mostly C's and D's • School Development Support <ul style="list-style-type: none"> ▪ 29% Caring adult relationships at school ▪ 34% Adults at school believe in me and tell me when I do a good job ▪ 24% Students feel they pretty/very much do things at school that make a difference |
|--|--|

Amador 2015-2017

Tuolumne 2017-2019

HEALTHY KIDS SURVEY REPORT CONT. SCHOOL SAFETY, VIOLENCE AND VICTIMIZATION

- | | |
|---|---|
| <ul style="list-style-type: none"> • 51% had an overall positive perception of school safety • 43% experienced any harassment or bullying • 17% participated in a physical fight • 22% saw a weapon on campus | <ul style="list-style-type: none"> • 58% had an overall positive perception of school safety • 37% experienced any harassment or bullying • 14% participated in a physical fight • 19% saw a weapon on campus |
|---|---|

Amador 2015-2017

Tuolumne 2017-2019

6/10/2019

HEALTHY KIDS SURVEY REPORT CONT. SUBSTANCE USE AND MENTAL HEALTH

- | | |
|---|--|
| <ul style="list-style-type: none"> ● Substance Use In the last 30 days <ul style="list-style-type: none"> ■ 35% reported use of alcohol or any drug <ul style="list-style-type: none"> ○ 13% reported use of cigarettes ○ 23% reported use of E-cigarettes ■ 10% reported use of alcohol or any drug on school property <ul style="list-style-type: none"> ○ 10% report use of E-cigarettes on school property ● Mental Health in the last 30 days <ul style="list-style-type: none"> ■ 14% reported being truant because they felt sad, hopeless, anxious, stressed or angry ■ 14% reported being truant because of lack of sleep ● Mental Health in the last 12 months <ul style="list-style-type: none"> ■ 30% reported experiencing being cyber bullied ■ 24% considered attempting suicide ■ 42% felt chronic sad or hopeless feelings ■ 29% felt they had a sense of self-efficacy | <ul style="list-style-type: none"> ● Substance Use In the last 30 days <ul style="list-style-type: none"> ■ 29% reported use of alcohol or any drug <ul style="list-style-type: none"> ○ 12% reported use of cigarettes ○ 12% reported use of E-cigarettes ■ 12% reported use of alcohol or any drug on school property <ul style="list-style-type: none"> ○ 6% report use of E-cigarettes on school property ● Mental Health in the last 30 days <ul style="list-style-type: none"> ■ 12% reported being truant because they felt sad, hopeless, anxious, stressed or angry ■ 16% reported being truant because of lack of sleep ● Mental Health in the last 12 months <ul style="list-style-type: none"> ■ 32% reported experiencing being cyber bullied ■ 29% considered attempting suicide ■ 41% felt chronic sad or hopeless feelings |
|---|--|

Amador 2015-2017

Tuolumne 2017-2019

AREA 12 AGENCY ON AGING 2014 NEEDS ASSESSMENT

(SERVES AMADOR, CALAVERAS, TUOLUMNE, MARIPOSA, AND ALPINE)

- Surveyed 1329 persons
 - 69.5% female 30.5% male
 - 8.6% aged 50-59 33.4% aged 60-69;
 - 19.4% aged 70-74 38.7% aged 75+
 - 6.7% disabled
 - 9.6% live below poverty level
- Areas of issues/concerns identified
 - 48.6% Home Repairs and Maintenance
 - 48.6% no access to public transportation in their community
 - 31.6% Paying for Dental care
 - 31.6% Severe weather conditions
 - 30.1% Preventing accidents in the home (falling)
 - 20.2% Paying for utilities

6/10/2019

COUNTY ASSESSMENTS

• Children

- Childcare Centers/Homes 2010-2017
 - 51-44 licensed childcare centers/homes (-7)
 - Childcare costs: \$6,062+ to \$7,022+ (+\$960)
- Literacy
 - 58% of 3rd graders fell below the standards in reading proficiency
- 13.5% of children were recorded living below self-sufficiency

• Food security

- 7.6% of eligible households are receiving SNAP
- 40% of students are eligible for free/reduce lunches

• Mental Health

- 2011-2013 there were 27 suicides
 - 26 of the suicides were male
 - 1,946:1 patient to provider ratio for mental health

• Children

- Childcare 2010-2017
 - 57-46 licensed childcare centers/homes (-11)
 - Childcare costs: \$5,648+ to \$7,306+ (+1658)
- Literacy
 - 63% of 3rd graders fell below the standards in reading proficiency
- 17.3% of children were recorded living below self-sufficiency

• Food security

- 8.8% of eligible households are receiving SNAP
- 40% of students are eligible for free/reduce lunches

• Mental Health

- 2007-2015 there were 103 suicides
 - 84 of the suicides were male
 - 1,613:1 patient to provider ratio for mental health

Amador County Needs
Assessment 2014

Tuolumne County
Health Assessment 2017

COUNTY ASSESSMENTS CONT.

• A few of the top Health Needs Identified

- **Mental, Behavioral, and Substance Abuse Services**
 - No psychiatric facility or psychiatrist in the county
 - No sober living treatment house in county
 - High suicide rates in older and middle aged White males
 - No specialty care in the county
- **Quality Primary Care Services and Prescriptions and Dental**
 - Large percent of residents in county are seniors and/or veterans indicating a higher need for medical care
 - Lack of medical providers in the area - especially lack of Medi-cal providers
 - One of the major Medi-cal plans for care under Affordable Care Act is not taken in the county by a single provider
 - No Denti-cal (Medi-cal) providers in the county
- **Transportation and Mobility**
 - All veteran affairs benefits are outside of the county requiring long transportation times to acquire care
 - No specialty care in the county
 - Access to healthy foods for "Upcountry" communities is hard without transportation
- **Basic Needs**
 - Lack of affordable housing
 - Lack of employment opportunities in the county
 - Homelessness in adults, especially veterans, and teens. Living "off the grid."
- **Affordable, Healthy Food**
 - Lower access to healthy food in the "Upcountry" areas of the county
 - Healthy food is more expensive
 - Challenging to grow own food due to wildlife issues - need fencing to keep out deer and other animals

2016 Sutter Amador Hospital Community Health Needs Assessment

6/10/2019

ATCAA CLIENT-BASED NEEDS RESULTS

TUOLUMNE SMART MONEY CLASS FOCUS GROUP 4/23/19
AMADOR/TUOLUMNE HS POLICY COUNCIL FOCUS GROUP 5/3/19
1592 SURVEYS COLLECTED FROM ATCAA CLIENTS

- ⦿ Public transportation is severely lacking in off-hours
 - Buses don't run after 5pm or 6 pm or on weekends
 - Limited service in Up Country
- ⦿ Gas prices are too high to afford
- ⦿ Lack of affordable housing
 - New rentals are quick to disappear
- ⦿ Lack of affordable childcare
 - Waitlisted, working families make too much to qualify for Head Start but can't afford private care
 - No low-income PreK that isn't income based
- ⦿ Lack of mental health/counseling services for children
- ⦿ Lack of affordable medical/dental
- ⦿ Lack of affordable healthy food options
- ⦿ Lacking energy assistance
 - ATCAA services help but frequently run out of funds leaving clients without options for help

ATCAA STAKEHOLDER RESULTS

- | | |
|---|---|
| <ul style="list-style-type: none"> ⦿ Cost of living vs. average wages are too low ⦿ Lack of shelter for homeless ⦿ Lack of affordable housing ⦿ Limited bus routes to certain areas of the county ⦿ Insufficient medical services ⦿ Lack of affordable healthy food options | <ul style="list-style-type: none"> ⦿ 80% - Lack of affordable rental/housing ⦿ 36% - Lack of available childcare ⦿ 28% - Lack of available jobs ⦿ 28% - Lack of Transportation options/accessibility ⦿ 20% - Lack of affordable medical/dental ⦿ 20% - Cost of PG&E/Propane |
| <ul style="list-style-type: none"> ❖ General Comments expressed needing an increase in outreach between organizations and clients, and between partner organizations themselves | <ul style="list-style-type: none"> ❖ General Comments expressed needing an increase in outreach between organizations and clients, and between partner organizations themselves |

From the Focus Group
(10 community representatives)

From the Survey
(25 respondents)

6/10/2019

PUBLIC MEETING FEEDBACK AND SATISFACTION SURVEY RESULTS

PUBLIC MEETING FEEDBACK

9 Attendees

- 8 staff members
- 1 member of the public

Feedback

- Public member talked about his story and how grateful he is to ATCAA for assisting him, impacting his life and giving him hope
- Request for ATCAA involvement to get “tuff sheds” for homeless housing in Amador
- Request for weekend/mobile showers for the homeless
- Request for collaboration with fire safety preparedness classes or education
 - Help for seniors and disabled to be able to do required safety clearances. Many people can't do the clearance, afford to have it done or pay the fines for not doing it.
- PG&E outages (scheduled and unscheduled) pose a threat with medically needy/ high heat, oxygen needs
 - Request for generators for vulnerable populations
- Request for assistance with childcare for infants, night and weekend care
- Request for gas vouchers
- Request extended public transportation hours and weekend availability
- Request for additional medical transportation assistance

Amador June 5, 2019

5 Attendees

- 3 staff members
- 2 members of the public

Feedback

- Appreciative of what ATCAA does
- Request for more suicide outreach
- Request for more transportation routes
- Request for more information referral
- Request for classes on how parents/grandparents/guardians can relate to today's children
- Request for classes on providing knowledge about saving for taxes for those who work “gig jobs” or “1099” jobs
- Request for more ATCAA internal communication

Tuolumne June 3, 2019

6/10/2019

ATCAA SATISFACTION SURVEY RESULTS

- 88% - felt strongly that ATCAA services benefit the community
- 88% would recommend ATCAA services to other organizations
- 79% were satisfied with the overall partnership between their organization and ATCAA
- (A) 97.45% reported they were satisfied with ATCAA services/programs
 - ✦ 23% came from energy clients
- (T) 96.49% reported they were satisfied with ATCAA services/programs
 - ✦ 38% came from energy clients

From Stakeholders
(25 respondents)

From the Clients
(1500+ surveys returned)

6/10/2019

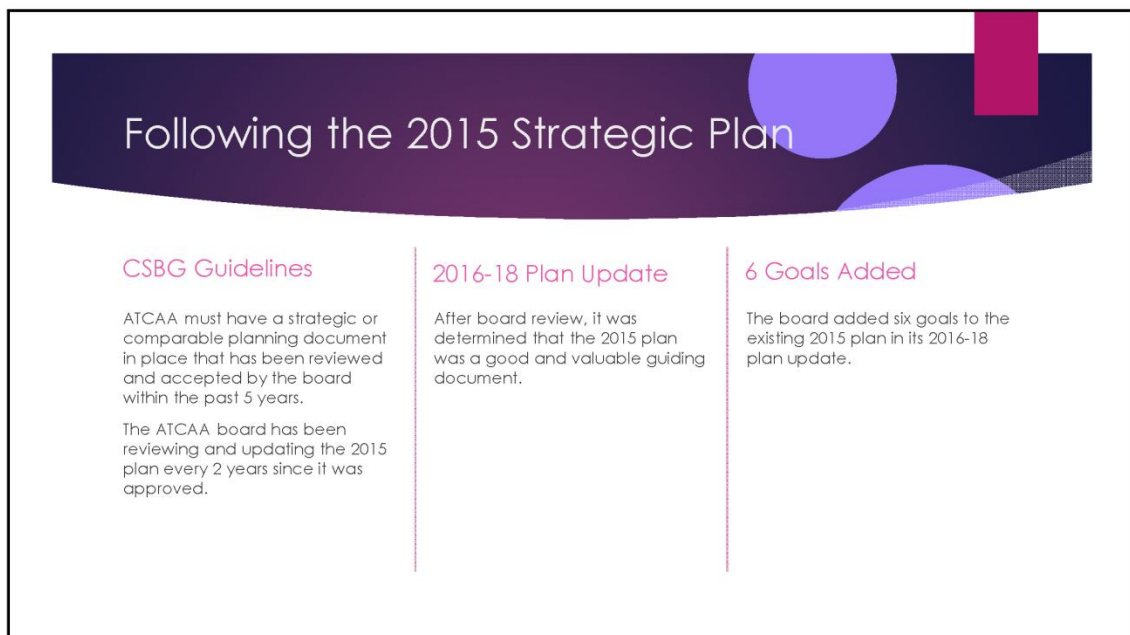


The slide features a dark purple background with a white ATCAA logo in the top right corner. The logo includes a circular emblem with a stylized '6' and the text 'ATCAA Amador Tuolumne Community Action Agency People Helping People'. A magenta rectangular graphic element is positioned to the right of the logo. The main title '2018-2019 Strategic Plan Update' is centered in large white font. Below it, in smaller magenta font, is the text 'ATCAA BOARD OF DIRECTOR'S REVIEW JUNE 14, 2019'.

ATCAA
Amador Tuolumne
Community Action Agency
People Helping People

2018-2019 Strategic Plan Update

ATCAA BOARD OF DIRECTOR'S REVIEW
JUNE 14, 2019



The slide has a dark purple header with the title 'Following the 2015 Strategic Plan' in white. Below the header, the slide is divided into three columns by vertical lines. The first column is titled 'CSBG Guidelines' in magenta and contains two paragraphs of text. The second column is titled '2016-18 Plan Update' in magenta and contains one paragraph. The third column is titled '6 Goals Added' in magenta and contains one paragraph. A magenta rectangular graphic element is located in the top right corner of the slide.

Following the 2015 Strategic Plan

CSBG Guidelines	2016-18 Plan Update	6 Goals Added
<p>ATCAA must have a strategic or comparable planning document in place that has been reviewed and accepted by the board within the past 5 years.</p> <p>The ATCAA board has been reviewing and updating the 2015 plan every 2 years since it was approved.</p>	<p>After board review, it was determined that the 2015 plan was a good and valuable guiding document.</p>	<p>The board added six goals to the existing 2015 plan in its 2016-18 plan update.</p>

6/10/2019

2016-18 Update – 6 Goals Added

1. Systems for staff and volunteer support will be strengthened

Achieved

- The implementation of OnePoint has created an electronic process for staff evaluations and merit increases.

Proposed

- Improve communication and collaborative problem solving within and across programs and supervision levels.

2. Programmatic and administrative efficiencies will be increased through automation and electronic media sharing

Achieved

- ATCAA administrative and fiscal documents are now stored in Microsoft 365 and are available to leadership and staff
- The implementation of OnePoint has created the use of electronic time cards, and the delivery of HR documents and updates to be delivered to staff in a timely manner

Proposed

- Establish and implement an agency-wide cost comparison and vendor use list.

3. Systems to address workplace and facility safety, emergencies, and disaster preparedness will be enhanced

Achieved

- The agency holds monthly safety meetings at each service center addressing a variety of workplace safety topics.

Proposed

- All ATCAA Centers have strong emergency systems in place and all staff, volunteers, and regular program participants are trained in these protocols and practice them regularly (Fire drills, etc.)

2016-18 Update continued

4. ATCAA social media presence and community outreach will help our communities understand and support ATCAA's programs, mission and vision

Achieved

- ATCAA has developed a strong digital presence interlinking a new responsive website that includes a blog and online donor capabilities to social media outlets. ATCAA is now well established on many social media platforms to better connect the community to our services.

Proposed

- Establish protocols with Program Directors for social media and program messaging information.

5. Resources to enhance and revitalize ATCAA facilities, equipment, and vehicles will be secured

Achieved

- ATCAA Food Bank has been renovated for greater food storage and distribution capabilities.
- 1003 Broadway has been fully renovated and now serves as sustainable rental housing for Veterans.
- Computers and equipment have been secured to maintain and grow our existing VITA Volunteer Income Tax Preparation (VITA) program.

Proposed

- Upgrade refrigeration for Amador Shelter.

6. ATCAA programs will be sustained and enhanced through resource development and best practices

Achieved

- Two staff have been trained in ROMA practices and principles bringing knowledge and guidance to staff to increase and/or improve mission-driven services for ATCAA.
- ATCAA leads the Central Sierra Continuum of Care and collaborates with Housing leaders in all four CCo counties and has been instrumental in securing growing and available housing funding.
- ATCAA's has maintained its presence as a CSD grantee for CalEITC Outreach allowing the agency to expand partnerships on the local and state level, enhance agency outreach and leverage funding from outside sources.

6/10/2019

Action Items

Adopting the 2018-19 Update

It is recommended that board vote to continue following the 2015 Strategic Plan along with the Goals adopted with the 2016-18 Strategic Plan update as our current working plan through December 31, 2020.

2020 GOALS

Prior to year end, the Executive Director will present to the Board for consideration to adopt the Goals for 2020 based on the accomplishments of the goals added in the 2016-18 Strategic Plan update as well as identification of any new goals for the agency.

2021-2022 PLAN

In 2020, the Executive Director, along with input from staff and the Board of Directors will create and present to the Board, a new Strategic Plan and goals for the Agency.

*2021 plan MUST be adopted by the board at or before April mtg.

Customer and Community input are valued by ATCAA as critical to future planning and setting goals for continual quality targeting service enhancements.

ATCAA Fiscal Officer Narrative – April 2019 p1

ATCAA is in the tenth month of its fiscal year; budgets should have 17% funds remaining.

Cash flow issues are now based on higher spending on slower paying housing contracts and the usual water contracts. We are now charging interest on internal cash borrowings, saving on admin interest expense while earning more interest on advanced program funds. While these funds are advanced, this will negate our need to use the current line of credit.

The Targeted Case Management (TCM) audit appeals are still in process.

In preparation for audit and budget presentation.

Housing – Denise Cloward Issue:

Community Dev. Block Grant (CDBG): Tuolumne only – \$50k in shelter funds being spent slowly– this contract goes through to 9/19 – but should be spent before that. ESG shelter contract (fund 1318.1) ends 7/19 and will be spending those funds first for both shelters (about \$45k);

Tuolumne County is applying for \$75k in Housing Stabilization funds (not Shelter) and those may be available in July – September at the latest.

Emergency Shelter Grants (ESG): \$200k Shelter contract (1318.1) spending normally – done by July;

Homeless prevention and rapid rehousing funds are spent (1363.1, 1364.1) - contract expires 7/19

New contracts (1365.1 \$200K and 1366.1 \$64K) have been approved, and we have been given permission to expense starting 3/16/19.

CalWorks – Amador started in Sept with spending catching up – will not fully use funds. Calaveras client funds are spent - accepting no new clients.

Tuolumne spending just a bit behind – may not fully use funds.

Continuum of Care: ATCAA still administering, with more formalized governance going forward. CESH #1 (funding still not received) and HEAP funds (received a lump \$1.2 million, interest bearing) are in the process of hiring for a manager and data coordinator.

Varley Place: 1 vacant unit on 3rd floor, VASH funds are being received timely. At full occupancy, this project projects a net positive result.

CACFP: supplements shelter food costs – normally needs about \$1,000 monthly from operations

Carter St/Rose quartz: vacancies need filling – we now have the deed at the Rose Quartz (Columbia) place and have more freedom on whom to rent to.

Food bank – Deni Avery Issue:

Community Dev. Block Grant (CDBG): \$175k being spent– this contract goes through to 9/19 – but should be spent before that.

Tuolumne County applying for \$195k/year and those may be available in July – September at the latest.

Emergency Food Assist. Program (EFAP): \$45k only pays for staff to handle free Fed commodities – billed quarterly.

State EFAP: \$43k only pays for California food, the final billing will be in May.

Sonora Area Foundation: Bridging the Gap \$50k helping plug CDBG timing gap.

Pantries: pays for food on a per pound basis

Donations: Holiday and soliciting letters are important.

ATCAA Fiscal Officer Narrative – April 2019 p2**Energy – Joe Bors Issue:**

Low Income Heat & Energy Assist Program (LIHEAP): weatherization & PGE assist – consistent funding, slower payments are affecting cash flow
 DOE: small, consistent
 TCRCD DWR water conservation: all water makes up half of the line of credit balance
 Prop 84 water: slow paying
 DWR water direct: slow paying

Amador youth – Pat Porto Issue:

Child Abuse Treatment (CHAT): spending within budget (\$183K) – Federal fiscal year, quarterly billings – just hired an intern; new RFP received due late June
 IDA: \$15k for foster youth

Tuolumne youth – Bob White Issue:

Friday Night Live (FNL): spending within budget
 Mentoring: spending within budget
 Suicide prevention: spending within budget, new contract in transit
 Opioid safety: underspent – new contract got a no-cost extension to fiscal year end
 Youth Empowerment Solutions (YES) partnership: fundraising success

Community – various Issue:

Central Sierra connect (Patrick): 3 yr grant, \$73k/yr for broadband – 2018 underspent
 Lifeline (Tonya): consistent, now running a surplus inception to date 4/30/19
 Community Services Block Grant (CSBG): \$35k in discretionary funds runs through May 2019 – Kristy VITA and Rachel/Patrick ROMA are in the budget; application approved for new discretionary contract at \$30k same level from 6/1/19-5/31/20 for Board/ED training, grant writing and IT needs.
 CSBG Earned Income Tax Credit (EITC): spending on \$110k has \$27k remaining from 4 – 6/19 when the contract ends.

Early Child Services – Marcia Williams Issue:

Head Start/Early Head Start: spending within budget
 Latino outreach: spending within budget
 CACFP: supplements Head Start food costs, normally needs about \$1,000 monthly from operations
 Cal State Preschool Program (CSPP): higher funding/child, projections look to spend contract completely
 Family Learning Center (FLC): spending within budget

Administration – Joe Bors Issue:

2018-19 year surplus at +\$23k through 4/19. Higher indirect rate provided higher offset revenue; payroll savings from deferred raises, admin staff working in CSBG contracts.

Health insurance/special projects Issue:

Health fund even due to lower participation: 2018-19 year even through 4/19; spending on yellow bldg. needed - \$90k available



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Management Bulletin 19-02

Early Learning and Care Division

Subject: Early Childhood Mental Health Consultation Services and Adjustment Factors

Number: 19-02

Date: April 2019

Expires: Until Rescinded

Authority: Assembly Bill 2698, Chapter 946, Statutes of 2018; California Education Code Section 8265.2, 8265.5; Assembly Bill 1840, Chapter 426, Statutes of 2018, Education Code Section 8265.5

Attention: Executive Officers and Program Directors of California State Preschool Programs and General Child Care and Development Programs

Purpose

The purpose of this Management Bulletin (MB) is two-fold:

1. To notify California State Preschool Program (CSPP) and General Child Care and Development Program (CCTR) contractors of a new adjustment factor for children enrolled in classrooms or family child care settings when early childhood mental health consultation (ECMHC) services are provided and provide guidance on what ECMHC services qualify for this adjustment factor, as well as what best practices are available; and
2. To notify all center-based contractors of recent increases to adjustment factors for contractors serving infants, toddlers, children with exceptional needs, and children who are severely disabled.

Authority

Assembly Bill 2698, Chapter 946, Statutes of 2018; California Education Code Section 8265.2, 8265.5; Assembly Bill 1840, Chapter 426, Statutes of 2018, Education Code Section 8265.5

Background

The California *Education Code (EC)* Section 8239.1 requires contractors, in consultation with parents and guardians, take specific steps before expelling or disenrolling a child from a CSPP because of a child's challenging behavior. Guidance and resources for implementation of this provision were provided in Management Bulletin 18-06 located at: <https://www.cde.ca.gov/sp/cd/cl/mb1806.asp>.

The California *EC* Section 8265.5 sets forth adjustment factors to be applied to a contractor's reported child days of enrollment for any children that meet specific criteria, in order to reflect the additional expense of serving those children.

The AB 1840 (Chapter 426, Statutes of 2018) amended *EC* Section 8265.5, effective January 1, 2019, to increase and consolidate existing infants and toddlers adjustment factors so the same rate now applies to those children served in a CCTR contract in both center-based or family home settings. These rates are for:

1. Infants aged 0–18 months served in a center-based or family home setting, the adjustment factor is 2.44
2. Toddlers aged 18–36 months served in a center-based or family home setting, the adjustment factor is 1.8.

Additionally, adjustment factors for the following groups of children were increased to:

1. Children aged birth-21 years with exceptional needs from 1.2 to 1.54, and
2. Children aged birth-21 years that are severely disabled from 1.5 to 1.93

In September 2018, California’s Governor signed AB 2698 (Chapter 946, Statutes of 2018), adding the *EC* Section 8265.2 which defines and clarifies ECMHC services that can be made available to children in: (1) CSPP programs, (2) CCTR programs with children 0–36 months of age and (3) CCTR programs with children 0–60 months of age served in a family child care home education network (FCCHEN) setting.

Additionally, AB 2698 amended the *EC* Section 8265.5 to add a new adjustment factor of 0.05, which can be claimed in addition to any other single adjustment factor, and would apply to all children within a classroom or family child care setting when ECMHC services are provided. These statutory additions build on a statewide focus to address challenging behaviors in classrooms and family child care home settings by supporting children and families through ECMHC services and to encourage contractors to provide such services through an additional adjustment to the Standard Reimbursement Rate (SRR) to reflect the cost of providing such services.

Policy

Effective January 1, 2019, all CSPP contractors, and any CCTR contractors who care for infants and toddlers in a center-based setting or children 0–60 months in a family child care home setting, who elect to implement ECMHC services to support teaching staff and families by helping to address challenging behaviors in the classroom or family child care home setting, may claim an adjustment factor of 0.05. This adjustment factor can be claimed in addition to any other single adjustment factor, and applies to all children enrolled in the classroom or family child care home setting where services are provided.

Directive

Early Childhood Mental Health Consultation Services

To receive the ECMHC adjustment factor, ECMHC services must be provided, and such services may include, but are not limited to, the following:

1. Consultative support in how to effectively respond to all children in the classroom, including children exhibiting challenging behaviors and individual developmental differences
2. On-site consultation that includes consultative meetings and observations, and training and technical assistance to supply resources and develop teacher capacity
3. Best practices/strategies for promoting positive social-emotional health and addressing problems
4. Developing documentation of a behavior plan by the ECMHC licensed professional outlining steps to maintain a child’s participation in a program, in consultation with the teacher and parent, to support children with persistent and challenging behaviors

The ECMHC services must be provided/supervised by a licensed professional(s) who is(are) qualified to provide ECMHC services:

1. Marriage and family therapist
2. Clinical social worker
3. Professional clinical counselor

4. Psychologist

5. Child and adolescent psychiatrist

Moreover, the licensed professional that provides/supervises ECMHC services is required to have at least three years of experience working with children aged birth–five, be adequately insured, hold a license for at least two years at the time the services are provided, and be in full compliance with all professional continuing education requirements.

The CDE's Early Learning and Care Division (ELCD) encourages the use of ECMHC services to ensure nurturing responsive environments for all children, particularly those children with challenging behaviors in the classroom or family child care home setting. The services provided should ideally:

1. Promote a multi-level, prevention-oriented approach that benefits young children in early care and education settings by building the capacity of staff, families, programs, and systems to prevent, identify, treat, and reduce the impact of social-emotional or developmental mental health problems
2. Involve consultation and training that enables teaching staff and caregivers/families to build positive learning environments, support the social-emotional health and development of all children in their classroom or home, and work effectively with children with mental health and social-emotional behavioral challenges
3. Aim to enhance relationships within classrooms and family child care home settings, create nurturing and emotionally responsive environments, strengthen adults' effectiveness in interactions with young children, and families and each other, address and/or prevent challenging behaviors, and foster social-emotional competencies

The CDE encourages early learning and care settings partnering with their local First 5 County Commission, County Office of Education, and Quality Counts Consortia (local Quality Rating and Improvement System) to leverage existing behavioral health resources and connect children and families to a system of care when possible.

Claiming Reimbursement for the new ECMHC Services Adjustment Factor:

1. The CSPP contractors may claim the adjustment factor for all children served in a classroom or family child care setting serving age-eligible CSPP children.
2. The CCTR contractors may claim the adjustment factor for all children served in a classroom serving infants and toddlers aged 0–36 months.
3. The CCTR contractors operating a family child care home education network (FCCHEN) serving children aged 0–60 months may claim the adjustment factor.

NOTE: Since the adjustment factors are only applicable where providers are reimbursed at the SRR, in the case of FCCHEN's, the mental health adjustment factor would apply to those contractors funded pursuant to a

CCTR contract, and not to those contractors funded pursuant to a CFCC contract as those contracts reimburse at the regional market rate.

The adjustment factor for ECMHC services may be claimed for all children enrolled in the classroom or family child care home setting and is in addition to any single adjustment factor used for a particular child. For example, if there is a classroom of 24 children and ECMHC services are provided in order to assist the contractor with the behaviors of a particular child or group of children, all 24 children should be reported under the new ECMHC adjustment factor categories as it is assumed that the ECMHC services being provided will benefit the entire classroom or family home child care setting. For the purposes of reporting child days of enrollment, non-subsidized children served in the same classroom will also have the 0.05 adjustment factor applied to their single adjustment factor.

The ECMHC service should be provided on a schedule of sufficient and consistent frequency to ensure that a mental health consultation professional is available to partner with staff and families in a timely and effective manner.

If a contractor is claiming the additional adjustment factor, the ELCD will request that all of the following documents be on file during the Contract Monitoring Review process:

1. Detailed documentation of the specific early mental health consultation services that the licensed professional is providing, including the types of challenging behaviors or problems in the classroom or family child care home setting
2. Contractor plan to provide ECMHC services, including the frequency of services to be provided
3. License of the ECMHC professional and the contract/agreement or job description for the ECMHC professional

Contractors must use the new Attendance and Fiscal Report forms when submitting a report in relation to AB 2698. To locate this information, please see the current report forms and blended adjustment factor table located on the CDE Reporting Forms Fiscal Year 2018–19 web page at <https://www.cde.ca.gov/fq/aa/cd/cdnfsforms18.asp>.



The CDE anticipates the forms reflecting the mental health adjustment factor will be available in May 2019. These include the CDNFS 9500MHCS form for CCTR programs providing ECMHC services and the CDNFS 8501MHCS form for CSPP programs providing ECMHC services.

Increases to Existing Adjustment Factors for All Center-Based Contracts

Because the adjustment factor increases were effective January 1, 2019, the applied adjustment factors for the 2018–19 fiscal year are a blend of the factors in effect January 1, 2019, and those in effect December 31, 2018. The attendance and fiscal reports have been revised to reflect the blended rates. These forms can be found on the CDE Reporting Forms Fiscal Year 2018–19 web page at <https://www.cde.ca.gov/fq/aa/cd/cdnfsforms18.asp>.

Resources

Within the guidelines set forth, contractors are able to use whatever ECMHC model meets their needs. Some resources to consult when determining the best implementation approach are:

1. The Georgetown Model of ECMHC web document at https://www.ecmhc.org/documents/FCC_SB%20ECMHC%20Manual.pdf 
2. Zero-to-Three ECMHC Policies and Practices to Foster the Care at <https://www.zerotothree.org/resources/1694-early-childhood-mental-health-consultation-policies-and-practices-to-foster-the-social-emotional-development-of-young-children> 

If you have any questions regarding ECMHC program information in this management bulletin, please contact your assigned ELCD Field Services Consultant. A list of consultants can be found at <https://www.cde.ca.gov/sp/cd/ci/assignments.asp> or by phone at 916-322-6233.

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This Management Bulletin is mandatory only to the extent that it cites a specific statutory and/or regulatory requirement. Any portion of this Management Bulletin that is not supported by a specific statutory and/or regulatory requirement is not prescriptive pursuant to California Education Code Section 33308.5.

Questions: Early Learning and Care Division | 916-322-6233

Last Reviewed: Tuesday, May 14, 2019
