



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

INTERNAL AFFAIRS COMMITTEE MEETING

AGENDA

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

Telephone Conference between

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

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

1. **CALL TO ORDER:**
2. **ROLL CALL:**
3. **APPROVAL OF AGENDA:** Approval of agenda for this date, any and all off-agenda items must be approved by the Board (pursuant to Government Code 54954.2)
4. **APPROVAL OF MINUTES:** Approval of minutes from January 28th, 2019 meeting. Pg. 2
5. **OLD BUSINESS:**
 - 5.1. Approval of Executive Director Job Description.
Draft with Input from Managers. Pg. 4
Revision Suggestions from Member Kruse. Pg. 7.
6. **NEW BUSINESS:**
7. **CLOSED SESSION:** Finalize Executive Director Round 1 Interview Questions
8. **ITEMS FOR FUTURE AGENDAS:**
9. **ADJOURNMENT:**

LATE AGENDA MATERIAL: Late agenda material can be inspected at the ATCAA Jackson Service Center 10590 Hwy 88 Jackson, CA and the ATCAA Sonora Service Center 427 N. State Hwy. 49 Sonora, CA.

SPECIAL NEEDS: Persons who need auxiliary aids or services are requested to call our Sonora Service Center at 209-533-1397 or our Jackson Service Center at 209-223-1485 during business hours at least 48 hours before the meeting so appropriate arrangements may be made.