



AMADOR TUOLUMNE COMMUNITY ACTION AGENCY

BOARD OF DIRECTORS MEETING AGENDA

June 12th 2020 | 10:30 a.m.

Zoom Video Conference

URL: <https://us02web.zoom.us/j/87005936043?pwd=MkNuZDUwWVRMZXRGaGZ2NFpkcGk2Zz09>

Meeting ID: 870 0593 6043

Password: 4EAKx1

Teleconference Location: 10590 Hwy 88 Jackson, CA 95642

1. CALL TO ORDER:

2. ROLL CALL:

ATCAA 2020 Board of Directors					
Lynn Morgan	(A) PRI		Board Chairperson		
Walt Kruse	(T) LIR		Board Vice-Chair		
Karl Rodefer	(T) PUB		Board Secretary-Treasurer		
Amador			Tuolumne		
Frank Axe	PUB		Ryan Campbell	PUB	
Jeff Brown	PUB		Robin Gallegos	HSPC	
Joni Drake	LIR		Dana Reel	LIR	
Mary Pulskamp	LIR		Lloyd Schneider	PRI	
Linda Rianda	PUB		Connie Williams	PUB	
Susan Ross	PRI				
Jim Wilmarth	PRI				

ATCAA Staff		
Joseph Bors	Executive Director	
Bruce Giudici	Fiscal Officer	
Rachel Leach	CSBG Coordinator and Acting Secretary to the Board	
Pat Porto	Family Resource Services Director	
Nancy Miner	Early Childhood Services Director	
Patrick Kane	Central Sierra Connect Manager	
Tonya Kraft	Lifeline Program Coordinator	
Kristy Moore	Communications Manager	
Cheri Cunningham	Human Resources Manger	

Others Present:

3. **APPROVAL OF AGENDA:** Approval of agenda for this date, any and all off-agenda items must be approved by the Board (pursuant to Government Code 54954.2)
4. **PUBLIC MATTERS NOT ON THE AGENDA:** Discussion items only, no action to be taken. Any person may address the Board at this time upon any subject; however, any matter that requires action may be referred to Staff and/or Committee for a report and recommendation for possible action at a subsequent Board meeting. Please note there is a five (5) minute limit per topic.
5. **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).
 - 5.1. Board Minutes 4/24/2020 PG. 4
 - 5.2. Resolution 2020-08 Emergency Solutions Grant CARES Act Stimulus (ESG-CV) PG. 10
 - 5.3. Resolution 2020-09 Signatory Authority for Executive Director to sign Contract Documents PG. 12
6. **COMMITTEE REPORTS:**
 - 6.1. Finance Committee: Verbal Report of 6/12 Meeting
 - 6.1.1. Approval of Financial Reports (*Org Std 8.7*)
 - 6.1.1.1 Administrative Budget to Actual PG. 14
 - 6.1.1.2 CSBG Budget to Actual PG. 16
 - 6.1.1.3 ATCAA Balance Sheet PG. 17
 - 6.1.1.4 ATCAA Revenue and Expenditure Report PG. 18
 - 6.1.1.5 ATCAA Cash Flow-Overview PG. 19
 - 6.1.1.6 ATCAA Cash Flow-Housing PG. 20
 - 6.1.1.7 ATCAA Cash Flow-Food Bank PG. 21
 - 6.1.1.8 ATCAA Cash Flow-Energy PG. 22
 - 6.1.1.9 Housing Support Account – Tuolumne Properties and Varley Place PG. 23
 - 6.1.1.10 Head Start Budget & Expenditure Report 1/1/2020-4/30/2020 PG. 24
 - 6.1.1.11 Early Head Start Budget & Expenditure Report 1/1/2020-4/30/2020 PG. 24
 - 6.1.1.12 InKind (Match) Reports for 1/1/2020-4/30/2020 PG. 24
 - 6.1.1.13 Child and Adult Care Food Program Budget and Expenditure Report 10/1/2019-4/30/2020 PG. 25
 - 6.1.1.14 CA State Preschool Program Budget and Expenditure Report 7/1/2019-4/30/2020 PG. 25
 - 6.1.1.15 First 5 California Budget and Expenditure Report 7/1/2019-4/30/2020 PG. 25
 - 6.1.1.16 Credit Card Expenditure Reports March and April PG. 26
 - 6.1.1.17 Fiscal Officer Narrative- 6/2020 PG. 28
 - 6.2. Nominating Committee: Has not met
 - 6.3. Executive Committee: Has not met
 - 6.4. Internal Affairs Committee: Verbal Report of 6/11 Meeting
 - 6.4.1. Personnel Policy Change 6.2 Paid Time Off (PTO): Draft May 2020 PG. 31
 - 6.4.2. Personnel Policy Change 6.9 Unpaid Days Off: Draft April 2020 PG. 34
 - 6.4.3. Personnel Policy Change 6.17 Inclement Weather, Natural Disasters or Emergencies: Draft April 2020 PG. 35
 - 6.5. Early/Head Start Policy Council: Verbal Report of 5/8 Meeting and 6/5 Meeting
 - 6.5.1. Early/Head Start/CSPP: March 2020 Monthly Statistical Report PG. 37
 - 6.5.2. Early/Head Start/CSPP: April 2020 Monthly Statistical Report PG. 38
7. **CSBG REPORT:** Verbal Report

8. EXECUTIVE DIRECTOR REPORT: Verbal Report**9. PROGRAM PRESENTATIONS:** (*Org Std. 5.9*)

- 9.1. Family Resource Services, Pat Porto (Verbal Report) PG 40
- 9.2. Central Sierra Connect, Patrick Kane (Verbal Report) PG. 43
- 9.3. Lifeline, Tonya Kraft (Verbal Report) PG 44
- 9.4. Communications, Kristy Moore (Verbal Report) PG 45
- 9.5. Housing, Denise Cloward (Slide Update) PG.46
- 9.6. Food Bank, Joseph Tobin (Slide Update) PG. 48
- 9.7. Energy, Astrid Torres (Slide Update) PG. 50
- 9.8. Early Childhood Services, Nancy Miner (Slide Update) PG. 52
- 9.9. Prevention Programs/YES Partnership, Bob White (Slide Update) PG.54

10. ITEMS FOR FUTURE AGENDAS: None**11. INFORMATIONAL:**

- 11.1. ACF-IM-HS-20-03: Coronavirus Disease 2019 (COVID-19) Fiscal Flexibilities PG. 56
- 11.2. ACF-PI-HS-20-03: Program Instruction on FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19) PG. 61
- 11.3. ACF-PI-HS-20-04: Update to Funding for FY 2020 Supplemental Funds in Response to the Coronavirus Disease 2019 (COVID-19) PG. 65
- 11.4. Management Bulletin 20-08A: COVID-19 Guidance to Procurements and Audits PG. 67
- 11.5. Management Bulletin 20-09: COVID-19 Guidance on Program Self Evaluation, Contract Monitoring, and Program Quality Requirements PG. 71
- 11.6. Management Bulletin 20-10: COVID-19 Guidance regarding Family Child Care Home Education Networks PG. 76
- 11.7. Management Bulletin 20-11: COVID-19 Guidance: Emergency Closures PG. 81

12. 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.