



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

MINUTES

January 11th 2019 | 10:30 a.m.

Video Conference Between

ATCAA Jackson Service Center, Jackson Community Room, 10590 Hwy 88, 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 10:31am by Chairperson Lloyd Schneider.

2. ROLL CALL:

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

P = Present, A = Absent

*Anaiah Kirk, Tuolumne Board of Supervisors Alternate filled in for Ryan Campbell.
Lynn Morgan, Frank Axe, Anaiah Kirk, and Mary Pulskamp all arrived during Item 4.
Dana Reel arrived during Item 8.*

Others Present:

Rajeev Rambob	ATCAA Executive Director	P
Bruce Giudici	ATCAA Fiscal Officer	P
Rachel Leach	CSBG Coordinator	P
Katelyn Goehner	Secretary to the Board	P

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 Kruse seconded the Approval of the Agenda. MPU on 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.
- ***Fiscal Officer Bruce Giudici would like to add a couple items to the February 8th Board Meeting Agenda:***
 - *Head Start received a Federal Interest Notice for the mobiles at Jamestown and Soulsbyville that will need to be approved*
 - *Foodbank Director Deni Avery has a Safety Workplace Compliance notice*
 - ***CSBG Coordinator Rachel Leach would like the Executive Committee to have a meeting before the June 14th Board Meeting, and then another meeting in August to approve their June minutes. This will allow ATCAA staff two extra months to work on their part of the CSBG reporting. Chairperson Schneider will add the meeting to their schedule.***
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 of 12/14/2018. Pg. 3
 - 5.2. Risk Management Assessment. Pg. 10
 - 5.3. Conflict of Interest. Pg. 23
 - 5.4. Approval of New Signers on ATCAA Accounts. Pg. 25
- Member Rodefer moved and Williams seconded the approval of the Consent Agenda. MPU on Roll Call vote.***
6. **COMMITTEE REPORTS:**
- 6.1. Finance Committee: Has not met.
Chair of Committee Rodefer would like to schedule a Finance Committee meeting before the February 8th Board meeting starting at 9am.
 - 6.2. Executive Committee: Has not met.
 - 6.3. Internal Affairs Committee: Has not met.
 - 6.4. Early/Head Start Policy Council: Has not met.
 - 6.5. Board Member Reports/Site Visits
7. **OLD BUSINESS:** None
8. **NEW BUSINESS:**
Early Childhood Services Monitoring is February 11th to 15th. Members Schneider, Morgan, and Rodefer were approached to participate.
9. **EXECUTIVE DIRECTOR REPORT:** Verbal Report.
Raj Rambob let the Board know that he is wrapping up communications and letting his contacts know of his transitioning away.
10. **ITEMS FOR FUTURE AGENDAS:**
Fiscal Officer Bruce Giudici mentioned during Item 4, Public Comments, that he would like to add the Head Start Federal Interest Notice and the Foodbank Safety Workplace Compliance Notice to the February 8th agenda.
11. **INFORMATIONAL:**
None.

12. CLOSED SESSION: Executive Director Search

Closed Session was from 10:45am to 11:47am.

Member Rodefer reported out that Committees have been assigned tasks and deadlines for completion:

- *Internal Affairs Committee: Work with current Executive Director Rambob regarding input for corrections on job description to be completed in 7 days (January 18th).*
- *Executive Committee: Work on a transition plan until a new Executive Director is hired to be completed in 7-10 days (January 18th to 22nd).*
- *Internal Affairs Committee: Develop process to screen pool of candidates (process will be approved by Executive Committee) to see if the job needs to go back out to hire to be completed in 2 weeks (January 25th)*

13. ADJOURNMENT:

The meeting was adjourned at 11:54am 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.