



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

AGENDA

September 13th 2019 | 10:00 a.m.

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

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. 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 8/9/2019. Pg. 4
- 5.2. Personnel Policy Changes.
 - 5.2.1. Policy 3.4 - Hiring Process Specific to Employees. Pg. 6
 - 5.2.2. Policy 3.10 - Performance Evaluations. Pg. 11
 - 5.2.3. Policy 4.12 - Pay Practices. Pg. 15
 - 5.2.4. Policy 5.2 - Retirement Plan. Pg. 18
- 5.3. ECS 2020 Continuation Application
 - 5.3.1. 2020 Application Cover Sheet/Table of Contents. Pg. 19
 - 5.3.2. 2018/2019 Program Goals and Data. Pg. 20
 - 5.3.3. Fiscal Year 2020 Head Start and Early Head Start Proposed Budget. Pg. 23
 - 5.3.4. 2019/2020 Program Approach Form. Pg. 25
 - 5.3.5. 2019/2020 Eligibility Points Worksheet. Pg. 27
 - 5.3.6. 2019/2020 Organizational Chart. Pg. 29
 - 5.3.7. Strategic Plan Update. Pg. 32
 - 5.3.8. School Readiness Goals. Pg. 38
 - 5.3.9. Community Assessment Update. Pg. 54
- 5.4. Financial Reports
 - 5.4.1. Administrative Budget to Actual. Pg. 58
 - 5.4.2. Contract Status Summary. Pg. 60
 - 5.4.3. ATCAA Balance Sheet. Pg. 62
 - 5.4.4. ATCAA Revenue & Expenditure Report. Pg. 63
 - 5.4.5. ATCAA Budget to Actual by Department. Pg. 64

6. COMMITTEE REPORTS:

- 6.1. Finance Committee: Has not met.
- 6.2. Executive Committee: Has not met.
- 6.3. Internal Affairs Committee: Verbal Report of 9/9 Meeting.
 - 6.3.1. Policy 3.4. - Hiring Policy Specific to Executive Director. Pg. 67
Internal Affairs approved yellow highlighted sections in Policy
- 6.4. Early/Head Start Policy Council: Verbal Report of 9/6 Meeting.
- 6.5. Board Member Reports/Site Visits

7. NEW BUSINESS: Executive Director 6 Month Review

- 7.1. Create Ad Hoc Committee to perform Joseph Bors' 6 month Contract and Salary Review in October. Pg. 73

8. NEW BUSINESS: ATCAA Owned Properties Recovery Plan. Handouts.

- 8.1. Varley Place
- 8.2. 10991, 10993, 10995 State St
- 8.3. 18966 Carter St

9. DISCUSSION: Board of Director Vacancies Process

- 9.1. Proposed Process for Filling Board of Director Vacancies. Pg. 74

10. FISCAL OFFICER REPORT:

- 10.1. Fiscal Officer Narrative. Pg. 76

11. EXECUTIVE DIRECTOR REPORT: Verbal Report.

12. PROGRAM PRESENTATIONS:

13. ITEMS FOR FUTURE AGENDAS:

14. INFORMATIONAL:

- 14.1. CDE Management Bulletin 19-06 on Collection of Data for the Subsidized Provider Report. Pg. 78
- 14.2. ACF Information Memorandum (ACF-IM-HS-19-02) on Notice of Proposed Rulemaking (NPRM) on Designated Renewal System (DRS) Changes – Public Comment Period. Pg. 82

15. 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.