



**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.