

# Tuolumne Joint Powers Authority – Committee Meeting Minutes

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August 23, 2018

9:00 a.m.

Tuolumne County Superintendent of Schools

Room 209

175 Fairview Lane, Sonora, CA 95370

## **In Attendance:**

Jared Critchfield, Amador COE/USD

Michael Chimente, Bret Harte UHSD

Claudia Davis, Calaveras COE

Kathy Griggs, Calaveras USD

Joe Aldridge, Columbia USD

Dana Vaccarezza, Sonora UHSD

Jeff Winfield, Soulsbyville

Leigh Shampain, Summerville ESD

Also in attendance were Klaus Leitenbauer of Alpine County COE/USD (via video conference), Lisa Rico of Tuolumne County Superintendent of Schools and Norma Wallace and Jean Wolfgang of the Tuolumne JPA.

## **1.0 Opening Business**

### **1.1 Call to Order**

The Meeting was called to order by Leigh Shampain at 9:00 a.m.

### **1.2 Adopt Agenda**

#### ***Items to be deleted or added according to G.C. 54954***

The agenda was adopted unanimously after a motion from Joe Aldridge and a second from Jeff Winfield.

### **1.3 Public Comment**

There were no public comments.

## **2.0 Action Items**

### **2.1 Approval of Minutes**

#### **2.1.1 Approval of Committee Meeting Minutes for April 25, 2018**

#### **2.1.2 Approval of Special Committee Meeting Minutes for May 22, 2018**

The minutes for the April 25, 2018 Committee Meeting and May 22, 2018 Special Committee Meeting were approved unanimously after a motion from Claudia Davis and a second from Jeff Winfield.

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- 2.2 Approval of pay voucher report for April 1, 2018 – June 30, 2018**  
Norma Wallace presented the pay voucher report for the period of April 1, 2018 through June 30, 2018. The pay voucher report was approved unanimously after a motion from Claudia Davis and a second from Joe Aldridge.
- 2.3 Approval of Year-End Financial Reports for July 1, 2017 – June 30, 2018**  
Norma Wallace presented the Year-End Financial Reports for July 1, 2017 – June 30, 2018. Year-End Financial Reports were approved unanimously after a motion from Kathy Griggs and a second from Jeff Winfield.
- 2.4 Approval of 2017-2018 Year-End Budget Revisions**  
Norma Wallace presented the 2017-2018 Year-End Budget Revisions. The Budget Revisions were approved unanimously after a motion from Joe Aldridge and a second from Kathy Griggs.
- 2.5 Approval of 2017-2018 Final Administrative Costs**  
Norma Wallace presented the 2017-2018 Final Administrative Costs. The costs were approved unanimously after a motion from Claudia Davis and a second from Jeff Winfield.
- 2.6 Approval of 2017-2018 Year-End Budgets**  
Norma Wallace presented the 2017-2018 Year-End Budgets. The Year-End Budgets were approved unanimously after a motion from Claudia Davis and a second from Joe Aldridge.
- 2.7 Approval of Final 2018-2019 Property & Liability Rates**  
Norma Wallace presented the Final 2018-2019 Property & Liability Rates. The rates were approved unanimously after a motion from Jeff Winfield and a second from Mike Chimente.
- 2.8 Approval of Revised 2018-2019 Preliminary Workers' Compensation Rates**  
Norma Wallace presented the Revised 2018-2019 Preliminary Workers' Compensation Rates. The Rates were approved unanimously after a motion from Joe Aldridge and a second from Jared Critchfield.
- 2.9 Approval of 2018-2019 Property & Liability Safety Credits**  
Norma Wallace presented the 2018-2019 Property & Liability Safety Credits. The Safety Credits were approved unanimously after a motion from Claudia Davis and a second from Dana Vaccarezza.

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## **2.10 Approval of Conflict of Interest Code – Review**

Norma Wallace reviewed the Conflict of Interest Code. She noted that there were no changes to language in the Code. The TJPA will be reporting two employees and 39 Form 700 filers. The Conflict of Interest Code – Review was approved unanimously after a motion from Jeff Winfield and a second from Joe Aldridge.

## **2.11 Approval of third year excess contract with Safety National**

Norma Wallace reviewed the third year excess contract option with Safety National. The third year excess contract with Safety National was approved unanimously after a motion from Joe Aldridge and a second from Mike Chimente.

## **2.12 Discussion/Approval of 2018-2019 TJPA Field Trip Guidelines**

Norma Wallace reviewed the 2018-2019 Field Trip Guidelines. She discussed the changes with the Committee. The 2018-2019 TJPA Field Trip Guidelines were approved unanimously after a motion from Mike Chimente and a second from Jeff Winfield.

## **2.13 Discussion/Action/Revised Use of Correctional Inmate Workers- TJPA Policy**

Norma Wallace reviewed the Revised Use of Correctional Inmate Workers – TJPA Policy. She discussed the changes with the Committee. The Revised Use of Correctional Inmate Workers – Policy TJPA was approved unanimously after a motion from Mike Chimente and a second from Dana Vaccarezza.

## **2.14 Discussion/Action/Revised TJPA Transportation Policy**

Norma Wallace reviewed the Revised TJPA Transportation Policy. She discussed the changes with the Committee. The TJPA Transportation Policy was approved, with addition of item “e”, unanimously after a motion from Jeff Winfield and a second from Claudia Davis.

## **2.15 Discussion/Action – BP 4158(a), 4258, 4238/TJPA Policy Defense Sprays**

Norma Wallace presented the proposed TJPA Defense Sprays Policy. The TJPA Transportation Policy was approved, with a majority vote 8:1, after a motion from Jeff Winfield and a second from Claudia Davis.

## **2.16 Approval of Revised 2018-2019 TJPA Calendar**

Norma Wallace presented the 2018-2019 TJPA Calendar. The Calendar was approved unanimously after a motion from Mike Chimente and a second from Claudia Davis.

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## **3.0 Information/Discussion Items**

### **3.1 TJPA Trainings 2018-2019**

Norma Wallace provided the Committee with TJPA Training Flyers.

### **3.2 2018-2020 TJPA Committee Member List**

Norma Wallace provided the Committee with the 2018-2020 TJPA Committee Member List.

### **3.3 2018-2019 TJPA Member List**

Norma Wallace provided the Committee with the 2018-2019 TJPA Member List.

### **3.4 Loss Control Activity Report**

Norma Wallace requested to change this report to a Property & Liability report to discuss in closed session. The Committee requested this to be added to the Agenda for the TJPA Board Meetings as a closed session item.

### **3.5 Discussion Workers' Compensation Safety Awards**

Norma Wallace presented a proposal for a Workers' Compensation Safety Award. The Committee requested this to be an action item, with recommended approval, at the August 30, 2018 TJPA Board Meeting.

### **3.6 Statement of Facts – Reminder to file for your District**

Norma Wallace reminded the Districts to file the Statement of Facts with their County Clerk and the Secretary of State

### **3.7 Discussion - Bleacher Inspections**

Norma Wallace provided information regarding Bleacher Inspections.

### **3.8 Discussion - AB 1227 - Human Trafficking Training**

Norma Wallace informed the Committee that Amanda Taggart from PROTECT will be at the TJPA Board Meeting on August 30 to discuss AB 1227 – Human Trafficking Training requirements.

### **3.9 Discussion - CSBA BP 1400 – Relations Between Other Government Agencies and the School**

Norma Wallace discussed with Committee and provided handouts with information on BP 1400.

### **3.10 Discussion - SB 1053, AB 3120, BP 330 – Childhood Sexual Abuse**

Norma Wallace discussed with Committee and provided handouts with information.

### **3.11 Discussion - Pre-Employment/Post-Employment Physicals/Hiring Process**

Norma Wallace discussed the TJPA Pre-Employment Policy

### **3.12 Discussion – TJPA Safety Loan Program**

Norma Wallace presented criteria for a TJPA Safety Loan Program. The Committee requested this to be an action item, with recommended approval, at the August, 30, 2018 TJPA Board Meeting.

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## 4.0 Adjournment

**The JPA Committee meeting was adjourned at 11:25 a.m.**

Next Regular Committee Meeting of the Tuolumne JPA  
Thursday, January, 17 at 9:00 a.m.

Bret Harte Union High School District Board Room  
323 South Main St, Angels Camp, CA

Respectfully Submitted,  
Jean Wolfgang  
JPA Account Technician