

# Tuolumne Joint Powers Authority

Our mission is to protect member resources and strive to maintain a safe and healthy school workplace.



## Committee Meeting Minutes

August 19, 2021  
9:00 a.m.

*This meeting was conducted by teleconference per Executive Department State of California; Executive Orders N-25-20 and N-29-20. Approval of Action Items were made by Roll Call Vote.*

### In Attendance:

Klaus Leitenbauer, Alpine COE/USD  
Jared Critchfield, Amador COE/USD  
Chris Fouts, Bret Harte UHSD  
Claudia Davis, Calaveras COE  
Kathy Griggs, Calaveras USD

Sarah Gillum, Columbia USD  
Tami Beall, Sonora Elementary  
Kim Evans, Sonora UHSD  
Marlana Benkula, Soulsbyville

Also in attendance were: Lisa Rico of Tuolumne County Superintendent of Schools; 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 Claudia Davis at 9:03 a.m.  
*Approval of Action Items were made by Roll Call Vote.*

#### 1.2 Adoption of the Agenda – *Items to be deleted or added according to G.C. 54954*

The agenda was adopted unanimously, with a roll call vote, after a motion from Jared Critchfield and a second from Kathy Griggs.

#### 1.3 Public Comment

There were no public comments.

### 2.0 Action Items

#### 2.1 Approval of Committee Meeting minutes for April 22, 2021

The Committee Meeting minutes for April 22, 2021 were approved unanimously, with a roll call vote, after a motion from Kathy Griggs and a second from Jared Critchfield.

#### 2.2 Approval of Pay Voucher Report for April 1 – June 30, 2021

Norma Wallace presented the Pay Voucher Report for the period of April 1, 2021 through June 30, 2021. The Pay Voucher Report was approved unanimously, with a roll call vote, after a motion from Kathy Griggs and a second from Klaus Leitenbauer.

#### 2.3 Approval of 2020-2021 Year-End Financial Reports

Norma Wallace presented the 2020-2021 Year-End Financial Reports. The 2020-2021 Year-End Financial Reports were approved unanimously, with a roll call vote, after a

motion from Marlana Benkula and a second from Kim Evans.

**2.4 Approval of 2020-2021 Year-End Budget Revisions**

Norma Wallace presented the 2020-2021 Year-End Budget Revisions. The 2020-2021 Budget Revisions were approved unanimously, with a roll call vote, after a motion from Jared Critchfield and a second from Marlana Benkula.

**2.5 Approval of 2020-2021 Final Administrative Costs**

Norma Wallace presented the 2020-2021 Final Administrative Costs. The 2020-2021 Final Administrative Costs were approved unanimously, with a roll call vote, after a motion from Kathy Griggs and a second from Jared Critchfield.

**2.6 Approval of 2020-2021 Year-End Budgets**

Norma Wallace presented the 2020-2021 Year-End Budgets. The 2020-2021 Year-End Budgets were approved unanimously, with a roll call vote, after a motion from Marlana Benkula and a second from Tami Beall.

**2.7 Approval of 2021-2022 Final Property and Liability Rates**

Norma Wallace presented the 2021-2022 Final Property & Liability Rates. The 2021-2022 Final Property & Liability Rates were approved unanimously, with approval of \$6,300 AHERA funds for CERS, with a roll call vote, after a motion from Kathy Griggs and a second from Marlana Benkula.

**2.8 Approval of 2021-2022 Final Property and Liability Safety Credit Balances**

Norma Wallace presented the 2021-2022 Final Property and Liability Safety Credit Balances. The 2021-2022 Final Property and Liability Safety Credit Balances were approved unanimously, with a roll call vote, after a motion from Klaus Leitenbauer and a second from Kathy Griggs.

**2.9 Discussion/Approval of 2021-2022 TJPA Field Trip Guidelines**

Norma Wallace reviewed the 2021-2022 TJPA Field Trip Guidelines. She discussed the changes with the Committee. The Committee noted additional changes with skate boarding on campus permitted (off campus not permitted) and slip and slides excluded (not permitted). The 2021-2022 TJPA Field Trip Guidelines with noted changes were approved unanimously, with a roll call vote, after a motion from Jared Critchfield and a second from Kathy Griggs.

**2.10 Discussion/Approval of 2021-2022 TJPA Appliance Guidelines**

Norma Wallace reviewed the proposed 2021-2022 TJPA Appliance Guidelines, adding water dispensers as appliances not permitted in classrooms. The 2021-2022 TJPA Appliance Guidelines were approved unanimously, with a roll call vote, after a motion from Marlana Benkula and a second from Jared Critchfield.

- 
- 2.11 Approval of Discussion/Approval Tuolumne JPA Bylaws-revised**  
Norma Wallace reviewed the Tuolumne JPA Bylaws. Committee discussed and made revisions. Removing the name of the insurance carrier and adding Workers' Compensation Claims to be communicated to the Executive Director, in a timely Manner. The Tuolumne JPA Bylaws were approved unanimously, with suggested changes, with a roll call vote, after a motion from Marlana Benkula and a second from Jared Critchfield.
- 2.12 Discussion/Approval Tuolumne JPA Mutual Aid Agreement**  
Norma Wallace presented the Tuolumne JPA Mutual Aid Agreement. The Committee recommended to take the Tuolumne JPA Mutual Aid Agreement to their District Boards. The Tuolumne JPA Mutual Aid Agreement was approved unanimously, with a roll call vote, after a motion from Jared Critchfield and a second from Kathy Griggs.
- 2.13 Discussion/Approval Tuolumne JPA Governing Board Roles and Responsibilities-Draft Letter**  
Norma Wallace discussed the Tuolumne JPA Governing Board Roles and Responsibilities-Draft Letter. The Tuolumne JPA Governing Board Roles and Responsibilities-Draft Letter was approved unanimously, with a roll call vote, after a motion from Marlana Benkula and a second from Kim Evans.
- 2.14 Discussion/Approval District Board Workshop**  
Norma Wallace discussed the District Board Workshop. The cost for the Workshop is \$24 per person (paid for by the districts) or \$450 total (paid for by the JPA). The District Board Workshop for \$450 total paid for by the JPA, was approved unanimously, with a roll call vote, after a motion from Sarah Gillum and a second from Chris Fouts.
- 2.15 Discussion/Approval REMS-Addressing and Preventing Adult Sexual Misconduct Workshop**  
Norma Wallace discussed the REMS-Addressing and Preventing Adult Sexual Misconduct Workshop. The REMS-Addressing and Preventing Adult Sexual Misconduct Workshop was approved unanimously, with a roll call vote, after a motion from Kim Evans and a second from Marlana Benkula.
- 2.16 Approval Revised 2021-2022 Tuolumne JPA Board Meeting Schedule**  
Norma Wallace presented the Revised 2021-2022 Tuolumne JPA Board Meeting Schedule. The Revised 2021-2022 Tuolumne JPA Board Meeting Schedule was approved unanimously, with a roll call vote, after a motion from Tami Beall and a second from Kathy Griggs.
- 2.17 Approval Revised 2021-2022 Tuolumne JPA Calendar**  
Norma Wallace presented the Revised 2021-2022 Tuolumne JPA Calendar. The Revised 2021-2022 Tuolumne JPA Calendar was approved unanimously, with a roll call vote, after a motion from Kathy Griggs and a second from Marlana Benkula.

# Tuolumne Joint Powers Authority

Our mission is to protect member resources and strive to maintain a safe and healthy school workplace.



- 3.1 Wells Fargo Advisors performance review for period ending June 30, 2021**  
Norma Wallace discussed the Wells Fargo Investments for period ending June 30, 2021.
- 3.2 Workers' Compensation Broker - New Front and ABD merger**  
Norma Wallace discussed the New Front and ABD merger.
- 3.3 2021-2022 SISCII Memorandum of Coverage – Auto, Property, and Liability**  
Norma Wallace discussed the 2021-2022 SISCII Memorandum of Coverage – Auto, Property, and Liability.
- 3.4 2021-2022 SISCII Full Facility Review**  
Norma Wallace discussed the 2021-2022 SISCII Full Facility Review. SISC will begin the Full Facility Reviews in September. Norma gave a brief overview of the Facility Review process.
- 3.5 Member Alert-Maintaining Safe Playgrounds**  
Norma Wallace discussed the Member Alert-Maintaining Safe Playgrounds.
- 3.6 Reminder to file Registry of Public Agencies – Statement of Facts**  
Norma Wallace reminded the Districts to file The Registry of Public Agencies – Statement of Facts with the Secretary of State and County Clerk.
- 3.7 2020-2022 Tuolumne JPA Committee Member List**  
Norma Wallace provided the Committee with the 2021-2022 TJPA Committee Member List.
- 3.8 2021-2022 Tuolumne JPA Board Member List**  
Norma Wallace provided the Committee with the 2021-2022 TJPA Board Member List.
- 3.9 2021-2022 Training Date Reminders**  
Norma Wallace discussed the 2021-2022 Trainings. CPR and Administrative Personnel Workshop.
- 3.10 COVID-19 Q&A**
  - **COVID Testing -When to begin, where to test**
  - **CDPH Mandate on testing/proof of vaccination for staff**
  - **Fire sprinkler inspections**

## **4.0 Adjournment**

**The meeting adjourned at 10:50 a.m.**

The next Regular Committee Meeting of the Tuolumne JPA  
Thursday, January 13, 2022 at 9:00

# Tuolumne Joint Powers Authority

Our mission is to protect member resources and strive to maintain a safe and healthy school workplace.



**Respectfully Submitted,**

**Jean Wolfgang**  
**Executive Assistant, Account Specialist**  
**Tuolumne JPA**