

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 18, 2022
9:00 a.m.

This meeting was conducted by teleconference with:

*TJPA Committee Member Jana Hanak, Alpine COE/USD Representative at the following location:
Alpine County Unified School District, 43 Hawkside Drive, Markleeville, CA 96120.*

TJPA Committee Member Ed Pelfrey, Sonora Union High School District, 100 W. School St., Sonora, CA 95370.

In Attendance:

Jared Critchfield, Amador COE/USD

Scott Nanik, Bret Harte UHSD

Claudia Davis, Calaveras COE

Kathy Griggs, Calaveras USD

Stephanie Shatto, Columbia USD

Cheryl Griffiths, Sonora Elementary

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.

Claudia Davis read the Teleconferencing Script as required per California Government Code Section 54953. *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 Scott Nanik 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 21, 2022

The Committee Meeting minutes for April 21, 2022 were approved, with a roll call vote, 1 abstention and 5 yes, after a motion from Kathy Griggs and a second from Stephanie Shatto.

2.2 Approval of Pay Voucher Report for April 1 – June 30, 2022

Norma Wallace presented the Pay Voucher Report for the period of April 1, 2022 through June 30, 2022. The Pay Voucher Report was approved unanimously, with a roll call vote, after a motion from Stephanie Shatto and a second from Kathy Griggs.

2.3 Approval of 2021-2022 Year-End Budget Revisions

Norma Wallace presented the 2021-2022 Year-End Budget Revisions. The 2021-2022 Budget Revisions were approved unanimously, with a roll call vote, after a motion from Kathy Griggs and a second from Scott Nanik.

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- 2.4 Approval of 2021-2022 Final Administrative Costs**
Norma Wallace presented the 2021-2022 Final Administrative Costs. The 2021-2022 Final Administrative Costs were approved unanimously, with a roll call vote, after a motion from Stephanie Shatto and a second from Scott Nanik.
- 2.5 Approval of 2021-2022 Year-End Budgets**
Norma Wallace presented the 2021-2022 Year-End Budgets. The 2021-2022 Year-End Budgets were approved unanimously, with a roll call vote, after a motion from Stephanie Shatto and a second from Kathy Griggs.
- 2.6 Approval of 2021-2022 Year-End Financial Reports**
Norma Wallace presented the 2021-2022 Year-End Financial Reports. The 2021-2022 Year-End Financial Reports were approved unanimously, with a roll call vote, after a motion from Kathy Griggs and a second from Scott Nanik.
- 2.7 Discussion/Approval of Tuolumne JPA Executive Director Salary Restructure**
Norma Wallace presented the Tuolumne JPA Executive Director Salary Restructure. The Tuolumne JPA Executive Director Salary Restructure from Range 12 to Range 13 was approved unanimously, with a roll call vote, after a motion from Jared Critchfield and a second from Scott Nanik. The Tuolumne JPA Executive Director Salary Restructure Step 6 was approved unanimously, with a roll call vote, after a motion from Jared Critchfield and a second from Stephanie Shatto. The Committee requested The Executive Director to present funding options for the Tuolumne JPA Executive Director Salary Restructure at the August 25, 2022 TJPA Board Meeting.
- 2.8 Approval of 2022-2023 Final Property and Liability Rates**
Norma Wallace presented the 2022-2023 Final Property & Liability Rates. The 2022-2023 Final Property & Liability Rates were approved unanimously, with a roll call vote, after a motion from Scott Nanik and a second from Jared Critchfield.
- 2.9 Approval of 2022-2023 Final Property and Liability Safety Credit Balances**
Norma Wallace presented the 2022-2023 Final Property and Liability Safety Credit Balances. The 2022-2023 Final Property and Liability Safety Credit Balances were approved unanimously, with a roll call vote, after a motion from Stephanie Shatto and a second from Kathy Griggs.
- 2.10 Approval of Tuolumne JPA Conflict of Interest Code - Review**
Norma Wallace reviewed the Tuolumne JPA Conflict of Interest Code. The Tuolumne JPA Conflict of Interest Code – Review was approved unanimously, with a roll call vote, after a motion from Scott Nanik and a second from Cheryl Griffiths.
- 2.11 Approval Revised 2022-2023 Tuolumne JPA Calendar – Meetings & Trainings**
Norma Wallace presented the Revised 2022-2023 Tuolumne JPA Calendar – Meetings & Trainings. The Revised 2022-2023 Tuolumne JPA Calendar – Meetings & Trainings was approved unanimously, with a roll call vote, after a motion from Jared Critchfield and a second from Scott Nanik.

2.12 Approval of AB 218 Revived Liability Funding Plan Invoice

Norma Wallace discussed the AB 218 Revived Liability Funding Plan Invoice. The Committee recommended the Tuolumne JPA pay the full invoice to SELF and bill the District's their portion based on ADA, with an option to pay their portion to the Tuolumne JPA in full in year one or 50% due in two installments over two years. This was approved unanimously, with a roll call vote, after a motion from Jared Critchfield and a second from Scott Nanik.

2.13 Discussion/Approval On-Line Training Platform

Norma Wallace presented the On-Line Training Platform with Public School Works and Keenan. The Committee recommended the Premium On-Line Training Platform with Public School Works beginning 2022-2023 and the Tuolumne JPA to pay the cost out of fund balance. The Committee will reconvene in May to discuss funding options for 2023-2024. This was approved unanimously, with a roll call vote, after a motion from and Scott Nanik a second from Jared Critchfield.

2.14 Approval of 2022-2023 Tuolumne JPA Contracted Services – Revised

Norma Wallace discussed the 2022-2023 Tuolumne JPA Contracted Services – Revised WorkSTEPS contracted with a new clinic and reduced the pre-employment physical cost for Alpine from \$270 to \$260 per test. The 2022-2023 Tuolumne JPA Contracted Services – Revised was approved unanimously, with a roll call vote, after a motion from Kathy Griggs and a second from Stephanie Shatto.

2.15 Discussion/Approval of 2022-2023 Tuolumne JPA Field Trip Guidelines

Norma Wallace discussed the 2022-2023 Tuolumne JPA Field Trip Guidelines. The changes are: axe throwing and gaga pits are disallowed activities and archery is only allowed if part of curriculum. The 2022-2023 Tuolumne JPA Field Trip Guidelines disallowing axe throwing and gaga pits and adding archery as allowable if part of curriculum was approved unanimously, with a roll call vote, after a motion from Jared Critchfield and a second from Stephanie Shatto.

3.0 Information/Discussion Items

3.1 Tuolumne JPA Appliance Guidelines

Norma Wallace discussed the Tuolumne JPA Appliance Guidelines. The Committee recommended adding the subrogation language to page 3 and adding the Tuolumne JPA Appliance Guidelines to Public School Works Platform for staff to review and sign.

3.2 Tuolumne JPA Transportation Policy

Norma Wallace discussed the Tuolumne JPA Transportation Policy. No changes were made. Just a reminder, District vehicles cannot be borrowed/leased/used for private events. The Committee recommended adding the Tuolumne JPA Transportation Policy to Public School Works Platform for staff to review and sign and to add the DMV Pull information to the driver registration form.

3.3 Wells Fargo Advisors performance review for period ending June 30, 2021

Norma Wallace presented the Wells Fargo Advisors performance review for period ending June 30, 2021.

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- 3.4 2022-2023 SISCII Memorandum of Coverage – Auto, Property, and Liability**
Norma Wallace discussed the 2022-2023 SISCII Memorandum of Coverage – Auto, Property, and Liability. There were no changes from the previous year.
 - 3.5 2022-2023 SISCII Follow-Up Facility Review**
Norma Wallace discussed the 2022-2023 SISCII Follow-Up Facility Review. SISCII will begin the follow-up reviews in September.
 - 3.6 SCO/Booster Club distribution information**
Norma Wallace discussed the SCO/Booster Club binders. The broker provided the JPA with binders for the 2022-2023 SCO/Booster Clubs. The 2023-2024 binders will be mailed directly to the SCO/Booster Clubs who elect to have SCO coverage and the JPA will send an electronic copy to the districts.
 - 3.7 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.
 - 3.8 Tuolumne JPA Governing Board and Committee Responsibilities-**
Norma Wallace reviewed the Tuolumne JPA Bylaws in respect to Committee and Board Members.
 - 3.9 Tuolumne JPA Administrative Services as an Independent Contractor for Non-Tuolumne JPA Members**
Norma Wallace discussed sharing documents with non-members.
 - 3.10 2022-2023 Tuolumne JPA Committee Member List**
Norma Wallace provided the Committee with the 2022-2023 Tuolumne JPA Committee Member List.
 - 3.11 2022-2023 Tuolumne JPA Board Member List**
Norma Wallace provided the Committee with the 2022-2023 Tuolumne JPA Board Member List.
 - 3.12 2022-2023 Training Date Reminders**
Norma Wallace discussed the 2022-2023 Training Date Reminders for CPR, Administrative Personnel, Supervisors’ Workshop, Aerial Lift and Forklift Trainings.
 - 3.13 COVID-19 Q&A**
There was no COVID-19 Q&A

4.0 Adjournment

The meeting adjourned at 11:38 a.m.

Note: Next Regular Committee Meeting of the Tuolumne JPA
Thursday, January 12, 2023 at 9:00

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Respectfully Submitted,

Jean Wolfgang
Executive Assistant, Account Specialist
Tuolumne JPA