

Tuolumne Joint Powers Authority

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



Committee Meeting Minutes

March 16, 2023

9:00 a.m.

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

In Attendance;

Scott Nanik, Bret Harte UHSD

Claudia Davis, Calaveras COE

Kathy Griggs, Calaveras USD

Sandra Sturzenacker, Sonora SD

Kim Evans, Sonora UHSD

Jeff Winfield, 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 9:05 a.m.

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

Item 4.2 Email Retention Policy removed.

The Agenda, with removal of 4.2, was adopted unanimously after a motion from Scott Nanik and a second from Jeff Winfield. **a typo in the numeric items was noticed after the agenda was approved*

1.3 Public Comment

There were no public comments.

Committee Members introduced themselves.

3.0 Action Items

3.1 Approval of Committee Meeting minutes for January 12, 2023

The Committee Meeting minutes for January 12, 2023 were approved unanimously, after a motion from Kathy Griggs and a second from Kim Evans.

3.2 Approval of Pay Voucher Reports for January 1, 2023 – February 28, 2023

Norma Wallace presented the Pay Voucher Report for the period of January 1, 2023 – February 28, 2023. The Pay Voucher Report for January 1, 2023 – February 28, 2023 was approved unanimously, after a motion from Scott Nanik and a second from Kathy Griggs.

3.3 Approval of 2022-2023 2nd Interim Budget Revisions

Norma Wallace presented the 2022-2023 2nd Interim Budget Revisions. The 2022-2023 2nd Interim Budget Revisions were approved unanimously, after a motion from Jeff Winfield and a second from Scott Nanik.

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3.4 Approval of Financial Reports for January 1, 2023 – February 28, 2023

Norma Wallace presented the Financial Reports for January 1, 2023 – February 28, 2023. The Financial Reports for January 1, 2023 – February 28, 2023 were approved unanimously, after a motion from Jeff Winfield and a second from Scott Nanik.

3.5 Approval of 2022-2023 Final Safety Credits - Revised

Norma Wallace presented the 2022-2023 Final Safety Credits – Revised. The 2022-2023 Final Safety Credits – Revised were approved unanimously, after a motion from Kim Evans and a second from Jeff Winfield.

3.6 Approval of 2023-2024 Safety Credit Program

Norma Wallace presented the 2023-2024 Safety Credit Program. The 2023-2024 Safety Credit Program was approved unanimously, after a motion from Scott Nanik and a second from Sandra Struzenacker.

3.7 Approval Preliminary 2023-2024 Workers' Compensation Rates

Norma Wallace presented the Preliminary 2023-2024 Workers' Compensation Rates. The Preliminary 2023-2024 Workers' Compensation Rates were approved unanimously, after a motion from Kathy Griggs and a second from Kim Evans.

3.8 Approval of Tuolumne JPA Investment Policy – Review

Norma Wallace discussed the Tuolumne JPA Investment Policy –Review. The Tuolumne JPA Investment Policy – Review as approved unanimously, after a motion from Jeff Winfield and a second from Kim Evans.

3.9 Discussion/Approval CPR/First Aid/AED Training Dates

Norma Wallace discussed CPR/First Aid/AED Training Dates. In addition to the current Trainings in September and February, the Committee recommended adding a third CPR/First Aid/AED Training in the first week of August. The CPR/First Aid/AED Training Dates were approved unanimously, after a motion from Jeff Winfield.

3.10 Approval of 2023-2024 Annual Employee Training Matrix

Norma Wallace presented the 2023-2024 Annual Employee Training Matrix. The Committee made recommendations. The 2023-2024 Annual Employee Training Matrix, with recommendations was approved unanimously, after a motion from Scott Nanik and a second from Jeff Winfield.

3.11 Approval of AON Contract July 1, 2023 - June 30, 2026

Norma Wallace presented AON Contract July 1, 2023 – June 30, 2026. Aon Contract July 1, 2023 – June 30, 2026 was approved unanimously, after a motion from Jeff Winfield and a second from Sandra Sturzenacker.

3.12 Approval of WorkSTEPS/SnarrTech Contract/Fee Schedule July 1, 2023 – June

30, 2026

Norma Wallace presented WorkSTEPS/SnarrTech Contract/Fee Schedule July 1, 2023 – June 30, 2026. WorkSTEPS/SnarrTech Contract/Fee Schedule July 1, 2023 – June 30, 2026 was approved unanimously, after a motion from Kathy Griggs and a second from Jeff Winfield.

3.13 Approval of Schools Legal Contract July 1, 2023 – June 30, 2026

Norma Wallace presented Schools Legal Contract July 1, 2023 – June 30, 2026. The Schools Legal Contract July 1, 2023 – June 30, 2026 was approved unanimously, after a motion from Scott Nanik and a second from Jeff Winfield.

3.14 Approval of ABD Broker Agreement February 1, 2024 – January 31, 2027

Norma Wallace presented ABD Broker Agreement February 1, 2024 – January 31, 2027. ABD Broker Agreement February 1, 2024 – January 31, 2027 was approved unanimously, after a motion from Kathy Griggs and a second from Kim Evans.

4.0 Information/Discussion Items

4.1 2023-2024 Tuolumne JPA Contracted Services

Norma Wallace presented 2023-2024 Tuolumne JPA Contracted Services.

4.2 ~~Email Retention Policy removed~~

4.3 2023-2024 ABD Letter

Norma Wallace presented 2023-2024 ABD Letter.

4.4 SISCII Property & Vehicle Update Reminder

Norma Wallace discussed SISCII Property & Vehicle Update Reminder.

4.5 2022-2023 Tuolumne JPA Training Date Reminders

Norma Wallace discussed 2022-2023 Tuolumne JPA Training Date Reminders.

- Aerial Lift Training – March 23, 2023
- Forklift Training – March 2023

4.6 COVID-19 Q&A

Committee recommended this is last meeting with COVID-19 Q&A.

Norma Wallace discussed:

- COVID-19 Plan
- IIPP
- Cal/OSHA - Outbreaks
- Cal/OSHA - Close Contacts
- Reporting COVID-19 – Workers' Comp.
- Testing
- Cal/OSHA- General Notification Posting

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- Isolation & Quarantine updates

5.0 Adjournment

The meeting adjourned at 11:02 a.m.

Note: Next Regular Committee Meeting of the Tuolumne JPA Thursday,
April 20, 2023 at 9:00 a.m.

Bret Harte Union High School District Board Room #53
323 South Main St, Angels Camp, CA

Respectfully Submitted,

Jean Wolfgang
Executive Assistant, Account Specialist
Tuolumne JPA