

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 27, 2025

9:00 a.m.

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

This meeting was conducted via 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

In Attendance;

Robert Norton, Amador COE/USD

Scott Nanik, Bret Harte UHSD

Claudia Davis, Calaveras COE

Erika Cotta, Calaveras USD

Arianna Canida, Columbia SD

Cheryl Griffiths, Sonora SD

Ed Pelfrey, Sonora UHSD

Roy Morlan, Soulsbyville SD

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 Ed Pelfrey at 9:04 a.m.

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 Roy Morlan.

1.3 Public Comment

There were no public comments.

2.0 Action Items

2.1 Approval of Committee Meeting minutes for January 23, 2025

The Committee Meeting minutes for January 23, 2025 were approved unanimously, with a roll call vote, after a motion from Claudia Davis and a second from Ed Roy Morlan.

2.2 Approval of Pay Voucher Reports for January 1, 2025 – February 28, 2025

Norma Wallace presented the Pay Voucher Report for the period of January 1, 2025 – February 28, 2025. The Pay Voucher Report for January 1, 2025 – February 28, 2025 was approved unanimously, with a roll call vote, after a motion from Claudia Davis and a second from Erika Cotta.

Tuolumne Joint Powers Authority

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



2.3 Approval of 2024-2025 2nd Interim Budget Revisions

Norma Wallace presented the 2024-2025 2nd Interim Budget Revisions. The 2024-2025 2nd Interim Budget Revisions were approved unanimously, with a roll call vote, after a motion from Claudia Davis and a second from Roy Morlan.

2.4 Approval of Financial Reports through January 31, 2025

Norma Wallace presented the Financial Reports through January 31, 2025. The Financial Reports through January 31, 2025 were approved unanimously, with a roll call vote, after a motion from Scott Nanik and a second from Robert Norton.

2.5 Approval of Tuolumne JPA Investment Policy – Review

Norma Wallace presented the Tuolumne JPA Investment Policy - Review. The Tuolumne JPA Investment Policy – Review was approved unanimously, with a roll call vote, after a motion from Roy Morlan and a second from Scott Nanik.

2.6 Approval of LWP Contract July 1, 2024-June 30, 2029

Norma Wallace presented the LWP Contract July 1, 2024-June 30, 2029. The LWP Contract July 1, 2024-June 30, 2029 was approved unanimously, with a roll call vote, after a motion from Ed Pelfrey and a second from Scott Nanik.

2.7 Approval of Safety National Excess Insurance July 1, 2025-June 30, 2026

Norma Wallace presented the Safety National Excess Insurance July 1, 2025-June 30, 2026. The Safety National Excess Insurance July 1, 2025-June 30, 2026 with an SRI of \$400,00- was approved unanimously, with a roll call vote, after a motion from Claudia Davis and a second from Scott Nanik.

2.8 Approval of Preliminary 2025-2026 Workers' Compensation Rates

Norma Wallace presented the Preliminary 2025-2026 Workers' Compensation Rates. The Preliminary 2025-2026 Workers' Compensation Rates were approved unanimously, with a roll call vote, after a motion from Robert Norton and a second from Cheryl Griffiths.

2.9 Discussion/Approval CPR/First Aid/AED Instructor Training

Norma Wallace discussed the CPR/First Aid/AED Instructor Training. It has been difficult finding instructors to teach the three classes that the JPA schedules for coaches and staff who have missed their district training. Upon Committee and Board approval Tuolumne JPA Sr. Executive Administrative Fiscal Analyst – Jean Wolfgang can take the necessary training to be a CPR/First AED/AED Instructor. Norma discussed the cost of the training and equipment needed. She also discussed the amounts paid to CPR/First Aid/AED instructors this year. The CPR/First Aid/AED Instructor Training was approved unanimously, with a roll call vote, after a motion from Scott Nanik and a second from Robert Norton.

3.0 Information/Discussion Items

3.1 Mandatory Duties (CANRA/CA Penal Code §11164)

Norma Wallace discussed Mandatory Duties (CANRA/CA Penal Code §11164). She provided members with JPA Member Alert Mandatory Duties and discussed the urgency of filing a SCAR report when necessary and in a timely manner.

Tuolumne Joint Powers Authority

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



3.2 Claim and Incident Reporting Guidelines/Reservation of Rights

Norma Wallace discussed Claim and Incident Reporting Guidelines/Reservation of Rights. She provided members with a copy of the guidelines and discussed the importance of notifying her of claims and potential claims as soon as possible to avoid reservation of rights/refusal of coverage by our insurance carriers.

3.3 AB 2534-Certificated employees: Disclosures: Egregious Misconduct and Independent Contractors

Norma Wallace discussed AB 2534. Claudia Davis discussed Independent Contractor Agencies and how to confirm they are vetting the individuals they hire. Norma discussed adding AB 2534 language to the Independent Contractor template that she provides to the districts.

3.4 2025-2026 Tuolumne JPA Contracted Services

Norma Wallace presented and discussed the 2025-2026 Tuolumne JPA Contracted Services.

3.5 2024-2025 NEWFRONT-No Additional Revenue Compensation

Norma Wallace presented the 2024-2025 NEWFRONT – No Additional Revenue Compensation letter.

3.6 2024-2025 Tuolumne JPA Board Member List – Update

Norma Wallace presented the 2024-2025 Tuolumne JPA Board Member List – Update.

3.7 SISCII Property & Vehicle Update Reminder

Jean Wolfgang discussed the SISCII Property & Vehicle Update Reminder and provided members with a memo as a reminder to update their inventory for the 2025-2026 P&L rates.

3.8 2024-2025 Tuolumne JPA Training Date Reminders

Norma Wallace discussed 2023-2024 Tuolumne JPA Training Date Reminders.

- Aerial Lift Training – April 2 & June 10
- Forklift Training – April 2 & June 10

5.0 Adjournment

The meeting adjourned at 10:14 a.m.

Note: Next Regular Committee Meeting of the Tuolumne JPA Thursday, April 24, 2025 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
Sr. Executive Administrative Fiscal Analyst
Tuolumne JPA