

## Committee Meeting Minutes

April 20, 2023

9:00 a.m.

Bret Harte Union High School District Board Room

323 S. Main St.

Angels Camp, CA 95221

### In Attendance:

Jared Critchfield, Amador COE/USD

Scott Nanik, Bret Harte UHSD

Claudia Davis, Calaveras COE

Kathy Griggs, Calaveras USD

Leigh Shampain, Columbia USD

Cheryl Griffiths, Sonora Elementary

Ed Pelfrey, Sonora UHSD

Jeff Winfield, Soulsbyville

Also in attendance were: 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 9:04 a.m. and introductions were made.

#### 1.2 Adoption of the Agenda – *Items to be deleted or added according to G.C. 5495*

The agenda was adopted unanimously, 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 March 16, 2023

The Committee Meeting minutes for March 16, 2023 were approved unanimously, after a motion from Kathy Griggs and a second from Ed Pelfrey.

#### 2.2 Approval of Pay Voucher Reports for March 1 – March 31, 2023

The Pay Voucher Reports for March 1 – March 31, 2023 were approved unanimously, after a motion from Ed Pelfrey and a second from Jared Critchfield.

#### 2.3 Approval of Financial Reports through March 31, 2023

Norma Wallace presented the Financial Reports through March 31, 2023. The Financial Reports through March 31, 2023 were approved unanimously, after a motion from Leigh Shampain and a second from Jeff Winfield.

#### 2.4 Approval of 2023-2024 Preliminary Workers' Compensation Rates - Revised

Norma Wallace presented the 2023-2024 Preliminary Workers' Compensation

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Rates – Revised. The 2023-2024 Preliminary Workers’ Compensation Rates – Revised were approved unanimously, after a motion from Scott Nanik and a second from Cheryl Griffiths.

**2.5 Approval of 2023-2024 Preliminary Property & Liability Rates**

Norma Wallace presented the 2023-2024 Preliminary Property & Liability Rates. The 2023-2024 Preliminary Property & Liability Rates were approved unanimously, after a motion from Ed Pelfrey and a second from Kathy Griggs

**2.6 Approval of 2023-2024 Administrative Costs**

Norma Wallace presented the 2023-2024 Administrative Costs. The 2023-2024 Administrative Costs were approved unanimously, after a motion from Jeff Winfield and a second from Jared Critchfield.

**2.7 Approval of 2023-2024 Preliminary Budgets**

Norma Wallace presented the 2023-2024 Preliminary Budgets. The 2023-2024 Preliminary Budgets were approved unanimously, after a motion from Kathy Griggs and a second from Leigh Shampain.

**2.8 Approval of Tuolumne JPA Mutual Aid Agreement - Revised**

Norma Wallace presented the Tuolumne JPA Mutual Aid Agreement – Revised. The Tuolumne JPA Mutual Aid Agreement – Revised was approved unanimously, after a motion from Jared Critchfield and a second from Cheryl Griffiths.

**2.9 Approval of Tuolumne JPA Liability Resolution for Volunteers**

Norma Wallace presented the Tuolumne JPA Liability Resolution for Volunteers. The Tuolumne JPA Liability Resolution for Volunteers was approved unanimously, to rescind the Resolution and revise District BP 1240, after a motion from Jared Critchfield and a second from Jeff Winfield.

**2.10 Approval of 2023-2024 Tuolumne JPA Field Trip, Event and Club Guidelines**

Norma Wallace presented the 2023-2024 Tuolumne JPA Field Trip, Event and Club Guidelines. The 2023-2024 Tuolumne JPA Field Trip, Event and Club Guidelines with revisions approved unanimously, after a motion from Jared Critchfield and a second from Ed Pelfrey.

**2.11 Discussion/Approval Tuolumne JPA Email Retention Policy**

Norma Wallace presented the Tuolumne JPA Email Retention Policy. The Tuolumne JPA Email Retention was approved for Tuolumne JPA Administration/Business Email Retention was approved unanimously, after a motion from Jeff Winfield and a second from Kathy Griggs.

**2.12 Approval of 2023-2024 Tuolumne JPA Committee Meeting Schedule**

Norma Wallace presented the 2023-2024 Tuolumne JPA Committee Meeting Schedule.

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## **2.13 Approval of 2023-2024 Tuolumne JPA Board Meeting Schedule**

Norma Wallace presented the 2023-2024 Tuolumne JPA Board Meeting Schedule.

## **2.14 Approval of 2023-2024 Tuolumne JPA Calendar – Meetings & Trainings**

Norma Wallace presented the 2023-2024 Tuolumne JPA Calendar – Meetings & Trainings.

## **2.15 Approval of 2022-2023 Tuolumne JPA Calendar - Meetings & Trainings - Revised**

Norma Wallace presented the 2022-2023 Tuolumne JPA Calendar – Meetings & Trainings – Revised.

The 2023-2024 Tuolumne JPA Committee Meeting Schedule, 2023-2024 Tuolumne JPA Board Meeting Schedule, 2023-2024 Tuolumne JPA Calendar – Meetings & Trainings, 2022-2023 Tuolumne JPA Calendar – Meetings & Trainings -Revised were approved unanimously, after a motion from Leigh Shampain and a second from Kathy Griggs.

## **2.16 Elect 2023-2024 Tuolumne JPA Committee Chair**

A nomination to Elect Claudia Davis for 2023- 2024 Tuolumne JPA Committee Chair was approved unanimously, after a motion from Jeff Winfield and a second from Jared Critchfield.

### **3.0 Information/Discussion Items**

#### **3.1 School Connected Foundations Coverage (SCO's/Booster Clubs) – SISCII**

Norma Wallace discussed School Connected Foundations Coverage (SCO's/Booster Clubs) – SISCII.

#### **3.2 2023-2024 Tuolumne JPA Member List**

Norma Wallace presented the 2023-2024 Tuolumne JPA Member List.

#### **3.3 2023-2024 Tuolumne JPA Committee Member List**

Norma Wallace presented the 2023-2024 Tuolumne JPA Committee Member List.

#### **3.4 2023-2024 Training Dates**

Norma Wallace discussed 2023-2024 Training Dates

- Asbestos Awareness – June 12, 13 & July 18
- CPR – August 12
- Administrative Personnel Training Day – October 26

### **4.0 Adjournment**

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

The Next Regular Committee Meeting of the Tuolumne JPA:

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Thursday, August 17, 2023 at 9:00 a.m.

Tuolumne County Superintendent of Schools 175 Fairview Lane Room 217  
Sonora, CA 95370

**Respectfully Submitted,**

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