

Tuolumne Joint Powers Authority

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



Board Meeting Minutes

May 11, 2023

9:00 a.m.

Greenhorn Creek Resort

711 McCauley Ranch Rd.

Angels Camp, CA 95222

In Attendance in-person:

Torie Gibson, Amador COE

Jared Critchfield, Amador USD

Carmel Portillo, Bellevue School

Jennifer Shimer, Big Oak Flat/Groveland

Melissa Truelock, Calaveras COE

Kathy Griggs, Calaveras USD

Nicolas Wade, Columbia USD

Leigh Shampain, Columbia USD

Kristen Lopez, Curtis Creek SD

Paula Wyant, Mark Twain UESD

Cheryl Griffiths, Sonora Elementary

Sandra Sturzenacker, Sonora Elementary

Ed Pelfrey, Sonora UHSD

Jeff Winfield, Soulsbyville SD

Michael Merrill, Summerville UHSD

Cindy Jensen, Summerville UHSD

Zack Abernathy, Tuolumne County SOS

Lisa Rico, Tuolumne County SOS

Gabe Wingo, Twain Harte SD

Tom Hoskins, Vallecito USD

Gretchen McReynolds, Vallecito USD

Also in attendance were Norma Wallace and Jean Wolfgang from the Tuolumne JPA.

1.0 Call to Order

Zack Abernathy called the meeting to order at 9:08 a.m.

2.0 Pledge

Zack Abernathy led the Pledge of Allegiance.

3.0 Introductions

Board Members and guests introduced themselves.

4.0 Adoption of Agenda – *Items to be added or deleted according to G.C. 54954.2*

The Agenda was adopted unanimously after a motion from Torie Gibson and a second from Ed Pelfrey.

5.0 Adoption of Minutes

5.1 Tuolumne JPA Committee Meeting March 16, 2023

5.2 Tuolumne JPA Board Meeting, April 13, 2023

All meeting minutes were adopted unanimously after a motion from Gabe Wingo and a second from Michael Merrill.

6.0 Public Comment

The law allows the Public to address the Board on any matter, whether or not it is on the Agenda; but

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the law prohibits action by the Board on NON-Agenda items according to G.C. 54954.3

There were no public comments.

7.0 Closed Session – G.C. 54956.95

The meeting was adjourned to closed session at 9:08 a.m. and returned to open session at 9:19 a.m.

7.1 Workers' Compensation Injury Summary Report

Norma Wallace discussed the Workers' Compensation Injury Summary Report with the Board.

7.2 Property & Liability Claims

Norma Wallace discussed Property & Liability Claims with the Board.

7.3 Public Employee Performance Evaluation

Title: Executive Director, JPA

The Board evaluated the Executive Director's performance for 2022-2023.

8.0 Action Item

8.1 Administrative Business Items

8.1.1 Establish JPA Board Meeting Schedule for 2023-2024

8.1.2 Establish JPA Calendar for 2023-2024

8.1.3 Approval of Revised 2022-2023 JPA Calendar

8.1.4 Designate JPA Official Address and Correspondence Address

8.1.5 Authorize JPA Warrant Signatures

Norma Wallace discussed the Administrative Business Items. Establish JPA Board Meeting Schedule 2023-2024, Establish JPA Calendar 203-2024, Revised 2022-2023 JPA Calendar, Designate JPA Official Address and Correspondence Address and Authorize JPA Warrant Signatures were adopted unanimously, as presented, after a motion from Ed Pelfrey and a second from Jared Critchfield.

8.2 Adoption 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 adopted unanimously, as presented and recommended by the Tuolumne JPA Committee, after a motion from Paula Wyant and a second from Gabe Wingo.

8.3 Adoption 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 adopted unanimously, as presented and recommended by the Tuolumne JPA Committee, after a motion from Jeff Winfield and second from Tom Hoskins.

8.4 Adoption of 2023-2024 Preliminary Workers' Compensation Rates – Revised

Norma Wallace presented the 2023-2024 Preliminary Workers' Compensation Rates – Revised. The 2023-2024 Preliminary Workers' Compensation Rates -Revised were adopted, as presented and recommended by the Tuolumne JPA Committee, after a motion from Ed Pelfrey and a

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second from Jared Critchfield.

8.5 Adoption of 2023-2024 Administrative Costs

Norma Wallace presented the 2023-2024 Administrative Costs. The 2023-2024 Administrative Costs were adopted unanimously, as presented and recommended by the Tuolumne JPA Committee, after a motion from Michael Merrill and a second from Kathy Griggs.

8.6 Adoption of 2023-2024 Preliminary Budgets

Norma Wallace presented the 2023-2024 Preliminary Budgets. The 2023-2024 Preliminary Budgets were adopted unanimously, as presented and recommended by the Tuolumne JPA Committee, after a motion from Tom Hoskins and a second from Jeff Winfield.

8.7 Policies and Guidelines

8.7.1 Adoption 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 adopted unanimously, as presented, after a motion from Jeff Winfield and a second from Paula Wyant.

8.7.2 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, as presented and recommended by the Tuolumne JPA Committee, after a motion from Tom Hoskins and a second from Cheryl Griffiths.

8.7.3 Approval of Tuolumne JPA Email Retention Policy

Norma Wallace presented the Tuolumne JPA Email Retention Policy. The Tuolumne JPA Email Retention Policy was approved unanimously, as presented and recommended by the Tuolumne JPA Committee, after a motion from Torie Gibson and a second from Ed Pelfrey.

8.7.3 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 were approved unanimously, as presented with corrections and recommended by the Tuolumne JPA Committee, after a motion from Jeff Winfield and a second from Cheryl Griffiths.

8.7.3 Adopt Education Code 42141 Compliance as it relates to Workers' Compensation

Norma Wallace discussed Education Code 42141 Compliance as it relates to Workers' Compensation with the Board. Education Code 42141 was adopted unanimously, as presented, after a motion from Jeff Winfield and a second from Gabe Wingo.

9.0 Information Items (Norma Wallace discussed items 9.1 – 9.4)

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9.1 2023-2024 Tuolumne JPA Committee Member List

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

9.2 2023-2024 Tuolumne JPA Board Member List

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

9.3 2023-2024 Tuolumne JPA Trainings/Workshops

Norma Wallace discussed the 2023-2024 Tuolumne JPA Trainings/Workshops.

- Asbestos Awareness Training June 12, 13 & July 18
- CPR/First Aid/AED August 12
- Administrative Personnel Workshop October 26

9.4 Special Education Voluntary Coverage Program (SEVCP) SISC

Norma Wallace discussed the Special Education Voluntary Coverage Program (SEVP) SISC.

10.0 Requests/Correspondence

No Requests/Correspondence of interest were shared by Tuolumne JPA Board President Zack Abernathy or Tuolumne JPA Executive Director Norma Wallace.

11.0 Comments from Board Members

Board Member Paula Wyant commented that she is retiring and the new superintendent for Mark Twain UESD will be Eric Griffin. Jeff Winfield requested a copy of the 2023-2024 Mandatory Training Matrix and Board Members discussed training start dates.

12.0 Adjournment

The meeting was adjourned at 10:13 a.m.

Next Regular Board Meeting of the Tuolumne Joint Powers Authority

Thursday, August 24, 2023 at 9:00 a.m.

Tuolumne County Superintendent of Schools, Room 217

Respectfully Submitted,

Scott Nanik

Tuolumne JPA Secretary