

# 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 17, 2023

9:00 a.m.

Tuolumne County Superintendent of Schools

175 Fairview Lane – Room 209

Sonora, CA 95370

*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.*

### **In Attendance:**

Jared Critchfield, Amador COE/USD

Scott Nanik, Bret Harte UHSD

Melissa Truelock, Calaveras COE

Kathy Griggs, Calaveras USD

Nicolas Wade, Columbia USD

Cheryl Griffiths, Sonora Elementary

Ed Pelfrey, Sonora UHSD

Jeff Winfield, 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 Jared Critchfield at 9:01 a.m.

*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 20, 2023**

The Committee Meeting minutes for April 20, 2023 were approved unanimously, with a roll call vote, after a motion from Kathy Griggs and a second from Melissa Truelock.

#### **2.2 Approval of Pay Voucher Report for April 1 – June 30, 2023**

Norma Wallace presented the Pay Voucher Report for the period of April 1 through June 30, 2023. The Pay Voucher Report was approved unanimously, with a roll call vote, after a motion from Kathy Griggs and a second from Ed Pelfrey.

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- 2.3 Approval of 2022-2023 Year-End Financial Reports**  
Norma Wallace presented the 2022-2023 Year-End Financial Reports. The 2022-2023 Year-End Financial Reports were approved unanimously, with a roll call vote, after a motion from Jeff Winfield and a second from Ed Pelfrey.
- 2.4 Approval of 2022-2023 Year-End Budget Revisions**  
Norma Wallace presented the 2022-2023 Year-End Budget Revisions. The 2022-2023 Year-End Budget Revisions were approved unanimously, with a roll call vote, after a motion from Scott Nanik and a second from Cheryl Griffiths.
- 2.5 Approval of 2022-2023 Final Administrative Costs**  
Norma Wallace presented the 2022-2023 Final Administrative Costs. The 2022-2023 Final Administrative Costs were approved unanimously, with a roll call vote, after a motion from Kathy Griggs and a second from Melissa Truelock.
- 2.6 Approval of 2022-2023 Year-End Budgets**  
Norma Wallace presented the 2022-2023 Year-End Budgets. The 2022-2023 Year-End Budgets were approved unanimously, with a roll call vote, after a motion from Cheryl Griffiths and a second from Jeff Winfield.
- 2.7 Approval of 2023-2024 Final Property and Liability Rates**  
Norma Wallace presented the 2023-2024 Final Property & Liability Rates. The 2023-2024 Final Property & Liability Rates were approved unanimously, with a roll call vote, after a motion from Kathy Griggs and a second from Scott Nanik.
- 2.8 Approval of 2023-2024 Final Property and Liability Safety Credit Balances**  
Norma Wallace presented the 2023-2024 Final Property and Liability Safety Credit Balances. The 2023-2024 Final Property and Liability Safety Credit Balances were approved unanimously, with a roll call vote, after a motion from Jeff Winfield and a second from Ed Pelfrey.
- 2.9 Approval of Property & Liability Late Policy – Revised**  
Norma Wallace presented the Property & Liability Late Payment Policy - Revised. The revision was made to the second installment of the Property & Liability payment previously approved by the committee. The Property & Liability Late Payment Policy – Revised was approved unanimously, with a roll call vote, after a motion from Ed Pelfrey and a second from Cheryl Griffiths.
- 2.10 Approval of Tuolumne JPA Conflict of Interest Code - Revised**  
Norma Wallace presented the Tuolumne JPA Conflict of Interest Code - Revised. The revision will allow digital signatures for Tuolumne JPA Form 700 filers. The Tuolumne JPA Conflict of Interest Code – Revised was approved unanimously, with a roll call vote, after a motion from Melissa Truelock and a second from Kathy Griggs.
- 2.11 Discussion/Approval Tuolumne JPA Transportation Policy - Revised**  
Norma Wallace presented the Tuolumne JPA Transportation Policy – Revised. The Tuolumne JPA Transportation Policy – Revised was approved unanimously, with

a roll call vote, after a motion from Scott Nanik and a second from Ed Pelfrey.

**2.12 Discussion/Approval Tuolumne JPA School Bus Post Accident Checklist**

Norma Wallace presented the Tuolumne JPA School Bus Post Accident Checklist. The Committee suggested revisions/additions to the language and adding the checklist to the Tuolumne JPA Transportation Policy. The Tuolumne JPA School Bus Post Accident Checklist with revisions was approved unanimously, with a roll call vote, after a motion from and Nicolas Wade a second from Scott Nanik.

**2.13 Discussion/Approval CAJPA Accreditation**

Norma Wallace discussed the CAJPA Accreditation. The CAJPA Accreditation was approved unanimously, with a roll call vote, after a motion from Cheryl Griffiths and a second from Melissa Truelock.

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

**3.1 Wells Fargo Advisors performance review for period ending June 30, 2022**

Norma Wallace presented the Wells Fargo Advisors performance review for period ending June 30, 2022.

**3.2 2024-2025 Bounce Houses**

Norma Wallace discussed 2024-2025 Bounce Houses. SISC may be excluding Bounce Houses as of 2024-2025. Committee asked for clarification if all inflatables are included.

**3.3 2023-2024 SISCII Memorandum of Coverage – Auto, Property, and Liability**

Norma Wallace discussed the 2023-2024 SISCII Memorandum of Coverage – Auto, Property, and Liability. She also discussed the 2023-2024 Cyber Security Coverage. Members received copies of MOC's.

**3.4 Mandatory Employee Training**

As requested by Board Members, Norma Wallace discussed the Mandatory Employee Training.

**3.5 2023-2024 Tuolumne JPA Committee Member List**

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

**3.6 2023-2024 Tuolumne JPA Board Member List**

Norma Wallace provided the Committee with the 2023-2024 Tuolumne JPA Board Member List.

**3.7 2023-2024 Training Date Reminders**

Norma Wallace discussed the 2023-2024 Training Date Reminders for CPR, Administrative Personnel and Supervisors' Workshop.

### **4.0 Adjournment**

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**The meeting adjourned at 11:16 a.m.**

Note: Next Regular Committee Meeting of the Tuolumne JPA

Thursday, January 11, 2024 at 9:00

Bret Harte UHSD Board Room #53

**Respectfully Submitted,**

**Jean Wolfgang**

**Executive Assistant, Account Specialist**

**Tuolumne JPA**