

Tuolumne Joint Powers Authority

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



Minutes

August 24, 2023

9:00 a.m.

Sonora Union High School District

District Office Board Room

100 School Street, Sonora, CA 95370

In Attendance:

Ken Burkhart, Alpine COE/USD

Dr. Torie Gibson, Amador COE

Jared Critchfield, Amador USD

Jessica Lozoya, Belleview School

Jennifer Shimer, Big Oak Flat/Groveland

Scott Nanik, Bret Harte UHSD

Kathy Griggs, Calaveras USD

Nicolas Wade, Columbia SD

Contessa Pelfrey, Jamestown School

Eric Griffin, Mark Twain UESD

Stephanie Shatto, Sonora El

Ed Pelfrey, Sonora UHSD

Kim Evans, Sonora UHSD

Jeff Winfield, Soulsbyville SD

Isabel Valadez, Soulsbyville SD

Ben Howell, Summerville Elementary

Michael Merrill, Summerville UHSD

Cindy Jensen, Summerville UHSD

Zack Abernathy, Tuolumne County SOS

Lisa Rico, Tuolumne County SOS

Tom Hoskins, Vallecito USD

Also in attendance were: Norma Wallace and Jean Wolfgang- Tuolumne JPA.

In attendance via Zoom were: Steve Liaty-Wells Fargo Advisors; Amber Davis and Marci Oyler-LWP; and Jennet Horder-ABD/Newfront.

1.0 Call to Order

Board President Zack Abernathy called the meeting to order at 9:04

2.0 Pledge

Board President Zack Abernathy led the Pledge of Allegiance.

3.0 Introductions

Board Members introduced themselves.

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

The Agenda was adopted unanimously, as presented, after a motion from Michael Merrill and a second from Torie Gibson.

5.0 Adoption of Minutes

5.1 Tuolumne JPA Committee Meeting, April 20, 2023

5.2 Tuolumne JPA Board Meeting, May 11, 2023

All minutes were adopted unanimously, as presented, after a motion from Scott Nanik and a second from Ben Howell.

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

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54954.3

There was no public comment

7.0 Presentations

7.1 Wells Fargo Advisors

Steve Liaty of Wells Fargo Advisors presented the Tuolumne JPA Investment Portfolio Summary for period ending June 30, 2023. Information only, no action needed.

8.0 Action Items

8.1 Closed Session – G.C. 54956.95

The meeting adjourned to closed session at 9:18 a.m. and returned to open session at 9:41 a.m.

8.1.1 Workers' Compensation Claims Settlements

<u>District</u>	<u>Claim Number</u>
Calaveras Unified School District	#2033200014
Sonora Union High	#2133200151 & #2133200172
Tuolumne County Superintendent of Schools	#SAC0000181341 & #1933200230

All claims were settled unanimously, as recommended and presented.

8.1.2 Workers' Compensation Injury Summary Report

Norma Wallace discussed the Workers' Compensation Summary Report with the Board. Information only, no action needed.

8.1.3 Property & Liability Claims

Norma Wallace discussed the Property & Liability Claims with the Board. Information only, no action needed.

Return to Open Session at 9:41 a.m.

Board President Zack Abernathy reported the closed session item.

8.2 Adoption of 2022-2023 Final Administrative Costs

Norma Wallace presented the 2022-2023 Final Administrative Costs. The 2022-2023 Final Administrative Costs were adopted unanimously, as presented and recommended by the Tuolumne JPA Committee, after a motion from Ed Pelfrey and a second from Tom Hoskins.

8.3 Adoption of 2022-2023 Year-End Budgets

Norma Wallace presented the Year-End Budgets for 2022-2023. The 2022-2023 Year-End Budgets were adopted unanimously, as presented and recommended by the Tuolumne JPA Committee, after a motion from Michael Merrill and a second from Stephanie Shatto.

8.4 Adoption of 2022-2023 Year-End Financial Reports

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Norma Wallace presented the 2022-2023 Financial Reports. The 2022-2023 Year-End Financial Reports were adopted unanimously, as presented and recommended by the Tuolumne JPA Committee, after a motion from Tom Hoskins and a second from Scott Nanik.

8.5 Adoption of 2023-2024 Final Property & Liability Rates

Norma Wallace presented the 2023-2024 Final Property & Liability Rates. The 2023-2024 Final Property & Liability Rates were adopted unanimously, as presented and recommended by the Tuolumne JPA Committee, after a motion from Ed Pelfrey and a second from Stephanie Shatto.

8.6 Adoption of 2023-2024 Final Property & Liability Safety Credit Balances

Norma Wallace presented the 2023-2024 Final Property & Liability Safety Credit Balances. The 2023-2024 Final Property & Liability Safety Credit Balances were adopted unanimously, as presented and recommended by the Tuolumne JPA Committee, after a motion from Jeff Winfield and a second from Ed Pelfrey.

8.7 Adoption of Property & Liability Late Payment 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 board. The Property & Liability Late Payment Policy – Revised was adopted unanimously, as presented and recommended by the Tuolumne JPA Committee, after a motion from Ken Burkhart and a second from Gabe Wingo.

8.8 Adoption 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 adopted unanimously, as presented and recommended by the Tuolumne JPA Committee, after a motion from Jeff Winfield and a second from Stephanie Shatto.

8.9 Approval Tuolumne JPA Transportation Policy - Revised

Norma Wallace presented the Tuolumne JPA Transportation Policy – Revised. The Tuolumne JPA Transportation Policy – Revised was approved unanimously, as presented and recommended by the Tuolumne JPA Committee, after a motion from Michael Merrill and a second from Scott Nanik.

8.10 Approval Tuolumne JPA School Bus Post Accident Checklist

Norma Wallace presented the Tuolumne JPA School Bus Post Accident Checklist. The Tuolumne JPA School Bus Post Accident Checklist Option #2 will be added to the Transportation Policy. The Tuolumne JPA School Bus Post Accident Checklist Option #2 was approved unanimously as presented, after a motion from and Ken Burkhart a second from Ben Howell.

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- 8.11 Adoption of 2023-2024 Tuolumne JPA Board Meeting Schedule-Revised**
Norma Wallace presented the 2023-2024 Tuolumne JPA Board Meeting Schedule-Revised. Board Members request future Tuolumne JPA August Board Meeting dates be moved to September. The 2023-2024 Tuolumne JPA Board Meeting Schedule-Revised was adopted unanimously as presented, after a motion from Tom Hoskins and second from Ed Pelfrey.
- 8.12 Adoption of 2023-2024 Tuolumne JPA Calendar-Revised**
Norma Wallace presented the 2023-2024 Tuolumne JPA Calendar-Revised. The 2023-2024 Tuolumne JPA Calendar-Revised was adopted unanimously as presented, after a motion from Jared Critchfield and second from Tessa Pelfrey
- 8.13 Approval of CAJPA Accreditation**
Norma Wallace discussed the CAJPA Accreditation. The CAJPA Accreditation was approved unanimously, as presented and recommended by the Tuolumne JPA Committee, after a motion from Ken Burkhart and a second from Ben Howell.
- 9.0 Information Items (Norma Wallace presented Information Items)**
- 9.1 Tuolumne JPA Governing Board Roles & Responsibilities**
Norma Wallace discussed the Tuolumne JPA Governing Board Roles & Responsibilities. Members received a copy of the Tuolumne JPA Board Roles & Responsibilities via email in the Board Packet.
- 9.2 Tuolumne JPA Administrative Duties**
Norma Wallace discussed the Tuolumne JPA Governing Board Roles & Responsibilities. Members received a copy of the Tuolumne JPA Administrative Duties via email in the Board Packet.
- 9.3 2024-2025 Bounce Houses/Inflatables**
Norma Wallace discussed 2024-2025 Bounce Houses/Inflatables. SISC is evaluating coverage for Bounce Houses/Inflatables as of 2024-2025 which is yet to be determined.
- 9.4 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 voluntary options. Members received a copy of the MOC's.
- 9.5 Mandatory Employee Training**
As requested by Board Members, Norma Wallace discussed the Mandatory Employee Training.
- 9.6 Reminder to file Registry of Public Agency – Statement of Facts**
Norma Wallace reminded the Districts to file The Registry of Public Agencies – Statement of Facts with the Secretary of State and County Clerk.

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9.7 2023-2024 Tuolumne JPA Committee Member List

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

9.8 2023-2024 Tuolumne JPA Board Member List

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

9.9 2023-2024 Tuolumne JPA Training Date Reminders

Norma Wallace discussed the 2023-2024 Training Date Reminders for CPR, Administrative Personnel and Supervisors' Workshop. The Supervisors' Workshop will include FRISK training and employee evaluations. Alpine COE/USD will be holding a FRISK training on September 22, 2023 and this training is available to Tuolumne JPA Members.

10.0 Requests/Correspondence

No Requests/Correspondence of interest were shared by Board President Zack Abernathy.

11.0 Comments from Board Members

No Members presented any requests or comments to the Board.

12.0 Adjournment

The meeting was adjourned at 10:32 a.m.

Next Regular Board Meeting of the Tuolumne Joint Powers Authority

Thursday, February 8, 2024 at 9:00 a.m.

Tuolumne County Superintendent of Schools, Room 217 (TBD)

Respectfully Submitted,

Scott Nanik
JPA Secretary