



Meeting Minutes

October 4, 2023

➤ **Members:**

An Ta, Yolo COE
Angela Rodriguez, Elk Grove USD
Brenda Avalos, Galt Joint UHSD
Carla Slowiczek, CAERC/Sacramento COE
Carly Shearer, Alta CA Regional Center
Christi Fee, Sacramento COE
David Rodriguez, Natomas USD
Diana Griffin, Amador County USD
Grace Sauser, Davis Joint USD
Holly Clark, CAERC/Sacramento COE
Dr. Jamey Nye, Los Rios CCD
Jane Ross, Sacramento COE
Joe Schallberger, Galt Joint UHSD
Kiu Chuong, CAERC/Sacramento COE
Matt Medelin, Amador County USD
Michael Gillespie, El Dorado COE
Dr. Nancy Herota, CAERC/Sacramento COE
Patricia Oliva, CAERC/Sacramento COE
Renee Collins, Sacramento COE
Richard Judge, San Juan USD
Rhonda Balmain, Folsom Cordova USD
Rob Kinder, Davis Joint USD
Dr. Sue Gilmore, Sacramento City USD
Tanya Praest, Twin Rivers USD

➤ **Welcome:** Patricia Oliva, CAERC Director

The meeting started at 10:02 am. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Nine voting members were present at time of roll call (Amador, El Dorado COE, Folsom Cordova, Galt, Los Rios, Sacramento City, Sacramento COE, San Juan, and Twin Rivers). Davis, Elk Grove, and Natomas arrived after the roll call. This met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Partners from Alta CA Regional Center, Sacramento COE, and Yolo COE were also present for the meeting.

- **Approval of October 4, 2023, Meeting Agenda**
 - The agenda for the October 4, 2023, meeting was reviewed.
 - On a motion by Sue Gilmore and seconded by Michael Gillespie the October 4, 2023, agenda was approved (12 in favor, 0 against).
- **Approval of August 2, 2023, Meeting Minutes**
 - Minutes from the August 2, 2023, Consortium meeting were reviewed.
 - On a motion by Sue Gilmore and seconded by Tanya Praest, the August 2, 2023, minutes were approved (13 in favor, 0 against).
 - Approved August 2, 2023, minutes will be posted on the CAERC website at www.caerc.org.
- **California Adult Education Program Updates and Deliverables**
 - October 20, 2023 – 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *Extended
 - October 20, 2023 – 23/24 Member Program Year Budget and Work Plan due in NOVA *Extended
 - October 31, 2023 – Student Data due in TOPSPro (Q1)
 - October 31, 2023 – Employment and Earnings Follow-up Survey
 - November 17, 2023 – 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA *Extended
 - December 1, 2023 – Program Area Report: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and Certified by Consortium
 - December 1, 2023 – 21/22, 22/23, 23/24 Member Expense Report due in NOVA (Q1)
 - December 31, 2023 - 21/22, 22/23, 23/24 Member Expense Report Certified by Consortia in NOVA (Q1)
 - December 31, 2023 – End of Q2
- **Select Topics**
 - CalWORKs**
 - The RFA is available and can be found [here](#) and the application is due November 17, 2023. The preliminary allocation is \$978,966. This will be discussed in more detail during our working meeting.
 - Perkins**
 - At this time, Perkins funding supports three consortium adult education programs aiming to improve career-technical education programs, integrate academic and career-technical instruction, serve special populations, and meet equity needs. The 3 adult education programs are Elk Grove, San Juan, and Sacramento City – Charles A. Jones. First quarter data will be submitted this month, and we will be meeting next week to discuss expenditure reports.
 - Member and Partner News, Updates, and Challenges**
 - Michael Gillespie shared that their medical assistant program at EDCOE is getting ready to start. They were going to apply for the HTRP program, but they closed it

because they had an abundance of applications. They have over 35 applicants for over 20 spots with 21 people having confirmed interviews. They are fully staffed for their jail program in Placerville.

- Richard Judge shared that enrollment is very strong at their Sunrise campus, but Encinas is taking a little longer to fill up.
- Folsom Cordova has partnered with Cal Regional and will be offering medical assisting, phlebotomy, EKG and medical billing and coding. Enrollment is strong and their ESL classes are very full. They had to open another beginning low and beginning high class. Their ASE program is seeing a lot of very low-level ABE students coming in.
- Twin Rivers started their NorthStar Digital Literacy class this week. Next week they will be starting Pointful Education which is a workforce prep online learning platform. Tanya's teachers will also pull lesson plans off the platform to use in person and they will be offering a hybrid option. 3 out of 6 high school diploma classes currently have 50 students each and the other 3 classes are quickly filling up. Their SETA refugee grant was approved and started on October 1st. On October 19th from 4:30pm-6:30pm they will host a fall resources fair. Twin Rivers has opened up two more satellite ESL classes that have about 20 students each right now.
- Alta CA Regional Center has recently joined Sacramento USD's CTE Advisory Committee.
- Renee Collins has been involved in a lot of professional development this fall. The next big event coming up is the CAEP TAP Summit and it will be held in Universal City, CA. Tanya Praest's program is one of the programs that will be recognized at the event. A 3-year planning process survey will be coming out within the next month.
- Matt Medelin shared that they are in the process of getting their transition navigator position approved and posted. Diana Griffin shared that their medical assistant class is almost ready to be finalized and they are hoping to start in November. They will also be starting up a mental health journaling class once a month. Enrollment is currently up.
- Galt has continued to see an increase in enrollments, especially in beginning ESL. They currently have a waiting list for those classes. They started digital literacy through NorthStar 2 weeks ago and they have 18 students enrolled. This class will be run through December and another one will start in January and run through May. Brenda Avalos announced that she will be leaving adult education and taking a new role within their district.
- An Ta from Yolo COE shared that there is a Transition Age Youth Summit being held on October 27, 2023, from 9:00am to 3:30pm. It is open to everyone regardless of where they live. There is a community health worker program being worked on for the spring and summer. It's an intensive 4-week course, 2 hours every day in-person, and the rest of the time is online.
- Elk Grove's ESL, High School Diploma, and High School Equivalency classes are mostly full. They have some availability, but they also have wait-lists. They've made some changes to their enrollment process to get rid of some of the barriers students faced. They just hired a new counselor that has been so great for their program. Their medical assistant class is going strong, billing and coding has lower enrollment rates, and they just started a community healthcare worker class. Lots of changes going on with their jail program including adding internet and wifi. Some of their teachers are starting out with using Essential Ed, ICEV, and Canvas for their CTE classes. They've

been trying to get out to as many community events as possible including hosting a resource fair, Elk Grove's multicultural fair, and the giant pumpkin festival.

- Davis has seen an increase in enrollment this year. Their high school diploma class has twice as many students in their first orientation than they did last year. Like Folsom Cordova they are also seeing many low-skilled students coming in. They currently only have one high school teacher that's doing double duty and they are trying to figure out if they need to add another one. They've changed the structure of their ESL classes for this year and the goal is to contain their units within a certain time frame that also correlates with orientation and testing. One of the biggest changes for this year is they now have an AJCC located in their classroom. Their CTE director is currently out on maternity leave, but they have another person lined up for the position.
- Elk Grove and Twin Rivers has both received special funding for housing assistance for displaced people from the war in Ukraine. Please feel free to send those in need to Elk Grove or Twin Rivers for this assistance.
- Carla Slowiczek shared that enrollment numbers are up 12% across the consortium for program year 22-23. CAERC and CASAS will host a regional CAEP accountability training sometime in November, details to come. We've also been working with Los Rios and refugee career pathways to co-enroll ESL students in their labs. Fact sheets should hopefully be out to all members by the end of October.
- Dr. Herota shared that SCOE is rolling out the Sacramento County Region Initiative. Renee Collins, Patricia Oliva, and Dr. Herota have all been part of a multi-department collaboration and planning. While they're still trying to figure out where adult education fits in, their first community practice will be rolled out tomorrow.

➤ **Upcoming Meetings and Events**

- [CCCAOE Fall Conference](#), October 17-20, 2023, Palm Springs, CA
- [CAEP Summit](#), October 24-26, 2023, Universal City, CA
- [ACSA Leadership Summit](#), November 2-4, 2023, Sacramento, CA
- [CAEP TAP Webinars](#):
 - ✓ [Overview: TOPSPro Enterprise \(TE\)](#), October 19, 2023, 11:00am to 12:30pm
 - ✓ [Overview: TOPSPro Enterprise \(TE\)](#), Thursday, November 30, 2023, 11:00am to 12:30pm

➤ **Upcoming CAERC Meetings**

- CalWORKs and Director's Workgroup, Friday, October 13, 2023, 9:00am – 11:00am, SCOE, Mather Room
- CAERC Data & Accountability Meeting, Thursday, October 19, 2023, 1:00pm – 3:00pm, Online
- CAERC Network of Transition Navigators Meeting, Friday, October 20, 2023, 9:00am – 12:30pm, CALPRO Office
- *Tentative* Annual Plan and Director's Workgroup, Friday, November 9, 2023, 9:00am – 11:00am, SCOE, Board Room
- CAERC Data & Accountability Meeting, Thursday, November 16, 2023, 1:00pm – 3:00pm, Online
- CAERC Network of Transition Navigators Meeting, Friday, December 1, 2023, 9:30am – 11:30am, Online

- **Other Items for Discussion or Distribution**
 - There were no items for discussion or distribution.
- **Public Comments**
 - There were no public comments.
- **Adjournment**
 - On a motion by Sue Gilmore and seconded by Tanya Praest, the October 4, 2023, consortium meeting adjourned at 11:03 am. (15 in favor, 0 against)