



Capital Adult Education Regional Consortium

Meeting Minutes January 6, 2016

➤ **Members & Partners Present:**

Alejandro Ramos, Principal, Washington USD
Butch Wagner, Principal, Amador USD
Casandra Issaka, Library Associate, Sacramento Public Library Authority
Charlie Linebarger, Principal, Folsom Cordova USD
Connie Lee, CAERC Director, Sacramento COE
David Williams, Dean of Language & Literature, Folsom Lake College
Denyse Curtright, California Department of Developmental Services
Gary Sutherland, Principal II, El Dorado COE
Grace Sauser, Principal, Davis Joint USD
Holly Clark, CAERC Administrative Assistant, Sacramento COE
Ioanna Iatridis, Yolo COE
Jackie White, Adult School Administrator, Twin Rivers USD
Dr. Jamey Nye, Associate Vice Chancellor of Instruction, Los Rios Community College District
Jay Wright, CASAS
Dr. Joyce Hinkson, Director, Sacramento County Office of Education
Juan Prieto, California Human Development
Julia Jolly, Associate Vice President General Education, Sacramento City College
Karen Malkiewicz, Principal, Elk Grove USD
Kiu Chuong, CAERC Project Specialist II, Sacramento COE
Lynn Bartlett, Principal, Sunrise Tech Center, San Juan USD
Maysua Chervunkong, Workforce Development Analyst, SETA
Patty Long, CASAS
Dr. Sue Lorimer, CAERC Co-Chair, Deputy Chancellor, Los Rios Community College District
Dr. Susan Lytle Gilmore, Director, Adult Education, Sacramento City USD
Dr. Tammy Montgomery, Associate Vice President of Instruction and Learning Resources,
American River College

➤ **Welcome:** Sue Lorimer, Ed.D., Deputy Chancellor, Los Rios Community College District

Members and Partners introduced themselves and were welcomed by Sue Lorimer.

Roll call of members was taken. Nine members (Amador, El Dorado COE, Elk Grove, Folsom Cordova, Los Rios, Sacramento City, Sacramento COE, San Juan, and Washington) were present which is a quorum as stated in the Governance Plan. Voting and business can proceed as usual.

The extension for AB 86 funds ended December 31, 2015. The planning phase required extensive work but it positioned CAERC well going forward into AB 104.

Sue introduced Kiu Chuong. Kiu is the newly hired Project Specialist II (.2 FTE) for CAERC.

➤ **Approval of December 2, 2015 Meeting Minutes**

- Minutes from the December 2, 2015 Member/Partner Meeting were reviewed.
- On a motion by Charlie Linebarger and seconded by Sue Gilmore, the December minutes were approved. Motion carried unanimously.
- Approved December 2nd minutes will be posted on the CAERC website at www.capitaladulthood.org.

➤ **AEBG Updates and Deliverables**

- CAERC Staffing
 - Kiu Chuong, Project Specialist II, has been assigned to work for CAERC for 20% of her time.
 - The job postings for director and coordinator closed on December 18, 2015. Paper screening for the director position is in process.
 - The director oral exam will take place on January 25, 2016.
 - Sue Lorimer, John Fleischman and Debbie Bettencourt (FCUSD) will be on the panel for the Director oral exam.
 - Once the director position is filled, the oral exam for the coordinator position will take place.
- CAERC Memorandum of Understanding
 - CAERC MOU version 4 was distributed for review.
 - SCOE's legal feedback on version 3 was received and has been incorporated in version 4.
 - The AB 104 grant funds are apportionment. Because of this, an invoicing process is not required. Members must decide the distribution process of the apportionment, when it will be distributed, how it will be distributed, etc.
 - What is decided for 2015/16 is for this year only and can be changed in future years if the process did not work well.
 - As yet, no AB 104 funding has been received by SCOE yet.
 - SCOE recommends transitioning to an expenditure reporting process in lieu of an invoicing reporting process as stated in version 3 of the MOU.
 - Members will have to keep accurate records at their locations. If an audit occurs, SCOE will provide information they have, but then will direct auditors to the individual members for further information.
 - Expenditures will need to be reported by object code as per AB 104 requirements.
 - Kiu suggested adopting a schedule based on quarterly or bi-annually distributions. Members would like to go with quarterly payments to keep consistent with their fiscal departments' procedures.
 - Since the funding is starting mid-year, the members will receive an apportionment equal to 50% of their allocation for the first distribution and then move to quarterly distributions. This funding schedule is only for 2015/2016 funds.
 - Sue Gilmore made a motion to distribute funds quarterly. Grace Sauser seconded the motion. The motion passed with a vote of 14-0. Center, Galt and Natomas did not cast votes due to absence from the meeting.
 - SCOE Financial Services will have to approve the distribution schedule of 50%, 25%, and 25% and the MOU will have to be re-submitted to SCOE legal due to the significant changes. Members requested the MOU be sent to SCOE legal first and then send approved version to members.

- Language will be added to the MOU to cover distribution schedule.
 - Distribution of funds will not be tied to submission of expenditure reports.
 - Funding will not be released until the MOU is finalized and returned with signature.
- CAERC Program Manager
 - Last year, Members voted to make SCOE the fiscal agent. Concern was expressed that a vote was not held to make SCOE the program manager. Does a vote need to occur?
 - Many duties of the program manager go beyond the fiscal agent role.
 - Members voted for co-chairs. Co-chairs are the consortium leaders.
 - CAERC's governance document lists how the Consortium is structured and managed, which was voted on and approved by members.
 - AB 104, however, is a written law that dictated a vote for fiscal agent.
 - Members present agreed SCOE does not need to be named program manager.
- Bi-Annual Expenditure and Progress Reporting Expectations and Timeline
 - Data elements needed are object code, MOE, consortium allocation, program area and progress.
 - Kiu drafted an expenditure report template that was reviewed by the group.
 - Members will need to add a brief description of what funds were spent on under object codes (e.g., 2 FTE ESL teachers, 2 ABE teachers, Software downloads, etc.)
 - The top and bottom portion of the form must match and the difference between the two must net zero.
 - The form will not be enough for auditing purposes. Members must keep more detailed information at their site.
 - Members should explain what they are doing with their expended funds in the Expenditure Summary Narrative. If no funds have been expended, a note stating why should be added. Examples of wording for the narrative will be emailed to members.
 - The Bi-Annual Expenditure and Progress Report is for Consortium funds only. MOE funds are not reported until June.
 - If no funds have been expended, a zero must be entered and a report must be submitted to Holly by January 21, 2016.
- News and Review Marketing and Outreach Publication
 - Version 3 of the outreach publication was distributed.
 - Members reviewed the document and suggested edits.
 - All edits were collected from members/partners and will be submitted to News and Review.
 - Overall feedback showed that version 3 was much better yet still have a few small improvements to make.
 - N&R will insert the publication into the Sacramento Bee for approximately \$5,000. Members requested not to expend the fee for Sacramento Bee insertion as the readers of the Bee are not the target audience.
 - Members would rather distribute the publications to public areas such as laundromats.
- Tech Hire Partnership Grant
 - Los Rios is currently reviewing the grant and meeting with potential interested parties.
 - The purpose of this grant is to decrease reliance on foreign workers which are H-1B visa holders by training current residents in these high-skilled fields. Students will have to be trained in an occupation that is on the approved list of professions for the H-1B visa.
 - This grant is unique because it really targets two populations: (1) out-of-school youth and young adults between the ages of 17-29 with barriers to employment

- or (2) individuals with disabilities, limited English proficiency, or criminal records.
 - Grant funding is based on the minimum participants served.
 - Applicants must be a partnership consisting of representatives of workforce investment systems, education and training providers, and business-related nonprofit organizations, consortia of businesses, or at least three individual businesses.
 - Significant outreach efforts must be made to the 'promise zone,' which is listed on the Sacramento Housing Redevelopment Agency's website.
 - The grant will need to target one or two industries and be intentional about that. The outcome needs to be those individuals getting jobs or going from a lower-skilled job to a middle or higher-skilled job. The outcomes are very specific.
 - A meeting will be scheduled for late January and CAERC representatives will be invited to determine if CAERC is interested in becoming a partner with Los Rios and other parties on this grant.
- TOPSpro Enterprise Consortium Pilot (Presentation)
 - CASAS is the assessment provider for all WIOA-funded agencies in California.
 - CASAS is working on a pilot with CAERC to implement CASAS assessment and use TE software.
 - Software is being updated to meet AEBG requirements as well as the different requirements going out of WIA and into WIOA.
 - The pilot will be phased in over three years.
 - CAERC has scheduled many upcoming CASAS/TOPSpro trainings for members. Check the CAERC calendar for the most up-to-date schedule.
- Workgroups
 - By-Laws Workgroup - A new workgroup is being created to develop consortium By-Laws and Procedures. The first meeting will be on Wednesday, January 16, 2016. A suggestion was made and accepted to change the name from By-Laws to Policy and Procedures or Operational Procedures.

➤ **Other Items for Discussion or Distribution**

- Lynn Bartlett requested to add services that programs might be developing to offer within their programs. Time did not allow for this discussion at the January meeting.

➤ **Public Comment**

- There were no public comments.