



Meeting Minutes August 2, 2023

➤ **Members:**

Angela Rodriguez, Elk Grove USD
Brenda Avalos, Galt Joint UHSD
Carey Buchanan, El Dorado COE
Carla Slowiczek, CAERC/Sacramento COE
Clifton Carley, Sacramento City USD
David Rodriguez, Natomas USD
Diana Griffin, Amador County USD
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Joe Schallberger, Galt Joint UHSD
Kiu Chuong, CAERC/Sacramento COE
Laurelle Mathison, Twin Rivers USD
Matthew Strinden, San Juan USD
Dr. Nancy Herota, CAERC/Sacramento COE
Patricia Black, CAERC/Sacramento COE
Patricia Oliva, CAERC/Sacramento COE
Richard Judge, San Juan USD
Rhonda Balmain, Folsom Cordova USD
Rob Kinder, Davis Joint USD
Stephanie Groat, Washington USD
Dr. Sue Gilmore, Sacramento City USD

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

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

➤ **Approval of August 2, 2023, Meeting Agenda**

- The agenda for the August 2, 2023, meeting was reviewed.
- On a motion by Sue Gilmore and seconded by Jamey Nye the August 2, 2023, agenda was approved (14 in favor, 0 against). [Sacramento COE and Twin Rivers submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of June 7, 2023, Meeting Minutes**

- Minutes from the June 7, 2023, Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Davis Rodriguez, the June 7, 2023, minutes were approved (14 in favor, 0 against). [Sacramento COE and Twin Rivers submitted their vote electronically in favor of approving the agenda.]
- Approved June 7, 2023, minutes will be posted on the CAERC website at www.caerc.org.

➤ **California Adult Education Program Updates and Deliverables**

- August 15, 2023 - Annual Plan for 2023-24 due in NOVA
- September 1, 2023 – 21/22 and 22/23 Member Expense Report due in NOVA (Q4)
- September 1, 2023 – July 1, 2022, to June 30, 2023, Expenses by Program Area due (estimates only) in NOVA
- September 30, 2023 – 21/22 and 22/23 Member Expense Report Certified by Consortia in NOVA (Q4)
- September 30, 2023 – 23/24 Member Program Year Budget and Work Plan due in NOVA
- September 30, 2023 – End of Q1

➤ **Select Topics**

Fund I MOUs

- As of today, we've received 10 out of 12 member MOUs. Thank you to those members that have already submitted. If your agency still needs to submit, please do so at your earliest convenience.

Allocation amendment to reflect the 8.22% COLA and the permanent redistribution of funds from Amador and Center

- We are going to have 2 amendments this year. The first amendment will consist of the 8.22% COLA and the permanent redistribution of Center Adult Schools funds and the permanent reduction of Amador's funds. During our last budget workgroup, the members decided that instead of having this come up every year to be reallocated, it should be a permanent increase to everyone's funds.

One-Time Unallocated Consortium Level Funds

- Once CAERC members approve amendment #1 they will receive another invite from NOVA for amendment #2. Amendment #2 consists of one-time unallocated consortium level funds and will be distributed equally among members that are opting in. This will be the official process and record of members opting in or out of those funds. Only 4 members are choosing to opt out of these funds: Amador, Davis, Galt, and Natomas.

Twin Rivers Adult School – Program Expansion

- Twin Rivers Adult School is planning a program expansion. To increase student support services, they've hired Academic and Career Advisors and a Para Educator Specialist. They are short on space and to create an Academic and Career Center they need to add a wall between some extra space and a classroom. The connecting classroom will also be used for classes for students such as CTE courses, digital

literacy, and professional development workshops. The total cost of this expansion is \$13,348.71.

Annual Plan

- The annual plan is due August 15, 2023. The plan references the consortium's key accomplishments, goals, and strategies for the 2023-24 program year. The annual plan and outlined strategies and activities will be based on the consortium's 2022-25 three-year plan. If members are ok with the plan Patricia Oliva will upload it to NOVA and members should expect to see an email to approve it within the next week.

English Language Learner Healthcare Pathways

- There is currently a [Letter of Intent](#) from the Chancellor's office for the English Language Learner Healthcare Pathways Grant. The purpose of the letter of intent is to invite identified CAEP Consortia to participate in the English Language Learner Healthcare Pathways Initiative. This investment is an opportunity for consortia to lead in the development of building adult education healthcare vocational pathways in their respective regions. To become a grantee for this investment, consortia interested in applying must submit a single application of intent in the Chancellor's Office NOVA system, which includes the signed letter of intent, a project workplan, budget estimate, and signed letter of support from employer and partnerships, on behalf of the consortium and its members by 5:00pm on Friday, September 8, 2023.

Member and Partner News, Updates, and Challenges

- Patricia Oliva shared that CATESOL is looking for panelists or workshop facilitators for the state conference. It's a great opportunity to connect with other adult education agencies, community colleges, and community-based organizations. If anyone is interested, please reach out to Neda Anasseri with OTAN or Patricia Oliva.
- The CCAE Southern Section Conference is looking for presenters. The themes include IELCE, IET, increasing enrollment, student engagement and retention, transitions, CAEP data, customer service, and partnerships. This conference is November 17, 2023, in Palm Springs.
- Sacramento News and Review reached out to Patricia Oliva to remind her that they offer a promotional package that includes 12 student stories, website posting, social media promotion, and a 1-minute video for \$32,000. If anyone is interested in pursuing this let Patricia O. know and she will add it to the agenda for the marketing meeting.
- Richard Judge shared that they are scheduled to move to their new location at Encina High School next week. Lydia Jones, CAERC Data & Accountability Lead Specialist, will be doing a training for his teachers on August 22 and 23. Richard asked if any other members took a hit in WIOA as he got cut by a third.
 - Folsom Cordova broke even with WIOA.
- Carey Buchanan shared that EDCOE is starting a medical assistant program. The registration opened on Monday, and they have 8 people registered. The teacher position is still open, and she has some applicants. They are also trying to apply for the HRP grant. A paraeducator class started in July with 10 people registered, but they only ended up with 2.
- Clifton Carley shared that orientation is picking up at Charles A. Jones. They hold orientation every Wednesday and teachers from the programs will be there to answer student questions, give them a tour, etc. They're having a lot of issues with students

being a few points off and not passing their placement tests. They're trying to figure out how to help their students pass their placement tests.

- Grace Sauser is having some of the same placement problems at Davis that Clifton is. They've been talking about doing a co-requisite if a student scores at a certain level. Over the summer they started their students with workforce prep before having them jump straight into nursing content. The teachers have seen a positive change in the mindset of students with implementing this.
- Dr. Nye shared that at Los Rios they have students take a co-requisite support course with their transfer level course. Offering a co-requisite course along with the classes the students need to take could be a solution for those students who aren't passing their placement tests by just a few points.

➤ **Upcoming Meetings and Events**

- [CAEP Director's Event](#), September 14, 2023, Sacramento
- [CAEP Summit](#), In-Person, October 24-26, 2023, Universal City

➤ **Upcoming CAERC Meetings**

- CAERC Budget Meeting and Director's Workgroup, Friday, August 4, 2023, 9:00am – 11:00am, Online
- CAERC Marketing & Outreach and Director's Workgroup, Friday, September 8, 2023, 9:00am – 11:00am, SCOE, Room B
- CAERC Data & Accountability Meeting, Thursday, September 21, 2023, 1:00pm – 3:00pm, Online
- CAERC Network of Transition Navigators Meeting, Friday, September 22, 2023, 9:30am – 12:30pm, CALPRO Office
- CAERC Business Meeting, Wednesday, October 4, 2023, 1:00pm – 2:00pm, SCOE, Board Room
- CAERC Working Meeting, Wednesday, October 4, 2023, 2:00pm – 3:00pm, SCOE, Board Room

➤ **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 Carey Buchanan, the August 2, 2023, consortium meeting adjourned at 11:02 am. (13 in favor, 0 against)