



## Meeting Minutes August 7, 2024

➤ **Members:**

Alicia Ramos, Galt Joint USD  
Angela Rodriguez, Elk Grove USD  
An Ta, Yolo COE  
Carey Buchanan, El Dorado COE  
Carla Slowiczek, CAERC/Sacramento COE  
Christi Fee, Sacramento COE  
Clifton Carley, Sacramento City USD  
Collette MacDonald, Folsom Cordova USD  
David Rodriguez, Natomas USD  
Diana Griffin, Amador County USD  
Jackie White, CAERC/Sacramento COE  
Dr. Jamey Nye, Los Rios CCD  
Kiu Chuong, CAERC/Sacramento COE  
Laurelle Mathison, Twin Rivers USD  
Laura McCrary, Futures Explored  
Patricia Black, 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

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

The meeting started at 10:03 am. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Ten voting members were present at the time of roll call (Amador, Davis, El Dorado COE, Elk Grove, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, and Twin Rivers). Folsom Cordova arrived after the roll call. Washington was unable to attend the meeting 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.

Partners from Futures Explored and Sacramento COE were also present at the meeting.

➤ **Approval of August 7, 2024, Meeting Agenda**

- The agenda for the August 7, 2024, meeting was reviewed.

- On a motion by Clifton Carley and seconded by David Rodriguez the August 7, 2024, agenda was approved (14 in favor, 0 against). [Washington submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of June 5, 2024, Meeting Minutes**

- Minutes from the June 5, 2024, consortium meeting were reviewed.
- On a motion by Angela Rodriguez and seconded by Richard Judge, the June 5, 2024, minutes were approved (14 in favor, 0 against). [Washington submitted their vote electronically in favor of approving the agenda.]
- Approved June 5, 2024, minutes will be posted on the CAERC website at [www.caerc.org](http://www.caerc.org).

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

- August 15, 2024 – Annual Plan for 2024-25 due in NOVA
- September 1, 2024 – 22/23 and 23/24 Member Expense Report due in NOVA (Q4)
- September 1, 2024 – Certification of Allocation Amendment due in NOVA
- September 30, 2024 - 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4)
- September 30, 2024 – 24/25 Member Program Year Budget and Work Plan due in NOVA
- September 30, 2024 – End of Q1

➤ **Select Topics**

**Fund J MOUs**

- Fund J MOUs were emailed out on June 25, 2024 and the award letter was emailed on July 30, 2024. Thank you to those members that have already submitted their signed MOUs. For those not submitted, please return them to Patricia Black at your earliest convenience.

**Allocation Amendment**

- Allocation amendment #1 includes the final COLA for CAEP, which is 1.07%, and will serve as your new base amount. Once CAERC members approve allocation amendment #1 they will receive an invite from NOVA to approve allocation amendment #2. This will be the official process and record of members opting in or opting out of the one-time unallocated consortium level funds.

**Annual Plan**

- The annual plan is due August 15, 2024. CAERC used data reported on TE and NOVA and included objectives, strategies, and the 2024-25 consortium-level activities developed and approved in March to create the plan. The plan has been submitted and posted and CAERC members will receive an email asking them to approve the annual plan.

**EGACE – Capital Outlay Request**

- Elk Grove wants to upgrade their classroom doors to enhance security for their adult education program at their Gerber site which includes installing new locks and push bars. The total for this is \$48,750. Additionally, they seek to purchase new desks and

upgrade technology in their academic classrooms for their adult education teachers. The total for this is \$38,847. Elk Grove worked with their Business and Facilities Department to obtain the required quotes and to ensure all state and local policies are followed.

### **Member and Partner News, Updates, and Challenges**

- Laura McCrary shared that Futures Explored has moved to a building on R St. They've been hosting lots of community resources and working on a grant to get their website translated.
- San Juan teachers come back the last week of August and classes start on September 9, 2024. Matt Strinden is no longer in adult education and the new vice principal is Bryan Irwin. They are trying to start a job readiness class at Sunrise Tech Center among other new EL classes. Unfortunately, they no longer have a childcare program, but they hope to re-open it.
- Yolo COE is working on apprenticeships and pathways. They were granted a planning grant from CAI to work on an education pathway. They are trying to create the pathway from early high school through adult and community college and into university. They've also received the ELL Healthcare Pathways grant and are working on an allied health and mental health pathway as well. Yolo COE is working alongside the Health Education Council to have a community health worker. At the end of the month CCAE is hosting workshops at Yolo COE for teachers, administrators, and staff.
- Elk Grove's ESL, HSD, and HSE registrations have started, and classes start August 26, 2024. Their job center has been extremely busy, and they will be hiring another job developer. A major construction project is happening to bring the bathrooms up to ADA codes. They're currently offering the following CTE classes: phlebotomy, medical assistant, community healthcare worker, and billing and coding. Eventually phlebotomy and medical assistant will become an IET program. A 6-week intro to healthcare pathways class starts in September. The jail programs are going strong, and the internet access has been fully implemented.
- Amador's orientation starts today, August 7<sup>th</sup>. Lori Martinez is now a full-time transition navigator and will be teaching a job readiness class sometime this year.
- Galt hosted a community night out last night. Class orientations have already started with classes starting in September.
- Sacramento City has hired a new supervisor and interviews are happening today, August 7<sup>th</sup>, for a new director. They've also been preparing for COE and WASC visits in October.
- Natomas classes start August 26, 2024. The chef for their food handler certificate class is taking the first half of the year off so this class won't be offered until later in the year. The cosmetology program they want to launch has been delayed. Two new ESL teachers have been hired for this year.
- Davis renewed their CNA program. Seven people finished the last cohort, and jobs were offered to them. A new cohort will be starting up soon. Most of their programs start in middle to late September. They are looking into no longer mailing out printed catalogs and instead switching to postcards.
- Classes in El Dorado started the second week of July. Yesterday they hosted a welcome back event. They just applied for WASC. Their medical assistant program just had their first graduating cohort. Eight students graduated and 2 are working full-time. Others

will be taking the state board exam soon. The second cohort of 13 students started Monday, August 5<sup>th</sup>.

- Twin Rivers completed their extended year summer school for ESL at the end of June. Extended year for the HSE/HSD program started in July, but classes officially start August 20<sup>th</sup>. The teachers and support staff come back next week. They have a new vice principal, Angelica Mendoza, and have also hired a new teacher. The registrar's position will now be 12 months instead of 10 months. They have WASC coming up and they've also been selected for federal monitoring. Laurelle Mathison had her first initial meeting with Cal Regional and the goal is to have that up and running by January.
- Folsom's pharmacy technician and phlebotomy classes are starting soon. They need evening ESL teachers and hope to bring back welding classes. Enrollments and orientations are going strong with classes starting August 19, 2024.
- Carla Slowiczek shared a reminder from Neil Kelly. Programs such as basic computer skills are not eligible for IET because they're too general. Other programs that do not qualify include anything that's entry level and applied to multiple industries. For those agencies that have FPM's make sure your local assessment policies are up to date.
- Renee Collins shared that CAEP is working on the upcoming director's event and the CAEP Summit. OTAN currently has an opening for a Project Specialist I and a Project Specialist II focusing on Canvas.

#### ➤ **Upcoming Meetings and Events**

- [Meeting of the Minds](#), September 3-5, 2024 – Monterey
- [CAEP Consortium Director's Event](#), September 26-27, 2024 - Sacramento
- [CCCAOE Fall Conference](#), October 23-25, 2024 – Palm Springs
- [CAEP Summit](#), October 28-30, 2024 - Oakland
- [CAEP TAP Webinars](#)
  - ✓ September 20, 2024 - [2024 PD for New Consortium Leads and Administrators](#)

#### ➤ **Upcoming CAERC Meetings**

- Budget and Director's Workgroup, Friday, August 16, 2024, 9:00am – 11:00am, Online
- Director's Workgroup, Friday, September 13, 2024, 9:00am – 11:00am, SCOE, Room B
- CAERC Data & Accountability Meeting, Thursday, September 19, 2024, 1:00pm – 3:00pm, Online
- CAERC Network of Transition Navigators Meeting, Friday, September 20, 2024, 9:30am – 11:30am, Elk Grove Adult and Community Education
- CAERC October Business and Working Meeting, Wednesday, October 9, 2024, 10:00am – 12:30pm, 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 David Rodriguez and seconded by Carey Buchanan, the August 7, 2024, consortium meeting adjourned at 11:00 am. (14 in favor, 0 against)