



## Meeting Minutes

### October 1, 2025

➤ **Members:**

Alicia Ramos, Galt Joint UHSD  
An Ta, Yolo COE  
Carey Buchanan, El Dorado COE  
Carla Slowiczek, CAERC/Sacramento COE  
Collette Macdonald, Folsom Cordova USD  
David Rodriguez, Natomas USD  
Diana Griffin, Amador County USD  
Dr. Jamey Nye, Los Rios CCD  
Joe Schallberger, Galt Joint UHSD  
Kiu Chuong, CAERC/Sacramento COE  
Laura McCrary, Futures Explored  
Laurelle Mathison, Twin Rivers USD  
Patricia Black, CAERC/Sacramento COE  
Patricia Oliva, CAERC/Sacramento COE  
Pauline Lopez, Sacramento City USD  
Renee Collins, Sacramento COE  
Richard Judge, San Juan USD  
Rob Kinder, Davis Joint USD  
Stephanie Groat, Washington USD  
Suzanne Borth, Folsom Cordova USD

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

The meeting started at 10:00am. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Nine voting members were present at the time of roll call (Amador, Davis, El Dorado COE, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento COE, and San Juan). Twin Rivers and Washington arrived after the roll call, and Elk Grove 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 Yolo COE were also present at the meeting.

➤ **Approval of October 1, 2025, Meeting Agenda**

- The agenda for the October 1, 2025, meeting was reviewed.
- On a motion by Dr. Jamey Nye and seconded by Joe Schallberger the October 1, 2025, the agenda was approved (13 in favor, 0 against). [Elk Grove submitted their vote electronically in favor of approving the agenda.]

- **Approval of August 6, 2025, Meeting Minutes**
  - Minutes from the August 6, 2025, consortium meeting were reviewed.
  - On a motion by Dr. Jamey Nye and seconded by David Rodriguez the August 6, 2025, minutes were approved (13 in favor, 0 against). [Elk Grove submitted their vote electronically in favor of approving the agenda.]
  - Approved August 6, 2025, minutes will be posted on the CAERC website at [www.caerc.org](http://www.caerc.org).
- **California Adult Education Program Updates and Deliverables**
  - October 30, 2025 – 25/26 Member Program Year Budget and Work Plan Certified by Consortia in NOVA
  - October 31, 2025 – Student Data due in TOPSPro (Q1)
  - October 31, 2025 – Employment and Earnings Follow-Up Survey
  - November 14, 2025 – Written Expenditure Plan (WEP)\* Only for consortia who have exceeded 20% carryover.
  - December 1, 2025 – 25/26 Member Expense Report Due in NOVA (Q1)
  - December 1, 2025 – July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area (actuals) due in NOVA and certified by Consortium
    - October 30, 2025 – CAERC Internal Deadline
  - December 31, 2025 – 25/26 Member Expense Report Certified by Consortia in NOVA (Q1)
  - December 31, 2025 – End of Q2
- **Select Topics**
  - ELL Healthcare Pathway Update**
    - Round three funding will be a competitive RFA with awards between 1 million and 5 million dollars. It will be open to 71 consortia and up to 20 awards will be awarded. The purpose of this funding is to fund Centers of Innovation and Impact in health careers. The expected RFA will be released in mid-fall 2025 with the anticipated award cycle to start during the 26-27 fiscal year. It will be a 36-month expenditure period.
      - Carey Buchanan asked for more details on the requirements.
        - Requirements will probably be different for round 3 than previous rounds. This grant focuses on English language learners developing the skills to go through a healthcare pathway to gather skills for a job in that field.
- WIOA Funding and Test Updates**
  - Preliminary Funding Results have been updated for grantees receiving Section 243 – Integrated English Literacy and Civics Education grant funding. Updates have posted to the [2025–26 WIOA Grant Information web page](#). This information has also been added to [California Adult Education Online Application and Reporting Site](#). Agencies are encouraged to review the information within the reporting site for additional information.
  - Preliminary funding will be updated in the next couple of weeks to reflect increased payment points. The value for IET 243 has increased and the new value will be approximately \$1100-1200 per point. GANs are expected by 10/31/25.
- Carryover Compliance**

- CAERC is currently at 12.21% carryover, which is well under the 20% threshold. We will dive more into these numbers during next week's budget workgroup.

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

- Pauline Lopez from Sacramento City shared that Holly Clark with the CAEP TAP office is a wonderful resource if members have any questions or are unfamiliar with NOVA reporting/reallocating funds.
- Futures Explored is starting to fundraise due to all the funding cuts. Laura McCrary will share invites to events as they come up. They are working on expanding their creative arts and media programs, and they just opened a program in Concord that teaches adults with disabilities film and media skills.
- An Ta with Yolo COE will be attending the Advancing CA Apprenticeship next week in Riverside. Their next Community of Practice will be held on October 16<sup>th</sup>. They are trying to regionally provide assistance, aide, and support. The [Gladeo](#) platform is working well for their county, and they are working on scaling it out. An will also be attending the CA Adult Education Institute at Charles A. Jones.
- Laurelle Mathison and her team at Twin Rivers have been trying to tighten up their workforce prep. CalRegional classes will start in January. They've been dealing with an influx of students from Highlands. They've also been trying out the ILA that CAERC purchased and are really enjoying using it at their site.
- Things are going well at Galt. They use FuelEd for high school classes, and it has now switched to a different program, and it's been a hard transition. Joe Schallberger is looking at other options for their high school program. ESL intermediate and higher are at max capacity.
- Folsom Cordova has 300 people on their ESL waitlist, and they're trying to figure out how to support more people with limited funds. They have a lot of preliterate people, and they aren't sure how to pay for those classes.
  - Some suggestions from the group include partnering with the district; partner with FACE (Family and Community Engagement) if the school has one; distance learning; using Putting English to work.
- San Juan is super busy with their ESL classes having 3400 students registered and capacity for only 1500. All of their ESL classes have waitlists. High school registration is where it's normally at, and Richard Judge is still trying to hire someone for GED prep. They don't have the manpower to get through everything but are doing the best they can. They plan on putting a disclaimer on their website.
- EDCOE's ESL numbers are double what they were last year. They have a waitlist for all of their classes, which is unusual. They've been tracking their persistence with trying to get students who've stopped attending and dropping those that aren't responsive.
- Natomas is also at capacity with ESL. They will have cosmetology for 2026-27. High school students are currently able to enroll in it now, but adult ed will be able to enroll in the next program year. This class will be at Discovery High School.
- Davis and Amador both have open availability in their ESL classes if students are willing to travel.
- Washington's ESL classes have waitlists for the first time in years. They've opened 2 additional classes, but they still have a waitlist.
- Rob Kinder at Davis is trying to convince his team to offer virtual classes. They currently have a good number of high school diploma students. They have a huge interest list for their CNA program, but they've had numerous roadblocks in getting that class restarted.

- Stephanie Groat promoted the CCAE awards and let the group know that more information will be coming.
- **Upcoming Meetings and Events**
  - [CCCAOE Fall Conference](#) – October 22-24, 2025 – Palm Springs
  - [ACSA Leadership Summit](#) – November 6-8, 2025 – San Francisco
  - [CTE Conference](#) – November 19-21, 2025 – Rancho Mirage
  - [CCAE South](#) – November 20-22, 2025 – Palm Springs
  - [CAEP TAP Webinars](#)
    - ✓ [CAEP Carryover Compliance and the Written Expenditure Plan \(WEP\) - October 7, 2025](#) – 11:00am-12:00pm
    - ✓ [TE Portals](#) – October 16, 2025 – 11:00am-12:30pm
    - ✓ [Overview: TOPSPro Enterprise \(TE\)](#) - November 20, 2025 – 11:00am-12:30pm
- **Upcoming CAERC Meetings**
  - Director's Workgroup - Friday, October 10, 2025, 9:00am – 11:00am – Online
  - Data & Accountability – Thursday, October 16, 2025, 1:00pm – 3:00pm – Online
  - Network of Transition Navigators, Friday, October 17, 2025, 9:30am – 11:30am – TBD
  - Data & Accountability and Network of Transition Navigators – Thursday, November 13, 2025, 12:00pm – 3:00pm – SCOE, Mather Room
  - Director's Workgroup - Friday, November 14, 2025, 9:00am – 11:00am – SCOE, Room A
  - Business and Working Meeting – Wednesday, December 3, 2025, 10:00am-11:00am – SCOE, Board
- **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 October 1, 2025, the consortium meeting adjourned at 11:04am. (14 in favor, 0 against)