



Meeting Minutes April 6, 2022

➤ **Members:**

Angela Rodriguez, Elk Grove USD
Caitlin Blockus, Valley Vision
Carey Buchanan, El Dorado COE
Carla Slowiczek, CAERC/Sacramento COE
Casandra Issaka, Sacramento Public Library
David Rodriguez, Natomas USD
Grace Sauser, Davis Joint USD
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC/Sacramento COE
Laura McCrary, Futures Explored
Matthew Strinden, San Juan USD
Michelle McIntosh, Sacramento COE
Michelle O’Camb, SETA
Dr. Nancy Herota, CAERC/Sacramento COE
Patricia Black, CAERC/Sacramento COE
Patricia Oliva, CAERC/Sacramento COE
Renee Collins, Sacramento COE
Rhonda Balmain, Folsom Cordova USD
Richard Judge, San Juan USD
Robert Lemmon, Galt Joint Union HSD
Stephanie Groat, Washington USD
Dr. Sue Gilmore, Sacramento City USD
Tanya Praest, Twin Rivers USD

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

The meeting started at 1:02 pm. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Eleven voting members were present at time of roll call (Amador, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Natomas, Sacramento City, San Juan, Twin Rivers, and Washington). Sacramento COE 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 Futures Explored, Sacramento Public Library, SCOE, SETA, and Valley Vision were also present for the meeting.

➤ **Approval of April 6, 2022 Meeting Agenda**

- The agenda for the April 6, 2022 meeting was reviewed.

- On a motion by Sue Gilmore and seconded by David Rodriguez the April 6, 2022 agenda was approved (12 in favor, 0 against).

➤ **Approval of March 2, 2022 Meeting Minutes**

- Minutes from the March 2, 2022 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Tanya Praest, the March 2, 2022 minutes were approved (12 in favor, 0 against).
- Approved March 2, 2022 minutes will be posted on the CAERC website at www.caerc.org

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

- April 30, 2022 – Student data due in TOPSPro (Q3)
- May 2, 2022 – CFAD for 2022-23 due in NOVA
- June 1, 2022 – 20/21 and 21/22 Member expense report due in NOVA (Q3)
- June 20, 2022 – CAEP 2022-25 Three-year plan due
- June 30, 2022 – 20/21 and 21/22 Member expense report certified by consortia in NOVA (Q3)
- June 30, 2022 – End of Q4

➤ **Select Topics**

Consortium Fiscal Administration Declaration (CFAD)

- The 2022 CFAD and governance documents are connected to the three-year plan. These documents need to be submitted and approved in NOVA by all consortium members by May 2, 2022. The CFAD must be certified by the consortia in order to submit and approve the three-year plan by June 20, 2022.
- As a reminder, members receiving allocations will not receive anything less than they received last year. The minimum for this year is your base amount plus the estimated 5.33% COLA. This will be your total listed on the CFAD for your approval. The 5.33% COLA is based on the governor’s preliminary budget and is subject to change if anything happens with the May revise.

Center Adult Education’s 2022-23 Funds and CAERC’s Unallocated One-Time Funds

- At the March 11, 2022, Director’s Workgroup meeting CAERC members discussed and agreed to reallocate and divide Center Adult Education’s 2022-23 funds and the one-time CAERC unallocated funds equally among members.
- Center Adult Education is supposed to receive an allocation until they officially withdraw from the consortium. CAERC was informed by the state that Center AE could come back at any time to reopen their program and ask for their original allocation. As a group it was decided that we would not permanently reallocate or redistribute their allocation. As a workaround, Center’s money will not be included in the CFAD and instead must be redistributed with an amendment. As a group it was decided that Center’s allocation would be split equally between the members that opted in. Ten members opted in and will receive \$26,323 each. Additionally, CAERC had some unallocated funds and the ten members that opted in will also receive another \$32,967. Once the CFAD has been approved these additional funds will be added to NOVA.

Amador Adult Education

- Kelly Hunkins has been working with her district this past year to balance her annual allocation to her program. Amador has decided to reduce their funding to better reflect their program needs. Kelly and her district feel it's important to put the money where its most needed. No decisions have been made within CAERC as to how this money will be redistributed. Conversations regarding this will take place at future meetings.
- Angela Rodriguez appreciates what Amador is doing and wants to know what data Kelly used to figure out how much they need vs. how much to give back. Kelly used the data from NOVA for the last 3 years on hours, funding, and number of participants, plus her hard costs, as a starting point to talk about the data. In January they got a brand-new financial system which they are still learning and is the reason it will take them a little bit of time to figure out their exact numbers. Her district was very open to hearing all this information to figure out what is best for them.
- Kiu Chuong thanked Kelly for all her hard work in putting this together. She reiterated the Amador reduction will not be reflected on our current CFAD due May 2, 2022, as members are set to approve their allocations. We will include Amador's reduction in next year's CFAD. This will be discussed more during the coming months.

Updates from Members and Partners

- Twin Rivers has about 1100 students right now and they just held interviews for their academic and career advisor position. They had lots of good candidates and it was a difficult choice. They do still have a couple postings for teachers. Their office manager is retiring, and that position was just posted as well.
- Washington is looking into increasing their technology to make sure students have access to it when they come in. They would also like to purchase smartboards for their classrooms to help with student engagement. They are continuing to do outreach and are considering offering summer programs to try and increase their enrollment.
- San Juan is planning to host summer school again this year with the goal of having more in-person classes. They will have their Creekside location through December 2022 and their new location will possibly be on Encina High School's campus.
- Sacramento City's strike is over. Their enrollment went down considerably during the strike due to all school's being closed. They are currently gearing back up and getting ready for the rest of the year.
- Natomas is expanding their summer school offerings. It's still 2 years out but the district is currently planning a cosmetology program.
- Galt's culinary arts chef has been offering themed classes that last 4-5 weeks. They just wrapped up a cake decorating class. They've received great feedback from the community and have seen success in offering themed classes vs. a regular culinary program.
- Folsom-Cordova is extending their school year to the second week of June. They are looking for high school diploma, high school equivalency, ESL, and math teachers. In the fall they will be offering the Career Choices and Changes class that CAERC piloted in 2020-21, but they are changing the name of it to Career and Life Planning and modified the curriculum to be more accelerated. They are also expanding their transition services.
- Elk Grove is winding down their school year. Angela Rodriguez started her position in August, and she's spent most of the school year building her staff due to so many changes. They have had to open and close class registrations due to classes filling up. While they have added several new teachers, they do still have openings for a few

more. They are currently working on schedules for next year, including adding more night classes, and are hoping to add more CTE classes.

- El Dorado COE started a future fire academy program and had their first graduating class of cadets a few weekends ago. Every graduate was hired by the Mosquito Creek Fire Department. The fire department sent over 5 more people to go through the program that started yesterday. Their first attempt at offering ESL classes ends next month and the feedback has been wonderful. They look forward to starting it up again in July. They are hoping to offer a para-professional class in the future and are currently looking into applying for WIOA funding.
- Davis had their first graduate of the year, and he went off to the military. They've had a large response for high school diploma classes this year. They are finally fully staffed in their office which has been great. They are still waiting to receive the green light from the facility that hosts their CNA program so they can start back up. Three of their staff submitted proposals to present at CCAE and all three were accepted. The ESL program is still garnering a lot of interest and unfortunately, they can't accommodate everyone's schedules, so they are trying to figure out creative solutions for next year.
- Amador finished their first bus driver class and the 4 graduating students are already employed. Another bus driver class will run from June 6-17, 2022 and will focus on the classroom portion of program. A previous HVAC teacher reached out to Kelly regarding starting up an HVAC class and they are currently exploring their options. Amador currently has 6 graduates with more set to graduate soon.
- Michelle O'Camb shared that the job centers are open to the public. Foot traffic seems to be picking up after the last couple of years. They have several discretionary grants that are in play right now. Sacramento has resettled around 2,500 Afghan refugees that have arrived from July 1, 2021, until today. Overall, California has resettled about 11,000 refugees with about 8,500 of them coming from Afghanistan. They've received a lot of questions regarding Ukrainian refugees and many of them will be going through formal resettlement. It will be sometime before they come to the United States as refugees. If anyone has any questions, please reach out to Michelle.
- Casandra Issaka shared that the public meeting rooms at the Sacramento Public Library will be opened back up around June 1, 2022. Sometime between mid-May and June their tutoring pairs will be able to start meeting in person again. They've seen a slow down with their career online high school diploma program and they have plenty of scholarship spots available if anyone knows someone that would benefit.
- Patricia Oliva shared that David French from Center reached out to CAERC letting us know that they have curriculum available that they would like to share with members. CAERC staff will be picking up and inventorying items. Once we have these items, we will let the members know what resources are available.
- Patricia Oliva also shared that the U.S. Department of Education is doing a 2-year study on connecting adults to success. The study is to identify if training transition navigators increases the possibility of students transitioning into the workforce. They are looking for WIOA schools to give their feedback.
- CAEP TAP is working with High Road Alliance, and they are performing a survey on dual enrollment. There is an appointment set for Patricia Oliva and Carla Slowiczek to attend an interview within the next week. If anyone has any specific questions or comments, please let Carla or Patricia know.
- Members should have received an e-mail from the California Regional Education to Workforce Dashboard. This is WestEd. WestEd is updating this dashboard and the

request is for all Adult Education agencies to update their information. If you were not on the list, please add your information to the spreadsheet.

➤ **Upcoming Meetings and Events**

- [COABE Conference](#), April 11-13, 2022, Seattle, WA
- [CCAIE State Conference](#), May 5-7, 2022, Hollywood, CA
- [CASAS Summer Institute](#), June 14-16, 2022, San Diego, CA
- [CAEP TAP Webinars](#):
 - ✓ [Listening Session E: Strategies to support the enrollment and retention of students in IET](#) - 1:00 PM - Wednesday, April 6, 2022
 - ✓ [Managing CAEP Performance and Persistence – Establishing Goals That Represent Areas of Need and Then Following Up With Agency and Student Level Solutions](#) - 12:00 PM - Thursday, April 7, 2022
 - ✓ [Listening Session F: Strategies to connect IET students to work or further training](#) - 1:30 PM – Thursday, April 7, 2022
 - ✓ [Canvas Project Expansion – Learn about the CDLC and all the benefits](#) - 12:00 PM – Tuesday, April 19, 2022
 - ✓ [CAEP Dual and Co-enrollment Peer Learning Circle](#) - 12:00 PM - Thursday, April 21, 2022
 - ✓ [AEP 2022 is LIVE: New Features and Updates to the Adult Education Pipeline Dashboard](#) - 12:00 PM – Friday, April 29, 2022

➤ **Upcoming CAERC Meetings**

- CAERC WIOA Network Meeting #2, Friday, April 15, 2022, 1:00pm – 2:30pm, Online
- CAERC Director’s Workgroup, Friday, April 15, 2022, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, April 21, 2022, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, April 22, 2022, 10:00am – 12:00pm, Online
- CAERC Business Meeting, Wednesday, May 4, 2022, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, May 4, 2022, 2:00pm – 3:30pm, Online
- CAERC Budget Meeting #4, Friday, May 13, 2022, 1:00pm – 2:30pm, Online
- CAERC Director’s Workgroup, Friday, May 13, 2022, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, May 19, 2022, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, May 20, 2022, 10:00am – 12:00pm, Online

➤ **Other Items for Discussion or Distribution**

- There were not items for discussion or distribution.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Richard Judge and seconded by Sue Gilmore, the April 6, 2022 consortium meeting adjourned at 1:59 p.m. (11 in favor, 0 against).