



Meeting Minutes February 2, 2022

➤ **Members & Partners Present:**

Angela Hatter, Sacramento City USD
Angela Rodriguez, San Juan USD
Carla Slowiczek, CAERC/Sacramento COE
Casandra Issaka, Sacramento Public Library
Dean Peckham, Sacramento City USD
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC/Sacramento COE
Matthew Strinden, San Juan USD
Michael Gillespie, El Dorado 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
Renee John, Valley Vision
Rhonda Balmain, Folsom Cordova USD
Richard Judge, San Juan USD
Robert Lemmon, Galt Joint UHSD
Stephanie Groat, Washington USD
Dr. Sue Gilmore, Sacramento City USD
Tanya Praest, Twin Rivers USD
Todd Frazee, Sacramento City USD

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

The meeting started at 1:01 pm. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Twelve voting members were present at time of roll call (Amador, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, Sacramento City, Sacramento COE, San Juan, Twin Rivers, and Washington). Natomas was 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.

Partners Sacramento Public Library, SETA, and Valley Vision were also present for the meeting.

- **Approval of February 2, 2022 Meeting Agenda**
 - The agenda for the February 2, 2022 meeting was reviewed.
 - On a motion by Sue Gilmore and seconded by Tanya Praest the February 2, 2022 agenda was approved (16 in favor, 0 against). [Natomas submitted their vote electronically in favor of approving the agenda.]

- **Approval of January 5, 2022 Meeting Minutes**
 - Minutes from the January 5, 2022 Consortium meeting were reviewed.
 - On a motion by Sue Gilmore and seconded by Grace Sauser, the January 5, 2022 minutes were approved (16 in favor, 0 against). [Natomas submitted their vote electronically in favor of approving the agenda.]
 - Approved January 5, 2022 minutes will be posted on the CAERC website at www.caerc.org

- **California Adult Education Program Updates and Deliverables**
 - February 28, 2022 – Preliminary Allocations for 2022-23 and 2023-24 released by this date
 - CAERC’s allocation amount is \$13,137,011 and includes a proposal for a 5.33% COLA for adult education.
 - March 1, 2022 – Member Expense Report due in NOVA (This is the state deadline.)
 - The CAERC deadline to turn this report in is January 28, 2022. This allows CAERC enough time to reallocate funds if needed.
 - March 31, 2022 – 19/20, 20/21-, and 21/22-Member Expense Report certified by Consortia in NOVA
 - March 31, 2022 – End of Q3

- **Select Topics**
 - Special Projects Presentation**
 - Angela Hatter, Dean Peckham, and Todd Frazee presented on their regional manufacturing training center that was partially funded by CAERC Special Projects. The training center started with a pre-apprenticeship program and has grown over the past 18 months. They now offer forklift classes in addition to the pre-apprenticeship program and are planning to offer a manufacturing technician program.
 - The investment by CAERC totaled \$199,510. This allowed Charles A. Jones (CAJ) to hire a teacher and purchase new machinery for the center. It positioned the Regional Manufacturing Training Center (RMTC) to benefit through leveraged funding by allowing facilities upgrades, curriculum development, and expansion. Other funding was provided by SETA Regional Planning Initiative (\$160k), City of Sacramento Cares (\$260k), and California Mobility Center (\$85k).
 - The CAERC Special Projects funding also allows for additional industry programing. CAJ just finished a pilot for IET Manufacturing Pre-Apprenticeship. They will be launching the full program in March. They were able to participate in the first Manufacturing Apprenticeship – CNC Machining with SVMA. A 1080-hour Manufacturing Technician program was developed and approved by the national COE accrediting agency. They are hoping to launch this program by the summer of 2022, and it will be eligible for federal financial aid.

- CAJ has numerous partners for the training center which has allowed for additional grant funding, student placement with local manufacturers, and externship opportunities during the COVID-19 shutdown.
- The 90-hour Pre-Apprenticeship program includes certified manufacturing associate training (31 hours), Cal/OSHA 10 safety training (13 hours), forklift operator training (6 hours), and manufacturing lab (40 hours).
- A new Manufacturing Technician class will be starting Summer 2022. This class includes: 1,080 hours of training with curriculum aligned with SME Certified Manufacturing Technologist (CMfgA); 12 training units based on industry specific certification standards; a capstone project in the student's area of focus; community college and apprenticeship articulation; and federal financial aid will be available.
- Other programs coming soon include a sewn products class and pathway and a quality control – continuing education training.
- Despite enrollment being low due to COVID-19 they have had 63 forklift certifications, 57 OSHA-10 certifications, 44 Tooling U completions, and 12 SME CMfgA certifications. A total of 68 students have been served to date including 7 forklift only students.
- The \$199,510 special projects funding was spent on 4 categories: classroom supplies (\$20,837), machine tools and materials (\$20,246), new CNC machine (\$64,623), and teacher salary and benefits (\$93,804).

CAERC Shared Fiscal and Budget Policy

- The [CAERC Shared Fiscal and Budget Policy](#) is our process for the annual allocations and consortium reallocations. Progressive reallocation will not apply in years with extenuating circumstances – as agreed by all members. Discussions have happened during our director's workgroup meetings and we have concluded that we are still under extenuating circumstances due to COVID-19 and its impact on our students and services. Members have decided that progressive reallocation will not apply to the current year. Members have agreed not to enforce our CAERC fiscal re-allocation policy for fiscal year 2021-22, however, programs can voluntarily elect to return unspent fund F moneys if they know they won't be able to spend down their balance.

Updates from Members and Partners

- Casandra Issaka shared that 17 of the first cycle of adult new reader books are finalized and the second cycle should be ready soon. They are available to preview and order on the mixed book platform. The Sacramento Public Library will be restarting outdoor programming soon including outdoor story time starting in March.
- Carla Slowiczek shared the [winter/spring 2022 infographic flyers](#). The flyers have working links to take you to each individual adult school's website. The biggest change with this version of the flyer is that it's now horizontal instead of vertical due to agencies having expanded offerings.
- Grace Sauser shared that Adult Education Legislative Action Week is March 28-29, 2022. It will be done virtually again this year. She also shared AB104 does not apply to adult schools. If an agency has students that leave high school and choose to enroll in adult education their graduation requirements do not need to be modified.
- CAERC staff has initiated conversations with American River College in regard to dual enrollment. This is still in the initial stages of figuring out what this might entail. More information will be shared as conversations continue.

➤ **Upcoming Meetings and Events**

- [CAEAA Conference](#), February 3, 2022, Virtual Event
- [OTAN's TDLS](#), March 2-4, 2022, Virtual Event
- [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](#):
 - ✓ CAEP 2022-25 Three-Year Plan in NOVA, February 16, 2022, 12:00pm – 1:30pm
 - ✓ CAEP 2022-25 Three-Year Plan February Peer Learning Circle, February 25, 2022, 12:00pm – 1:30pm

➤ **Upcoming CAERC Meetings**

- CAERC Budget Meeting #3, Friday, February 4, 2022, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, February 4, 2022, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, February 17, 2022, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, February 18, 2022, 10:00am – 12:00pm, Online
- CAERC Business Meeting, Wednesday, March 3, 2022, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, March 3, 2022, 2:00pm – 3:30pm, Online
- CAERC Consortium Level Activities PY 22-23, Friday, March 12, 2022, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, March 12, 2022, 2:30pm – 4:00pm, Online
- CAERC Network of Transition Navigators, Friday, March 17, 2022, 10:00am – 12:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, March 25, 2022, 1:00pm – 3:30pm, 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 Sue Gilmore and seconded by Tanya Praest, the February 2, 2022 consortium meeting adjourned at 1:58 p.m. (15 in favor, 0 against).