



Meeting Minutes December 1, 2021

➤ **Members & Partners Present:**

Angela Hatter, Sacramento City USD
Angela Rodriguez, San Juan USD
Carla Slowiczek, CAERC/Sacramento COE
Casandra Issaka, Sacramento Public Library
David French, Center Joint USD
David Rodriguez, Natomas USD
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Kiu Chuong, CAERC/Sacramento COE
Max Villalva, Sacramento Food Bank
Michelle Mcintosh, SCOE
Michelle O’Camb, SETA
Dr. Nancy Herota, CAERC/Sacramento COE
Nakisha Woods, Twin Rivers USD
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
Shirley Skadan-Smith, Alta CA Regional Center
Stephanie Groat, Washington USD
Dr. Sue Gilmore, Sacramento City 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. Ten voting members were present at time of roll call (Davis, Elk Grove, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, and Washington). Center arrived after the roll call and Amador, El Dorado COE, and Twin Rivers 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 Alta CA Regional Center, Sacramento Food Bank, Sacramento Public Library, SCOE, SETA, and Valley Vision were also present for the meeting.

- **Approval of December 1, 2021 Meeting Agenda**
 - The agenda for the December 1, 2021 meeting was reviewed.
 - On a motion by Sue Gilmore and seconded by Stephanie Groat the December 1, 2021 agenda was approved (16 in favor, 0 against). [Amador, El Dorado COE, and Twin Rivers submitted their vote electronically in favor of approving the agenda.]

- **Approval of November 3, 2021 Meeting Minutes**
 - Minutes from the November 3, 2021 Consortium meeting were reviewed.
 - On a motion by Sue Gilmore and seconded by Richard Judge, the November 3, 2021 minutes were approved (16 in favor, 0 against). [Amador, El Dorado COE, and Twin Rivers submitted their vote electronically in favor of approving the agenda.]
 - Approved November 3, 2021 minutes will be posted on the CAERC website at www.caerc.org

- **California Adult Education Program Updates and Deliverables**
 - December 1, 2021 – July 1, 2020 to June 30, 2021 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
 - December 1, 2021 – 19/20, 20/21, 21/22 Member Expense Report due in NOVA (Q1)
 - December 31, 2021 – 19/20, 20/21, 21/22 Member Expense Report certified by Consortia in NOVA (Q1)
 - December 31, 2021 – End of Q2

- **Select Topics**
 - Valley Vision**
 - Valley Vision is a civic leadership organization that serves the greater Sacramento region. They have 6 areas of focus with 21st century workforce portfolio being the largest. They also work in the areas of clean economy, food & agriculture, healthy communities, innovation & infrastructure, and leadership & civic engagement.
 - Right before COVID happened a report was done on the Automation Risk for Jobs in the Capital Region. This report was supported by the Capital Region’s four workforce boards. Three sectors that showed above average automation scores were accommodations and food services, retail trade, and construction. In the Capital Region women are more at risk of losing their job due to automation.
 - The top 3 skills that employers are looking for include communication skills, customer service, and physical abilities. The top digital skill for positions that do not require a bachelor’s degree is the use of Microsoft Office. The top 3 digital skills for positions that require a bachelor’s degree or high are Microsoft Office, SQL, and Java.
 - Valley Vision is partnering with the Los Rios Community College District through Strong Workforce Program funds to conduct employer and industry advisories across promising sectors. They just finished an advisory series in the fall and one of those sectors was Administration of Justice. Research showed that there is lack of female officers in the police force and that there are more positive outcomes when women are part of the police workforce. There is also an indication that adult education and community college pathways can help diversify these professions.
 - One of the other sectors they completed was Nursing and Allied Health Careers. There is a slowdown in the pipeline due to the issues with getting hands on training needed to complete certifications. There are still a lot of openings and projected growth for this

sector and the average earnings are high. Currently there is a shift towards community health which involves meeting the needs of patients outside of a hospital setting.

- A 2-part advisory series was done on Zero Emission Vehicle (ZEV) Careers. California is a market leader with 1/3 of the nation's electric vehicle charging stations. Rio Hondo, a community college in Southern California, has developed a cohort for females only and these females were being hired directly by employers and were paid a 5% higher rate than their male counterparts.
- Retail, hospitality, and tourism jobs are down nearly 1 million jobs below pre-pandemic employment. Recruiting and retaining employees has been the most challenging factor. Employers are trying to entice applicants by offering enhanced benefits and flexibility in scheduling availability.
- Valley vision is partnering with Los Rios on a strengthening community colleges grant to develop their administration and business technology pathways into public sector careers. The top three ranked missing skills for applicants for entry level positions are communication, critical thinking, and writing skills. The top three digital applications needed for job applicants are Microsoft Office, Zoom/Virtual Meeting Platforms, and Adobe Suite.
- For more information and to view Valley Vision's PowerPoint presentation please visit the CAERC [December Business Meeting folder](#) on CAERC's SharePoint.

Site Visits

- Over the past month Patricia Oliva and Carla Slowiczek have visited Amador, Folsom Cordova, Elk Grove, Natomas, and both Sacramento City sites, McClaskey and Charles A. Jones. These visits have been filled with great information and conversations. They've had the opportunity to talk with admin, support staff, teachers, and transition navigators.
- Amador is doing some great work with College Connect and working with them on dual enrollment with the community colleges in the area. Folsom Cordova is offering a plethora of classes both in-person and online to better serve the community. Elk Grove is working hard to bring students back on campus and they are hoping to open a transportation pathway. McClaskey has a fantastic program for adults with disabilities. Charles A. Jones had lots of motivated students in their nursing, pharmacy tech, and ESL classes. Natomas has lots of great ideas for new CTE programs including construction, cosmetology, and culinary.
- Charles A. Jones pharmacy tech students are receiving multiple job offers due to high demand in the field. Before graduating, some students are taking jobs as clerks with a company so the company can hold on to them.
- Angela Hatter thanked Patricia and Carla for the site visit. The teachers love being able to show off their work and they haven't had a chance to do that recently due to COVID.

Three-Year Plan

- Data has been collected over the past three years for the current three-year plan. It's been a collaborative effort between members, partners, data managers, and transition navigators to describe the existing services we provide, barriers, needs and identifying how to respond to any potential gaps. We've also come together to respond to the guiding questions on the CAEP template and to make sure we all understand the implications of this data. Patricia and Carla will be attending 2 CAEP TAP webinars regarding the three-year plan. If members are available to join, please sign up on <https://caladulthood.org/>.

Member News, Updates, and Questions

- Dr. Gilmore thanked Shirley Skadan-Smith from Alta CA Regional Center for her help with their purchase of service agreement that extends McClaskey's hybrid learning through June 2022. Shirley shared that the Department of Developmental Services (DDS) is having difficulties with hiring people and with opening day programs.
- San Juan is partnering with a PR firm that specializes in social media advertising. It will be a trial run to see if this garners them more hits and interaction with their social media accounts which in turn will hopefully bring them more students. If successful they may focus their advertising efforts on social media instead of using paper mailers. Richard Judge will share if it helps them or not later in the year.
- Angela Hatter likes the idea of working collaboratively on new ways to advertise their programs. Charles A. Jones has been doing social media ads during the pandemic and they haven't really seen a huge return on it so far. Looking at a variety of strategies is beneficial since our communities are all so different and then we can come together to share and compare notes.
- Twin Rivers doesn't have a waiting list, but they do have a steady flow of students coming in. Word of mouth, building community relationships, and partnering with the school district has allowed them to see fairly consistent enrollment numbers.
- Natomas is looking for some different marketing strategies to help get students into some of their struggling programs.
- Michelle O'Camb from SETA reminded everyone to check their local workforce boards and the job centers within their counties.
- Davis has had a lot of interest in ESL and high school diploma orientations. The follow through seems to be the biggest problem for them this year. Part of the problem is they only have one ESL class, so if the schedule doesn't work with a student that student doesn't enroll.

➤ **Upcoming Meetings and Events**

- CASAS EL Civics Conference Series, Virtual, Ongoing
- [CAEAA Conference](#), February 3, 2022, Virtual Event
- [OTAN's TDLS](#), March 2-4, 2022, Virtual Event
- [COABE Conference](#), April 11-13, 2022, Seattle, WA
- [CCA State Conference](#), May 5-7, 2022, Hollywood, CA
- [CASAS Summer Institute](#), June 14-16, 2022, San Diego, CA
- [CAEP TAP Webinars](#):
 - ✓ CAEP Three-Year Plan Mandatory Metrics, December 3, 2021, 12:00pm – 1:30pm
 - ✓ Three-Year Plan in NOVA, December 8, 2021, 12:00pm – 1:30pm

➤ **Upcoming CAERC Meetings**

- CAERC Budget Meeting #2, Friday, December 10, 2021, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, December 10, 2021, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, December 16, 2021, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, December 17, 2021, 10:00am – 12:00pm, Online
- CAERC Business Meeting, Wednesday, January 5, 2022, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, January 5, 2022, 2:00pm – 3:30pm, Online
- CAERC Marketing & Outreach #2, Friday, January 14, 2022, 1:00pm – 2:30pm, Online

- CAERC Director’s Workgroup, Friday, January 14, 2022, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, January 20, 2022, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, January 21, 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 Sue Gilmore and seconded by Angela Rodriguez, the December 1, 2021 consortium meeting adjourned at 2:00 p.m. (9 in favor, 0 against).