



Meeting Minutes February 3, 2021

➤ **Members & Partners Present:**

Angela Hatter, Sacramento City USD
Angela Rodriguez, San Juan USD
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
Casandra Issaka, Sacramento Public Library
David French, Center Joint USD
David Rodriguez, Natomas USD
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Jacquie Heath, Galt Joint UHSD
Dr. Jamey Nye, Los Rios CCD
Karen Malkiewicz, Elk Grove USD
Karen Shores, Yolo COE
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC/SCOE
Michelle O’Camb, SETA
Patricia Black, CAERC/Sacramento COE
Renee Collins, Sacramento COE
Renee John, Valley Vision
Rhonda Balmain, Folsom Cordova USD
Richard Judge, San Juan USD
Shelley Tompkins, Center Joint USD
Stephanie Groat, Washington USD
Dr. Susan Lytle Gilmore, Sacramento City USD
Tanya Praest, Twin Rivers USD

➤ **Welcome:** Branka Marceta, CAERC Director

The meeting started at 1:03 pm. Branka Marceta welcomed members and partners to the meeting. Roll call of members was taken. Thirteen voting members were present at time of roll call (Amador, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, Twin Rivers, and Washington). Center 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 Sacramento Public Library, SETA, Valley Vision, and Yolo COE were also present for the meeting.

- **Approval of February 3, 2021 Meeting Agenda**
 - The agenda for the February 3, 2021 meeting was reviewed.
 - On a motion by David Rodriguez and seconded by Sue Gilmore, the February 3, 2021 agenda was approved (16 in favor, 0 against).

- **Approval of January 6, 2021 Meeting Minutes**
 - Minutes from the January 6, 2021 Consortium meeting were reviewed.
 - On a motion by Sue Gilmore and seconded by Tanya Praest, the January 6, 2021 minutes were approved (16 in favor, 0 against).
 - Approved January 6, 2021 minutes will be posted on the CAERC website at www.caerc.org

- **California Adult Education Program Updates and Deliverables**
 - January 31, 2021 – Student Data due in TOPSPro (Q2)
 - February 28, 2021 – Preliminary Allocations for 2021-22 and 2022-23 released by this date.
 - ED Code section 84909 states that the chancellor and the Superintendent, with the advice of the executive director of the state board of education, shall approve, no later than February 28 of the prior fiscal year, a preliminary allocation to each consortium of funds proposed in the Governor’s Budget for the program. The January budget proposal will be available by January 10, 2021.
 - February 1, 2021 – 19/20 and 20/21 Member Expense Report due to CAERC (Q2)
 - March 1, 2021 - 19/20 and 20/21 Member Expense Report due in NOVA (Q2)
 - March 1, 2021 – Close out of 18/19 Member Funds due in NOVA
 - March 31, 2021 – 19/20 and 20/21 Member Expense Report Certified by Consortia in NOVA (Q2)
 - March 31, 2021 – End of Q3
 - April 30, 2021 – Student Data due in TOPSPro (Q3)
 - May 2, 2021 – CFADs for 2021-22 due in NOVA

- **Select Topics**
 - **Fact Sheets: Sacramento City USD Adult Education and San Juan Adult Education**
 - Sacramento City Unified School District Adult Education’s vision is to advance their community’s economic, workforce development, and societal goals by preparing adult learners for careers, college, and civic life.
 - The numbers on the Sacramento City USD fact sheet represent their two programs, A. Warren McClaskey Adult Center and the Charles A. Jones Career and Education Center (CAJ). 58% of their 1,514 enrolled students are non-native English speakers. The top 2 program areas with enrollment are English Language Acquisition (ESL) and Short-Term Career Education. Two of every three students enrolled are female, but this may change when the regional manufacturing program at CAJ becomes bigger. 97% of their students face 1 or more employment barriers. CAEP funds makes up 26% of their funding sources. 116 vocational training certificates were earned by students in 2019-20.
 - San Juan Adult Education’s vision is to empower every student to meet his or her learning goals and strengthens their contributions as members of the community.

- Due to COVID San Juan has seen a significant drop in students from 2018-19. In 2019-20 they served 1,997 students which is roughly 600 students less than 2018-19. 80% of students are non-native English speakers and they collectively have over 27 native languages. The top native languages spoken by students are Dari or Pashto (stated as Farsi on the fact sheet), Spanish, and Russian. 99% of students report at least 1 employment barrier. CAEP funds make up 69% of their funding sources. San Juan had 50 students graduate with their high school diploma or equivalency.
- Their Creekside Adult Center was opened a year and a half ago to help with the number of refugees in the area. This location may be changing to a different site in the future.
- Kelly Hunkins asked if San Juan offers any CTE or workforce readiness certificates since that data is not on this sheet. San Juan does offer a medical assisting program along with other hands-on courses, but because of COVID there have been difficulties with reopening. They hope to offer a building inspector program this fall.
- Bethany Ely let the group know that the reason certificates are not shown on the fact sheet is because of a space issue. If this is something that the group thinks needs to be on the fact sheets she can replace something else with this information.

Voting Item: CAERC Shared Fiscal and Budget Policy

- During CAERC Director’s Workgroup meetings in the program year 2020-21, officially-designated members discussed amending CAERC’s Shared Fiscal and Budget Agreement Policy with the goal to update the document. The following changes were made:
 - Updated the name from Adult Education Block Grant to California Adult Education Program.
 - Included the explanation of the process for annual allocations.
 - Introduced a new clause under the progressive reallocation section: “Progressive reallocation will not apply in years with extenuating circumstances – as agreed by all members.”
- On a motion by Sue Gilmore and seconded by David French the CAERC Shared Fiscal and Budget Policy was approved (17 in favor, 0 against).
- Dr. Nye asked what exactly extenuating circumstances means. He reads it as extenuating circumstances that apply to all members, not an individual member with extenuating circumstances. Dr. Gilmore stated it could go both ways and gave the example that COVID-19 is an extenuating circumstance that if affecting everyone. Conversely, as an example for an individual member, Amador could have a forest fire that would only affect the program and should not be penalized for it. Dr. Nye agreed. He suggested in a future iteration to give some examples or define extenuating circumstances to make it clear for all.

Updates from Members and Partners

- Casandra Issaka informed the group that 21 library locations throughout the region will reopen for limited in person browsing for up to one hour, starting Tuesday, February 9, 2021. Computer appointments, curbside, and virtual programs are available as well. Location hours and services available can be found on the Sacramento Public Library’s website: <https://www.saclibrary.org/About/News/2021/Library-Reopening>. Since 2014 the Adult Learning and Literacy program has had 186 diploma graduates.

➤ **Upcoming Meetings and Events**

- CAEAA Conference, February 4, 2021, Virtual Event
- OTAN's TDLS, March 2-5, 2021, Virtual Event
- California Community College Association for Occupational Education (CCCAOE), March 3-5, 9-11, 16-18, 2021, Virtual Event
- COABE Conference, March 21-24, 2021, Virtual Event
- CCAE State Conference, April 19-23, 2021, Virtual Event
- CASAS Summer Institute, June 17-18 & 22-23, 2021, Virtual Event
- CAEP TAP Webinars:
 - ✓ CAEP Update: Governor's Budget & Nova Close Out Certification for 2018-19, Friday, February 5, 2021, 12:00pm – 1:00pm

➤ **Upcoming CAERC Meetings**

- CAERC Budget Workgroup Meeting, Friday, February 12, 2021, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, February 12, 2021, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, February 18, 2021, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, February 19, 2021, 10:00am – 2:00pm, Online
- CAERC Business Meeting, Wednesday, March 3, 2021, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, March 3, 2021, 2:00pm – 3:30pm, Online
- CAERC Consortium Level Activities Planning, Friday, March 12, 2021, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, March 12, 2021, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, March 18, 2021, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, March 26, 2021, 10:00am – 2:00pm, Online

➤ **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 Sue Gilmore and seconded by Richard Judge, the February 3, 2021 consortium meeting adjourned at 1.57 p.m. (17 in favor, 0 against).