



## Meeting Minutes September 1, 2021

### ➤ **Members & Partners Present:**

Angela Hatter, Sacramento City USD  
Angela Rodriguez, San Juan USD  
Bethany Ely, CAERC/Sacramento COE  
Carey Buchanan, El Dorado COE  
Casandra Issaka, Sacramento Public Library  
David French, Center USD  
David Rodriguez, Natomas USD  
Grace Sauser, Davis Joint USD  
Jackie White, SCOE  
Kelly Hunkins, Amador County USD  
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  
Torence Powell, Los Ros CCD

### ➤ **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. Eleven voting members were present at time of roll call (Amador, Center, Davis, El Dorado COE, Folsom-Cordova, Galt, Natomas, Sacramento City, Sacramento COE, San Juan, and Twin Rivers). Washington 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 and Valley Vision were also present for the meeting.

### ➤ **Approval of September 1, 2021 Meeting Agenda**

- The agenda for the September 1, 2021 meeting was reviewed.
- On a motion by Sue Gilmore and seconded by Tanya Praest, the September 1, 2021 agenda was approved (12 in favor, 0 against).

- **Approval of August 11, 2021 Meeting Minutes**
  - Minutes from the August 11, 2021 Consortium meeting were reviewed.
  - On a motion by Sue Gilmore and seconded by Richard Judge, the August 11, 2021 minutes were approved (12 in favor, 0 against).
  - Approved August 11, 2021 minutes will be posted on the CAERC website at [www.caerc.org](http://www.caerc.org)
  
- **California Adult Education Program Updates and Deliverables**
  - September 1, 2021 – 19/20 and 20/21 Member Expense Report due in NOVA (Q4)
  - September 1, 2021 – July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA
  - September 30, 2021 – 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4)
  - September 30, 2021 – 21/22 Member Program Year Budget and Work Plan due in NOVA
  - September 30, 2021 – End of Q1
  - October 30, 2021 – 21/22 Member Program Year Budget and Work Plan certified by Consortia in NOVA
  - October 31, 2021 – Student data due in TOPSPRO (Q1)
  - 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**
  - Fund G MOU's**
    - Fund G MOU's were e-mailed out on July 7, 2021 and a revised copy was sent out on July 21, 2021. Thank you to those members who have already mailed their MOU back. Allocation checks will not be mailed out to members until we receive their signed MOU.
  - Three-Year Plan**
    - The CAEP Three-Year Plan 2022-25 Guidance and Template have been updated and are available for use. The CAEP three-year planning process is designed to provide consortia and consortium members a chance to (1) collectively assess the impact of services provided over the previous period, (2) identify educational and workforce needs among adult education beneficiaries and providers in the region, and (3) define strategies and activities to meet these needs over the coming three years. The guidance document provides direction and establishes procedures to complete and submit a CAEP adult education three-year regional plan using the California Community College Chancellor's Office (CCCCO) NOVA online platform. Sections of this document and template correspond to sections of the three-year plan as it appears in NOVA and describe the content that must be included in the consortium's response per California Education Code.
    - CAEP TAP will host a series of professional learning webinars to prepare consortia to submit the three-year plan. Access each webinar title, description, date and time information, and registration link on the [Events](#) page of [caladulthood.org](http://caladulthood.org).

- Links for the 3-Year Plan template and guidance can be found at <https://caladulthood.org/Administrators/43>
- Angela Hatter suggests using Google or another collaborative software to be able to add ideas, comments, or suggestions as they come up instead of needing to wait until a meeting to discuss. Sue Gilmore suggested using sometime during Director's Workgroup meetings to work on the plan.
- Patricia Oliva will be contacting members to set up in-person on-site visits to help with the 3-Year Plan and to get to know each member, their site, and their staff.

### **Member News, Updates, Challenges**

- Dr. Herota shared that SCOE is working closely with Sacramento Public Health and the Air Quality Management District on the air quality issues due to the fires that are burning. A meeting will be held with all the Sacramento County District Superintendents to share a common consistent tool to help school districts determine what should happen given the air quality index in a geographic area.
- Twin Rivers has hired a para-educator who speaks Farsi and she's been speaking with students and the community about what's going on in Afghanistan. She's helped make the students feel comfortable enough to come to school in person instead of doing it virtually. Their job specialist will be working with SETA to help the incoming refugees.
- The Charles A. Jones job center refugee service center is anticipating an influx of clients. A lot of their Afghan students have been preoccupied due to the events happening in Afghanistan.
- The Sacramento Public Library Adult Literacy Program is planning a graduation ceremony this year for their career development and high school diploma students. This will be held on September 30, 2021. They will have a table set up with different program brochures if any members would like to send her their offerings.
- Valley Vision is trying to coordinate with any partners who may be interested in the federal and state regional funding initiatives that are coming out. They are planning a meeting on September 10, 2021 at 2:00pm regarding the Good Jobs Challenge if anyone is interested.

### ➤ **Upcoming Meetings and Events**

- CCCAOE Fall Conference, In-Person September 29, 2021 to October 1, 2021 in Rancho Mirage or Virtual October 12-14 and 19-21, 2021
- CAEP Director's Event, Virtual Event, September 20-24, 2021
- CAEP TAP Summit, Virtual Event, October 26-28, 2021
- CATESOL State Conference, Virtual Event, October 29-30, 2021 and November 5-6, 2021
- CAEP TAP Webinars:
  - ✓ The Planning Mindset, Wednesday, September 1, 2021, 12:00pm – 1:30pm
  - ✓ Consortium Program Quality Self-Assessment, Wednesday, September 8, 2021, 12:00pm – 1:30pm
  - ✓ Building Sustainable Collaborative Partnerships, Wednesday, September 15, 2021, 12:00pm – 1:30pm
  - ✓ CAEP Program Evaluation 101, Friday, September 17, 2021, 12:00pm – 1:30pm
  - ✓ Logic Modeling, Monday, September 27, 2021, 12:00pm – 1:30pm

➤ **Upcoming CAERC Meetings**

- CAERC Marketing & Outreach #1, Friday, September 10, 2021, 1:00pm – 2:30pm, Online
- CAERC Director’s Workgroup, Friday, September 10, 2021, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, September 16, 2021, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, September 17, 2021, 10:00am – 12:00pm, Online
- CAERC Business Meeting, Wednesday, October 6, 2021, 1:00pm – 2:00pm, Online
- CAERC Working Meeting, Wednesday, October 6, 2021, 2:00pm – 3:30pm, Online
- CAERC Reviewing Annual Plan, Friday, October 15, 2021, 1:00pm – 2:30pm, Online
- CAERC Director’s Workgroup, Friday, October 15, 2021, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, October 21, 2021, 1:00pm – 3:30pm, Online
- CAERC Network of Transition Navigators, Friday, October 22, 2021, 10:00am – 12:00pm, Online

➤ **Other Items for Discussion or Distribution**

- Richard Judge asked for advice on how to handle special education students who are being told to go to adult education, but he is not funded for special education and would not be able to provide an IEP. Sue Gilmore stated that K-12 is obligated to serve special education students from 3-22. The best option would be to refer the parents of the students back to the district.
- Angela Rodriguez thought that CAERC provided a training in the past regarding this very scenario and would like to know if it’s possible to do something like this again. Patricia Oliva will look into this if it’s something that would be helpful for members.
- Dr. Herota mentioned that SCOE does have a senior extension program that may be helpful as well. [https://www.scoe.net/divisions/student\\_programs/senior\\_extension/](https://www.scoe.net/divisions/student_programs/senior_extension/)
- Renee Collins thanked Bethany Ely for everything she’s done for CAERC and the Consortium. Bethany’s last day is September 30, 2021.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Tanya Praest, the September 1, 2021 consortium meeting adjourned at 1:55 p.m. (12 in favor, 0 against).