



Meeting Minutes

December 4, 2019

➤ **Members & Partners Present:**

Dr. Al Rogers, CAERC/Sacramento COE
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
Cassandra Issaka, Sacramento Public Library Authority
David Publicover, El Dorado COE
Diana Batista, Sacramento COE
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Dr. Jamey Nye, Los Rios CCD
Karen Malkiewicz, Elk Grove USD
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC/Sacramento COE
Lisa Pettis, Galt Joint UHSD
Lynn Bartlett, San Juan USD
Max Villalva, Sacramento Food Bank
Patricia Black, CAERC/Sacramento COE
Rhonda Balmain, Folsom Cordova 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. Ten voting members were present at time of roll call (Amador, El Dorado COE, Folsom Cordova, Galt, Los Rios, Sacramento City, Sacramento COE, San Juan, Twin Rivers, and Washington). Davis, Elk Grove, and Natomas arrived after the roll call which 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 Authority and Sacramento Food Bank were also present for the meeting.

➤ **Approval of November 13, 2019 Meeting Agenda**

- The agenda for the December 4, 2019 meeting was reviewed.
- On a motion by Sue Gilmore and seconded by Gary Sutherland, the December 4, 2019 agenda was approved (13 in favor, 0 against).

➤ **Approval of November 13, 2019 Meeting Minutes**

- Minutes from the November 13, 2019 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Tanya Praest, the November 13, 2019 minutes were approved (13 in favor, 0 against).
- Approved November 13, 2019 minutes will be posted on the CAERC website at www.caerc.org

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

- July 1, 2018 to June 30, 2019 instructional hours and expenses by program area (actuals) are due in NOVA December 1, 2019. The consortium must certify on the same day.
- 18/19 and 19/20 Member Expense Report (Q1) was due in NOVA December 1, 2019, but it has been extended to December 14, 2019. The consortium must certify by December 31, 2019.
- The end of Quarter 2 is December 31, 2019.
 - The end of Quarter 2 marks the deadline to expend all the funds from CAERC Fund D (2018-19). Members will submit their budget ledger by January 31, 2020. This will allow sufficient time to calculate any unspent Fund D re-allocations.
- Student Data (Q2) in TOPSPro is due January 31, 2020.
- 18/19 and 19/20 Member Expense Report (Q2) must be submitted by members to CAERC by January 31, 2020.
 - Members will submit their budget ledgers as support documentation. This will allow sufficient time to calculate any unspent Fund D re-allocations.

➤ **Select Topics**

Fact Sheets

- The new fact sheets highlight location information, number of students enrolled, and percentage of non-native English speakers.
- Kelly Hunkins appreciates that all the information is on one page only. Gary Sutherland likes that the mission statement is prominent.
- On the bar graph showing the percentages of certain age ranges at the school it was suggested to change age 60-69 to age 60+.

2020-23 Request for Applications, Workforce, and Innovation Opportunity Act, Title II: Adult Education and Family Literacy.

- The California Department of Education (CDE), Adult Education Office has released the Workforce Innovation and Opportunity Act (WIOA), Title II: Adult Education and Family Literacy Act (AEFLA) Request for Applications (RFA). This RFA is an open competitive grant for program years 2020-23.
- The deadline to submit preliminary data to determine agency eligibility for the application is 5:00pm on December 23, 2019.
- Dr. Nye comments that if the WIOA Title II funds help supplement the activities the consortium is already doing then it could be beneficial to apply as a consortium.
- Some deliverables that would be required include the Tech Plan and the Professional Development Plan. Gary Sutherland voiced that the reporting requirements are a lot of work, especially for the smaller districts. In response Lynn Bartlett commented that the WIOA and CAEP reports ask for a lot of the same information and that it isn't easy, but it is worth it. The districts that already receive

WIOA funds rely on the supplemental funding for their programs to fund some of the things they would not be able to fund with their primary funds.

- Sue Gilmore stated that with WIOA funds you open yourself up to state and federal compliance reviews. She also stressed that these funds can not be used for salaries and its only supplemental money.

➤ **Upcoming Meetings and Events**

- CAEAA Conference, January 29-31, 2020, Sacramento
- El Civics Conference North, February 7, 2020, Sacramento
- OTAN's TDLS, March 6-7, 2020, Sacramento
- COABE Conference, April 5-8, 2020, Baltimore, MD
- CCAE State Conference, April 23-25, 2020, Sacramento
- CASAS Summer Institute, June 23-25, 2020, Orange County
- CAEP TAP Webinars:
 - OTAN Website Live Demonstration and Resources, Wednesday, December 11, 2019, 12:00pm – 1:00pm

➤ **Upcoming CAERC Meetings**

- CAERC Budget Meeting, Friday, December 6, 2019, 1:00pm – 2:30pm, SCOE Board Room
- CAERC Director's Workgroup, Friday, December 6, 2019, 2:30pm – 4:00pm, SCOE Board Room
- CAERC Network of Transition Navigators visiting EGACE AJCC, Friday, December 13, 2019, 10:00am – 2:00pm, 8401 Gerber Rd, Sacramento, CA 95828
- CAERC Data & Accountability Workgroup Meeting, Thursday, December 19, 2019, 1:00pm – 3:30pm, SCOE Library Meeting Room
- CAERC Business Meeting, Wednesday, January 8, 2020, 1:00pm – 2:00pm, SCOE Mather Room
- CAERC Working Meeting, Wednesday, January 8, 2020, 2:00pm – 3:30pm, SCOE Mather Room
- CAERC Marketing & Outreach Meeting, Friday, January 10, 2020, 1:00pm – 2:30pm, SCOE Mather Room
- CAERC Director's Workgroup, Friday, January 10, 2020, 2:30pm – 4:00pm, SCOE Mather Room
- CAERC Data & Accountability Workgroup Meeting, Thursday, January 16, 2020, 1:00pm – 3:30pm, SCOE Computer Lab

➤ **Other Items for Discussion or Distribution**

- Lynn Bartlett informed the attendees that on Friday, December 6, 2019 at the Warren McClaskey Adult Center – Room 3, there will be a Region 2, 3, and 7 ACSA meeting and it is open to all administrators.
- Sue Gilmore asked that next year CAERC space out the Business Meeting and Director's Workgroup. Instead of having them in the same week, they should be on opposite weeks.
- Branka Marceta thanked Dr. Rogers for working with CAERC during his time with SCOE.
- Dr. Nye stated that it had been a pleasure to work with Dr. Rogers as CAERC Co-Chairs and wished him the best of luck in his new role.

- Dr. Rogers thanked the group for all of the kind words, well wishes, and for the service members provide to our communities throughout the region.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Lynn Bartlett, the December 4, 2019 consortium meeting adjourned at 2:00 p.m. (16 in favor, 0 against).