



Meeting Minutes

March 4, 2020

➤ **Members & Partners Present:**

Ann Bui, Alta CA Regional Center
Bethany Ely, CAERC/Sacramento COE
Branka Marceta, CAERC/Sacramento COE
Cassandra Issaka, Sacramento Public Library
David French, Center Joint USD
Gary Sutherland, El Dorado COE
Grace Sauser, Davis Joint USD
Karen Malkiewicz, Elk Grove USD
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC/Sacramento COE
Laura Cortesi, Futures Explored
Lisa Pettis, Galt Joint UHSD
Lynn Bartlett, San Juan USD
Mike Smith, SCOE
Dr. Nancy Herota, SCOE/CAERC
Patricia Black, CAERC/Sacramento COE
Rhonda Balmain, Folsom Cordova USD
Shelley Tompkins, Center Joint USD
Shirley Skadan-Smith, Alta CA Regional Center
Stephanie Groat, Washington USD
Dr. Susan Lytle Gilmore, Sacramento City USD
Tanya Praest, Twin Rivers USD
Tammy Montgomery, Los Rios CCD

➤ **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. Nine voting members were present at time of roll call (Center, El Dorado COE, Folsom Cordova, Galt, Los Rios, Sacramento City, San Juan, Twin Rivers, and Washington). Amador, Davis, and Elk Grove arrived after the roll call and one member who was unable to attend submitted their votes electronically (Natomas) which 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, Futures Explored, and Sacramento Public Library were also present for the meeting.

➤ **Approval of March 4, 2020 Meeting Agenda**

- The agenda for the March 4, 2020 meeting was reviewed.

- On a motion by Sue Gilmore and seconded by Gary Sutherland, the March 4, 2020 agenda was approved (13 in favor, 0 against). [Natomas submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of February 5, 2020 Meeting Minutes**

- Minutes from the February 5, 2020 Consortium meeting were reviewed.
- On a motion by Lynn Bartlett and seconded by Tanya Praest, the February 5, 2020 minutes were approved (13 in favor, 0 against). [Natomas submitted their vote electronically in favor of approving the agenda.]
- Approved February 5, 2020 minutes will be posted on the CAERC website at www.caerc.org

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

- February 28, 2020 - Preliminary Allocations for 2020-21 and 2021-22 were released.
 - The 2020-21 CAEP preliminary allocations, including the \$12.3 million COLA and memo have been posted on the California Adult Education website. By May 2, 2020 CAEP consortia will submit the annual Consortium Fiscal Administration Declaration (CFAD) in NOVA. To uphold the CAEP Office's process for determining the payment schedule, there will be no extensions granted past May 2, 2020. For more information on the 2020-21 preliminary allocations, CFAD process, and more, members can register and attend the CFAD Fiscal Update Webinar on March 6, 2020 at 12:00pm. CAERC is projected to receive \$274, 496 as the 2.29% COLA.
- March 1, 2020 - Close out of 17/18 Member Funds – Fund C due in Nova.
- March 1, 2020 - 18/19 and 19/20 Member Expense Report (Q2) due in NOVA.
 - Most members submitted quarter 2 expenditures before the CAERC deadline of January 31, 2020. The submission of Q2 also marks the closeout of 17/18 funds, which were spent by CAERC members as Fund C by December 2018. By clicking submit the official member representative certified that the agency was closing out all budgets, workplans, and expenditure reporting for this allocation year (17/18) and will not be able to make any modifications moving forward.
- March 31, 2020 - 18/19 and 19/20 Member Expense Report (Q2) certified by Consortia in NOVA.
- March 31, 2020 - Close out of 17/18 funds certified by Consortia in NOVA.
- April 30, 2020 - Q3 Student Data due in TOPSPro.
- May 2, 2020 - CFADs for 2020-21 due in NOVA.

➤ **Select Topics**

Voting item: Proposed Special Projects Application to Distribute Unallocated Consortium Level Funds in July 2020

- As per the CAERC Three-Year and Annual Plans, members requested that CAERC staff facilitate the process for establishing a new formula for future allocation of new funds. The new funds are defined as any funds in excess of the current base funding for each member. After the California Governor's January Budget Proposal was released in January 2020, and with the likelihood that, other than the 2.29% COLA, there will be no new additional funds in the California Adult Education Program (CAEP), the members proposed to table the discussion about adjusting the

formula until new funds are available at the state level. For Fund F (2020-21), the members discussed a different process for the reallocation of any unallocated funds at the consortium level. A CAERC Proposed Special Projects Application would be released in the spring of 2020 and members would decide as a group to which member-applicants to award one-time funds for proposed projects to support regional priorities and strategies in CAERC's 2020-2023 Plan.

- The maximum amount of funding available for the Proposed Special Projects Application is around \$300,000. After a group discussion there will not be a maximum amount that can be requested.
- Dr. Herota and Dr. Nye want to see these projects benefit the entire region and not just individual programs. Dr. Gilmore plans to apply and her application would be for infrastructure to rewire their facility to open their manufacturing program with SVMII, but this project would also benefit the region. This would be one of two manufacturing programs in the region, the other being at Sacramento City College.
- Rhonda Balmain needs money to start up a CTE course at Folsom Cordova. She thinks it would be simpler to divide the money between those agencies that need it. Dr. Herota voiced that if this Proposed Special Projects Application doesn't work we can fall back on distributing by percentages.
- David French asked if there will be a scoring rubric to go with the application. Branka Marceta is currently working on a rubric with Dr. Herota and will have it ready for review by the Director's Workgroup on Friday.
- Stephanie Groat likes the idea of this application, but wants to know if each job requires an application or is it one application per agency? The group consensus is that it should be one application per agency. Stephanie voiced that there should be a word limit on the application to help make it easier on the agency.
- Lynn Bartlett thinks that it may be easier to use the percentages so that each agency won't have to apply for what they need. Branka Marceta posed a question to the group – as of right now who would opt out of receiving additional funds? 7 members raised their hands noting that they would opt out of additional funds. Lynn states that this would help divide the money more between the agencies that need it and they wouldn't have to apply for it. Kiu Chuong stated that even with 7 members opting out, the agencies that do need the funds might not get the level of funding they need based on their current percentage. The percentages would remain the same regardless of how many members opt out.
- David French asked if there will be some kind of qualification about not supplanting funding you'd normally use. Grace Sauser thinks there should be something that asks if this is something that is not currently funded and won't need to be funded beyond the scope of these one-time funds. The group thinks that both of these should be included on the rubric. A few members also think the rubric needs to include what the regional benefit is.
- The application will be released on Friday, March 20, 2020. It would need to be submitted by Friday, April 17, 2020. During the May 8, 2020 Director's Workgroup the group will review the received applications. **The CAERC members whose applications are approved will receive funds in July 2020.**
- On a motion by Sue Gilmore and seconded by Karen Malkiewicz, the CAERC Fund F Reallocation – Special Projects was approved. (16 in favor, 0 against) [Natomas submitted their vote electronically in favor of approving the reallocation – special projects.]

Data & Accountability Update

- This item has been moved to the April Business Meeting.

➤ **Upcoming Meetings and Events**

- OTAN's TDLS, March 6-7, 2020, Sacramento
- California Community College Association for Occupational Education [CCCAOE] Spring Conference, March 9-13, 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:
 - CAEP Fiscal Update Webinar, Friday, March 6, 2020, 12:00pm – 1:30pm

➤ **Upcoming CAERC Meetings**

- CAERC Director's Workgroup, Friday, March 6, 2020, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, March 19, 2020, 1:00pm – 3:30pm, SCOE Room C
- CAERC Business Meeting, Wednesday, April 1, 2020, 1:00pm – 2:00pm, SCOE Mather Room
- CAERC Working Meeting, Wednesday, April 1, 2020, 2:00pm – 3:30pm, SCOE Mather Room
- WIOA Network Meeting, Friday, April 3, 2020, 2:30pm – 4:00pm, SCOE Mather Room
- CAERC Director's Workgroup, Friday, April 3, 2020, 2:30pm – 4:00pm, SCOE Mather Room
- CAERC Data & Accountability Workgroup Meeting, Thursday, April 16, 2020, 1:00pm – 3:30pm, SCOE Computer Lab

➤ **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 Grace Sauser, the March 4, 2020 consortium meeting adjourned at 1:55 p.m. (15 in favor, 0 against).

<p>Subject: CAERC Consortium-Level Fund F Reallocation</p>	<p>Agenda Item No.: 5.1 Enclosures: 1</p>
<p>Reason: Action - Cast Ballot</p>	<p>From: Branka Marceta Meeting Date: March 3, 2020</p>

BACKGROUND:

As per the CAERC Three-year and Annual Plans, members requested that CAERC staff facilitate the process for establishing a new formula for future allocations of new funds. *[Regional Strategy 8: STRENGTHEN REGIONAL PARTNERSHIPS TO INCREASE FUNDING AND LEVERAGE EXISTING STRUCTURES AND EXPERTISE TO BENEFIT ADULT LEARNERS IN OUR REGION].*

The new funds are defined as any funds in excess of the current base funding for each member. The members discussed this topic from December 2019 to February 2020. After the California Governor’s January Budget Proposal was released in January 2020, and with the likelihood that, other than the 2.29% COLA, there will be no new additional funds in the California Adult Education Program [CAEP], the members proposed to table the discussion about adjusting the formula until new funds are available at the state level. The allocation formula will remain the same as outlined in **CAERC’s Shared Fiscal and Budget Agreement Policy** (adopted July 2016, amended January 10, 2018)

For Fund F (2020-21), the members discussed a different process for the reallocation of any unallocated funds at the consortium level. A **CAERC Proposed Special Projects Application** would be released in the spring of 2020 and members would decide as a group to which member-applicants to award one-time funds for proposed projects to support regional priorities and strategies in CAERC’s 2020-2023 Plan.

The Director’s Workgroup recommends the officially-designated members cast their ballot in approval of the **CAERC Proposed Special Projects Application** for unallocated CAERC’s Consortium-Level Fund F Reallocation.

DIRECTOR’S RECOMMENDATION:

The Director recommends the officially-designated members cast their ballot in approval of the **CAERC Proposed Special Projects Application** for unallocated CAERC’s Consortium-Level Fund F Reallocation.