



Meeting Minutes

May 6, 2020

➤ **Members & Partners Present:**

Ann Bui, Alta CA Regional Center
Angela Hatter, Sacramento City 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
Dr. Jamey Nye, Los Rios CCD
Karen Malkiewicz, Elk Grove USD
Kelly Hunkins, Amador County USD
Laurelle Mathison, Natomas USD
Lisa Pettis, Galt Joint USD
Lynn Bartlett, San Juan USD
Michelle O’Camb, SETA
Dr. Nancy Herota, SCOE/CAERC
Patricia Black, CAERC/Sacramento COE
Renee Collins, 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

➤ **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, Center, Davis, El Dorado COE, Elk Grove, Folsom Cordova, Galt, Los Rios, Natomas, Sacramento City, San Juan, Twin Rivers, and Washington) 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, Sacramento Public Library, and SETA were also present for the meeting.

- **Approval of May 6, 2020 Meeting Agenda**
 - The agenda for the May 6, 2020 meeting was reviewed.
 - On a motion by Sue Gilmore and seconded by Gary Sutherland, the May 6, 2020 agenda was approved (16 in favor, 0 against).

 - **Approval of April 1, 2020 Meeting Minutes**
 - Minutes from the April 1, 2020 Consortium meeting were reviewed.
 - On a motion by Sue Gilmore and seconded by Tanya Praest, the April 1, 2020 minutes were approved (16 in favor, 0 against).
 - Approved April 1, 2020 minutes will be posted on the CAERC website at www.caerc.org

 - **California Adult Education Program Updates and Deliverables**
 - May 2, 2020 - CFADs for 2020-21 were due in NOVA.
 - Due to the COVID-19 Pandemic there is a possibility of the 2.29% COLA not being in the final budget. CAERC, and all consortia, have been advised by the CAEP Office to proceed as if the cost of living adjustment would take place. Unfortunately, the budget proposal will not be known until the May revise. If any changes need to be made they will happen after July 1, 2020 in the Allocation amendment process. The May revise and the June version of the California state budget will still not be final until possibly the end of summer. This is because the tax deadline was moved to July and the economic effects of COVID-19 disruption will affect the overall income for the state.
 - June 1, 2020 – 18/19 and 19/20 Member Expense Report due in NOVA (Q3)
 - June 30, 2020 – 18/19 and 19/20 Member Expense Report certified by Consortia in NOVA (Q3)
 - August 1, 2020 – Student data due in TOPSPro (Q4) Final
 - CDE understands that student data may not look good for this quarter and they will not be looking at this quarter when they are deciding on funding for federally funded programs in the future.
 - August 15, 2020 – Annual plan for 2020-21 due in NOVA
 - September 1, 2020 – 18/19 and 19/20 Member Expense Report due in NOVA (Q4)

 - **Select Topics**
 - Branka Marceta introduced Renee Collins as the new Director of Adult Education for the Sacramento County Office of Education.
- Fact Sheets**
- Washington Adult School’s fact sheet is set up like the previous fact sheets that have been completed and shared. The majority of their students are between 18-29 and primarily female. 75% of their funding comes from the California Adult Education Program.
 - Center’s Adult School has 229 students enrolled for 2018-19 and 61% of their students are non-English speakers. 13 high school diplomas and equivalencies were earned and 9 pre-apprenticeship certificates were earned. 70% of their funding comes from the California Adult Education Program.
 - The general CAERC fact sheet covers the 12 members who offer programs. The format for this fact sheet is a little different than the others in order to incorporate each member logo. During 2018-19 we served 13,921 students according to

CASAS TOPSpro Enterprise records. 58% of these students are non-native speakers. 98% of students have one or more employment barriers. This data point is listed on the CAERC fact sheet for the whole region, and was not included in the individual member's fact sheets.

- Karen Malkiewicz really likes the formatting of this fact sheet.
- Dr. Herota pointed out that the percentages for why students are primarily enrolled doesn't add up to 100%. Bethany believes it's a rounding issue and she will fix it.
- Dr. Herota questioned whether we need the PO box listed on the fact sheet. If it was removed the logos would be able to be a little larger and more spread out. Bethany will make the adjustments.

CAERC Special Projects Application

- The Special Projects Application was due April 27, 2020 and CAERC received a total of 4 applications. The applications will be e-mailed out to all members and they will be discussed during Friday's Director's Workgroup meeting. During the meeting we will be reviewing the applications and discussing the awarding of the \$300,000.

CAERC Leadership Oversight Panel

- The Leadership Oversight Panel was set for May 26, 2020, but it has been postponed to a later date due to the COVID-19 Pandemic.

➤ **Upcoming Meetings and Events**

- Postponed to August 16-19: 2020, COABE Conference, Baltimore, MD
- Postponed to Spring 2021: CCAE State Conference, Sacramento
- Canceled: CASAS Summer Institute, June 23-25, 2020, Orange County
- CAEP TAP Webinars:
 - CAEP Virtual Office Hours, Fridays, 1:00pm – 2:00pm

➤ **Upcoming CAERC Meetings**

- CAERC Budget Meeting, Friday, May 8, 2020, 1:00pm – 2:30pm, Online
- CAERC Director's Workgroup, Friday, May 8, 2020, 2:30pm – 4:00pm, Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, May 14, 2020, 1:00pm – 3:30pm, SCOE Library Meeting Room or Online
- CAERC Network of Transition Navigators attending Network Café, Thursday, May 21, 2020, 11:30am – 1:00pm, Online
- CAERC Business Meeting, Wednesday, June 3, 2020, 1:00pm – 2:00pm, SCOE Mather Room or Online
- CAERC Working Meeting, Wednesday, June 3, 2020, 2:00pm – 3:30pm, SCOE Mather Room or Online
- CAERC Director's Workgroup, Friday, June 5, 2020, 2:30pm – 4:00pm, SCOE Mather Room or Online
- CAERC Data & Accountability Workgroup Meeting, Thursday, June 11, 2020, 1:00pm – 3:30pm, SCOE Computer Lab or Online
- CAERC Business Meeting, Wednesday, August 5, 2020, 1:00pm – 2:00pm, Online

➤ **Other Items for Discussion or Distribution**

- Lynn Bartlett shared that CalFresh is having an open meeting on Friday, May 8, 2020 at 10:00am and Assemblymember McCarty is having a Facebook chat on Friday as well.

- The CAEP newsletter that came out today has information on EBT cards and K-12 kids that receive reduced or free lunches now qualify for a COVID EBT card.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Sue Gilmore and seconded by Tanya Praest, the May 6, 2020 consortium meeting adjourned at 1:46 p.m. (16 in favor, 0 against).