



# Capital Adult Education Regional Consortium

## Meeting Minutes June 5, 2019

### ➤ **Members & Partners Present:**

Dr. Al Rogers, CAERC/Sacramento COE  
Angela Hatter, Sacramento City USD  
Bethany Ely, CAERC/Sacramento COE  
Branka Marceta, CAERC/Sacramento 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  
Keven MacDonald, Natomas USD  
Kiu Chuong, CAERC/Sacramento COE  
Lynn Bartlett, San Juan USD  
Max Villalva, Sacramento Food Bank  
Patricia Black, CAERC/Sacramento COE  
Rhonda Balmain – Folsom Cordova USD  
Shirley Skadan-Smith, Alta CA Regional Center  
Dr. Susan Lytle Gilmore, Sacramento City USD  
Tanya Praest, Twin Rivers USD  
Xitalic Martinez, CA Human Development

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

The meeting started at 1:04 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 (El Dorado COE, Elk Grove, Folsom Cordova, Los Rios, Natomas, Sacramento City, Sacramento COE, San Juan, Twin Rivers, and Washington). Davis 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 Alta CA Regional Center, Sacramento Food Bank, and Sacramento Works were also present for the meeting.

### ➤ **Approval of June 5, 2019 Meeting Agenda**

- The agenda for the June 5, 2019 meeting was reviewed.
- On a motion by Sue Gilmore and seconded by Lynn Bartlett, the June 5, 2019 agenda was approved (13 in favor, 0 against).

➤ **Approval of May 8, 2019 Meeting Minutes**

- Minutes from the May 8, 2019 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Karen Malkiewicz, the May 8, 2019 minutes were approved (13 in favor, 0 against).
- Approved May 8, 2019 minutes will be posted on the CAERC website at [www.caerc.org](http://www.caerc.org)

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

- 17/18 and 18/19 Member Expense Report (Q3) was due in NOVA June 1, 2019. The consortia must certify the report by June 30, 2019.
- The amendment to the 2019-20 CFAD is due in NOVA by June 30, 2019.
  - The California Adult Education Program office issued a notification to the field on May 10, 2019 that the Governor's May Revise announced a decrease of \$1,000,000 in California Adult Education Program statewide funding to reflect a change in the cost-of-living adjustment (COLA) from 3.46% to 3.26%. Most of the consortia and member districts have already certified their 19-20 member allocations via the CFAD process. In order to reflect the decrease, the State CAEP Office went back into NOVA and adjusted the allocation amount by consortium. Each consortium and their members must re-certify the adjusted amount on the 19-20 CFAD.
  - CAERC's January allocation of \$12,009,987 was reduced by \$23,214 to \$11,986,773. Based on the process approved by the consortium for the May 2<sup>nd</sup> deadline, the 12 member allocations were adjusted to reflect the 3.26% COLA on last year's base. Unallocated consortium level funds are distributed to the members based on the original allocation formula percentages from 2015.
- The 3-year strategic plan and evaluation report is due June 7, 2019.
- Student Data in TOPSPro (Q4) FINAL is due August 1, 2019 for CAEP. WIOA data is due July 15, 2019.
- The Annual Plan for 2020-21 is due in NOVA on August 15, 2019.
- 17/18 and 18/19 Member Expense Report (Q4) is due in NOVA September 1, 2019. The consortia must certify the report by September 30, 2019.
  - The state set a 65% spending target for quarter 4.
  - Members are being asked to submit their general ledger and quarterly reports in addition to the expenditure reports.
- July 1, 2018 to June 30, 2019 expenses by program area (estimates only) are due in NOVA September 1, 2019.
- 19/20 Member Program Year Budget and Work Plan is due in NOVA September 30, 2019.

➤ **Select Topics**

**Review the Final Draft of the 3-Year Plan**

- Once the 3-Year Plan is uploaded into NOVA additional changes can still be made. CAERC staff is asking all members to present the 3-Year Plan to their superintendents and cabinet member administrators for additional feedback. CAERC will continue to update and change the plan over the next 6 months.
- The executive summary contains an introduction and overview of the region. A map has been included to highlight our region and who we serve.

- The plan highlights the fact that we want to sustain and refine our goals and increase the quality of our work.
- Included in the plan is a table listing CAERC members and partners, how to contact them, and what programs are offered.
- The plan includes local labor market data and information on the hourly wages required to meet basic needs based on family composition and county of residence (Yolo, Sacramento, El Dorado and Amador).
- Please refer to [www.caerc.org](http://www.caerc.org) for the full 3-Year Plan.

### **Looking Back at 2018-19**

- 2018-19 had a number of successes and promising practices including:
  - The English Language Learner Workforce Navigator Pilot -the joint pilot between SETA and 4 CAERC members -- successfully served 150 clients, out of which 110 were co-enrolled in both education and workforce development.
  - San Juan USD Adult Ed started a collaboration with the International Rescue Committee -- under a refugee grant by SETA -- to more holistically serve the newly-arrived population. A new community garden and a farmer's market is one of the resulting projects, bringing the community together around healthy nutrition.
  - As a way to integrate education and training while meeting the local employer's needs, Elk Grove USD Adult Ed offered Custodial and Paraeducator Training Programs.
  - The Transition Navigator at Center JUSD Adult Ed continued to co-locate once a week at SETA's Hillsdale AJCC and promote CAERC services in the whole region by directing potential students to the asset map ([www.capitaladulthood.org](http://www.capitaladulthood.org)).
  - Students with reported CAEP Outcomes increased 4% from last year to this year

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

- Comprehensive Adult Student Assessment Systems [CASAS] Summer Institute, June 11-13, 2019, Anaheim
- CAEP Agency Performance and Persistence Face to Face Training, June 20, 2019, 1:00pm - 3:30pm, SCOE
- 2019 ProLiteracy Conference on Adult Education, September 25-28, 2019, San Diego
- CATESOL Annual Conference, October 3-6, 2019, San Jose
- CAEP Summit, October 29-30, 2019, Garden Grove
- CAEP TAP Webinars:
  - Planning Mindset, Wednesday, June 5, 2019, 12:00pm – 1:00 pm

### ➤ **Upcoming CAERC Meetings**

- Data & Accountability Meeting, Thursday, June 6, 2019, 1:00pm – 3:30pm, SCOE Computer Lab
- Marketing & Outreach Subcommittee Meeting, Friday, June 7, 2019, 10:00am – 12:00pm, SCOE Room A
- CAERC Director's Workgroup Meeting, Friday, June 21, 2019, 2:30pm – 4:00pm, SCOE Mather Room
- Monthly Business Meeting, Wednesday, August 7, 2019, 1:00pm – 2:00pm, SCOE Board Room

- CAERC Director's Workgroup and Budget Meeting, Friday, August 9, 2019, 1:00pm – 4:00pm, SCOE Board Room

➤ **Other Items for Discussion or Distribution**

- There were no other 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 June 5, 2019 consortium meeting adjourned at 2:04 p.m. (14 in favor, 0 against).