



Meeting Minutes September 4, 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
Brett Wolfe, San Juan USD
David French, Center Joint USD
Grace Sauser, Davis Joint USD
Isabella Serrato, Alta CA Regional Center
Jennifer Clement, Washington USD
Karen Malkiewicz, Elk Grove USD
Kelly Hunkins, Amador County USD
Kiu Chuong, CAERC/Sacramento COE
Lara Stewert, Alta CA Regional Center
Laurelle Mathison, Natomas USD
Lisa Pettis, Galt Joint UHSD
Lynn Bartlett, San Juan USD
Max Villalva, Sacramento Food Bank
Noe Guerra, Washington USD
Patricia Black, CAERC/Sacramento COE
Rhonda Balmain, Folsom Cordova USD
Dr. Susan Lytle Gilmore, Sacramento City USD
Tanya Praest, Twin Rivers USD
Theresa Milan, Los Rios CCD

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

The meeting started at 1:01 pm. Branka Marceta welcomed members and partners to the meeting. Roll call of members was taken. Eight voting members were present at time of roll call (Amador, Center, Elk Grove, Folsom Cordova, Galt, Los Rios, Sacramento City, San Juan, and Twin Rivers). Davis arrived after the roll call and four members who were unable to attend submitted their votes electronically (El Dorado COE, Los Rios, Natomas, and Sacramento COE) 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 and Sacramento Food Bank were also present for the meeting.

➤ **Approval of September 4, 2019 Meeting Agenda**

- The agenda for the September 4, 2019 meeting was reviewed.

- On a motion by Sue Gilmore and seconded by Tanya Praest, the September 4, 2019 agenda was approved (15 in favor, 0 against). [El Dorado COE, Los Rios, Natomas, and Sacramento COE submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of August 7, 2019 Meeting Minutes**

- Minutes from the August 7, 2019 Consortium meeting were reviewed.
- On a motion by Sue Gilmore and seconded by Kelly Hunkins, the August 7, 2019 minutes were approved (15 in favor, 0 against). [El Dorado COE, Los Rios, Natomas, and Sacramento COE submitted their vote electronically in favor of approving the agenda.]
- Approved August 7, 2019 minutes will be posted on the CAERC website at www.caerc.org

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

- MOUs and Award Letters for 19/20 – CAERC Fund E
 - Memoranda of Understanding (MOU) for the Capital Adult Education Regional Consortium’s Fund E, program year 2019-2020, were e-mailed to members on July 10, 2019.
 - As of today CAERC has received 8 signed MOUs.
 - There has been no news regarding when the state will release the funds for 2019-20.
- 17/18 and 18/19 Member Expense Report (Q4) is due in NOVA September 1, 2019. The consortium must certify the report by September 30, 2019.
- July 1, 2018 to June 30, 2019 instructional hours and expenses by program area (estimates only) are due in NOVA September 1, 2019.
 - Due to staffing issues at member agencies, CAERC may have to re-open the program budget for a few members to input their numbers. Members who have already submitted their numbers will not have to re-submit.
- 19/20 Member Program Year Budget and Work Plan is due in NOVA September 30, 2019. The consortium must certify the plan by October 30, 2019.
 - Due to staffing issues at member agencies, CAERC may have to re-open the program budget for a few members to input their numbers. Members who have already submitted their numbers will not have to re-submit.
- 19/20 Student Data in TOPSPro Enterprise for Q1 is due October 30, 2019.
- 19/20 Q1, including 18/19 carryover, member expense report due in NOVA December 1, 2019. The consortium must certify the report by December 31, 2019.
- 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 by December 31, 2019.
- The end of Quarter 2 is December 31, 2019.

➤ **Select Topics**

CTE and Workforce Preparation Offerings by CAERC in 2019-20

- Sacramento City USD recently went through re-accreditation and will find out the results soon. They currently offer CTE courses in Medical Assisting, Nursing Assisting, and Court Reporting, among others. By January they hope to add Phlebotomy and Veterinary Assisting. Currently they are working on a

Manufacturing Pathway in partnership with Sacramento Valley Manufacturing Initiative (SVMI). An IET pathway in business essentials is also offered. A complete list of offerings can be found at <https://www.scusd.edu/adult-education-courses>.

- San Juan USD offers Medical Assisting combined with Medical Terminology through their IET program. Coding and Medical Terminology and Dental Assisting are offered as CTE courses, but can be also be offered with an IET component. Instructional aide testing and support is also offered. A complete list of offerings can be found at <https://www.sanjuan.edu/adulted>.
- Folsom Cordova USD offers many CTE courses including Welding, Office Technician, QuickBooks, and Instructional Assistant. This year they will also offer a new Customer Service course. By January they hope to partner with Folsom Lake College to offer Early Childhood Education (ECE) credits. IET pathways are offered for Instructional Assistant, Office Technician, and Customer Service. A complete list of offerings can be found at <https://www.fcusd.org/adulted>.
- Twin Rivers USD currently offers Bus Driving/Transportation, Microsoft Suite, Para-Educator, and Construction CTE courses. A complete list of offerings can be found at <http://www.tras.edu/>.
- Davis Joint USD recently received state approval for their CNA program. They also offer Pharmacy Technician and Accounting with QuickBooks. Currently they are looking into offering a Biotech courses in partnership with Genentech. A complete list of offerings can be found at <https://dace.djUSD.net/>.
- Amador County USD offers a CNA program. They also offer IET pathways in Office Assisting and QuickBooks. A new IET pathway is being offered this year in Marketing and Social Media for Small Businesses. A complete list of offerings can be found at <https://amadoradulted.org/>.
- Elk Grove USD offers programs in Medical Assisting, Phlebotomy, and Medical Terminology. In their jail program they offer Welding, Construction, Automotive, Culinary, and Custodial classes. A complete list of offerings can be found at <https://blogs.egusd.net/egace/>.

Update from LRCCD: New Web Site and Career Education

- Theresa Milan from the Los Rios Community College District gave an overview of the new LRCCD website. This new website is mobile friendly and easier to navigate than the old website.
- Los Rios currently offers over 120 Career Education Programs across its four campuses. All of the programs offered align with one of the 9 state sectors. Under each sector students can find information on potential careers, employment statistics, and income potential. Student success stories can be found on their site to help encourage prospective and current students. A complete list of offerings can be found at <https://losrios.edu/academics/career-education>

Fund D Additional Funds

- As CAERC closed out the 18-19 Fund D Quarter 4 books for consortium-level expenses, it was established that there is an excess of approximately \$90,000 that needs to be spent by the end of the calendar year following the consortium's Shared Fiscal and Budget Agreement Policy.
- After thorough discussion, the members proposed that this amount be reallocated to them. Members agreed to extend CAERC consortium-level spending until June 2020 to use these funds to cover staffing and operational costs originally budgeted

in Fund E. This will result in an excess of 90,000 for Fund E, 2019/20, with the full 18-month range of spending for the members starting July 1 2019 and ending on December 31 2020. This amount will be added to the previously established Fund E Consortium Reallocation #1 of \$389,936 and will be distributed based on the allocation formula established in 2015. In order to participate in this Reallocation, members will need to formally opt in or opt out by email or verbally in a group meeting.

- On a motion by Sue Gilmore and seconded by Lynn Bartlett the proposed Fund E Reallocation was approved (9 in favor, 0 against).

➤ **Upcoming Meetings and Events**

- Meeting of the Minds, California Workforce Development, Monterey, September 3-5, 2019
- 2019 ProLiteracy Conference on Adult Education, September 25-28, 2019, San Diego
- California Department of Education, Adult Education Office Orientation for New Administrators in WIOA Title II/AEFLA Programs, September 30, 2019, Sacramento
- CATESOL Annual Conference, October 3-6, 2019, San Jose
- CAEP Data and Accountability Road Show, Thursday, October 10, 2019, 9:00am to 12:00pm, SCOE, Mather Room
- CCCAOE Fall Conference, October 16-18, 2019, Rancho Mirage
- CAEP Summit, October 29-30, 2019, Garden Grove
- ACSA Leadership Summit, November 7-9, 2019, San Francisco
- CAEP TAP Webinars:
 - Collaborative Curriculum Alignment Protocols, Thursday, September 12, 2019, 12:00pm to 1:00pm

➤ **Upcoming CAERC Meetings**

- Marketing & Outreach, Friday, September 6, 2019, 1:00pm – 2:30pm, SCOE Board Room
- CAERC Director’s Workgroup Meeting, Friday, September 6, 2019, 1:00pm – 2:30pm, SCOE Board Room
- CAERC Date & Accountability Workgroup Meeting, Thursday, September 19, 2019, 1:00pm – 3:30pm, SCOE Library Meeting Room
- CAERC Business Meeting, Wednesday, October 2, 2019, 1:00pm – 2:00 pm, SCOE Board Room
- CAERC Working Meeting, Wednesday, October 2, 2019, 2:00pm – 3:30 pm, SCOE Board Room
- CAERC Director’s Workgroup Meeting, Friday, October 4, 2019, 2:30pm – 4:00pm, SCOE Board Room
- CAERC Date & Accountability Workgroup Meeting, Thursday, October 17, 2019, 1:00pm – 3:30pm, SCOE Computer Lab

➤ **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 Tanya Praest, the September 4, 2019 consortium meeting adjourned at 2:13 p.m. (9 in favor, 0 against).