



**North Central California Adult Education Consortium (NCAEC)
Executive Committee Meeting Minutes**

Regular Meeting, Friday, October 6, 2023, 1:00-2:00 PM

Meeting Location: Woodland Community College
Colusa County Campus
99 Ella Street
Williams, CA 95987

Members Present: Dr. Brock Falkenberg, Superintendent, Lake County Office of Education; Michael West, Superintendent, Colusa County Office of Education; Garth Lewis, Superintendent, Yolo County Office of Education; Tawny Dotson, President, Yuba College; and Rob Gregor, Yuba County Office of Education.

Guests Present: Karin Liu-Principal, Woodland Adult Education; Joe Hendrix, Sutter County Office of Education; Patricia Barba, Woodland Community College; and Lorilee Niesen- Assistant Superintendent- Career & Adult Education, Sutter County Superintendent of Schools.

1.0 CALL TO ORDER IN OPEN SESSION

Chairman Brock Falkenberg called the meeting to order at 1:02 p.m.

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| Action | 1.1 Roll Call- taken and representation of Leadership team members as Proxy. |
| Action | 1.2 No changes to the agenda; therefore, moved by Tawny Dotson and seconded by Rob Gregor.
Agenda approved unanimously by all voting members stating "aye/yes".
Brock Falkenberg read names and asked proxies to introduce themselves. Tawny suggested updating bylaws to account for proxies. |
| Action | 1.3 Michael West moved to approve the minutes of the 08/17/23 meeting and Tawny Dotson seconded.
Minutes approved unanimously by all voting members stating "aye/yes". No roll call taken |
| | 1.4 There were no public comments |

2.0 COMMUNICATIONS/REPORTS

2.1 Executive Committee

No Reports from the Executive committee members

2.2 Secretary to Committee/Consortium Director: Sutter COE-Lorilee Niesen

Lorilee reported that there were no new updates to the CAEP Funding Model. Work is progressing with the Leadership with a focus on data to accurately reflect what we are doing. She expressed appreciation for LCOE and WCC's partnership program-program and shared how it is gaining traction. She also shared that there were multiple agencies representing NCAEC at the CAEP summit. Lorilee also provided in her report that Leadership meetings were held in September and yesterday and NCAEC Data manager (Kari Hauser) has been assisting agencies with data collection or questions. An ELL Healthcare Pathways Grant update was provided and plans to move to agency transparency through data sharing as well as sharing member budgets across the 7 CAEP areas has resulted in the roll out of the CAEP Expenditure Tracking Tool.

3.0 INFORMATION/ACTION (Action may be taken on any items below)

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| Action | 3.1 Brock Falkenberg cited that with Eric Pomeroy's passing, we forgot to go through our annual re-election of officers. A decision was made about six (6) months ago to let things stand and then get back on track with our election cycle. Transition for continuance of meeting after election is not addressed in our bylaws. Brock noted that he is prepared to continue running the meeting after the election process. Discussion ensued on whether or not to wait for Garth Lewis to arrive to hold election. Process moved forward. |
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Question addressed regarding who currently holds the Vice Chair position-no one is certain.

Lorilee Niesen said there is nothing in Eric's notes about this. Rob Gregor stated that he would be happy to serve as Chair and Tawny Dotson said she would be happy to serve as Vice-Chair.

Mike West: moved that Rob serve as Chair and Tawny as Vice-Chair for 23-24. Seconded by Patricia Barba. Motion approved unanimously by all voting members stating "aye/yes".

- Action 3.2** Capital Improvement Project-Tawny Dotson shared that in line with our Bylaw she was bringing forward a remodel project for building 100 B. The ABE/ESL counselor is housed here. Tawny is requesting to use carry over funds for remodel to create a more "intentional environment" for students. This building was built in the 1960s and it is completely irrelevant for what they are trying to do today. They are redesigning for a more holistic space. The carryover funds are only a small portion of the total cost of the project. \$105,000 of a \$5 million project. Tawny noted that she also made a presentation about this project to the Leadership team on October 5, 2023 and Leadership approved this expenditure. Lorilee Niesen explained the process for capital outlay projects. **Mike West: moved to approve and seconded by Patricia Barba.** Motion approved unanimously by all voting members stating "aye/yes".
- 3.3** Lorilee Niesen reported five (5) agencies within our consortium chose to participate in the ELL Healthcare Pathways grant. Some chose not to participate because they are in two (2) consortia's and are participating with other consortium. Lorilee shared that NCAEC has submitted all documents. She was hoping to have more information to present-no news as to yet whether or we are going to be funded. Super excited about this grant and potential services we will be able to provide to our EL students.
- 3.4** In the AB 1491 Guidance/Carryover Update Lorilee established that many consortias are carrying over too much of their allocation. State decided only 20% of funds could be carried over. Clock started ticking in 2023. If we have carry over after two years, state can come in and provide technical assistance. Lorilee presented a spreadsheet with current carryover based on Q4 along with 21-22 carry over. She let the group know that some agencies have plans and that the State will come in and ask why we have carry over. What is the plan? Lorilee reported we are not the only consortium in this situation. Most are over 20%. She will create a template for each member to explain how he or she plans to spend his or her carryover. This will be a central place for Lorilee to be able to share with the State regarding what we are doing to spend down these funds. She is stressing to agencies..."Today's money for today's kids!" referenced Brock Falkenberg's previous comment. We do not want state to come in. Before that happens, we will have a plan to spend these funds. Lorilee reminded group that agencies cannot receive less than allocation. Leadership meeting date for November = November 2, 2024. January Meeting for Executive Committee Date= January 12, 2024. Mike West asked about district and County carryover. Tawny Dotson cautioned we need to be careful... we do not want to be at zero. Mike thinks legislature is pushing hard to get back to categorical. Brock Falkenberg asked Karin Liu to share the plan for Woodland Joint Unified. Karin reported carryover is due to delays in CTE construction project because of difficulties with the architect. She assured the group this money would be spent in 2023-2024. Patricia Barba talked about difficulty of meeting with a fiscal person. She has a plan that is tied directly to funding ESL, CASAS testing, Chromebooks, myfi devices...right now all devices are out. Wants to ensure all student have electronic access and wifi and student workers who are bilingual. Patricia stated they do have a plan and they will share out. Lorilee discussed \$ 3.874 million allocation and explained to explained this to Rob Gregor that we are not asking everybody to spend down to zero but we need to spend. Used WJUSD as an example as compared to Yolo County of Education. Also explained that we tried to get agencies at different percentages to account for this but unfortunately this is not possible in NOVA.
- 3.5** Annual Plan, Member Budgets, and Work Plans due now. Must have from all agencies by October 20, 2023
- 3.6** MOU's were sent to Leadership member to be sent on to agency Executive committee member.
- 3.7** Garth Lewis asked Lorilee Niesen if she had contact and connections with other consortias and is there anything we need to be aware of. She said forefront of discussion is carryover and ELL

Healthcare Pathway Grant. Consortias across the state are not happy with the Grant award notification on ELL and turnaround time. Since we have not heard anything, we are wondering if consortias who were not eligible are now going to get funding. Is this the reason for the funding notification delay?

Lorilee asked Tawny Dotson about adding proxies to next meeting's agenda.

Brock Falkenberg asked Lorilee to come with proposed language regarding proxies. She will work with Rob Gregor on this. Mike West said the biggest rub of using proxies back then is that everyone was trying to figure out what to do. It got to the point where nobody was showing up. Result was that no one came. Mike does not see any problems with having proxies now. Tawny said we can put guardrails around this to state how many times a year a proxy can be used. Lorilee checked bylaws regarding attendance and read, "Each agency may designate a voting member who may represent them on the governing board". Discussion ensued about appointed proxies. Tawny interjected, "I am certain our board hasn't approved a board member and a backup".

- 3.8** Next meeting=January 12, 2024 location not established at this point in meeting. Discussion about who should host. Tawny Dotson stated we should drive to Lake at least once a year. Rob Gregor questioned middle ground. Patricia offered Colusa again. Group agreed to have meeting at Ella Street location. Rob thanked Brock Falkenberg for his two years of service as Chair.

- Action 4.0** Meeting adjournment postponed because group wanted to revisit proxies having the ability to vote. Group agreed that because Patricia Barba is a proxy, they would need to return to item 3.2 and redo the vote. **Agenda Action Item 3.2 vote redo= Motion to approve Yuba's Plan as submitted: Mike West and seconded by Rob Gregor.** Motion approved unanimously by all voting members stating "aye/yes". **Motion to adjourn made by Garth Lewis and seconded by Rob Gregor.** Motion approved unanimously by all voting members stating "aye/yes". Brock Falkenberg adjourned the meeting at 2:12 p.m.