



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

Regular Meeting, Wednesday, April 09, 2025, 1:00-2:30 PM

Meeting Location: Colusa County Office of Education
Education Village Conference Room
499 Marguerite Street
Williams, CA 95987

Members Present: Garth Lewis, Superintendent, Yolo County Office of Education; Tawny Dotson, President, Yuba College; Rob Gregor, Superintendent, Yuba County Office of Education; Michael West, Superintendent, Colusa County Office of Education; Tom Reusser, Superintendent, Sutter County Office of Education; Elodia Ortega-Lampkin, Superintendent, Woodland Joint Unified School District; Brock Falkenberg, Superintendent, Lake County Office of Education; Lizette Navarette, President, Woodland Community College.

Guests Present: Karin Liu-Principal, Woodland Adult Education and Lorilee Niesen, Assistant Superintendent- Career & Adult Education, Sutter County Superintendent of Schools

1.0 CALL TO ORDER IN OPEN SESSION

Chairman Tawny Dodson called the meeting to order at 1:15 p.m.

1.1 Roll Call- taken through roll call

Action **1.2** No changes to the agenda; therefore, **moved by Garth Lewis seconded by Lizette Navarette**
Agenda approved by all "ayes"

Action **1.3** Approve Minutes of 01/14/25 Meeting- **Rob Gregor moved to approve the minutes of the 041/14/25 meeting Mike West seconded.**
Minutes approved by all members stating "aye/yes" with Garth abstained.

1.4 There were no public comments

2.0 COMMUNICATIONS/REPORTS

2.1 Executive Committee Rob- Official that MJUSD closed their Adult Ed and Yuba County Office of Ed will take this on. They are also closing their Middle College. Not sure who is taking this on. Tawny said they are going to try.

No Reports from the Executive committee members

2.2 Secretary to Committee/Consortium Director: Sutter COE

ELL Grant Update:

Round 1: LCOE, Sutter COE, WJUSD, Yolo COE, and Yuba College Grant of \$281,022

2024-25 Q2 expenditures: \$69,552 funding years 2023-24 & 2024-25. Lorilee -expects money to be spent in Q3 . We are having our ELL meetings and encouraging agencies that can't spend down to share with those who can spend.

Round 2: Same agencies except for LCOE. Budget of \$359,716. Funding timeline 2024-2026

CAEP State Updates:

- The Three-year plan template will not open until the CFAD has been certified by all agencies. Lots of webinars. They have put a lot of thought into the Three-Year Plan. Based upon our Three-Year plan activities, these will go into our annual plans. All of these pieces are no longer disjointed. They are coming together. CFAD can't be certified until Three -Year Plan is certified.
- Q3 will be due in June 2025.

CARRYOVER Update:

- The current carryover percentage at the end of Q2 (12.31.2024) is 64.78%. Lorilee-we are on track! Lorilee- I had a great conversation at Lake County, WCC-both have plans in place. We are on target to spend these funds.

Three Year Plan/Annual Plan Update:

- Three Year Planning happened last Thursday at SCSOS. Spent a great portion of the afternoon doing our plan.
- Metrics, barriers, and regional priorities were chosen. We followed the priorities you all had approved in a previous meeting.
- Objectives, strategies and activities are in the process of being developed.
- Agencies will be responsible for providing targets and fiscal planning. Lorilee will be setting up meetings to have conversations about targets and metrics with each agency. Lizette asked about setting targets and having conversations to set these. Lorilee-great leadership and really cool to see this process in action in terms of working together on our Three-Year Plan.
- Three-Year Plan due June 25, 2025.
- Document provided as 3.2 in Board Packet.

Consortia Success Plan

- Lorilee will possibly be retiring on June 30, 2025. SCSOS will continue to serve as the consortia lead. Lorilee-I have had conversations with Tom that if it is the request of the consortia, I would continue to stay on as the consortia lead to keep continuity as we have new members. What that looks like, I did some research-reached out to state CAEP and asked does K12 college or County Office of Education have to employ this person. State said no, several are independent contractors. Also, contacted North State Santa Clara consortia. They used RDA, a consulting firm, and their consortia lead is paid through this firm and works just with the consortia. RDA only holds the contract. Lorilee-there is a cost to this. RDA charges 3.5%. Consortia lead subcontracts with RDA and she invoices each month for her services. Lorilee- I have also had a conversation with Tawny about this. Lorilee asked Tom to interject. Tom referenced the historical aspect of when they took over. Tom isn't sure about what those agreements were back then when they originally took this over. We have a lot of people who are working for the group. Tom-if somebody wants to take it over, I need to know so that I can lay people off. I am happy to keep doing it but I need to know. Discussion ensued. Rob asked why was nothing done when Yuba college was overseeing it? Mike-Sutter County took it over and Eric did a great job

doing it. Mike-change=if you aren't here, you don't have a say in it. Rob-can anyone of the groups take it over and run it? Tom- We did the research today. Out of our CAEP budget \$404,000 is going to run it. Out of the good of the order we are doing it for others. Rob-if someone else wishes to run it, then they could-but you would have to lay people off. Tom- talked about County Contribution paying \$500,000 to \$1 million to run programs. Lorilee-when it first started it was just Eric running the Consortia. What started as one person, has evolved into multiple people doing. It takes a lot of people to do this. Tom-I am not complaining about this, but it is a lot. If we have Lorilee do this, I don't want to add more to my bill. Is there a different way to fund this? Lorilee- for STRS for 25-26, all I can make is \$80,000. Each agency sends a portion of their allocation to the consulting firm to cover Lorilee's salary. We have 8 agencies; this would cost \$10,000 for each agency. Tom reiterated that he didn't mind. This is a huge mission to do this. I truly believe this is the right work. It creates opportunities for students. Mike asked about the training period timeframe required for Jake. Lorilee-at least one year because a bunch of programs from One-Stop have been moved under Jakes supervision. Garth-are you saying we would be employing Jake and Lorilee? Tom- I will continue to pay Jake. Garth-If Lorilee wasn't retiring this year; we wouldn't be having this conversation. Going back to Mike's point, what I am taking from this is that whether it is coming out of this arrangement, there will be at least 2 FTE coming out of this project. That \$80,000 would drop after this training period. Mike-doesn't want to change what we are doing because of all the retraining. I would rather keep it the way it is. There is not a rule against doing this as far as the state is concerned. Do we need to notify them that we are doing this? Lorilee-no. Other consortiums are doing this. Lorilee-the reason I am offering is because Jake has a lot on his plate and we have a lot of new folks on leadership. I am happy to help but this makes no difference to me. Lizette asked about whether Sutter County had funds for oversight-accounting. Lorilee-yes approximately \$199,000 added to allocation. Lizette asked about accounting purposes and monitoring oversight. Lorilee-only thing we have in a side account are those separate monies. Garth-functions being counted in overall costs-not a benefit is coming to CAEP. Much of it is coming to Tom's priorities in Adult Education. Garth asked about the data person. Lorilee explained Kari's role. Garth-how much is being spent off the top for Consortia matters? Garth and Tom discussed true costs. Tom isn't certain of the true cost. 50% of Lorilee's position is consortium. Rob would like to sit down and go over these numbers before making a decision. Tom-Lorilee and Jay consortium cost is \$150,000. 17% of FTE for Jay comes from allocation. Garth asked about COLA. Said he is in full support of this. For me, I have to have clarity on what the true dollar amounts are. I have no problem with Lorilee doing this. Also wants clarity on length of time. From a process perspective, we do not have this listed as an action item. Elodia-I am in full support of Lorilee continuing and Sutter keeping it. I have no problem with Sutter keeping it, but I agree with Garth that we need clarity. I do believe we will find that we are getting a deal. Mike -we have grown, and he also thinks we are getting a deal. Garth-this is about governance and being transparent. Lizette - one of the pieces that has been identified - has been an opportunity to clarify our bylaws or operating procedures to document this \$200,000 and have an accounting. We would also be able to show in further reporting that while CAEP may not be a political talking point, we want to have this information. Where did this amount come from in 2018? Tom- it was a side deal. Tawny took time to explain this to Brock as he arrived late in a very shortened format. Brock asked if COLA could be used for this. No one is certain how the \$200,000 was originally agreed upon. Elodia-it sounds like we are asking for two things. How did we arrive at our current situation and what is the breakdown of our current options. All Tom has is the breakdown of Lorilee's salary and Jay's. These two for Adult Education total \$150,000. Brock-in bylaws document funds for oversight. Brock-this is a one-time cost as a contractor. Elodia-this gives us time to figure all

of this out. Tawny asked about any remaining one-time funds. Lorilee-we currently have about \$5000 left in that pot. When Konocti closed and we gave the funding to LCOE, we had additional pool money and those were allocated to the agencies, so funds have been spent down. Tawny-discussion item only. We cannot take action it. Tawny- liked Elodia's suggestion to come back with clarification on allocation on what the administrative amount would have been and the period of time. Lorilee-asked for clarification of what the group needs. Elodia- I think we are going to end up learning that we are going to regret asking this question because Tom is doing a lot. Garth would like to see acknowledgement. Garth-I have to assume that COLA has been applied across the board. It is not just \$200,000 is has grown over the years. Lorilee-with COLA being divided equally across agencies. Tom- total oversight on \$4 million budget is 5%. Okay that percentage is off the top. With COLA. Garth-specifically call out whatever COLA amount is being applied. What I am hearing is that it is necessary to clarify what we are doing. Tom-I should have said something about this sooner but costs have continued to increase. Tawny-transition is a good time to clarify and document this. Garth asked about having a special meeting to discuss this topic. Lorilee-will look for roles and responsibilities of consortium lead and an outline of roles and responsibilities for those who are contributing to the consortium. Lorilee-to go back to Lizettes point, including some record of the navigator and have this documented. Garth-Eric, similar to Lorilee was working outside of normal hours to just make it happen. Tawny-we have a path ahead- transparency in allocation around oversight and clarification around time percentages of positions that are providing oversight. Also, a proposal of what duties and responsibilities would look like including cost for consortia lead. Tawny-it may mean that in the future that CFAD may even look different.

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

3.1 Brochure and Website Update Lorilee-in response to the brochure updates, I want to share changes that have been made based upon recommendations from Executive. The website is close to being finished; unfortunately, the firm we have been working with is working with Catapult and the people at Sutter County but this is a very involved process. Lorilee will send link to Executive and gather input that way. She wishes she could share today. Lorilee shared brochure based upon Leaderships recommendations. Stock photo on front to make it more inviting. Removing the map from the back. Including addresses and phone numbers for each agency. Navigator photo is now a stock photo. Lorilee- would you rather have individual navigator photo if they all agree or do you still want a stock? (Lorilee to Karin as aside=**Take Marysville Joint off Navigator page**). Tawny expressed concern about list names and photos as in two years these may not be the same individuals. Rob brought up having a generic email address as well. Tawny-leave a space and put a sticker for personal information as needed. Garth likes the personal aspect of having a name. Brock wanted to go back to the front picture. I wanted this person to be in a learning environment. Something that is definitely a classroom. Elodia agrees with this but also would like the navigator picture to depict someone meeting with a student since it says let us help you start your journey. Lizette raised concerns about the term Navigator. Discussion led to "**Friendly Staff**" as opposed to Navigator. Lorilee transitioned to inside of brochure to let group know that Leadership wanted to put phone numbers with agency. Marysville has been removed. With your permission, we will add phone numbers. Any other suggestions? Lizette asked about including Lake County Campus under Woodland Community., Elodia asked if brochures are also going to be available in Spanish? Lorilee-we did not include in marketing for alternative languages. Asked for the pleasure of the board. Group agrees that Spanish would be a good idea. **CCOE-Change to Firefighter Academy from Wildland Fire**

Tawny moved to 3.3 and 3.4 since these are action items and several members need to leave at 2:30.

3.2 Three Year Plan Input -Lorilee will send what Leadership has come up with to the Group.

Action 3.3 One Time Monies Discussion and Approval- Tawny asked if there are any questions. Elodia-could this money be used for Spanish brochures? Lorilee gave price for reprints-will get this info/specific from her. She did indicate that we will have enough money to print Spanish brochures.

Elodia Ortega-Lampkin Motion: Approve one-time funds with the condition that we include Spanish language materials as well. Second Garth Lewis

Discussion-Tawny asked that we also have translation for our website. Lorilee-on our website you can choose the language to translate. Tawny-yes but this is a formal translation.
All in favor-motion carries.

Action 3.4 CFAD Discussion and Approval Tawny reviewed allocation

Brock Falkenberg Motion: Approve CFAD as presented Second: Lizette Navarette

All in favor- motion carries.

Rob asked about Maryville. Lorilee-Leadership wanted money to be equally divided. Tawny-when COLA money came in as a lump sum there is a portion for base allocation and a portion for one time. Brock-I am assuming this is what our advisory committee has recommended. LL-yes.

3.5 Program Updates-WCC has a carryover balance that they intend to spend. Brock-we also have a carryover balance that we are taking care of.

3.6 Next meeting- August 2025 date and location? Tawny-best bet is to poll the group. Lorilee will send a Doodle poll for special meeting in June to discuss consulting and one for August meeting.

Action 4.0 ADJOURNMENT

NO quorum- Tawny ended the meeting at 2:38

No roll call taken