

Minutes of 04/07/23 North Central California Adult Education Consortium
Executive Committee Meeting

NOTICE OF ORGANIZATIONAL MEETING

**NORTH CENTRAL CALIFORNIA ADULT EDUCATION CONSORTIUM
EXECUTIVE COMMITTEE AGENDA**

Regular Meeting, Friday, April 7, 2023, 1:00-2:00 pm

EXECUTIVE COMMITTEE MEMBERS

Michael West, Colusa COE
Brock Falkenberg, Lake County COE: Chair
Tawny Dotson, Yuba CC
Tom Reusser, Sutter COE
Garth Lewis, Yolo County COE
Santanu Bandyopadhyay, Woodland CC
Elodia Ortega-Lampkin, Woodland JUSD
Francisco Reveles, Yuba COE

MEETING LOCATION

Colusa County Office of Education
499 Margurite Street
Williams, CA 95987

Posted April 4, 2023

1.0 CALL TO ORDER IN OPEN SESSION

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| | 1.1 | Roll Call |
| Action | 1.2 | Approval of Agenda |
| Action | 1.3 | Approval of Minutes 1/17/23 Meeting |
| | 1.4 | Public Comment |

1.0 CALL TO ORDER: Meeting called to order at 1:05 p.m.

- 1.1 Executive Committee Members Present: Mike West, Brock Falkenberg, Tom Reusser, Garth Lewis, Elodia Ortega-Lampkin
- 1.2 **Motion to Approve Agenda: Mike West**
Second: Garth Lewis Vote= All in favor-motion carries
- 1.3 **Motion to Approve Minutes: Mike West**
Second: Elodia Ortega-Lampkin Vote=All in favor-motion carries
- 1.4 Mike West asked about Lindhurst. Bob Eckhart stated there is tremendous outpouring and community resources for students and staff.

2.0 COMMUNICATIONS/REPORTS

- 2.1** Executive Committee
- 2.2** Secretary to Committee/Consortium Director: Sutter COE
 - CAEP Update
 - Program Update

2.0 COMMUNICATIONS/REPORTS

- 2.1 No communications
- 2.2 Secretary, Lorilee Niesen's Report follows:

- Leadership meetings were held in Feb. and April virtually and in March at Woodland Joint Unified School District.
- State CAEP offered a webinar on AB 1491 (carryover guidance) on March 23, 2023 with many leadership members attending.
- PLC Meeting for Programs and Finance was held on March 28th, 2023 to provide recommendations to leadership regarding AB 1491
- Other CAEP important trainings being offered include training on The Annual Plan, Budget and Work plans for 2023-24; Quarterly Expenditure Reports for 2023-24, and CAEP Consortium Management
- CAEP Fiscal Management Document updated and released March 20, 2023 included emancipated minor or a pregnant/parenting teen
- Here is an update from state legal counsel: As currently worded, the Adult Education Program set forth starting at EC § 84900 limits who is considered an "adult" to those persons who are 18 years of age or older. (EC § 84901(a)) **The statute does not include any exceptions, so it therefore must be read to actually limit "adult" to only those 18 years of age or older, and would not include an emancipated minor or a pregnant/parenting teen. There are no exceptions.** Education Code 84901 defines adults in the California Adult Education Program as a person 18 years of age or older. CAEP funds can only be used for adults 18 years of age or older in the seven program areas for K12 adult education and/or community college noncredit.
- Invitation to participate in CAEP Technical Assistance- I declined
- Data reviews began at the March Leadership Meeting
- CA Council for Adult Education Conference next week in Oakland
- CASAS Conference in June- Consortia is assisting agency members with registration costs
- NCAEC Data manager (Kari Hauser) has been to nearly every agency to assist with data collection or questions
- Sutter County and Colusa County Libraries have joined NCAEC Leadership meetings to learn more about programs for adult students and to assist their adults in programs. Lake County Library has also reached out.
- Program Infographic
- Plans to move to agency transparency through data sharing as well as sharing member budgets across the 7 CAEP areas.
- CFAD Due May 2, 2023 with new question regarding Member Carryover Percentage

-Brock Falkenberg stated how much he appreciates the work Eric Pomeroy and Lorilee Niesen have done.

-Garth Lewis asked about library connection and Ms. Niesen indicated libraries reach out and are interested in partnerships

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

- 3.1 Election of Committee Members
- 3.1 Meeting Schedule
- 3.2 CFAD Allocations for 2023-24
- 3.3 AB 1491 Guidance
- 3.4 Bylaws-Update
- 3.5 MOU's
- 3.6 Announcements

3.0 INFORMATION/ACTION

- 3.1 Brock Falkenberg noted that the election cycle was missed because of the sudden death of Eric Pomeroy and the committee carried on with our prior elected officers. Mr. Falkenberg recommended continuance with current officers until October 2023.

Motion to approve with current officers until October 2023: Tom Reusser

Second- Elodia Ortega-Lampkin Vote= All in favor-motion carries

- 3.1 (Noted as 3.1 on agenda) Meeting Schedule recommended occurring on first Friday @ 1:00 p.m. in August, October, January and April (these are the months per bylaws). Discussion ensued regarding dates other than Fridays but circled back to Friday being the

day. Lorilee Niesen will send out calendar invitations for first Friday with the exception of the January 2024 meeting.

- 3.2 Lorilee Niesen provided explanation for Konocti's reduction. Explained fund 23-24 allocation with COLA and Pool as recommendation of Leadership. Also noted that we may receive additional funding with the Governor's May Revise. Mike West discussed Colusa County Office of Education's Navigator position and requested to have money moved directly to the program budget as opposed to one time funding, as it is difficult to hire someone one on a year-to-year basis. Committee members discussed original intent of Navigators and regional concept. Mr. West said this method does not function well. Garth Lewis asked for an explanation of highlighted numbers on handout. Mr. Lewis noted that he is trying to think in terms of concentration of resources. In addition, would this person also work at WCC? Mr. Falkenberg asked if we were addressing a personnel problem by spending money. Mr. Lewis then asked if this requested movement of funds would become part of CCOE's base allocation. Questioning in order to have a clear understanding in order to be able to vote. Elodia Ortega-Lampkin asked, "What is our role in supporting Marysville?" She wants to make sure we are taking care of our current funded members. Mr. Falkenberg clarified that Marysville is one time funding. Stated "We do not feel we are offering a long term funding for Marysville; just one time to help them get going". Ms. Niesen explained that money to Marysville is via a "pass through". Any change otherwise would need to be made to the bylaws. Ms. Ortega-Lampkin asked about the cost of the Navigator position. Tom Reusser stated, "I would support increasing Colusa's base. I would also support giving one time money to Marysville to get them up to speed". Motion- Tom Reusser "Put Navigator amount in Colusa County's regular allocation amount and approve Marysville for \$121,376 on a one time basis". Second-Mike West Discussion: 1. Mr. West "We need to be honest and look at how we are spending money in our programs". 2. Ms. Niesen again explained Konocti allocation going to Lake County. **Motion by Mr. Falkenberg: "Approve 23-24 Allocation with COLA and Pool and \$100,000 for Colusa County Navigator moved into base funding AND \$121,373 for Marysville as a one-time payment allocation".**

Second- Mike West Vote=All in favor-motion carries

- 3.3 Brock Falkenberg noted this item and bylaw discussion (item 3.4) are intermingled
- 3.4 Bylaws required a one-week posting prior to approving changes. Lorilee Niesen explained AB 1491=how much consortia and members can carry over (20%). Clock starts ticking on consortia. We need to be proactive and establish guidelines for members. Ms. Niesen emphasized, "We want to make sure the state doesn't come in and tell our consortia how to do business". Ms. Niesen read bylaw change guidance and noted recommendations from PLC and Leadership are noted in red. She also shared that in real time, our consortia is at 37% carryover. Five (5) of eight (8) agencies are over 20%; however several of these agencies have plans to spend down these funds. Additional discussion items include:
- Annual vs. Total allocation coming from previous day's Leadership meeting
 - Asking member agencies to spend down-money must be spent on the year it was awarded
 - Quarterly member target
 - Q2 Fiscal Reporting Review
 - Not "getting into the weeds" of what technical assistance for member agencies would look like

- Consortia can take carryover; however, if the member has a spending plan then we leave carryover. Noted: Executive Committee has final authority but Ms. Niesen thought it would behoove us to put in specific into bylaws.
- Ms. Niesen used CCOE's three buildings as an example to define process for appeal.

Ms. Niesen said Executive Committee can wait on this but the clock is ticking on the consortia. Garth Lewis asked about pre-approved spending plans as opposed to going through an appeals process. Ms. Niesen responded we could definitely clarify that language however, you see fit. Mr. Lewis stated there needs to be intentionality behind the plan and asked if there was a way to protect the consortium yet protect the member plans as well. He stated, "This is beyond who is in the room. We need to put structures in place". Ms. Niesen followed with we should respond instead of react. Mr. Falkenberg then asked what needed to be done to move forward. Ms. Niesen said she needed the group to define excessive carryover and indicated that she would like to address this in the CFAD so our members have direction and clarification. Also noted that we cannot change the 20% guideline for our consortia but we need to determine member carryover. Discussion around 20% for members ensued. Mr. Falkenberg recommended leaving the threshold for members at 20%. Mr. Lewis questioned whether setting the threshold at 20% was a change to our bylaws and asked about the five (5) day window. "Either we are making a change to the bylaws or we are not". Ms. Niesen asserted this can be a recommendation for a change of 20% and we can make the actual change at our meeting in August. Elodia Ortega-Lampkin expressed that we are just giving direction for consideration of change to the bylaws. Ms. Niesen then asked Mr. Lewis for clarification about holding off on spending targets. Mr. Lewis recommended Leadership create a bylaw change for August with the 20% carryover threshold. Mr. Falkenberg referenced addition of last three lines in bylaws that were approved by consortium members. Ms. Niesen again discussed quarterly targets.

Bring back to Leadership for discussion on bylaw changes regarding carryover.

Motion to Approve: Elodia Ortega-Lampkin

Second-Tom Reusser **Vote=All in favor-motion carries**

- 3.5 MOU's- Fully executed copies of the 2022-23 NCAEC Special Allocation MOU will be sent to each agency.
- 3.6 Announcements- 1. Mike West expressed thanks to Woodland Joint Unified for their generosity. They are piggybacking with Maxwell programs and will now be functional. Students will no longer co-mingle. 2. Engineers Union opened doors and are working with seniors and young adults to get apprenticeship training. This Five (5) year project will provide great opportunities for students graduating from high school.

Action 4.0 ADJOURNMENT

Motion to Adjourn: Garth Lewis

Second: Elodia Ortega-Lampkin

Meeting adjourned at 2:32 p.m.