



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

Regular Meeting, Thursday, August 17, 2023, 9:00-10:00 AM

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

Members Present: Dr. Brock Falkenberg, Superintendent, LCOE; Tom Reusser, Superintendent, SCSOS; Michael West, Superintendent, CCOE; and Tawny Dotson, President, Yuba College.

Guests Present: Karin Liu-Proxy for Elodia Ortega-Lampkin, Superintendent, WJUSD; Ân Tà, Yolo County Office of Education-Proxy for Garth Lewis, Superintendent, Yolo COE; Ken Hamel, Yuba COE-Proxy for Vacancy; and Lorilee Niesen.

1.0 CALL TO ORDER IN OPEN SESSION

Chairman Brock Falkenberg called the meeting to order at 9:01 a.m.

- Action **1.1** Roll Call- taken through roll call and representation of Leadership team members as Proxy.
- Action **1.2** No changes to the agenda; therefore, **moved by Tawny Dotson and seconded by Michael West.** Agenda approved unanimously by all voting members. No roll call taken
- Action **1.3** **Michael West moved to approve the minutes of the 04/07/23 meeting and Ân Tà seconded.** Minutes approved unanimously by all voting members. 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 Report from Lorilee Niesen:

CAEP Update:

- CASAS Conference was held in June with multiple agencies represented from our consortium (Consortia assisted agency members with registration costs)
- State CAEP has offered informational webinars on Annual Plan Training, CAEP Allocation Amendment Webinar, ELL Healthcare Pathway Information Session, and CAEP Consortium Management 101. These have been attended by the consortium lead.
- NCAEC was represented at the CA Council for Adult Education conference in Oakland in April
- Beginning of Year Guidance Letter has been Released from CAEP
- Annual Plan was due August 15th
- CAEP Summit is coming Oct. 24-26 in Universal City
- CAEP Director’s Event-September 14 & 15th
- Q4 Expenditure reports due Sept. 1, 2023
- September 1st Consortium Allocation Amendment must be certified in NOVA
- Program Area Reporting Estimates that were due by Sept.1 will no longer be required. Complete Report is due December 1st!
- CAEP Member Budget and Work plans are due September 30, 2023

Programs (NCAEC) Update:

- Leadership meetings were held in May and June virtually and in July at CCOE for the Annual Plan Retreat
- Annual Plan Retreat resulted in the creating the draft of the Annual Plan

Regional Need #1**Gaps in Service / Regional Needs**

Continue to expand on-going outreach and collaboration that will inform, market and expand access to community partnerships, programs, and services for all adult learners

Regional Need #2

Continue to expand short-term CTE programs for all student populations that align with industry, lead to high wage/high demand jobs, and improve technical, academic, and career readiness outcomes

- Enrollment summaries by program (handout) **Ân Tâ noted discrepancy on handout. YCOE Listed twice. Lorilee Niesen noted column to far right should be for Yuba.**
- NCAEC Reporting/Data Meeting with LCOE and WCC-Lake County Campus regarding data reporting
- NCAEC Data manager (Kari Hauser) has been assisting agencies with data collection or questions
- 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
- Data reviews began at the March Leadership Meeting and are ongoing.
- May Revise amount was discussed and recommended at the August 3rd Leadership Meeting
- ELL Healthcare Pathways Grant Discussion has occurred at the August Leadership Meeting and additional discussions followed with interested agencies

3.0 INFORMATION/ACTION ITEMS**3.1 Meeting Schedule**

August, October, January, April- Four (4) meetings per year. Lorilee Niesen sent out calendar invites and asked the committee members present to check to make sure they are all able to attend October 6, 2023. There was a discussion on location. Brock Falkenberg requested to get January and April meetings calendared. Reviewed dates-January 12, 2024 and April 5, 2024 to ensure this still works for everyone. Group discussed logistics. Brock stated the key is to make sure we keep our calendars intact-do not schedule over these meetings. Per Brock, **no action required as these dates are already calendared.**

- 3.2** \$3226 additional funds received from May Revise. Lorilee Niesen explained in speaking with CDE's Neil Kelly That according to AB104 funds are to be distributed based on allocation percentages of funded members. Lorilee took each agency's percentage of whole and then multiplied it to get amount. Lorilee reviewed percentages and shared that percentages were applied to allocation spreadsheet. **This does not change the CFAD.** Brock Falkenberg would like to see the language that says we have to distribute by program. Discussion About AB104. Lorilee has minutes where governing Board has approved language and she provided historical context/background. Brock isn't questioning-just wants clarification and fully supports Leadership's decision. Brock doesn't want to make Executive committee useless. Tawny Dotson favors the way these additional funds were added but would like to take a look at Colusa with COLA. **Motion to approve additional funds from May Revise- Tawny Dotson and seconded by Michael West.** Approved unanimously by all voting members. No roll call taken

3.3 ELL Healthcare Pathway Grant Letter of Intent

Action Item: Date of memorandum=July 19, 2023. 50 out of 71 Consortia's would be funded. **\$281,000 for NCAEC.** Leadership team scrambled to formulate a plan for budget work plan and partner commitment letters. Due-September 9, 2023. According to Lorilee, we are building the plane while we are flying it. Los Angeles Unified School District (LAUSD) may not apply because of time constraints. This means more money may be shifted/available. Future funding will be based on our outcomes. Lorilee discussed Pathway models that Sutter is building. Also shared that the state wants a detailed budget

with object codes but we were not given any parameters.

Initial Motion: Move forward with grant giving authority of Leadership team to provide details of grant. No motion. Discussion ensued and new motion by Michael West: **Grant authority to Leadership committee to move forward with the ELL Healthcare Pathways grant. Seconded by Ân Tã** Approved unanimously by all voting members. No roll call taken

- 3.4** Per Lorilee Niesen, 20% carryover is in effect for consortia. We do not have an opportunity to change. 20% decided upon by agencies. Lorilee shared that if agencies were to submit were we are now, we would be at 40%. “This is not a good look”. Indicated that we were not able to tackle Garth Lewis’ request for Leadership’s plan of not spending down funds but she will revisit this in October. No time to get this done because of ELL Healthcare Pathways work. Brock Falkenberg expressed that we need to have something in place. He also wanted to thank Yuba Community College District-shared space for High School Diploma Program. Lorilee reviewed carryover amounts to date but cautioned that Q4 has not been entered yet. We have two years as an agency for carryover clock. Brock’s reminder: Money we receive is for our students Today. Today’s money for today’s kids.
- 3.5** Now that CAEP additional allocation is approved, Lorilee Niesen can submit an allocation amendment. Members can enter budgets and work plans. Ken Hamel thanked Lorilee for our July Leadership retreat. Brock Falkenberg thanked Lorilee for her diligent work over this past year. Michael West concurred and said we do appreciate you.
- 3.6** MOU’s will come out after allocation is approved. Lorilee Niesen asked preference of group regarding how they want MOU’s to be sent. Group want MOU’s sent to Leadership and that person will notify Executive committee member. Lorilee added herself as representative for Konocti so that she can approve in NOVA on their behalf.
- 3.7** Michael West asked about the status of Marysville. Lorilee Niesen stated James Lohman is overseeing Adult Education in Marysville. She explained that Marysville is being funded on a one time basis to get up and going. They are still providing programs-keeping it going. Tawny Dotson reminded the group that when Marysville was introduced, they were being brought to the table as a non-funded partner. She shared that this felt like a big transition that was less than transparent.

Michael West shared about the Sites Reservoir Project. He wants people to be aware in case we have adults who maybe interested however, no flyers are available yet as they are in the genesis of this project. Tawny asked how they could help. Michael noted it would be great if we could have someone from Yuba College. He stated there is a huge seven-year project but holding our breath since this has been going on since 1962. Michael also shared about Navigator applicants and that he is excited about portables.

Ân Tã shared that YCOE is offering workshops essential for new Navigators. Ân also shared about “Meet and Greets” with Dr. Pan and said he would share dates.

Michael West offered their MPR for central meeting location as it holds 250 people.

Brock Falkenberg indicated Lake would officially begin high school program in September. Executive Committee members thanked Brock for Lake County stepping up.

Next meeting-October 6, 2023 Colusa Center of WCC.

Room to be decided.

- 4.0** Brock Falkenberg adjourned the meeting at 10:11 a.m.