



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

Regular Meeting, Friday, January 12, 2024 1:00-2:00 PM

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

Members Present Garth Lewis, Superintendent, Yolo County Office of Education; Tawny Dotson, President, Yuba College (arrived at 1:10) ; Rob Gregor, Yuba County Office of Education.

Guests Present: Karin Liu-Principal, Woodland Adult Education; Beth Hampson, Learning Support Specialist Lake County Office of Education; Patricia Barba, Woodland Community college; John Ithurnburn, Assistant Superintendent, Colusa County Office of Education; and Lorilee Niesen, Assistant Superintendent- Career & Adult Education, Sutter County Superintendent of Schools.

1.0 CALL TO ORDER IN OPEN SESSION

Chairman Rob Gregor called the meeting to order at 1:02 p.m.

1.1 Roll Call- taken through roll call and representation of Leadership team members as Proxy. Rob noted change needed to be made to section 3.0 with regard to numbering.

Action **1.2** No changes to the agenda; therefore, **moved by Garth Lewis and seconded by Tawny Dotson.**
Agenda approved by roll call.

Action **1.3 Tawny Dotson moved to approve the minutes of the 10/06/23 meeting and Garth Lewis seconded.**
Minutes approved by roll call voting members stating “aye/yes”.

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

CAEP Update:

- Lorilee Niesen received information yesterday about upcoming guidance webinar for consortia leads. She is hoping to walk away with additional insight guidance on how to draft language for carryover. Enhancements in NOVA. Clock is ticking. Lorilee noted that the regulation was thrown at us but we received no guidance.

Fiscal Update:

- LCOE approached the Leadership group requesting additional time to spend down the Konocti carryover monies that were awarded to them as “One-Time Monies”. Leadership discussed that they felt that the one-time monies were designated for the students of Lake County and Leadership recommends that this be allowed with the stipulation that they be spent down by this fiscal year.
- Program Update-Change in Leadership Structure- Lake County-Leadership. Money ear marked for Lake County should remain in Lake County. We thought as Leadership they should be afforded the luxury of being able to spend those funds down and we wanted to give them the grace to do that.

- Member MOU's have been sent out and all have been returned. Monies have been released by SCSOS. The November and December payments arrived last week. These will be sent out to agencies next week.
- NOVA member budgets, program area reporting, and expenditures for Q1 have been certified; and; Q2 ready for input and due March 31.
- JoDee Slyter from CASAS joined our November 2 meeting and helped guide discussions regarding the data for our consortia. She will also be joining us again as a follow up regarding the capturing of services we provide in our consortia that may not be reported.
- PLC Policy committee will be convening to draft policy for carryover guidance and guidelines after the January 30th webinar that I attend so that we can ensure that our policy aligns with the state recommendations
- One Time Monies/COLA monies use- to host a Leadership Retreat for NCAEC staff and teacher in the summer to allow networking and professional development of all the staff involved in adult education. This type of activity is done by other consortias in the state and allows folks at all levels to understand the role of the consortium. Proposed date June 12 and 13 at Seka Hills/Cache Creek.
- Leadership Structure- Discussions by Leadership to restructure our current committee to include sub committees of ABE/ASE; ESL, CTE, Adults with Disabilities and starting next year, an Incubator Group for those agencies wishing to start new programs. Leadership Committee Members would be the chairs of each of these committees and the Leadership Retreat in the summer would developed around this structure.
- Lorilee will be attending the CAEAA Conference on February 8 and 9 in Sacramento and she will bring back any to information to our April meeting.

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

3.1 Proxy Language Discussion for By-Law Amendment-

Discussion-Tawny Dotson asked if Mike West and Brock Falkenberg were contacted because they brought up an historical issue that occurred before any of us were on the committee. Rob Gregor noted that we need to have a quorum to make things happen and he stated it was his idea to make it two times because this is about average. "You have to be able to make it to the meetings twice per year otherwise; your vote does not count. Old school and just trying to be nice about it". Garth Lewis-this is a priority for our agencies and us. We need to make it a priority. Rob- trying to find an equal medium ground. It is hard...life happens but we need to show up. Tawny noted that if we do not make it clear that it is a priority then people will not come. There is something to be said that it should be one not two. Discussion ensued about once or twice. Garth noted that in his mind once is enough. Asked if other consortia's have model language. Lorilee asked Beth Hampson if they have language in her other consortium. Beth noted this is not comparable. Tawny appreciates that we are exploring it and trying to come up with a solution. Rob also noted that there have been times that if people do not show then we do not have a quorum. Group discussed option of zoom and was this even possible. Beth noted that there is language around extenuating circumstances. Tawny noted that zoom meetings were not very effective. Rob indicated that having the meetings in person works to hold people accountable. Garth asked about bylaw language. Lorilee stated Bylaw language and relayed that a proxy cannot serve in place of voting member. Lorilee asked Rob if we want to include language that proxies can serve at a minimum of one time during a calendar year and cannot make motions. Rob responded, no, we just need to have this as an understanding. Lorilee will send out original bylaw as presented along with new proposed language.

Action 3.2 ELL Healthcare Pathway Grant-Approved...spending timeline.

Lorilee Niesen explained waiting and waiting with no notification and then receiving notification yesterday afternoon. Found this to be funny. Explained how Leadership determined spend down timeline. Group came to the decision to spend down funds by September 30, 2024. Lorilee is going to get MOUs out so that Sutter County can release these monies. Garth Lewis asked about thought process of spending down early. Lorilee stated, "We were thinking if we tried to spend monies down...we don't know what Chancellor's office is going to do with funds that weren't appropriated. Our thought was that if we spent our funds down we would be in position to be able to show we could use more funds". Garth-what I am hearing is that there is not guarantee of any additional funds. Lorilee explained that she may be glass half full but if they wanted the money spent by 2025, they would have asked for a multiyear budget. Tawny Dotson asked what happens if they do not spend money down by 2024. Garth-why take action on this? Lorilee-I just did not feel comfortable putting this date of Sept 2024 when we have until September 2025- just wanted to be transparent. Executive committee does not need to take action. Lorilee emphasized again that she just wants to be

transparent. Garth-this is more of a programmatic strategic decision. Garth does not have a sense that spending down is going to be a problem. Why do we need to put this in the MOU? Lorilee-holding funds until 2025 potentially prevents the rest of our agencies from possibly getting more money if one or more haven't spent down. Garth- this is a small amount of money. Culture of our consortium? No guarantee of additional money but we are taking action and locking us into a strategic plan to spend down. If this were a large sum of money, I would not support it. Garth stressed he just wants to share his line of thinking and would love to hear from others. Tawny asked about a middle ground. Lorilee-would it behoove the group to allow leadership to act? Garth- still concerned about taking action and locking ourselves into this timeframe. Lorilee proposed we do not take action and have Executive committee recommend that ELL funds be spent down by 2024 so that we are aligned for possible future funds. No motion needed.

Action 3.3 Approve One-time Project monies to be used for PD opportunities

Rob Gregor asked if we have a plan. The amount, what they are going to be doing? Lorilee Niesen-instead of providing one-time monies to agencies, can we set money aside for PD. Lorilee is happy to put this together but does not want to put everything together and then not have money to pay for it. Rob asked for additional clarification. Lorilee shared about the discussion with Leadership- hold at Seka Hills, invite staff, Leadership will build out conference schedule. Money would be used for accommodations, meals, and professional development. Rob asked for approximate amount of funds that would be needed to do this. Lorilee explained that there was also discussion of pay for teacher stipends. Tawny Dotson suggested creating guidance to send to Leadership so that they can put together a proposal. Tawny wanted clarity on who is getting what. Bring this back to our next meeting. Lorilee asked if it would be okay to send out information prior to April meeting so that we can take action on it at that time. Rob feels we need this because it is like throwing a dart when you do not have a target. Lorilee indicated this would be an opportunity for members and staff to have an opportunity to learn more about our consortium and what we do-not just Leadership. Garth asked about the potential for permanent change by setting up subcommittees and said this sounds like more than just a one-time money issue and more of a structural issue. Lorilee replied that we would like to move to a committee structure for support and network of programs. The Professional Development retreat is a way to kick this off. Garth still feels this is more of a structural change and he would like more information. Essentially, what is the purpose, what changes will this make in our bylaws, and is it to influence decision-making. Garth still has many questions. No action taken. Lorilee will send more information and will be an action item for April meeting.

3.4 AB 1491 Guidance Carryover Update –

Currently at 89%. During yesterday's Leadership meeting, it was noted that a very large chunk of our allocation has been spent down-over \$1 million

3.5 MOU's

All signed and have been returned.

3.6 Announcements-

Tawny Dotson let the group know that Lizette Navarrete started as president of WCC on January 8. She is at Lake County today and sends her regrets for not being with us.

3.7 Next Meeting- April 2024 Location?

Group agreed to meet here---need to select a date. This building is not open on Fridays. Lorilee Niesen asked Tawny Dotson for direction. Tawny said she would work on this. Discussion ensued regarding date-group decided April 12 @ 1:00 p.m. Proxies cannot vote so Executive Committees must attend in person. Mandatory meeting.

Action 4.0 Adjournment-

Motion to Adjourn: Garth Lewis **Seconded:** Tawny Dotson

Motion approved by all members stating "aye/yes". No roll call taken

Rob Gregor adjourned the meeting at 1:58 p.m.