



# The North Central Adult Education Regional Consortium (NCAEC)

## Executive Committee Meeting Minutes

### September 29, 2021

**Members Present:** Eric Pomeroy, Program Services Coordinator, Sutter County Office of Education (Proxy); Tom Pritchard, Superintendent, Woodland Joint Unified School District; Garth Lewis, Superintendent, Yolo County Office of Education; Michael West, Superintendent, Colusa County Office of Education; Dr. Brock Falkenberg, Superintendent, Lake County Office of Education; Tawny Dotson, Yuba Community College; and Becky Salato, Konocti Unified School District

**Members Absent:** Kasey Gardner, Woodland CC; Tom Reusser, Sutter County Superintendent of Schools; Dr. Francisco Reveles, Yuba County Office of Education; **Dr. Art Pimentel, President, Woodland Community College**

**Leadership Present:** Karin Liu, Woodland Adult Education; Ken Hamel, Yuba County Office of Education; Dr. Cirilo Cortez, Woodland Community College; Karen Shores, **Woodland Joint Unified School District**; and Lorilee Niesen, Colusa County Office of Education

#### 1.0 CALL TO ORDER IN OPEN SESSION

Meeting was called to order by Chairman Brock Falkenberg at 2:00 PM.

1.1 Roll call was taken.

1.2 **Mike West moved; Tom Pritchard seconded the approval of the agenda.** Mike West amended his motion to add Agenda item 1.4 Minutes. Tom Pritchard seconded. Motion passed.

1.3 There was no public comment

1.4 **Thomas Pritchard moved; Mike West seconded to approve the minutes.** Roll call vote. Tawny Dotson abstained from vote. Motion passed.

#### 2.0 COMMUNICATIONS/REPORTS

##### 2.1 Executive Committee

- Garth Lewis reported that the CA Human Development has moved in as a tenant at Yolo COE starting operations with focus on farmer worker population. Tom Pritchard is retiring this Friday. Elodia Ortega-Lampkin will be serving as the interim **Superintendent?** until one is found.

##### 2.2 Secretary to Committee/Consortium Director: Sutter COE

- Eric reported that he is working on the Three Year Plan currently. Soon we will be doing stakeholder meetings and Eric requested that Executive Committee Members attend these meetings with our partner agencies. He also reported that everyone's expenses are on target for this year and should be no problem spending down the CAEP previous funding. The consortium received a second COLA. He will be talking about it in further detail in this meeting.

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

#### 3.1

- According to the meeting schedule the Executive Committee is required to have at least one more meeting (this is the second one for the school year). Eric suggested that the next meeting be in Feb/March 2022 and suggested the committee open up their calendars and put something on the books right now. Eric suggested with March we will know the preliminary allocations. Brock suggested March 7, 2022, in the afternoon. Tawny asked to schedule before 4:00 PM, she suggested at 2:30. Cirilo said that WCC meets at 2:30. 12:30 was suggested. It seems to work for everyone on the call. Eric will send out calendar invites for March 7, 2022, at 12:30 PM.

#### 3.2

- The Annual Plan has been shortened up this year. Highlights included online presence, gaps in services for regional needs an all agencies were in agreement regarding Expanding CTE programs. Other needs included expanding CTE classes and ESL classes; expanding outreach and services; providing child care; expanding the roles of navigators or support staff in navigation roles; dual enrollment and articulation; and continued professional development to make sure Leadership Staff has the PD to do their jobs. The Annual Plan is approved in NOVA currently but if the Executive Committee has recommendations to let us know and they can be added in since it is a living document. Brock asked about how to go about providing input? Eric suggested either sharing with their leadership agency member or looking at it right now. Brock suggested using Leadership Committee Members to do that level of work.

#### 3.3

- Consortium Fiscal Admin Declaration in NOVA is important to keep accurate. Red figure indicates that we have not allocated \$82,342 as this is the additional COLA since the last time the Executive Committee met. Yuba CCD was an active partner but is no longer so that is why there is a n/a in their allocations. Leadership has recommended that the \$82,342 go into a pot for one time funding that did an RFA to get that additional one time funding to build programs or other needs for their programs. **Mike West moved; Garth Lewis seconded that we have a separate funding source for the COLA for this year, which agencies will apply for that funding through an application process.** Roll call vote was taken. Motion passed.

#### 3.4

- Eric P. shared the one time Project Funding Form Request/RFA that the leadership team developed and agreed on the form. Funds would need to spend in calendar year; with no carryover and would need to align with our annual plan. Leadership Committee did not include a cap on the amount. Monies would need to be spent down by June 30, 2022, since the monies are allocated this calendar year. Mike West indicated the form provides transparency as to what we are spending the COLA monies on.

#### 3.5

- Sutter County has already received 2 checks from CAEP. They need MOUs to agencies to disburse current monies.
- For the one time project funds, Eric reached out to CAERC and CAEP to see best way to transfer funds. They need in the MOU to be transparent that it is not Sutter County's additional allocation just a one-time allocation to agencies and they are responsible to report on how the money is spent. Sutter County would put in a 7000 out go account, with no charge for indirect cost, and be transferred to the approved one time funding agency. Brock asked how that would affect all agencies base funding for next year. Eric indicated that it would be included in the MOU as pass through funds and not change Sutter counties allocations. Base allocations are what each agency would receive the next year and can be no less than the prior year's amount.

3.6 Announcements- no other announcements except Happy Retirement to Tom! Congrats! Tom congratulated Karin Liu for the work she has done in Woodland. Karin thanked Tom for his leadership and his help with the 6 year WASC report.

### 4.0 ADJOURNMENT

Meeting was adjourned at 2:43 PM.