

**Feather River Adult Education Consortium
Board Meeting & Annual Plan Retreat – MINUTES
Feather River College (Learning Resource Center, Room 105)
Monday July 2, 2018 (10:00 a.m. – 4:00 p.m.)
(*Materials in Board Packet)**

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Call to Order: 9:55 a.m.

Attending:	Voting Member	Attendee	Attendee
Feather River CC	<input checked="" type="checkbox"/> Derek Lerch	<input checked="" type="checkbox"/> Kevin Trutna	<input type="checkbox"/>
PCOE/PUSD	<input checked="" type="checkbox"/> Kristy Warren	<input checked="" type="checkbox"/> Wendy Jackson	<input checked="" type="checkbox"/> Michelle Abramson
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Introductions

- 1. Public Comment** – Public comment will be allowed on any topic relevant to the FRAEC Board. Pursuant to Consortium Policy, comments are limited to 3 minutes per person. Please begin your comment by stating your name.
- Jail Programs: Overview was provided of needs to support current initiative through 2018-19 FY. Request included the following for consideration in the 2018-19 Annual Plan:
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2. Reports/Information Items

- 2.1 Consortium Consultant’s Report
- CASAS Summer Institute Readout
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- Consultant Days: July 2, Aug 13, Oct 4, Dec 19
 - K. Warren requested proposal to extend consultant contract through remainder of fiscal year, using carry over funds from 2016-17 and 2017-18. M. Rosin to submit proposal.
- Web Site Update Needed for Brown Act Alignment: www.onramptoemployment.org/ and/or www.frc.edu/cte-adult-education/feather-river-consortium and/or www.countyofplumas.com/index.aspx?NID=2335
 - After a review of all three web sites, the FRAEC Board requested that M. Rosin secure a proposal from Phoenix Design to develop a new web site to consolidate information. No information is available about previous efforts regarding ownership of images or URL. New site will address requirements of Brown Act and AB2257. Branding and logo will be included in the proposal.
- What is the Consortium's Name?
 - After reviewing four different names submitted to the state, the FRAEC Board determined that the official name of the Consortium will be *Feather River Adult Education Consortium (FRAEC)*. M. Rosin to notify AEBG Tap of this final decision, and ensure alignment of all documents moving forward.
- Consultant On-Site Dates: Aug 13; Oct 4; Dec 17

5. Discussion Items

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SPJUSD/COE	<input type="checkbox"/> Merrill Grant	<input checked="" type="checkbox"/> Karen Miller	<input checked="" type="checkbox"/> Brad Miller
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2. Reports/Information Items

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 - B. Miller/K. Miller, W. Jackson shared what sessions were attended and information gathered at the June 2018 conference.
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- Web Site Update Needed for Brown Act Alignment: www.onramptoeemployment.org/ and/or www.frc.edu/cte-adult-education/feather-river-consortium and/or www.countyofplumas.com/index.aspx?NID=2335
 - After a review of all three web sites, the FRAEC Board requested that M. Rosin secure a proposal from Phoenix Design to develop a new web site to consolidate information. No information is available about previous efforts regarding ownership of images or URL. New site will address requirements of Brown Act and AB2257. Branding and logo will be included in the proposal.
- What is the Consortium's Name?
 - After reviewing four different names submitted to the state, the FRAEC Board determined that the official name of the Consortium will be *Feather River Adult Education Consortium (FRAEC)*. M. Rosin to notify AEBG Tap of this final decision, and ensure alignment of all documents moving forward.
- Consultant On-Site Dates: Aug 13; Oct 4; Dec 17

5. Discussion Items

- 5.1 Review of (a) 2018-19 Annual Plan Guidance, (b) NOVA Template and (c) Allowable Uses Guidelines (d) Current Three-Year Plan
 - M. Rosin reviewed current guidance for developing the 2018-19 Annual Plan.
- 5.2 Review of Feather River Consortium 2017-18 Annual Plan
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 - K. Warren asked about content. Discussion was held on issues.
- 5.3 Review of Plumas County LMI
 - M. Rosin reviewed current EMSI LMI Data for prior 12 months.
- 5.4 Draft Strategies for 2018-19 Annual Plan and assign Budgets to each strategy
 - M. Rosin led discussion for each AB104 Objective Area and AB014 Program Area. Strategies were identified and discussed for incorporation into the 2018-19 Annual Plan.
- 5.5 Review current Governance Document and discuss revised version
 - K. Warren requested that M. Rosin draft an updated version to reflect current state guidance.
- 5.6 Review of D&A Allocation, Budget, and Strategies
 - D. Lerch provided an overview of spending for prior years and D&A. Further discussion will be held with the FRC CBO on August 13. Spend down plans will be developed for 2016-17 carry over, 2017-18 carry over, and the D&A allocation.
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- 5.7 2018-19 Consortium MOU
 - M. Rosin will develop final draft of 2018-19 MOU. Feather River CCD map was reviewed. Sierra JUSD/Sierra COE (named in Three-Year Plan) will be asked to join Consortium prior to executing MOU. M. Rosin will reach out to Merrill Grant, Superintendent.

6. Action Items

- 6.1 Consortium Name: Board voted to confirm the name *Feather River Adult Education Consortium*.
- Motion made by D. Lerch; 2nd by K. Warren – Approved Unanimously
- 6.2 GED Annual Conference (July 25-27, 2018, San Diego) – Approval of W. Jackson to attend.
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7. Closed Door Session

- 7.1 Consortium Coordinator position and Classified support staff position
- Motion made by D. Lerch for PUSE/PCOE to “develop job descriptions, post, and interview for a half time Consortium Coordinator and part-time clerical staff position.” 2nd by K. Warren – Approved Unanimously

8. Announcements

- 8.1 Upcoming Conferences
 - July 25-27, 2018 – GED Annual Conference, San Diego, CA
 - Sept 27-28, 2018 – AEBG Summit, Sacramento, CA
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 - Board Meeting, Feather River College (3:00pm – 5:00 pm, Learning Resource Center, Room 105)

9. Adjournment: 3:35 p.m.

DRAFT

**Feather River Adult Education Consortium
Board Meeting & Annual Plan Retreat – MINUTES
Feather River College (Learning Resource Center, Room 105)
Monday July 2, 2018 (10:00 a.m. – 4:00 p.m.)
(*Materials in Board Packet)**

PLEASE NOTE: Agenda related documents distributed to the Feather River Adult Education Consortium (FRAEC) Board for the Board Meeting may be viewed in the Superintendent’s Office at the Plumas County Office of Education. Individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating, or documentation in accessible formats, should contact the Consortium Coordinator via kwarren@pcoe.k12.ca.us at least two days before the meeting date.

Call to Order: 9:55 a.m.

Attending:	Voting Member	Attendee	Attendee
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