



**Feather River Adult Education Consortium – Board Meeting MINUTES**

ZOOM: <https://us02web.zoom.us/j/89493628037>

Thursday July 30, 2020 (11:00 a.m. – 12:00 p.m.)

**DUE TO THE CORONAVIRUS, THIS MEETING WILL BE HELD ON ZOOM;  
THE PUBLIC IS INVITED TO PARTICIPATE VIA LOCAL DISTRICT PROTOCOL**

<sup>Ⓜ</sup> Included 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 Acting Consortium Lead at [Mitch.Rosin2@gmail.com](mailto:Mitch.Rosin2@gmail.com) at least three days before the meeting date.

**Attendance (v = voting member)**

|                       |   |   |   |                          |
|-----------------------|---|---|---|--------------------------|
| Feather River College | <input checked="" type="checkbox"/> Derek Lerch (v)   | <input type="checkbox"/> Kevin Trutna (v)             | <input type="checkbox"/>                          | <input type="checkbox"/> |
| PUSD/PCOE             | <input checked="" type="checkbox"/> Kristy Warren (v) | <input type="checkbox"/> Terry Oestreich (v)          | <input type="checkbox"/> Karen Miller             | <input type="checkbox"/> |
|                       | <input checked="" type="checkbox"/> Lisa Cavin        | <input type="checkbox"/> Mallory Marin                | <input checked="" type="checkbox"/> Brad Miller   | <input type="checkbox"/> |
| SJUSD/SCOE            | <input checked="" type="checkbox"/> Wendy Jackson (v) | <input checked="" type="checkbox"/> James Berardi (v) | <input checked="" type="checkbox"/> Nona Griesert | <input type="checkbox"/> |

**Community Stakeholders**

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------|--------------------------|--------------------------|

Call to Order 11:00 am

1. Approval of Agenda Motion by D. Lerch; 2<sup>nd</sup> by J. Berardi
2. Approval of Minutes: <sup>Ⓜ</sup>July 7, 2020 Motion by D. Lerch; 2<sup>nd</sup> by J. Berardi  
D. Lerch: Yea  
J. Berardi: Yea  
K. Warren: Abstained Motion Carried

3. Public Comment – Public comment is allowed on any topic relevant to the FRAEC Board. Pursuant to Consortium Policy, comments are limited to 3 minutes per person. Please begin by stating your name.

4. Closed Session – None Requested

5. Discussion Items

- 5.1 <sup>Ⓜ</sup> Review Final Draft - 2020-2021 FRAEC Annual Plan
  - W. Jackson: Discussions ongoing with WDB for co-using youth counselor for consortium. Could be a solution to Seamless Transitions Strategy #7 and Leverage Resources Strategy #1. They serve ages 17-26, so would need modification to meet FRAEC demographic need. Working with Christine, since Louis left the agency. W. Jackson to take the lead and bring back information.
- 5.2 Review remaining balance from 2018-19 FY CAEP allocation of \$743,350.00 held by PCOE.
  - Review remaining salary from director position.
  - FRC has a potential \$24K in carry-over.
  - L. Cavin reported that Department of Finance is looking better.

6. Action Items – None

7. Consortium Director’s Report

- 7.1 <sup>Ⓜ</sup> Review CAEP State Guidance
  - Review Fiscal Year 2019–20 Program and Accountability Requirements for Student

## Outcome Data Collection and Submission

- Review CASAS Data Reporting Webinar – July 21, 2020

### 7.2 CAEP Deadlines - Upcoming

- August 2020

Aug 1: Student Data due in TOPSPro (Q4) FINAL

Aug 15: Annual Plan for 2020-21 due in NOVA

- September 2020

Sep 1: 18/19 and 19/20 Member Expense Report due in NOVA (Q4)

Sep 1: July 1, 2019 to June 30, 2020 program area expense estimates in NOVA

Sep 30: 18/19 & 19/20 Member Expenses certified by Consortia in NOVA (Q4)

Sep 30: 20/21 Member Program Year Budget and Work Plan due in NOVA

Sep 30: End of Q1

- October 2020

Oct 30: 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA

Oct 31: Student data due in TOPSPro (Q1)

- December 2020

Dec 1: July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium

Dec 1: 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1)

Dec 31: 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1) / Dec 31: End of Q2

### 7.3 Plumas USD Program Update:

- B. Miller reported that there is an uptick in activity and enrollment. Delivering classes to 16 volunteer fire department members. Aug 8 will do a fire line burn. A second class in Greenville will be scheduled due to need. Working to come up to speed on WIOA.

### 7.4 Sierra County Program Update:

- W. Jackson is seeing additional activity and enrollments and 2 completions. EMS class completed with 4 people. Will offer class again in the fall. Certificate of Occupancy issued for the new building. W. Jackson and K. Warren are holding regular meetings as site principals; collaboration is going extremely well. Been working with a few counties that are interested in implementing a fire academy on shared interests and collaborations.

### 7.5 Feather River College Program Update:

- D. Lerch: GoTeach and Jail Culinary are on track. B. Miller still working to get into the jail with HSE programs. Critical time during the pandemic for child care programs, so GoTeach has become even more relevant.

### 7.6 Marketing & Social Media Update: Phoenix Design

- Remove Wendi James as contact on web site
- Chester/Lake Almanor needs marketing; Most clients come from Portola and Quincy. D. Lerch suggested reaching out to Tracy Holt at AWD for input.
- Postal Mailer: M. Rosin to get quote from Phoenix Design and Direct Connections

## 8. Announcements

### 8.1 2020-21 FRAEC Board Meeting Dates

- August 13, 2020 (1:00 – 2:00) Annual Plan Vote; Review Q4 DIRs
- September 17, 2020 (1:00 – 2:00) Review Q4 Fiscal; Draft Program Area Expenses
- October 14, 2020 (1:00 – 2:00)
- November 19, 2020 (1:00 – 2:00) Review Final Program Area Reports

- December 17, 2020 (1:00 – 2:00)
- January 22, 2021
- February 21, 2021
- March 20, 2021 (CFAD Discussion)
- April 16, 2021 (CFAD Vote)
- May 15, 2021
- June 19, 2021 (Annual Plan Retreat)

Aztec Software renewal: D. Lerch received notification. B. Miller not interested in renewal. W. Jackson uses it regularly. Will be added to August Board Meeting Agenda.

9. Adjournment – 11:40 p.m.; Motion by W. Jackson; 2<sup>nd</sup> by D. Lerch

Approved Unanimously