



Feather River Adult Education Consortium – Board Meeting MINUTES

ZOOM: <https://us02web.zoom.us/j/85324020152>

Monday June 29, 2020 (12:00 p.m. – 1:30 p.m.)

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

[Ⓜ] 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 at least three days before the meeting date.

Attendance (v = voting member)

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

Community Stakeholders

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Call to Order – 12:00 p.m.

1. Approval of Agenda

Motion by J. Berardi; 2nd by D. Lerch

- W. Jackson questioned Item 5.5. K. Warren requested closed session, asked for clarification. J. Berardi noted that M. Rosin is a consultant; now can he be evaluated. W. Jackson noted that as a consultant retention can be discussed. K. Warren would like to discuss an evaluation mechanism. D. Lerch noted that consultants are not employees, so it is not a regular employee evaluation; providing feedback is appropriate and process should be discussed in open session, but personal and personnel should be closed session.

2. Approval of Minutes: [Ⓜ]June 24, 2020

Motion by D. Lerch; 2nd by K. Warren

- W. Jackson: add to 6.1: “no reason given for not approving NOVA”

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. Director’s Report

4.1 New WIOA MOUs needed with Alliance for Workforce Development

- K. Warren to lead for PUSD

- W. Jackson to lead for SCOE

- T. Holt, AWD, has existing MOUs for shared services and space; local MOUs. Larger MOU needs to be signed with regional workforce development board. State notifies local about WDB. NORTEC will be put in touch for the development of the federal MOU (Andrea).

5. Discussion Items

5.1 Annual Plan

5.1.a [Ⓜ]CAEP State Guidance – Annual Plan Guidance Webinar

5.1.b Review of Annual Plan Template

5.1.c Review of 2019-20 Annual Plan / Additions & Deletions

5.1.d New Strategies for 2020-2021

5.2 Director Position

5.2.a Consortium Director job description

- W. Jackson: should counseling services be added to job description? D. Lerch noted that might not be able to support, or find, such a person, but could link to already established counseling services. J. Berardi recommends not adding.

5.2.b Salary - \$54K (based on salary schedule of employing district); L. Cavin noted this could be a .25 or .30 position

5.2.c Employer of record

- PCOE and SCOE interested. K. Warren asked about the criteria for making this decision; population and central location to FRC. W. Jackson noted a lack of equity in how the consortium has treated Member District; no invitation to “consortium” events hosted by PUSD; housing consortium director outside Quincy would lend equity to the Consortium as a whole. K. Warren noted better job description and reporting structure. Change in staffing will result in a new beginning. J. Berardi asked if there is any guidance; no other than historically position went with fiscal agent, which is no longer the case. W. Jackson noted that budgets are not set and could change again; proposed waiting on this discussion until budgets are set and leadership discussion can take place. Training for new director is limited due to COVID and lack of face to face training opportunities for various computer systems and connecting with individuals who are needed as partners; being prudent in how we spend money is of paramount importance in the current environment (budget and COVID); tax revenue base will impact funding. J. Berardi noted that local training would be difficult; comfortable with M. Rosin moving the consortium forward; understands the need for a local person, but we have a competent person guiding us currently. W. Jackson noted that we had a director who was trained for 2 years, but the person chose to leave the position. D. Lerch noted the budget uncertainty shouldn’t necessarily delay plans for improving the consortium; if director role will improve consortium, then we should move forward with someone who can devote more time to Plumas and Sierra Counties; M. Rosin provides stabilizing presence with state and would be scaled back over time; people leave positions and can be destabilizing at any time; if there is value in hiring a local director, then we should move in that direction; develop a clear and collegial way for who to host the position. W. Jackson appreciated comments from D. Lerch. J. Berardi asked if we need to move forward with plan now. W. Jackson asked if we truly need a director and place value in this position? J. Berardi noted that a .25 position is difficult to fill, not against it, but a challenge. Compliance issues are important and M. Rosin has this skill set. K. Warren agreed but local needs can be better addressed by local talent; suggested discussing 5.5. J. Berardi recognized the local need and that students need to be first. D. Lerch would like to avoid conflict and strife in consortium management. W. Jackson noted the February FRAEC Meeting where principals agreed to co-lead the consortium; develop relationships that are lacking, give leadership to each agency, and help to correct the miscommunication issue between Member agencies; need to grow and develop together so we can work together; both districts were working together to develop curriculum and build trust, but ended when previous director left the consortium. J. Berardi clarified that K. Warren is the principal for Plumas Adult School. D. Lerch noted

that the workload needed to be addressed in the hiring process, but does like W. Jackson's shared leadership proposal. T. Oestreich noted appreciation of discussion and lots of opportunity to look at things differently.
DISCUSSION TABLED UNTIL NEXT BOARD MEETING.

- 5.2.d Posting of position
- 5.2.e Appointment of hiring committee

5.3 PCOE Budget Reallocation of Remaining Carry-Over Funds
– DISCUSSION TABLED UNTIL AFTER Q4 FINANCES ARE REPORTED IN NOVA

- \$31,262.00 from PCOE to FRC from 2018-2019 FY allocation;
- \$11,111 from PCOE to PCOE from 2018-19 FY allocation (no allocation amendment needed);
- \$37,472.00 from PCOE to PUSD from 2018-2019 FY allocation;
- \$30,290.00 from PCOE to SCOE from 2018-2019 FY allocation.

Agenda Items 6.5, 6.6, 6.7: Reallocation of Remaining 2018-2019 Funds				
Member Agency		% of Consortium Allocation	NOVA Allocation Amendment From PCOE	
Remaining 2018-19 Carryover	\$110,135			
Feather River CCD		28.38%	\$31,262	
PCOE		10.09%	\$11,111	
PUSD		34.02%	\$37,472	
SCOE		27.50%	\$30,290	
Total Allocated to Members		100.00%	\$110,135	

5.4 PCOE/PUSD Vehicle Purchase – Resolution of Question Raised at 6.24.2020 Meeting
- K. Warren noted that these funds are not being used for a PUSD vehicle.

Motion to adjourn at 2:06 pm and reconvene at next FRAEC Board Meeting
Motion by D Lech; 2nd by J. Berardi

5.5 Evaluation of Consultant

6. Closed Session – As Needed

7. Action Items – None

8. Adjourn to FRAEC Working Group
Motion by ; 2nd by