



Feather River Adult Education Consortium – Board Meeting MINUTES

ZOOM: Location: <https://us02web.zoom.us/j/85923893558>

Thursday January 21, 2021 (1:00 p.m. – 2:00 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 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 checked="" type="checkbox"/> Brad Miller	<input checked="" type="checkbox"/> Bob Buchanan
	<input checked="" type="checkbox"/> Lisa Cavin	<input type="checkbox"/> Mallory Marin	<input checked="" type="checkbox"/> Karen Miller	<input type="checkbox"/>
SJUSD/SCOE	<input checked="" type="checkbox"/> Wendy Jackson (v)	<input checked="" type="checkbox"/> James Berardi (v)	<input type="checkbox"/> Nona Griesert	<input type="checkbox"/>

Community Stakeholders

Call to Order: 1:02 pm

1. Approval of Agenda Motion by D. Lerch; 2nd by K. Warren
Motion Carried

2. Approval of Minutes: [Ⓜ]December 17, 2020 Motion by D. Lerch; 2nd by K. Warren
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.

- K. Warren welcomed B. Buchanan; serving in part-time role in multiple departments including supporting Consortium with vendor requisitions and invoice processing; based in Quincy

4. Closed Session – None Requested

5. Discussion Items

- 5.1 Disbursement of the \$54K that is being held by PCOE for a director position for 2020/2021
 - W. Jackson has been growing CTE programs; Jan 9 graduated 9 Advanced EMTs that will support Sierra, Plumas, Nevada, Butte Counties; Sierra County Fire Chief is now advanced EMT and will become instructor for Loyalton side of Sierra County; Credential approval process ongoing from NorCAL to accredit instructor and open a paramedic academy in region; COAEMSP is accreditation agency for emergency services programs; in “letter of review” process; needs to purchase equipment for new paramedic program; Request for \$54K to augment and expand programs for all three Members; Sierra County requests \$23K for one-time, start-up funds to purchase equipment for paramedic program that will service the Northern Sierra region
 - K. Warren supports sharing funds, but wants to explore 2021-2022 funds to ensure programs remain fully funded

- W. Jackson noted that CTE programs have a higher start-up costs compared to K-12 programs; would like Board to consider one-time purchases to support programs that are self-sustaining; Working with WDB WIOA Title I to pay for some costs which would defer Consortium costs with goal of offsetting 2021-2022 costs; Look at program need rather than enrollment numbers for one-time purchases; will also explore applying for Perkins funding of CTE program
- D. Lerch noted that not much will be learned in the next month; more likely state budget changes at the May Revise; would support putting these funds to use; suggest using program enrollment as an allocation formula, but recognizes start-up costs of CTE programs; suggest starting from program enrollment numbers then looking at specific program-driven costs; FRC is not projected to need any portion of this funding; asked K. Warren about formula driven by student enrollment and data points to use for allocation
- K. Warren suggested looking at the DIR; fire program also has costs as does the HSE programs; CTE may have more start-up expenses, but HSE programs require more time; suggests creating a funding allocation formula that can be used moving forward; suggest using February Board meeting to examine DIRs as well as more information regarding the Governor's Budget
- D. Lerch asked about how other consortia approach fund disbursement; M. Rosin noted that some use enrollment numbers vs start-up one time allocation models
- W. Jackson has a cap on enrollment based on accrediting guidelines for CTE programs, which would skew data; EMT is capped at 10, Culinary is capped at 5; Sierra's primary drive is CTE and GoTeach (expanding to current 17 enrolled)
- February Board to discuss data, financial requests; Members to submit summary sheets to include in the Board packet

6. Action Items – None

7. Consortium Director's Report

7.1 CAEP Deadlines - Upcoming

- 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 - **COMPLETED**
- Dec 1: 18/19, 19/20, & 20/21 Member expense report due in NOVA (Q1) - **COMPLETED**
- Dec 31: 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1) / Dec 31: End of Q2 – **COMPLETED**

- January 2021

- Jan 31: Student Data due in TOPSPro (Q2)

- February 2021

- Feb 28: Preliminary allocations for 2021-22 and 2022-23 released by this date.

- March 2021

- Mar 1: 18/19 and 19/20 and 20/21 Member Expense Report due in NOVA (Q2)
- Mar 1: Close out of 18/19 Member Funds due in NOVA
- Mar 31: 18/19 and 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q2)
- Mar 31: Close out of 18/19 funds in NOVA certified by Consortia in NOVA
- Mar 31: End of Q3

- April 2021

- Apr 30: Student Data due in TOPSPro (Q3)

- May 2021

- May 2: CFADS for 2021-22 due in NOVA

- June 2021

- Jun 1: 19/20 and 20/21 Member Expense Report due in NOVA (Q3)
- Jun 30: 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3)
- Jun 30: End of Q4

7.2 2021-2022 CAEP Allocations

Governor Newsom released his 2021-22 proposed budget on Friday, January 8. In the proposed budget is an \$8.1M increase to the CAEP consortia allocation. The 21-22 Preliminary CAEP Allocation Schedule will be released by the end of next month as part of the CFAD certification process due on May 2, 2021.

7.3 Plumas USD Program Update:

- B. Miller: Total graduates 12 for FY; Working to administer post-tests; looking to hire staff for ESL via WIOA; new fire Basic 32 class scheduled for weeks of February 20 & 27; W. Jackson will share information with Sierra fire chief.

7.4 Sierra County Program Update:

- W. Jackson: GoTeach current enrollment at 17; entering MOU for multiple county agencies; GoTeach now includes teacher teaching PK and K and Sierra Toddler Towers; some enrollees taking classes with Butte and other local colleges; EMT and EMS going well, courses are being offered every 3-4 months with 100% completion and certification rate; 2 new HSD program enrollments; working through process for paramedic and waiting for health department decision on culinary

7.5 Feather River College Program Update:

- D. Lerch: All going well.

7.6 Marketing & Social Media Update: Phoenix Design

- W. Jackson has photos to post and will maintain signature releases

8. Announcements

8.1 2020-21 FRAEC Board Meeting Dates – All meetings 1:00 – 2:00)

- February 18, 2021 (Review Preliminary CAEP Allocations for 2021-2022)
- March 18, 2021 (CFAD Discussion)
- April 15, 2021 (CFAD Vote)
- May 20, 2021
- June 17, 2021 (Annual Plan Retreat)

8.2 Conferences

- February 4, 2021: CAEAA – Virtual
- March 11, 2021: ACCE – Virtual
- March 21 – 24, 2021: COABE – Virtual
- March 3, 2021: CCAOE – Virtual
- April 21 – 23, 2021: CCAE – Virtual
- April 30 – May 1, 2021: Career Non-Credit Education Institute – Virtual
- June 14 – 16, 2021: CASAS – Virtual

9. Adjournment – p.m.; Motion by W. Jackson; 2nd by K. Warren