



Feather River Adult Education Consortium – Board Meeting MINUTES

ZOOM: Location: Location: <https://us02web.zoom.us/j/81672595217>

Thursday February 18, 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 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 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
2. Approval of Minutes: [Ⓜ]January 21, 2020 Motion by D. Lerch; 2nd by W. Jackson
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 Disbursement of the \$54K that is being held by PCOE for a director position for 2020/2021
 - [Ⓜ]Plumas County Proposal
 - K. Warren explained a couple options based on the criteria noted on spreadsheet in board packet. 1. Multiple Measure: W. Jackson noted that all criteria are weighted at 20%, but instructional hours are higher for CTE hours. Asked that instructional hours criteria be raised to be highest weighted criteria. B. Miller noted that in meetings with CASAS, the Plumas instructional hours have been underestimated by 3 – 4x. W. Jackson asked for clarification on estimating hours. D. Lerch thanked the group for the effort that went into this multi prong approach. L. Cavin noted that this is a starting point for how to look at these factors and structure looking at future modeling for funding, but recognized that FRC uses different criteria. M. Rosin noted that other consortia are also dealing with disbursal of unspent funds. 2. Census Data: K. Warren noted that this is simply based on census data.
 - [Ⓜ]Sierra County Proposal
 - W. Jackson submitted a proposal with background information about how current funds are being spent. Noted that the Plumas program is different from Sierra in the different needs from students (CTE focus rather than ABE/HSE/D). In past 15 years, 99-

100% of students have graduated high school, so there is not a need for diploma completion programs. Therefore, focus has been on CTE for employment, but with a focus on residing in the county (possibly working in neighboring counties). Workforce training is the consensus outcome of community focus groups. Go Teach program has expanded to reach more participants. Following state guidance to create partnerships, industry, to grow employment base and skills needed for labor market entry. Meeting needs of the region by creating training programs that are being asked for: EMT and now paramedics. Butte and American River offer paramedic programs but they are full, unless you are a current employee of a fire department. Speaking with Colby Franklin CTE Consultant for CDE; Vicky Prater; Michelle McIntosh Consultant for Perkins; There is no magic bullet for delivery of this program, but should look at community need and outcomes achieved by participants. Go Teach ECE participants have seen a \$2/hour raise in pay and higher retention rates; centers are no longer on the “watch list” for having the required number of staff/students. EMS programs are having similar impact: all fire districts have minimally 3 advanced EMTs (not had before) and received funding for a second paramedic. But, still a need for more paramedics. LMI information projects these occupations will increase for Nevada County, Lassen, Plumas, Sierra, Eastern Placer of more than 100 positions. 50% of Sierra residents work in N. Washoe County which has a projected increase of 350 positions in EMT/Paramedics. Contacted Banner Hospital and Northern Nevada Medical Center to be partners for internships and potential hiring graduates when positions become open. Ask: Examine need for community and the impact on the region to start a paramedic program. Ongoing funding process has been started and coordination with WDBs is underway to refer clients for training. Fire districts have brought ~\$200K to the program via salaries and equipment support, but need funds for mannequins to start the program. Will share industry partner letter with the board as well as values of the funding needed.

- K. Warren asked about the FRC EMT1 course. D. Lerch runs the program each semester, has not seen unlimited demand, rather has enough students to sustain the class. FRC has not developed an advanced EMT class, or paramedic class, but had a barrier with NorTec in getting enough practicum hours for higher level responses. W. Jackson noted that Eastern Plumas and the Downieville side have ambulance services but don't have a lot of emergency hours; therefore, has expanded reach to further areas within the region.

- D. Lerch asked about providing services in another district's boundaries. W. Jackson noted a difference between instructional hours and practicum hours and that leaving the jurisdiction is ok if needed time is not available within the boundary. D. Lerch follow up with question about benefits and downfalls for the funding models proposed; What services are not being provided to our community members? Thinking about the relative nature of the services offered to the community members in the communities we serve, rather than focusing on a regional need; Does the provision of regional needs outweigh the more local needs of the 2 counties FRAEC serves? W. Jackson noted that in regards to paramedics, if there is no place for existing providers to send people for training, we would be serving the local need first. What percent of completers are being hired within the district and meet the workforce needs? W. Jackson stated that there are 37 people on the waitlist for these programs of which 3 are not Sierra County residents (from Lassen County/Patty Gunderson, LCOE Superintendent) and all have

made application for work inside/outside Plumas and Sierra but live in the counties and bring their income back to the counties served by FRAEC.

- D. Lerch asked if this proposed program is appropriately sized for the local need? W. Jackson responded that the expected growth is 6% higher than all other growth areas across industry sectors. EDD and BLS/LMI supports the growth of this sector.

- D. Lerch asked B. Miller for updated information on instructional hours. B. Miller will update actual hours based on remote work online and in print instructional materials. W. Jackson to update actual hours, also.

- W. Jackson would like to apply for WIOA 243 funding for ESL/IELCE as a co-application of Plumas doing ESL and Sierra doing ESL. CDE consultants suggest a co-application.

- ²Q2 DIRs (Plumas and Sierra)

- D. Lerch would like to see updated instructional hours as it is the key point of reflecting costs of programs. Both districts can do valuable things with the funds and likes the formula-based approach which avoids pitting competing needs against each other. Endorses the formula/multiple measures approach. W. Jackson and B. Miller to provide updated actual instructional hours for consideration. W. Jackson would like to look at the \$54K as a one-time reallocation since both programs are quite different and CTE programs cost more than ABE/HSE programs. CTE required initial investment in equipment.

6. Action Items – None

7. Consortium Director's Report

7.1 CAEP Deadlines - Upcoming

- **January 2021**

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

- **February 2021**

- Feb 10: Preliminary allocations for 2021-22 and 2022-23 released by this date – **RELEASED**

- **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)
- ²Mar 31: Close out of 18/19 funds in NOVA certified by Consortia in NOVA
Guidance Webinar in Board Packet
- 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 ²CAEP Preliminary Allocations – 2021-2022

- ²Preliminary CAEP 2021-2022 Allocations
2020-2021 = \$832,637

2021-2022 = \$845,126 (COLA increase of \$12,489)

- 7.3 CAEP Guidance: Policy on Program Fees
- 7.4 CAEAA Report Out – Virtual Conference, February 4, 2021
- 7.5 Plumas USD Program Update:
 - B. Miller:
- 7.6 Sierra County Program Update:
 - W. Jackson:
- 7.7 Feather River College Program Update:
 - D. Lerch:
- 7.8 Marketing & Social Media Update: Phoenix Design
 - New Plumas ESL Ad on Facebook, Instagram and Web Site



The advertisement features a central graphic with the word "ENGLISH" in large, colorful letters. Above it are icons for "LANGUAGE", "TALK", and "CONVERSATION". Below it are icons for "VOCABULARY", "STUDENT", "ESSAY", and "WRITING". The text "CLASES DE INGLES GRATIS" and "FREE ENGLISH CLASSES" is prominently displayed. Below this, it provides contact information: "Envie un mensaje de texto al (530) 680-9831 para obtener más información. Text (530) 680-9831 for more information." It then lists three locations with their respective schedules:

- QUINCY**
Martes comenzando el 2 de marzo a las 5:30-7:30
501 Main St (frente al Palacio de Justicia)
Tuesdays beginning March 2nd at 5:30-7:30
501 Main St (across from the Courthouse)
- PORTOLA**
Miércoles comenzando el 3 de marzo a las 5:30-7:30
CRC Elementary, Aula 4
Wednesdays beginning March 3rd at 5:30-7:30
CRC Elementary, room 4
- PORTOLA**
Jueves comenzando el 4 de marzo a las 5:30-7:30
CRC Elementary, Aula 9
Thursdays beginning March 4th at 5:30-7:30
CRC Elementary, room 9

8. Announcements

- 8.1 2020-21 FRAEC Board Meeting Dates – All meetings 1:00 – 2:00)
 - March 18, 2021 (CFAD Discussion)
 - April 15, 2021 (CFAD Vote) – **Can move to April 16?**
 - May 20, 2021
 - June 17, 2021 (Annual Plan Retreat)
- 8.2 Conferences
 - 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

8.3 Events:

1. Advancing Innovation in Adult Education Webinar

Date/Time: **Tuesday, February 23, 2021 / 2:00 p.m. - 3:00 p.m. EST**

Registration: <https://bit.ly/373HRLb>

Join the Advancing Innovation in Adult Education Project during Career and Technical Education (CTE) Month for this one-hour webinar showcasing the benefits of strong partnerships between adult education programs and workforce partners.

Special Guests:

Cheryl Keenan, Director, Division of Adult Education and Literacy, U.S. Department of Education, Office of Career, Technical, and Adult Education

Sharon Lee Miller, Director, Division of Academic and Technical Education, U.S. Department of Education, Office of Career, Technical, and Adult Education

Participant Agencies

Bridges to Careers Expansion, Rochester Adult Literacy at Hawthorne, Rochester, MN

Career Pathways, South Bay Adult School, Redondo Beach, CA

Certified Clinical Medical Assistant, Jennings County Education Center, North Vernon, IN

Connections 101, Great Falls Career and College Readiness Center, Great Falls, MT

PluggedIn Virginia Boot Camp, Peninsula Regional Education Program, Newport News, VA

2. Free ICAN Safe Workforce, Safe Workplace Training & Certificate

Date/Time: Wednesday, February 24, 2021 / 1:00 p.m. - 2:00 p.m. PST

Registration: <https://register.caladulthood.org/index.cfm?fuseaction=detail&id=463>

The Infection Control for All Now (ICAN) Certificate/Digital Badge is now free online for educators and industry professionals. Join members of the Workforce Economic Development Division, California Community Colleges Chancellor's Office as they provide information on the new ICAN program. Specifically, the ICAN program provides:

- Free, self-paced two-hour training program for non-health workers to educate employees on preventing the spread of disease.
- Built on CDC and CDPH content with industry input. Those who complete the course earn a Digital Badge and Certificate in one of seven areas: Distribution Center (Warehouse), Lodging Customer Service, Culinary Service, Engineering & Maintenance, Contracted Service and Housekeeping and Retail Customer Service.
- Developed in Canvas for ease of adoption by educators.
- A collaboration of the Health Workforce Initiative and Retail/Hospitality/Tourism Initiative, Workforce Economic Development Division, California Community College Chancellor's Office.

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