



Feather River Adult Education Consortium – Board Meeting MINUTES

In-Person Meeting: 501 Main Street, Quincy, CA

Monday August 7, 2023 (1:00 p.m. – 2:00 p.m.)

THIS MEETING WILL BE HELD VIA ZOOM; THE PUBLIC IS INVITED TO PARTICIPATE

<https://us02web.zoom.us/j/85432823957>

⌘ 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 type="checkbox"/> Melissa Leal (v)	<input checked="" type="checkbox"/> Steve Dutton	<input type="checkbox"/> Mallory Marin	<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

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Call to Order: 1:04 p.m.

1. ⌘ Approval of Agenda

Motion by: W. Jackson; D. Lerch

Agenda Item Number: 1			
Motion: Approval of Agenda			
Motion by:			
Second by:			
Member Name	YEA	NAY	Abstain
Feather River College – Derek Lerch	X		
Plumas USD – Melissa Leal			
Sierra COE – Wendy Jackson	X		

2. ⌘ Approval of Minutes: June 5, 2022

Motion by: D. Lerch; W. Jackson

Agenda Item Number: 2			
Motion: Approval of Minutes – JUNE 5, 2023			
Motion by:			
Second by:			
Member Name	YEA	NAY	Abstain
Feather River College – Derek Lerch	X		
Plumas USD – Melissa Leal			
Sierra COE – Wendy Jackson	X		

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 ✕ 2023-2024 FRAEC Annual Plan
W. Jackson noted how the Annual Plan is reflective of the progress being made by the Consortium.
- 5.2 Allocation Amendment: \$10,377 from PUSD to PCOE to meet MOU set-aside requirement
M. Rosin explained that this is a shift of funds to meet the MOU requirements.
- 5.3 ✕ CAEP Final Consortium Allocations Letter for 2023-24
- 5.4 ✕ CAEP FY 2023-2024 COLA Allocation Update
- 5.5 ✕ Review of Q4 Student Data

Agency	2022-2023 Enrollments
Feather River College – Mise en Place (72) – Go Teach (39)	111
Plumas Adult School	114
Sierra County Schools for Adults	128
TOTAL	353

- 5.6 Application for ELL Healthcare Pathways Funding
M. Rosin explained that this is still being discussed by CCCCO and CDE, but we are waiting for more information. Timeline and application authority are key sticking points.

6. Action Items

- 6.1 Approve FRAEC 2023-2024 Annual Plan Motion by: W. Jackson; D. Lerch

Agenda Item Number: 6.1			
Motion: Approval of FRAEC 2023-2024 Annual Plan			
Motion by: W. Jackson			
Second by: D. Lerch			
Member Name	YEA	NAY	Absent
Feather River College – Derek Lerch	X		
Plumas USD – Melissa Leal			X
Sierra COE – Wendy Jackson	X		

- 6.2 Approve Allocation Amendment: \$10,377 from PUSD to PCOE to meet MOU set-aside requirement

Agenda Item Number: 6.2			
Motion: Approval of Allocation Amendment up to \$10,377 from PUSD to PCOE to meet the \$30,000 MOU set-aside requirement.			
Motion by: D. Lerch			
Second by: W. Jackson			
Member Name	YEA	NAY	Absent
Feather River College – Derek Lerch	X		
Plumas USD – Melissa Leal			
Sierra COE – Wendy Jackson	X		

6.3 Approve Allocation Amendments to Reflect May Revised COLA:

Agency	2022-2023 Allocation	2023-2024 COLA	2023-2024 COLA	May Revise	2023-2024 Allocation
Feather River CCD	\$240,717	8.13%	\$19,570	\$217	\$260,504
Plumas Co. Office of Education	\$13,668	8.13%	\$1,110	\$12	\$14,790
Plumas Unified	\$393,284	8.13%	\$31,974	\$354	\$425,612
Sierra Co. Office of Education	\$275,524	8.13%	\$22,400	\$248	\$298,173
TOTALS	\$923,193		\$75,054	\$831	\$999,079

Agenda Item Number: 6.3			
Motion: Approve Allocation Amendments to Reflect May Revised COLA			
Motion by: D. Lerch			
Second by: W. Jackson			
Member Name	YEA	NAY	Absent
Feather River College – Derek Lerch	X		
Plumas USD – Melissa Leal			X
Sierra COE – Wendy Jackson	X		

6.4 Approve Applying for ELL Healthcare Funding

Discussion: Ongoing discussions at state level about apportionment versus grant. Questions submitted by M. Rosin on August 2. FAQs to be released by CCCC on Aug 8 to clarify. W. Jackson shared that SCOE is willing to be fiscal agent and N. Griesert to be grant manager. The following titles are named in the NOVA system for the grant:

Project Lead Contact (minimum 1 contact required): M. Rosin

Institution Project Fiscal Reporter: Feather River Adult Ed Consortium (minimum 1 contact required): SCOE

Plan Approver (minimum 1 contact required): M. Rosin

Fiscal Report Approver (minimum 1 contact required): N. Griesert

Agenda Item Number: 6.4			
Amended Motion: Approval to Apply for ELL Healthcare Funding with SCOE as Fiscal Agent, N. Griesert as Fiscal Report Approver, M. Rosin as Plan Approver, and pending additional guidance from CCCC and CDE (expected on or about Aug 8); FRAEC will revisit the activities and roles pending additional state guidance at the earliest possible date.			
Motion by: W. Jackson			
Second by: D. Lerch			
Amended Motion: W. Jackson; D. Lerch			
Amended Motion	YEA	NAY	Absent
Feather River College – Derek Lerch	X		
Plumas USD – Melissa Leal			X
Sierra COE – Wendy Jackson	X		
Member Name	YEA	NAY	Absent
Feather River College – Derek Lerch	X		
Plumas USD – Melissa Leal			X
Sierra COE – Wendy Jackson	X		

7. Consortium Director’s Report

7.1 CAEP Deadlines

August 2023

- Aug 15: Annual Plan for 2023-24 due in NOVA

September 2023

- Sep 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q4)

- Sep 1: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA
- Sep 1: 22/23 Certification of Allocation Amendment due in NOVA
- Sep 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4)
- Sep 30: 23/24 Member Program Year Budget and Work Plan due in NOVA
- Sep 30: End of Q1

October 2023

- Oct 30: 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- Oct 31: Student data due in TOPSPro (Q1)
- Oct 31: Employment and Earnings Follow-up Survey

December 2023

- Dec 1: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium
- Dec 1: 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
- Dec 31: 21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1)
- Dec 31: End of Q2

7.2 Conference Report-Outs

- June 13 – 15, 2023: CASAS Summer Institute – Anaheim, CA

<https://www.casas.org/>

S. Dutton reported positive networking; attended with faculty; learning experience; met with WIOA administrator from CDE (Corey Rayala); working to connect CTE with unions; focus on recording services; discussion on recording services on DIR.

- ~~— July 18 – 20, 2023: GED Annual Conference – New York, NY~~

~~www.ged.com/gedts23~~

7.3 Plumas USD Program Update (S. Dutton)

D. Sutton is working on adult ed website; adding paraeducator training and administrative assistant and construction CTE pathways. S. Callahan to join the adult school Aug 23.

7.4 Sierra County Program Update (W. Jackson)

W. Jackson started advanced EMT with 5 students; EMT basic starts in Downieville after Labor Day with 14 students enrolled; Building moving forward to house EMT lab in September. WASC 6 year granted.

7.5 Feather River College Program Update (D. Lerch)

D. Lerch reported that programs are moving forward; call scheduled for site visit with Barbara Endel; selected based on historical numbers

7.6 Marketing & Social Media Update: Phoenix Design

- Summer Mailer 2023: S. Dutton to share extra mailers; Direct Connection paid via check.

8. Announcements

8.1 2023-2024 FRAEC Board Meetings (All meetings at 1:00 pm)

2023-2024 FRAEC Board Meeting Dates – In Person / Virtual	
Monday, July 3, 2023 – NO MEETING	Monday, January 8, 2024 – VIRTUAL
Monday, August 7, 2023 – VIRTUAL – ANNUAL PLAN VOTE	Monday, February 5, 2024 – VIRTUAL

Monday, September 11, 2023 – VIRTUAL	Monday, March 4, 2024 – CFAD Discussion – VIRTUAL
Monday, October 2, 2023 – VIRTUAL	Monday, April 1, 2024 – CFAD Vote – In person
Monday, November 6, 2023 – VIRTUAL	Monday, May 6, 2024 – VIRTUAL
Monday, December 4, 2023 – VIRTUAL	Monday, June 3, 2024 – Annual Plan Retreat – In Person

8.2 Upcoming Conferences and Professional Development Opportunities

- September 5 – 7, 2023: CWA – Monterey, CA
<https://web.cvent.com/event/5e0251c1-a26f-4a2f-91ee-1f24bbcd0a6d/summary>
- September 14 – 15, 2023: CAEP Director’s Event – Sacramento, CA
<https://register.caladulthood.org/Home/EventDetail/640>
- October 24 – 26, 2023: CAEP State Summit – Hilton, Universal, CA
<https://register.caladulthood.org/Home/EventDetail/635>

Adjournment – 1:48 p.m.