



Sonoma County Adult Education Consortium Oversight Committee Meeting Minutes

DATE: August 24, 2022

CALL TO ORDER: Chair Nancy Emanuele called the meeting to order at 3:32 pm

ROLL CALL: Secretary Joan Barrie did a verbal roll call via Zoom. Members who were present at the meeting were: Nancy Emanuele, Georgia Ioakimedes, Samuelito Martinez, Daniela Kingwill, and Sharon Ferrer. Liz Liscum joined the meeting after roll call was done. Also, in attendance were Director of the SCAEC Marlyn Garcia, and Secretary for the SCAEC Joan Barrie. Rebecca Gallagher from Sonoma County Office of Education was also present as an observer.

WELCOME TO NEW COMMITTEE MEMBERS: Three new Committee members: Samuelito Martinez, Daniela Kingwill and Sharon Ferrer have been appointed to replace the previous representatives from Santa Rosa City Schools, Santa Rosa Junior College, and Windsor Unified School District respectively. Chair Emanuele asked everyone to give a brief introduction of themselves, their background, and interest in Adult Education.

APPROVAL OF MINUTES OF MEETING HELD ON June 15, 2022: Chair Emanuele asked if the Committee would be interested in building in some time during the meeting to do a quick review of the Minutes before voting to approve them. Sharon Ferrer commented that she would appreciate having that time in the meeting because it would help her to have the content be fresh in her mind and could ask questions if needed. Everyone agreed that taking up to five minutes to do a quick read through of the Minutes would be worthwhile to try out moving forward and then if there was consensus that it was not needed that could be decided at a later date. Secretary Barrie pointed out that for this particular set of Minutes, it probably did not make sense to do the review at this meeting because three members who were present at that meeting, are no longer members and are not present at this meeting. Therefore, there was not a quorum of the former members present that could vote to officially approve the Minutes of 6/15/22. Ms. Barrie proposed that a note be made in this set of Minutes that the Minutes from 6/15/22 could be approved by the two remaining members, Nancy and Georgia but not officially voted on to be adopted. Nancy made the motion, seconded by Georgia to approve the set of Minutes from 6/15/22 as is, with no formal vote taking place.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA: No members of the public were present and therefore, there were no public comments.

APPROVAL OF CFAD AMMENDMENT FOR FY 22/23: Director Garcia explained that the Oversight Committee members had previously voted to approve the CFAD document for FY 22-23. However, there was an increase of \$33,000 in the total allocation for the Consortium, so an Amended CFAD document has to be approved with regard to the increase, which slightly changes the three service provider allocations. The split of the increase will be given to the service provider agencies at the same percentage rate that they receive the overall allocation.



Georgia made a motion, seconded by Sharon to approve the CFAD Amendment for FY 22/23. The motion was unanimously passed with the following vote: **AYES: 6; NOES: 0; ABSENT: 0**

2022-23 ANNUAL PLAN FOR CONSORTIUM: Chair Emanuele asked Director Garcia to give an overview of the Three Year Plan (2022-2025) that was just adopted, and aspects of the Annual Plan. Director Garcia explained that the Consortium is responsible for developing strategies to attain goals that it establishes as priorities. One main goal in the Three Year Plan is to increase enrollment. This was based on enrollment having decreased during the COVID pandemic, especially in the areas of CTE because classes such as construction and landscaping were not able to be taught in person, and did not really translate to an online format, which was required during this time. Lack of technology also impacted some students in taking online classes. The goal for the first year (22/23) is to increase enrollment by 10%. Some of the strategies that will be utilized are: conducting group registration for classes in all areas, student follow-up, and professional development for instructors. Another goal that was identified in the Annual Plan (AP) is to focus on increasing CASAS testing, because this also fell during the pandemic. Also included in the AP is to continue the direct funding model to each of the three service provider agencies at the same percentage rates. Director Emanuele recommended that all members try to take some time to read through the AP because it gives an excellent summary of the history/background of the Consortium. She also added that other areas that are always included in the AP are: identifying gaps in services, meeting regional needs, addressing educational needs, integration of services in transition, improving effectiveness of services, and fiscal management. Director Garcia then explained that the official approval of the plan to the state is done through an online portal called NOVA. A motion to approve the Annual Plan was made by member Samuelito Martinez and seconded by Georgia Ioakimedes. The motion was unanimously approved by the following vote: **AYES: 6, NOES: 0; ABSENT: 0**

ESTABLISH REGULAR DAY AND TIME FOR REGULARLY SCHEDULED OVERSIGHT COMMITTEE MEETINGS FOR FY 22/23: After some discussion, it was agreed that in keeping with the established bylaws, the committee meetings for the FY 22/23 year would occur every other month starting in September continuing in November, January, April (due to spring break in March and needing to vote on the yearly allocation before May 2nd), and May. It was decided to do the third Wednesday of the month most months and the time frame of the meetings will be 4:30 – 5:30 PM. The established dates are: Wed. Sept. 21, 2022, Wed. Nov. 16, 2022, Wed. Jan. 18, 2023, Wed. April 19, 2023 and Wed. May 17, 2023.

INFORMATION ITEMS

Director's Report: Director Garcia gave a brief overview of the fall 2022 classes starting at SRJC and that some of them are back in person. There were no other official items for the entire Consortium.



Member Reports and Announcements: Chair Emanuele summarized the same for PAS as did Georgia for SCOE.

Requests for Information: Chair Emanuele asked that Director Garcia provide a list of the SRJC staff members with a brief description of their various roles and responsibilities, such as flyers, website updates, and/or specific class focus. Nancy stated that she would do the same for PAS. She also suggested that all the Service Providers give a brief presentation of the classes and services that they provide. This will be scheduled for the next meeting.

ADJOURN: Chair Emanuele adjourned the meeting at 4:26 pm.