



Sonoma County Adult Education Consortium Oversight Committee Minutes

DATE: April 19, 2023

TIME: 4:30 PM - 5:30 PM, Via Zoom Meeting

CALL TO ORDER: Chair Nancy Emanuele called the meeting to order at 4:32 pm

ROLL CALL: Secretary Joan Barrie took a verbal roll call. Present at the meeting were: Nancy Emanuele, Samuel Martinez, Georgia Ioakimedes, Daniela Kingwill; Absent were: Sharron Ferrer, and Liz Liscum. Also present at the meeting were: Director Marlyn Garcia and Secretary Joan Barrie

APPROVAL OF MINUTES OF MEETING HELD ON January 18, 2023:

After a quick review, Georgia made a motion seconded by Samuel to approve the Minutes of January 18, 2023. The Minutes were approved by the following vote: **AYES:** 4; **NOES:** 0; **ABSTAIN:** 0; **ABSENT:** 2

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA:

No members of the public were present and no comments were made.

BUDGET CONSIDERATIONS:

A. Release of 2023-24 Preliminary CAEP Allocations

The proposed allocation for the new fiscal year FY 23/24 for the entire consortium is \$3,111,198.00.

B. Discussion of new law regarding Carry-over Funds- AB 1491

Director Garcia explained that since the Consortium was first established in 2016, the three service providers, SRJC, Petaluma Adult School and SCOE have had some carry over of funds year to year. For SRJC, the main reason was that in the first two years of the allocation, the Adult Education program was brand new and not fully staffed. Classes also had to be approved, which took time. Other natural disasters such as the Tubbs fire in 2017 and the pandemic shut down the classes and it took awhile to recover from that as well.

Petaluma Adult School only has a small percentage of carry over because they already had a program established and this is also the only source of funding to run their entire Adult Education program, including the cost of paying teachers, which SRJC does not have. SRJC teachers are paid through apportionment through the college.

SCOE had carry over the last 3 years mainly because they could not conduct their in Person construction classes during the pandemic. These are hands-on classes that could not be converted to an on-line format.

Marlyn mentioned that the carry over of funds happens with many consortiums as well as ours so the new bill, **AB 1491** was passed to limit the amount of carry-over of funds to 20% of the entire allocation for the whole consortium. Marlyn shared that the purpose of the bill is not for the State to take away funds if there is more than 20% carry over, but any consortium that has more than 20% in carry over funds will need to submit an expenditure plan to get the carry over below 20%. This will be implemented at the end of next year. So, when the last quarterly expenditure report is submitted in September 2024, that is when they will look at the percent of carry-over. In response to the new bill, Marlyn has already started spending down the funds for SRJC by purchasing 60 laptops to add the student loaner program and also spending a lot on marketing for the classes, and staff travel.

By-Laws Discussion:

Marlyn reported that the Consortium By-laws will need to be updated to include a section on the new bill requirement about needing to limit the amount of carry-over of funds to 20%. One thing that the Consortium can decide is if they want to establish an individual percentage for each service provider as their portion of the total 20% limit of carry-over.

Nancy asked if there could be a brief discussion on the pros and cons of assigning a specific percentage of carry-over to each service provider. She believes it would be for the good of the consortium as a whole, if no individual percentage was set. She stated that she believes that both SRJC and SCOE are very motivated to spend the funds down so that we are not forced into having to submit an expenditure plan which would require more "hoops" to go through with the State. Georgia agreed and also reiterated that SCOE has already volunteered to reduce their allocation for this coming year to help in the process.

Nancy suggested that putting a specific percentage on each service provider could be looked at again after the two-year period and if it seems appropriate, the Bylaws can be updated again. Marlyn reminded the group that the Bylaws can be updated at any time. She also reminded the members that after the review of the expenditures over the next two years, if there is an unfunded member that wishes to come forward to propose doing some programing to receive some of the allocation, that can also be discussed.

ACTION: APPROVAL OF CONSORTIUM FISCAL ADMINISTRATIVE DECLARATION (CFAD) FOR THE 2023/2024 FISCAL YEAR

Marlyn shared a chart that showed the Consortium allocations since FY 2015/16 including the breakdown of funds for each of the three service providers. The percentage of funds that each service provider has received from then until now has been almost the same. In FY 17/18, it changed by less than a percentage point, but has remained constant after that.

Marlyn went on to explain that the CFAD document needs to be approved and submitted as is, even though SCOE is giving up 50% of their allocation for FY 23/24. The reason that this change is not going to be shown in the official CFAD document is because it would permanently change the allocations and that is not what we want. The reduction of funds for SCOE (\$120, 000) will only be for this coming year. Once the CFAD is submitted and approved, Marlyn will do a CFAD **amendment** that will show the reduction of funds to SCOE and the 50/50 split of that total reduction amount between SRJC and PAS. Marlyn will send an email to the members letting them know when the amendment document is in NOVA so that they can go in and approve it.

Nancy asked if the vote to approve the CFAD could actually be done because not all of the members were in attendance and she thought that all had to be present to do the vote. Marlyn thought that perhaps the vote could be completed with the absent members via e-mail, but she said she would check with the State to make sure. If she is told that it is not allowed, then she will call an emergency committee meeting just to vote on the CFAD.

Samuel suggested that a vote be taken with the members who were present in case it could be accepted with the other two members voting by e-mail.

Samuel made a motion, seconded by Daniela to approve the CFAD document as presented. The motion was carried by the following vote: AYES: 4; Noes: 0; ABSTAIN: 0; ABSENT: 0

Announcements:

Marlyn reported that she met with Samuel Martinez about partnering with Santa Rosa City Schools to hold classes in some of their schools. Some site visits were conducted and it was decided that classes will be offered at James Monroe Elementary and Cesar Chavez Language Academy (CCLA) in the coming fall 2023 term. She mentioned that Samuel also suggested having classes for the parents that would focus on helping them to navigate the education system. Marlyn said that she can meet with Nancy about the logistics involved of offering this type of class. Samuel also mentioned that the head SRCS psychologist has put together a list of parent needs and topics for potential classes and workshops.

Daniela shared that she was pleased that SRJC ESL classes will be offered at Monroe and PAS in the coming fall term and they have also hired some new ESL teachers with one more interview happening in May!

Nancy asked Marlyn if there has been any movement with the Dual Enrollment Program Coordinator position. She replied that nothing has happened yet, but they are working on it and it needs to be done by June 30th. However, a partnership with PAS is in place regarding this program. It also needs to be implemented at SRJC through the high school equivalency program.

Nancy also asked Georgia about the Bilingual TA position and also the possibility of a teacher from Cloverdale doing a class in the northern part of the County. Georgia replied that the TA has been hired but still needs to be fully onboarded by SCOE, and the teacher from Cloverdale is still being discussed.

ADJOURN: Chair Emanuele adjourned the meeting at 5:25 pm.