



Sonoma County Adult Education Consortium Oversight Committee Meeting MINUTES

DATE: September 18, 2024

TIME: 4:30 PM - 5:30 PM via Zoom

CALL TO ORDER: Chair Aaron Gildengorin called the meeting to order at 4:35

ROLL CALL: Secretary Joan Barrie took a verbal roll call. Present at the meeting were: Michelle Devereaux, Daniela Kingwill, Liz Liscum, Stephen Jackson, and Brian Williams. Also present at the meeting were: Director Marlyn Garcia, Secretary Joan Barrie and Alisa Adams, Adult Education Liaison from the Public Library.

APPROVAL OF MINUTES OF MEETING HELD ON August 7, 2024

Due to the fact that 2 of the members (Nancy Emanuele and Georgia Ioakimedes) are no longer on the Oversight Committee and Brian Williams left the meeting before this item came up, there was not a quorum present to vote on the approval of the minutes. Therefore, the minutes from August 7, 2024 will be put on the next meeting agenda for approval.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

There were no public comments.

INTRODUCE NEW OVERSIGHT COMMITTEE MEMBERS

With the retirement of Nancy Emanuele from Petaluma Adult School (PAS), the new Principal of PAS, Michelle Devereaux has been appointed as the new representative. She briefly introduced herself. She has been in Sonoma County for three years and worked in the Cotati/Rohnert Park Unified School District. She also worked in the San Rafael City School District, and was also a principal in Napa Valley. Georgia Ioakimedes has also retired, and the new representative for SCOE is Stephen Jackson.

ACTION: DISCUSSION AND APPOINTMENT OF A NEW ADULT EDUCATION REPRESENTATIVE FOR THE SONOMA COUNTY WORKFORCE INVESTMENT BOARD (WIB)

Stephen Jackson serves on the WIB and provided an overview of what the Board does and some of the responsibilities of the representatives. The WIB is run by the County through the Dept. of Human Services and is federally funded and authorized through the Workforce Investment and Opportunity Act. It gives support to "at risk" adults and youth and people who have barriers to employment.

They work to ensure that there are programs in the County to help support these folks who have barriers. Job Link is one of the major programs that provide services to help people find employment. There are also training programs and child care offered. The Board also looks at industry needs as a focus for programming such as construction, hospitality, and early childhood



education. The Board is responsible for approving funding for the programs and also makes sure that the organizations running the programs comply with the federal guidelines for receiving the funding. There is a lot of staff who do a lot of that work and work directly with the Dept. of Human Services.

The Board also tries to promote workforce development in the County. One of the training services is Adult Education. 50% of the WIB is required to be made up of industry partners who come from a business or organization that hires people. There are also representatives from training and educational institutions such as SRJC and SSU. One of the mandated representatives has to be from Adult Education. Other mandated representatives are from labor and businesses. The representatives on the WIB are all appointed by the Board of Supervisors and the meetings take place once every other month from 3–5pm. The role of each representative is to share what the needs are of their particular service population, as well as training opportunities. Representatives are expected to attend all of the meetings, which are held in person. There are also sub committees that members can serve on, which is where a lot of the work happens. In October, there will be a retreat for the WIB, where they will set some strategic goals, look at areas that they need to address, and possibly bring back a youth committee.

The chosen person from the SCAEC will be sent an application, which goes to the Executive Committee and after they review and approve it, it will be sent to the Board of Supervisors for approval and appointment. Marlyn offered to be the representative to the WIB. Daniella made a motion to nominate Marlyn seconded by Liz. The motion was unanimously approved by the rest of the SCAEC members. Stephen will follow up with the application process.

REVIEW CAEP FISCAL REPORTS

Marlyn reviewed the fiscal reports from the last fiscal quarter of FY 23/24. Petaluma Adult School (PAS) had a remaining balance of \$98,598, which is only 5.73% of their allocation for the year. Due to the fact that a lot of consortiums around the state have had a lot of funds carried over from their allocations from the last several years, a decision was made by the State to limit the carry-over of funds to 20% for the whole consortium. SRJC has the most carry over of the three service provider agencies because it took time to develop and build the program and hire staff, which meant that the first two years, the overall expenses were very low, and the funds were carried over for the next five years. SCOE also has a large carryover because they have not been able to run that many classes in the last 2 years.

Marlyn said that she will need to meet with people from the CAEP office to work out a plan of action to spend down the funds.

INFORMATION ITEMS

a) Member Reports and Announcements, and Special Events

Stephen reported that SCOE has done outreach in Sonoma and Cloverdale to run their construction classes there. However, he is not sure if they have gotten enough



students to run the classes there and they may not go. The class at Amorosa school in Santa Rosa has about 20 students enrolled right now.

Marlyn announced that the budget from all of the service providers is due to the State by September 30th. It involves not only entering the numbers but requires some narrative as well that is tied to the CAEP Annual Plan.

Marlyn also announced that SRJC has started to offer classes at the new Construction Training Center in Petaluma, and they are all full. There is going to be a ribbon cutting reception to officially open the center on Oct. 11, 2024 from 3–4:30 pm. All are welcome to attend. She noted that it took a long time to actually build the building and the program, but it has finally come to fruition!

Daniela announced that SRJC Roseland (formerly the South West Center) is going to have a Welcome Day on September 28th. It is for students who are interested in taking non-credit classes including: EMLS (formerly ESL), GED and HiSET prep, and Adult Ed. classes.

b) Requests for Information: There were none.

ADJOURN Chair Gildengorin adjourned the meeting at 5:19 pm.