



Sonoma County Adult Education Consortium Oversight Committee Meeting MINUTES

PLEASE NOTE: Due to turnover in membership, this set of minutes could not be officially voted on for approval. However, they are based on a recording of the meeting, which is very accurate.

DATE: August 07, 2024

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

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, Georgia Ioakimedes Daniela Kingwill, and Liz Liscum. Of the membership, absent were: Brian Williams, and Aaron Gildengorin. 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 April 17, 2024

Georgia made the motion seconded by Aaron to approve the Minutes from April 17, 2024. The Minutes were unanimously approved by the following vote: **AYES:** 6; **NOES:**0; **ABSTAIN:**0; **ABSENT:**0

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Alisa Adams, Supervisor of the Adult Literacy Program, Sonoma County Library thanked the Oversight Committee for allowing her to participate and she is happy to answer any questions about any of the library programs.

REVIEW AND VOTE TO APPROVE THE CAEP ANNUAL PLAN PY 2024-25

Siobhan highlighted that one strategy to hold large scale registration events to increase enrollment was eliminated because it was not effective. When Marlyn goes to enter the Annual Plan in to the NOVA system, if she is able, she will add a piece in the Narrative section about expanding Basic Needs support. She also reported that the Outcomes (goals) that had been established in 23/24 were met primarily by SRJC. These included an increase in participation in GED and High School equivalency programs and EMLS (formerly ESL) classes, as well as an increase in certificate completers. Since these goals have already been met, (one year early), they were taken out of the goals for the new Annual Plan.

Daniela made a motion, seconded by Nancy to approve the 2024/2025 CAEP Annual Plan. The motion was unanimously carried by all of the members of the Oversight Committee.



**APPROVAL OF CONSORTIUM FISCAL ADMINISTRATIVE DECLARATION
(CFAD) AMENDMENT #1 FOR THE 2024/2025 FISCAL YEAR**

This Amendment is necessary due to the fact that after Governors budget was announced, there was a COLA given to all CAEP funded programs, which increased the overall allocation. The amendment reflects the increase and slightly changes the amounts given to all of the service providers in the Consortium. The amount of the increase is: \$9,000, 856.

Aaron made the motion, seconded by Georgia to approve the FY 24/25 CAEP CFAD Amendment #1 document. The motion was unanimously carried by all of the members of the Oversight Committee.

**APPROVAL OF CONSORTIUM FISCAL ADMINISTRATIVE DECLARATION
(CFAD) AMENDMENT #2 FOR THE 2024/2025 FISCAL YEAR**

This Amendment is necessary due to the fact that SCOE is not running the same number of classes as they once did, which leaves them with a large percentage of carry over funds. They decided to give up 50% of their allocation to reduce the carry over. That money will be split 50/50 between Petaluma Adult School and SRJC. This is not a permanent change, which is why an amendment is being done.

Liz made the motion, seconded by Aaeon to approve the FY 24/25 CAEP CFAD Amendment #2 document. The motion was unanimously carried by all of the members of the Oversight Committee.

The Consortium members will receive an email from NOVA asking them to log in and approve first the CFAD Amendment #1 and then once all members have approved, they will receive a second email asking them to log in again to approve Amendment #2. The two amendments cannot be combined or approved at the same time.

**DISCUSSION and APPOINTMENT OF A NEW CHAIR OF THE SCAEC OVERSIGHT
COMMITTEE**

Nancy Emanuele will be retiring in September. She has been the Chair for the last two years. Therefore, a new Chair needs to be selected for FY 24/25. The new principal of PAS will be the new representative for PAS on the Oversight Committee.

After some discussion Aaron Gildengorin, who represents Santa Rosa City Schools, volunteered to become the new Chair of the Oversight Committee. Daniela made a motion, seconded by Liz to approve the appointment of Aaron Gildengorin as the new Chair of the Oversight Committee. The motion was unanimously carried by all of the members of the Oversight Committee. THANK YOU, AARON,!



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

There was some discussion on this topic. Nancy mentioned that she has been the representative for PAS because they receive WIOA funds and it is a requirement. The new Principal of PAS will replace Nancy, and Marlyn will find out if she can represent the Consortium as well or if it needs to be a separate person from the Consortium. This item will be brought back at the next meeting.

INFORMATION ITEMS

Member Reports and Announcements

Marlyn shared the fiscal and data reports from the end of the 3rd quarter. The reports for the end of the 4th quarter are due on Sept. 1st. The fiscal reports show how much money has been spent for the 3 service providers. The data reports show the number of students enrolled in the classes.

Liz asked about the number of students with disabilities served because the report only showed one. Marlyn explained that SRJC actually serves about 3,000 students with disabilities but it is recorded in a different data platform that is entered by other SRJC staff.

ADJOURN

Chair Emanuele adjourned the meeting at 5:10 pm.