I. Welcome & Agenda Review - Introductions; In Attendance: Patricia Avila, Jim Dawson, Ashley Etchison, Sandy Fielding, Michael Gray, Tammy Guzzetta, Mark LeNoir, Yolanda Norwood, Paul Parnell, Erin Powers, Jim Rush, JoDee Slyter, Sylvia Thomas, Eddie Villa, Mary Perea, Tami Ostrosky, Dalia Gadelmawla, Jennifer Ustation. Representatives from DPSS and RCOE also attended.

JoDee Slyter welcomed attendees and is encouraging both members and partners to engage in the Adult Ed Block Grant (AEBG) or consortium meetings. It’s a time of opportunity to make decision on both ends, become effective to serve the population. She urges the group to not hesitate on asking questions to bring thoughts to the table and represent the needs of their students.

II. Report from Summit Attendees: 5 members attended. It was a great opportunity to hear what others are doing, the group spread out for the workshops to benefit as much as they could to bring back ideas and information.

Sylvia Thomas shared she purposely made a point to sit with others. 1 session she attended was a program for disabled students. She added RCCD doesn’t have much for disabled students and employment. She thought it was very interesting how they had that structured. And it’s something Sylvia would like to hear more about. JoDee did remind the group serving adults with disabilities is part of the program areas.

Tammy Guzzetta attended the Building Career Pathways 21th Century Skills workshops. They talked about how digital badges are a new way verify students’ accomplishments and skill attainment. It’s a real eye opener, they didn’t say how to do the digital badges, but there’s websites that will show you. It also included Technical Assistance something everyone needs to be ready for what is coming.

Michael Gray attended Building Partnerships with Community Colleges and Adult Schools. Organization is the Key. They talked about meetings on a regular basis and how both sides have come together to make things work for the students.
JoDee Slyter attended the Mt. San Antonio workshop where they talked about a conference that was held for faculty and staff for the purpose of curriculum alignment. They had specific milestones they wanted to achieve.

JoDee also added that the Summit was informational and a good networking time. She thought there was a lot of dialogue and content was very different from last year’s summit. She also believes moving forward the Technical Assistant is the way things are going starting with the Governance Plan.

III. Governance Rules and Procedure Approval/ Bylaws Update- third item on the agenda was Governance Rules and Procedure Approval/Bylaws update. JoDee shared slides on PowerPoint that captured the key elements of the Governance and Procedures. The actual handout was passed out 2 meetings ago; she asked if they hadn’t already reviewed it to please do so. The response is due at the end of the October. The bylaws for this group are due as well. The bylaws, however, don’t have to be approved by the State. The floor was open for any questions, comments, or thoughts. JoDee and Ashley will send out the key the Governance Rules and Procedures for anyone that needs to post it to the public or give a copy to someone that they’re representing.

Paul Parnell mentioned he’s met with others and there are people that want their friends kicked out, but it’s important to think about what things would need to be done in the event something similar happened. Jim Rush also said it’s always good to have some basic guidelines. JoDee talked about creating a system that keeps things going maintaining services for our students. The state requires the Governance Rules and procedures be approved in order for a consortia to get the funds.

Paul Parnell motioned to adopt the Governance Plan, Jim seconded the motion. JoDee, Maribel, Jim, Sylvia, Michael, Sandy, Mark, and Eddie all voted in favor of the motion (8 votes in favor). No opposed.

JoDee Slyter passed out an Adult Education funding by Consortium Region chart that was created by the state and recently released. The pages identify the funding areas and the members are listed. Please note the amounts for AEBG is 15-16 funds. All other amounts are for the 14-15 school year. The chart gives a picture of what the regions looks like in funding received to serve students in the 5 program areas. The information is critical when reporting for every member because each must identify where the money is going to spent based on services to be provided. As a consortium we all will need to identify the outcomes at the end of the school year on the funds being used from the AEBG.
IV. Regional Leadership Positions Official Proposal- JoDee reminded the group the consortium’s best interest it to identify a leader for the region. Someone that will make sure things get done. JoDee is willing to continue leading as she has as long as the consortium wants her to and presented an official proposal. Paul Parnell voiced JoDee is the right leader to contract. The members and partners all thought this was already decided. JoDee mentioned that is was talked about in past meetings, but a formal vote would be required. Paul Parnell motioned for JoDee Slyter to continue leading the consortium and be supported through consortium funding. Michael Gray seconded the motion. All members present voted in favor (7 Votes). JoDee abstained due to the obvious conflict of interest. JoDee said she will bring back to the group any information from CNUSD.

V. Fiscal Agent or Direct Funding Discussion - Mary Perea and Tami Ostrosky CNUSD Business Services came back from last meeting to give us more information and answer any questions fiscal people might have. Regardless what the consortium decides on, the requirements will still need to be upheld. The consortium is not required to have a fiscal agent. Question- Who’s in charge if we go with direct funding? JoDee answered that the consortium members determine the allocation schedule but for reporting purposes, the state said we would need to find out on our own. Not much direction is given to us by the state. Michael Gray asked Mary what’s the most beneficial and cost effective way to go? Mary Perea answered there is no magic answer because the state has not finalized everything. There is no perimeter for a cost that’s a reason why there has been several conversations. Paul Parnell told the group the college was the fiscal agent for AB86 and they too didn’t have much direction and had many members. The effectiveness is worth the expense of going with fiscal agent. He said the consortium would lose effectiveness it they go with direct funding. Mary Perea talked about the group going with fiscal agent this 1st year or waiting for next year. The indirect from a business perspective is capped at 5%. CNUSD indirect is 3.87%. The leadership responsibilities for coordinating the consortium activities will be taken off top and what is left to be distributed amongst the consortium members aligning expenditures with the plan. 5% of 3 million is $192,290 that would help hire an accounting person. CNUSD would wire all amounts to each site for fast turnarounds. Quarterly reports would be sent to the accounting person at CNUSD. Fiscal agent would then issue certification. If they were to hire an accounting technician the cost is approximately $80,000. Michael Gray asked if the certification would come from the district or the accounting person. Mary Perea said it would come from the district, but the accounting person would have continuous conversations with each site. There would be ongoing contact for a clean audit.
Mary Perea shared the allocations will be done monthly for both the MOE and the AEGB allocation. When reporting each site will send back-up documentation to JoDee and the accounting person would also be working closely with JoDee.

JoDee mentioned the state will dictate what back-up will be needed. If the consortium decides to go with direct funding that is perfectly fine, but a person will need to certify each of member. Paul Parnell wants the consortium to be fiscally responsible. Maribel Mattox asked if the reports are individual or as a consortium and if they would need to hire someone if direct funding is the route decided. JoDee said regardless of what route the consortium goes they will still need to report as a whole. And as of now if the consortium decided to do fiscal agent and change to direct funding or vice versa we have the option to change. JoDee did clarify there may not be an MOE next year. The state hasn’t decided what will happen next year.. Everyone hopes the consortium allocation continues to increase. Paul Parnell thinks if the consortium does well the greater the chance for more funds. Paul is persuading for fiscal agent. Erin did mention that fiscal agent has a lot of narrative and a firm would only put number together. Dalia mentioned for direct funding to go the same way for both allocation and MOE. Since the MOE is already going direct. This was just a thought.

Patricia Avila asked why CalWORKs/Perkins is on the report and how it ties in with Adult Ed. JoDee responded the allocation for consortium must be reported as a consortium for non-credit services as well as the need to identify in our outcomes what goes to for credit programs.

The reporting as a reminder will be quarterly once again if CNUSD takes the fiscal agent role ongoing conversations and mini audits will be conducted. CNUSD wants to provide 2 options for the consortium and Mary understand the 1st year serves as a transitions year.

Patricia asked if a decision need to be made by today, JoDee responded it didn’t have to be made today, but to make the best decision possible and for everyone to be informed we would visit this at the next meeting. JoDee wants to make sure the group makes a decision by 10/31. Consortium meetings are normally bi-weekly but maybe some time can be set aside to meet next week since there are so many things that need to be covered. The state is waiting for the allocation schedule. The grant started in July with no carry over for next year. They are advocating for carry over and it seems like the Dept. of Finance is open for it, but nothing finalized. Patricia asked how long it took for CNUSD to hire someone. Mary Perea said it takes about 72 days from start to finish. A new position would need to be created union involvement would be required and that new person would be immersed into Adult Ed.

Maribel asked if there could be some sort of chart that shows the different options. The group all agreed they need to have something visual to better understand each option. JoDee will work with Mary to put something together and Ashely will send it out to everyone.

JoDee knows we ran out of time but she passed out charts that were put out by the state were it show the Riverside area and what it looks like. Table 2. is by program type and find source.
Table 3. is objectives of funds that need to be aligned. These are the guidelines from the state to be accountable with the state and each other. This is the foundation from where we are going. The state doesn’t want each member be using up the funds on the same programs. JoDee asked if the group can meet next week. She asked the group to pencil in 10/7. Ashely will send a reminder and if there is only a few then well reschedule.

Next meeting: October 7, 2015 from 2-4pm

Meeting adjourned 4:20pm