ABOUT STUDENTS Consortium Business Meeting Minutes

Date: August 8, 2022 Location: Zoom

Facilitator: Rachel Bramlett, Jim Dawson, Autumn Valencia

Julie Carter from RCOE introduced Joshua Stone Accounting Technician

Attendance:


Agenda:

- Welcome & Agenda Review
- Approval of Minutes – July 11, 2022
- Fiscal Updates
  - Allocation Amendment
  - Capital Outlay Request
  - Budget Revisions
  - Qtr.4 Final Expenditures
  - Qtr.4. Target Spending
- CAEP Updates
  - Reports and Publications
  - Webinars/ State Meetings
  - Deadlines and Due Dates
- ABOUT STUDENTS Updates
  - Annual Plan 2022-23
  - Qtr.4 Regional Data Review
- WIOA Updates
  - Upcoming State WIOA Networking Meeting, August 9
  - Upcoming Statewide TE Networking Meeting, August 12
  - Recap of Regional ACSA/WIOA Networking Meeting, July 27
- Wrap Up

Approval of Minutes

Motion to Approve Meeting Minutes – July 11, 2022

1. Annamarie Montanez, Second Thoibi Rublaitus. All voting members approved. Voting on behalf of Alvord USD is Victoria Santana.

Fiscal Updates
1. Allocation Amendment for 2022-2023 was certified and approved by all members of the consortium.

2. Capital Outlay Request- Riverside Community College District the outlay request is to cover the cost of a cell phone for one of the educational advisors.
   - **Motion for Capital Request from Riverside Community College District** Rachel Bramlett second Annamarie Montanez. All voting members approved. Voting on behalf of Alvord USD is Victoria Santana.

3. Budget Revisions
   A. Alvord USD
      - ABE/ASE moved budget from 3XXX and 4XXX to cover expenditures for teachers extra duty 1XXX and also to cover expenditures in supplies 4XXXs. ESL moved budget from 5XXX and 4XXX services and other operating expenditures to cover certificated (1XXX) and classified (2XXX) and benefits (3XXX). CTE moved from 5XXX to 4XXX and from 2XXX to 1XXX.
   B. Corona-Norco USD
      - The budget revisions are between categories within programs. We had budgeted for some full time certificated personnel in ABE/ASE & ESL program but it did not happen due to HR issues. However the increase in classified salaries across the district affected the 2000 and 3000 categories. Additionally, we had to outfit a classroom to accommodate online class expansion with equipment and teaching stations that are conducive for 3-5 teachers to teach online at the same time, which increased the expenditure on the 5000 categories, so funds were transferred from the 2000 category in the ESL program. Finally, in the CTE program, because of the increase in cost of materials and supplies some excess 2000 funds were transferred to 4000s.
   C. Jurupa USD
      - Amounts were maintained within each program, transferred from the 1000s to cover expenses in the other categories due to increased cost.
   D. Moreno Valley USD
      - Moved funds from the 1000 to cover ABE/ASE salaries.
   E. Riverside Community College District
      - Our Norco College Educational Advisor was provided with our standard smart phone to communicate with the community and students, which wasn’t part of the original budget proposal. We can adjust by utilizing unused salary budget.
   F. Riverside USD
      - Revision needed for cost of living increases for classified/summer school salaries and CTE Instructor cost of living increase- GED/ASE: Decrease $10,000 0-4000 and increase $10,000 0-2000; ESL/ABE: Decrease $9,000 0-4000 and Increase $9,000 0-2000; Decrease $4000 increase $2,000 0-2000.
   G. Val Verde USD
      - (1)Certificated and classified salary adjustments were made to accommodate student need amongst the various programs. These
adjustments align with the goal to increase opportunities for services, and support student achievement. (2) Unused funds from books and supplies were unused to attend the CCAE 2022 State Conference and the CASAS National Summer Institute. CCAE provided the opportunity to learn about the future of adult education by staying connected through powerful workshops, trainings, and discussions that energized and revitalized attendees, CASAS provided the opportunity to ask questions and get practical and candid answers from leaders in adult education, integrated education and training, and workforce development.

- Motion to approve of Alvord USD, Corona-Norco USD, Jurupa USD, Moreno Valley USD, Riverside CCD, Riverside USD, Val Verde USD Budget Revisions Lucie Gonzalez second Rachel Bramlett all voting member approved. Voting on behalf of Alvord USD is Victoria Santana.

4. Qtr. 4 Expenditures

Members need to submit expenditures into NOVA by September 1.

<table>
<thead>
<tr>
<th>Member</th>
<th>Expenditures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alvord USD</td>
<td>$420,335</td>
</tr>
<tr>
<td>Corona-Norco USD</td>
<td>$1,415,770</td>
</tr>
<tr>
<td>Jurupa USD</td>
<td>$1,308,938</td>
</tr>
<tr>
<td>Moreno Valley USD</td>
<td>$1,196,598</td>
</tr>
<tr>
<td>Riverside CCD</td>
<td>$611,679</td>
</tr>
<tr>
<td>Riverside COE</td>
<td>$301,379</td>
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<tr>
<td>Riverside USD</td>
<td>$2,686,244</td>
</tr>
<tr>
<td>Val Verde USD</td>
<td>$303,321</td>
</tr>
<tr>
<td>Leadership</td>
<td>$412,675</td>
</tr>
</tbody>
</table>

5. Target Spending
- Target spending for Qtr.4 expenditures should be at 60% according to the Adult Education Program Fiscal Guidance.

<table>
<thead>
<tr>
<th>Member</th>
<th>Target Spending Qtr.4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alvord USD</td>
<td>69.72%</td>
</tr>
<tr>
<td>Corona-Norco USD</td>
<td>73.25%</td>
</tr>
<tr>
<td>Jurupa USD</td>
<td>74.92%</td>
</tr>
<tr>
<td>Moreno Valley USD</td>
<td>68.09%</td>
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<tr>
<td>Riverside CCD</td>
<td>62.14%</td>
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<tr>
<td>Riverside COE</td>
<td>79.33%</td>
</tr>
<tr>
<td>Riverside USD</td>
<td>78.63%</td>
</tr>
<tr>
<td>Val Verde USD</td>
<td>100%</td>
</tr>
<tr>
<td>Leadership</td>
<td>76.36%</td>
</tr>
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</table>
CAEP Updates

Reports and Publications

• Nominate a CAEP Model Program
  o To submit, model CAEP programs must be aligned to approved CAEP program areas and the adult education state priorities: Nominations close August 17, 2022.

• Submit a proposal and Register to Attend the CAEP Summit 2022
  o The CAEP Summit 2022 will take place on October 25-28, 2022, on a virtual platform.
  o Submit a proposal today! Call for proposals close Friday, August 19, 2022.

• Apply to Join the Digital Leadership Academy 2022-24 Cohort
  o OTAN announces a professional development opportunity for California adult education agencies through the Digital Leadership Academy (DLAC) 2022-2024. OTAN offers this program for a full two years to ensure agencies can meet their projected technology integration, distance learning, or blended teaching goals. Teams of two or three teachers, coordinators, and administrators will represent agencies for the entire two years of the program. The program is designed to be flexible in how agencies can best use the resources offered by OTAN to support their agency goals.
  o Learn more about DLAC and the program’s requirements by visiting the DLAC website. Please note: DLAC is now open to non-WIOA funded agencies. The deadline to apply is Friday, August 19, 2022.

• CAEP Directors Event September 19-23, 2022
  o Please save the date for the CAEP Directors Event. Registration will be open soon.

• Workforce Services Performance Guidance
  o This policy provides the guidance and establishes the procedures regarding the Workforce Innovation and Opportunity Act (WIOA) six primary indicators of performance. This policy applies to all Title I sub recipients, Title III staff, Jobs for Veterans State (JVSG) staff, National Dislocated Worker Grant (NDWG) project operators, and Trade Adjustment Assistance (TAA) staff, and is effective immediately.

• Workforce Innovation and Opportunity Act (WIOA), Title II request for applications
  o CDE recently released the WIOA Grant Information for the 2023-27 application process. The link to the page has been posted on our webpage under the “State and Local Guidelines, Directives and Information” heading. Please note the September 30 deadline for the “Applicant Eligibility” portion of the application.
CAEP Deadlines/Due Dates

- Sep 1: 20/21 and 21/22 Member Expense Report due in NOVA (Q4)
- Sep 1: July 1, 2021 to June 30, 2022 expenses by program area due (estimates only) in NOVA *
- Sep 14: Annual Plan for 2022-23 due in NOVA * (Extended for 2022)
- Sep 30: 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4)

Upcoming Webinars

- August 24, 2022 Integrated Education and Training (IET) in California: Voices from the Field 12:00 PM - 01:30 PM
- September 08, 2022 CAEP Summit 2022 Exhibitor Information Session and Training 11:45 AM - 01:00 PM
- October 25, 2022 CAEP Summit 2022 Exhibitor Tier: Achievement (4 Available) 09:30 AM - 03:30 PM
- October 25, 2022 CAEP Summit 2022 Exhibitor Tier: Creativity (3 Available) 09:30 AM - 03:30 PM
- October 25, 2022 CAEP Summit 2022 Exhibitor Tier: Innovation (8 Available) 9:30 AM - 03:30 PM

ABOUT STUDENTS Updates

- Annual Plan 2022-23
  - Workflow –Draft of plan will be sent out on Friday, August 12. Members were asked to review and send any edits/suggestions on the google doc.
    - Plans & Goals
    - Address Educational Needs
    - Improve Integration of Services & Transitions
    - Improve Effectiveness of Services
    - Fiscal Management
  - Deadline- Annual Plan must be submitted and approved by all members on NOVA by September 14, 2022
- Members Workplan and Budgets
  - Member Budget Proposals and Breakdown Narratives excel form will be sent out.
  - Budgets or due in NOVA by October 30 and needs to be certified by Consortia by November 30.
- Regional Data Review: Sources: CAEP DIR, CAEP Summary Report, NOVA Program Hours.
  - 2021-22 Regional Data Submissions for Qtr.4 were presented to members.

ACSA/WIOA Updates
• WORKFORCE DEVELOPMENT BOARD UPDATE
  ⚥ RIVERSIDE COUNTY WDB/AJCC: THERE HAVE BEEN NO NEW MEETINGS BUT THE RIVERSIDE COUNTY WDB/AJCC: MOU WENT TO BOARD ON JUNE 7, 2022.

• WIOA/CDE UPDATE
  ⚥ CDE REGIONAL CONSULTANT, NEIL KELLY. IF YOU PLAN TO APPLY FOR WIOA IT IS IMPORTANT TO ATTEND THE SOUTHERN CA MEETING IN LONG BEACH AUGUST 9.
  ⚥ REGISTRATION FOR EACH SESSION IS AVAILABLE AT THE CWA SITE (YOU CAN REGISTER TO ATTEND MULTIPLE EVENTS)

• RFA
  ⚥ THE RFA FOR WIOA II WILL BE RELEASED IN AUG, THERE WILL BE A WORD DOC VERSION WHICH NARRATIVES CAN BE COMPLETED AHEAD OF SUBMISSION. IT WILL BE DUE BEFORE THE WINTER BREAK IN DEC. BEST DATA FROM THE LAST THREE YEARS CAN BE USED. LOOK FOR THE EMAIL FROM CDE ON APRIL 27, 2022, FOR DETAILS ON THE RECOGNITION OF THE PANDEMIC BUT EFFORTS MADE BY SOME AGENCIES TO GET PRE-POST TEST PAIRS.
  ⚥ THERE NEEDS TO BE INCREASED PARTNERSHIP WITH WDB, SO PLAN AHEAD.
  ⚥ WIOA FUNDING FOR THE 2022-2023 YEAR SHOULD NOT FALL BELOW THE 2019-2020 YEAR. CDE DOES NOT WISH TO PENALIZE AGENCIES FOR LOW ENROLLMENT DUE TO COVID; HOWEVER, EXTRA FUNDING MAY BE GIVEN TO AGENCIES THAT DID HAVE AN INCREASE IN ENROLLMENT AND MEASURABLE SKILL GAINS.

Training and Upcoming Conferences

- WIOA Networking Meeting – August 9 1:00-2:00
- California TE Networking Meeting – August 12 9:00
- ACSA/WIOA Networking Meeting – August 17 In-person @ RCOE 1:00-4:00

2022-2023 DATES FOR CONFERENCES

1. CCAE SOUTHERN SECTION CONFERENCE PALM SPRINGS NOVEMBER 17-19
2. CAEAA LAST WEEK OF JANUARY OR FIRST WEEK OF FEBRUARY
3. LEDGE ACTION WEEK
4. COABE (NEXT YEAR) APRIL 2023 IN GEORGIA
5. CCAE STATE CONFERENCE- MAY 2023, OAKLAND ADULT ED IS THE KEY!!!
6. CASAS SUMMER INSTITUTE- JUNE 13-16, 2023/ ANAHEIM

Next Consortium Meeting will be September 12 VIA Zoom 2:00-4:00
Meeting Adjourned.