Meeting Minutes

Date: November 14, 2022, Location: Zoom
Facilitators: Rachel Bramlett, Jim Dawson, Autumn Valencia


Agenda

- Welcome and Agenda Review
- Announcements
- Approval of Minutes
  - October 10
- Fiscal Updates
  - Revised CNUSD Budget
- Approval to Certify 2022/23 Budget and Workplan
- CAEP Updates
  - Reports and Publications for CAEP
  - Webinars/State Meetings
  - Deadlines and Due Dates
- ABOUT STUDENTS Consortium Updates
  - Qtr.1 Regional Data Review
  - Approval to certify CAEP Program Area Report Actuals in NOVA
  - Approval for Implementation of CTE Classes
    - Alvord USD
    - Corona-Norco USD
  - Annual Professional Development Day Update
- WIOA Update
  - State and local Meetings
    - Recap of Statewide WIOA Networking meeting, November 8
    - Upcoming Regional ACSA/WIOA Networking Meeting November 16
    - Upcoming RFA Workshop November 16
  - Deadlines and Due Dates
- Wrap Up

Announcements

Craig Shifflett announced that he will no longer be at adult education as he has been promoted to another job in HR. He introduced Luis Medina who will be our new voting member. (This item was board approved on November 17, 2022.)
Meeting Minutes

Motion to Approve meeting minutes- October 10, 2022. First Michael Peterson, second Craig Shifflett. All voting members approved.

Fiscal Updates

Budget and Workplan Revision

Corona-Norco USD – Budget & Workplan Revision $2,132,743 CAEP Allocation + Carryover

- During the allocation amendment that the ABOUT STUDENTS Consortium completed via email to move the Leadership carryover funds from CNUSD to VVUSD, we believed that NOVA had not made the transfer of Leadership Budget from CNUSD budget to VVUSD budget. Thoibi was informed that she would need to make a revision to the budget that she proposed in October. Later it was determined that NOVA did in fact remove the funds from CNUSD budget. We let Thoibi know, and she presented her correct budget.

- **Motion to approve CNUSD 2022/23 revised budget** first Michael Peterson second Lucie Gonzalez. All voting members approved. With the exception to correct the indirect cost that was above the 5% allowable indirect cost discussed during the meeting.

2022/23 Budget and Workplan

Motion to approve 2022/23 Budget & Workplan in NOVA. First Lucie Gonzalez, second Rachel Bramlett. All voting members approved.

Reminder to members to enter Qtr.1 Expenditures into NOVA by December 1.

CAEP Updates

- Educator Agency Training-
- CASAS CAEP Accountability for 2022-23 f2f training with Jay Wright February 15 San Bernardino Valley College. Registration now open.
- California Adult Education Digital Learning Guidance
- WESTed Fall Regional Trainings
- OTAN TDLS
- Golden State Education & Training Grant Program

Due Dates

- Nov 30: 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
  (Extended for 2022)
- Dec 1: July 1, 2021, to June 30, 2022 Program Area Report (Instructional Hours and Expenses by Program Area; actuals) in NOVA and Certified by Consortium*
- Dec 1: 20/21, 21/22- & 22/23-Member Expense Report Due in NOVA (Q1)
- Dec 31: 20/21, 21/22- & 22/23-Member Expense Report certified by Consortia in NOVA (Q1)
Rachel did share that the above data pulled from TOPSPRo consortium manager is not all accurate, it is not possible to get accurate quarter data at that level (or at all) unless you run it ON the day the quarter ends. If you run the reports for a quarter long after the quarter has ended it will include all students/data who have joined after 9/30, even if you select the activity range of 7/1 - 9/30. It is almost as if you must run the report ON the day the quarter ends to avoid this (a lot more have data missing, or have less than 11 hours, etc because they are new students and did not attend in Q1).

2021/22 Program Area Reporting-

<table>
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<tr>
<th>Active Member Agencies</th>
<th>Total Program Area Hours</th>
<th>Total Leveraged Points</th>
<th>2021-22 Status</th>
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<tr>
<td>Alvord Unified</td>
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<tr>
<td>Corona-Norco Unified</td>
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<td>Val Verde Unified</td>
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<td>Totals</td>
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</tbody>
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Motion to Certify 2021/22 Program Area Actuals in NOVA. First Annamarie Montanez second Michael Peterson. All voting members approved.

CTE Implementation- Ed Code 84906

Alvord USD - A+ Certification will be offered 2 days a week 3 hrs. long starting second semester. Victoria did mention that they are also working on becoming a testing center using CompTIA.
Alvord is also in the planning stage to articulate there cyber security program to Riverside Community College District in the future. 2 days a week as well.

**Motion for Alvord to implement CTE Courses- A+ Certification.** First John Parker seconded Elsa Magana. All voting members approved.

**CTE Implementation- Ed Code 84906**

Corona-Norco USD- HVAC will be offered 2 night a week at Lee V Pollard. Thoibi discussed that this program will not be stated anytime soon as they still need to look for a teacher. Thoibi did provide the labor market report that does show the need and shows how this job is growing. Thoibi is requesting approval so that she may begin discussions with her district. The curriculum will be the same curriculum that the current teacher is using.

The program would either have alignment with RCCD or job placement. These are details that are being worked on.

**Motion for Corona-Norco USD to implement CTE Courses- HVAC in the future.** First Michael Peterson seconded Craig Shifflett. All voting members approved.

**Professional Development Update**

The Riverside Convention Center, Friday, March 3rd.

- Contract with The Riverside Convention Center and Val Verde USD has been signed.
- Val Verde USD has sent the deposit to The Riverside Convention Center.
- Please send Rachel and I the person who will be joining the Planning committee. The Planning Committee will start in January.

**WIOA Updates**

New RFA for 2023-27
Notifications were sent out on November 4
Electronic portal available: November 10, 2022
Due Date: December 15, 2022

NRS Training Debrief - November 1, 2022, California is seeking agencies that have experience with Student Ambassador programs- or new agencies that are willing to be pilot agencies.

OCTAE Action Plan for California -OCTAE has established performance goals for CA for follow up outcomes reporting
CA statewide goals of –either–
45% use of Student SSN –or– 60% Student survey response rate.
Local providers must collect and report quarterly participant data to CDE on performance outcomes for the exit-based indicators.
Local providers must submit quarterly reports to CDE on local efforts to prepare participants to respond to post-exit program surveys and evidence of the impact of local efforts on survey response rates.

**Upcoming Trainings**
ACSA/WIOA Networking Meeting November 16, 2022 @ RCOE 9am -12  RFA Workshop to follow Statewide WIOA Meeting, Tuesday, December 6, 2022 @ 1pm Statewide TE Networking Meeting January 13, 2023

**Upcoming Conferences**
• CCAE Southern Section Conference Palm Springs November 17-19, 2022
• CAEAA Last week of January or first week of February
• Ledge Action Week
• COABE April 2023 in Georgia
• CCAE State Conference May 2023, Oakland Adult Ed is Key!
• CASAS Summer Institute June 13-16, 2023, Garden Grove Hyatt- Registration opens January 6th

Next Consortium Meeting December 12, 2022

**Meeting Adjourned**