

## AGENDA

North Coast Adult Education Consortium

Zoom: <https://redwoods-edu.zoom.us/j/96443928331?pwd=VWFENk5aMDJNMllaUEFyblZiQWFlUT09>

November 5, 2021

1:00pm – 3:00pm

Time	Agenda Topics	Action
1:00 – 1:05pm	<b>Open Session:</b> <ul style="list-style-type: none"> <li>• Meeting Called to Order</li> </ul>	Members
1:05 – 2:05pm	<b>3 Year Plan – Due June 2022 – Mitch Rosin Presenter</b> <ul style="list-style-type: none"> <li>○ Review CAEP State Priorities</li> <li>○ Review 2022-25 3-Year Guidance Doc/Template</li> <li>• Strategy for completing               <ul style="list-style-type: none"> <li>○ Timeframe</li> </ul> </li> </ul>	Mitch Rosin Members Discussion
2:05 – 2:10pm	<ul style="list-style-type: none"> <li>• Welcome &amp; Introductions</li> <li>• Additions/Adjustment to Agenda</li> <li>• Approve Consent Agenda</li> <li>• Public Comment</li> </ul>	Public Members
2:10 – 2:15pm	<b>Approval of AB361 for NCAEC Board Meetings</b>  Humboldt County Health Alert: September 23, 2021: "The CDC continues to recommend avoiding large events and gatherings in areas of high COVID-19 transmission, which includes Humboldt County. Public Health officials encourage organizers to consider postponing or canceling local events at this time. For those who choose to hold a gathering or event, CDC offers guidance to help prevent the spread of the virus, and officials strongly recommend the use of as many of these risk reduction measures as possible. Those include masking, physical distancing, enhanced ventilation, modified layouts, handwashing, vaccination verification, pre-entry questionnaires, pre-entry testing, signage and other messaging that clearly instructs attendees on the use of these measures."  Public comments may be, but are not required to be, submitted in advance. Members of the public will be allowed to address the board in real-time during the meeting. In the event of a technical disruption, the board cannot take any further action on the agenda until the issue is resolved.  <a href="https://www.nossaman.com/newsroom-insights-everything-local-public-agencies-need-to-know-about-california-virtual-meeting-laws">https://www.nossaman.com/newsroom-insights-everything-local-public-agencies-need-to-know-about-california-virtual-meeting-laws</a>	Discussion Action: Recommend Approval
2:10 – 2:20pm	<b>Consent Agenda</b> <ul style="list-style-type: none"> <li>• Approve Minutes from August 5, 2021 – Appendix A</li> </ul>	Action: Recommend Approval
2:20 – 2:40pm	<b>3 Year Plan – Due June 2022</b> <ul style="list-style-type: none"> <li>• Strategy for completing</li> <li>• Timeframe</li> </ul>	Discussion
2:40 – 2:45pm	<ul style="list-style-type: none"> <li>• Upcoming Due Dates – Appendix B</li> </ul>	Discussion
2:45 – 2:55pm	<ul style="list-style-type: none"> <li>• Member updates</li> </ul>	Discussion
2:55 – 3:00pm	<ul style="list-style-type: none"> <li>• Closing Remarks</li> <li>• Meeting Adjourn</li> </ul>	All

Next Meeting: February 24, 2022 – 1:00pm – 3:00pm

## Appendix A

### Meeting Minutes North Coast Adult Education Consortium August 5th, 2021 - 1:00pm – 3:00pm

**Members Present:** Pru Ratliff, Brad Albee, Randy Fugate

**Others present:** Anna Villagomez (CR), Connie Stewart (Humboldt Workforce Coalition), Kian Shores (Humboldt Workforce Coalition) Sunshine Cootauco (Humboldt Workforce Coalition), Emma Breacain (Humboldt Literacy Project)

#### Call Meeting to order:

Pru Ratliff called the meeting to order at 1:03pm.

**Additions/Adjustments to Agenda:** There were no additions or adjustments to the agenda.

**Public Comment:** there were no public comments.

**Approve Consent Agenda // Minutes from 04-16-2021:** Randy Fugate made a motion to approve the consent agenda and minutes from 04-16-2021. Brad Albee seconded the motion. With no further discussion, the items were approved by the members in attendance.

#### Allocations for 2021-22 & 2022-23

Pru Ratliff noted that there is a slight increase for allocations. Approval is due by 09-01-2021.

Randy Fugate, Brad Albee both approved allocation amounts.

#### Annual Plan

Pru Ratliff noted that a great amount of work has been done over the last few months, all information is loaded into NOVA. Asked if everyone has looked things over and are we ready to approve? Randy Fugate and Brad Albee both noted that they are read to approve. Also discussed certification. Randy and Brad both noted that they are done.

#### Upcoming Deadlines

Review of Deliverables Calendar for upcoming due dates

#### Meeting Dates:

Discussion amongst members in attendance regarding meetings:

- Will we continue to meet via Zoom or will we meet in person?
- Do the dates look okay?
- Does this time still work for everyone?

Dates and times look fine. We will continue to meet via Zoom for now.

#### Member Updates:

Pru Ratliff re-introduced Anna Villagomez to the group. Anna is Adult and Community Education's Student Development Advisor. She is available for outreach efforts to talk about our classes.

Brad Albee noted that their Adult Education person is focusing on citizenship classes.

Randy Fugate that they are hopeful that they are hopeful that ESL classes will be coming back soon. They have a meeting next week with stakeholders in the area to discuss needs.

#### Adjourn:

Pru Ratliff adjourned the meeting at 1:37pm

## Appendix B

### AEP Due Dates

\* Items with an asterisk are consortium deliverables

#### December 2021

- Dec 1: July 1, 2020 to June 30, 2021 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium \*
- Dec 1: 19/20, 20/21 & 21/22 Member Expense Report Due in NOVA (Q1)
- Dec 31: 19/20, 20/21 & 21/22 Member Expense Report certified by Consortia in NOVA (Q1) \*
- Dec 31: End of Q2

#### January 2022

- Jan 31: Student Data due in TOPSPro (Q2)

#### February 2022

- Feb 28: Preliminary allocations for 2022-23 and 2023-24 released by this date.

#### March 2022

- Mar 1: Member expense report is due in NOVA.
- Mar 31: 19/20 and 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q2) \*
- Mar 31: End of Q3

#### April 2022

- Apr 30: Student Data due in TOPSPro (Q3)

#### May 2022

- May 2: CFAD for 2022-23 due in NOVA \*

#### June 2022

- Jun 1: 20/21 and 21/22 Member Expense Report due in NOVA (Q3)
- Jun 30: 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q3) \*
- Jun 30: End of Q4

#### August 2022

- Aug 1: Student Data due in TOPSPro (Q4) FINAL
- Aug 15: Annual Plan for 2022-23 due in NOVA \*

#### September 2022

- Sep 1: 20/21 and 21/22 Member Expense Report due in NOVA (Q4)
- Sep 1: 22/23 Certification of Allocation Amendment due in NOVA (new)
- Sep 1: July 1, 2021 to June 30, 2022 expenses by program area due (estimates only) in NOVA \*
- Sep 30: 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4) \*
- Sep 30: 22/23 Member Program Year Budget and Work Plan due in NOVA
- Sep 30: End of Q1

### **October 2022**

- Oct 30: 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA \*
- Oct 31: Student data due in TOPSPro (Q1)

### **December 2022**

- Dec 1: July 1, 2021 to June 30, 2022 Instructional Hours and Expenses by Program Area due (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) \*
- Dec 31: End of Q2