

## AGENDA

North Coast Adult Education Consortium

Zoom: <https://redwoods-edu.zoom.us/j/97696854020?pwd=RS92NEpicTN1WUV4MWdWdkdWVlNpQT09>

Passcode: 537603

August 4, 2022

1:00pm – 3:00pm

<b>Time</b>	<b>Agenda Topics</b>	<b>Action</b>
1:00 – 1:05pm	<b>Open Session:</b> <ul style="list-style-type: none"><li>Meeting Called to Order</li></ul>	Members
1:05 – 1:10pm	<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
1:10 – 1:15pm	<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
1:15 – 1:20pm	<b>Consent Agenda</b> <ul style="list-style-type: none"><li>Approve Minutes from Feb 4, 2022 – Appendix A</li></ul>	Action: Recommend Approval
1:20pm – 2:00pm	<b>Marketing Plan</b> <ul style="list-style-type: none"><li>Discuss how to proceed on the Marketing plan</li><li>Molly Blakemore – CR Marketing plan will attend to advise</li></ul>	Discussion
2:00 – 2:05pm	<b>CFAD Final Allocations</b> – Appendix B <ul style="list-style-type: none"><li>Due in NOVA September 1, 2022</li></ul>	Action: Recommend Approval
2:05 – 2:10pm	<b>Quarterly Meeting Dates – 22-23 Year</b> <ul style="list-style-type: none"><li><b>November 4, 2022</b></li><li><b>February 3, 2023</b></li><li><b>April 7, 2023</b></li><li><b>August 3, 2023</b></li></ul>	Action: Recommend Approval
2:10 – 2:20pm	<b>CATESOL Membership</b>	Discussion
2:20 – 2:25pm	<b>Bylaws Review &amp; Revisions</b> <ul style="list-style-type: none"><li>Need to review these each year</li><li>Discuss review process</li></ul>	Discussion
2:25 – 2:30pm	<b>Annual Plan – Due September 14, 2022</b> <ul style="list-style-type: none"><li>Discuss the plan</li><li>Set a working group meeting date</li></ul>	Discussion

2:30 – 2:35pm	<b>CAEP Due Dates</b> <ul style="list-style-type: none"> <li>Upcoming Due Dates – Appendix C</li> </ul>	Review
2:35 – 2:55pm	<b>Member Updates</b> <ul style="list-style-type: none"> <li>Each Consortia member shares</li> </ul>	All
2:55 – 3:00pm	<b>Closeout Meeting</b> <ul style="list-style-type: none"> <li>Closing Remarks</li> <li>Meeting Adjourn</li> </ul>	All

Next Quarterly Meeting: November 4, 2022 – 1:00pm – 3:00pm

***Appendix A: Minutes***

**MEETING MINUTES  
North Coast Adult Education Consortium  
4/1/2022**

**Members Present:** Pru Ratliff, Randy Fugate, Jack Bareilles, Brad Albee  
Others present: Carol Hirota

**Call Meeting to order:** Pru Ratliff called the meeting to order at 1:00pm.

**Business:**

- Welcome & Introductions
- 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 02-01-2022 motion made by Pru Ratliff seconded by Randy Fugate. All in favor voted in the affirmative.

**Approvals**

**CFAD Preliminary Allocations** – There is a new governance section that will require answering a 20 question survey. CFAD Webinar was held and Pru sent out the PowerPoint and recording.

**Changes to the consortium by laws** – Current language states that the publishing of the meeting agenda will be no later than one week before the meeting date for consortium and public attendance. Proposed change to follow Browns Act to publish the agenda 72 hours before the meeting.

**Upcoming Due Dates**

See Appendix B from agenda.

**Member Updates:**

**Update from Pru / CR:**

Reviewed the 3-year plan and multiple sections. Dr. Angelina Hill is administer the survey that closes on 4/11/22 and the workgroup will review it 4/22/22. Dr. Hill will present the survey results at that meeting. Workgroup will meet again on 5/6/22 to review and input the plan in NOVA. 5/6/22 there will be meeting. By 6/3/22 it has to be finalized and by 6/30/22 certified in NOVA. Consortia Members will have to certify the plan and would like it to be completed by 6/17/22 because due to members being out of the area. Jack confirmed with Brad that this will not interfere with the payroll timeline.

K-12 schools have TOPSPro Pro student data due 4/30/22. Checked in with Carol about the employment and earnings follow up survey is a WIOA Title II survey for student, Carol will verify and bring back to the Consortia.

The Due date for August 1<sup>st</sup> student data in TOPS Pro has been moved to 7/15/2022; Carol will check on that, as well.

There will Medical Assisting class in Fall 2022.

**Update from Brad / Eureka:**

Brad explained the three elements of that he works within, which are the Adult education, ESL, and CNA program. He would like to expand the ESL program to have more people involved, and make the curriculum more up to date.

**Update from Randy / Del Norte:**

Explained the population of Del Norte and the population of the education system, and the CTE program. The revamping of programs after COVID such as the ESL Hmong course that is currently taking place, and how HiSET is offered there.

**Update from Jack / Del Norte:**

There may be difficulty meeting the student data TOPSPro by the 7/15/2022 deadline because of summer hours. Explained the dynamics of Humboldt County population, and Del Norte population with the exception of Fortuna. Explained the number of students in Del Norte which is about 1700-1800. Explained special day course that take place in the Northern Humboldt Union High School District.

**Update from Carol/ Assigned to Consortium for Targeted Technical Assistance**

Summarized Targeted Technical Assistance and California Adult Education programs. This is her second cohort, in which she has worked with Five consortia last year, all of which in the small rural communities, non-WIOA Title II agencies. She will help evaluate, assist in coaching to guide admin into a new design for data retrieval and input, and assist needs based on meetings. All this can be a part of the 3-year plan as well. Proposed to meet once a month with the members to provide Technical Assistance as needed.

**Adjourn:**

Pru made motion to adjourn, meeting, seconded by Group. Pru Ratliff adjourned the meeting at 1:10pm

**Appendix B: CFAD Final Allocations**

2022-23 Allocations:

College of the Redwoods:	\$823,092.
Eureka City Schools:	\$329,237.
Del Norte Unified:	\$113,967.
Total Allocation:	\$1,266,296.

**Appendix C: Upcoming Due Dates****August 2022**

- Aug 1: Employment and Earnings Follow-up Survey

**September 2022**

- 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)
- Sep 30: End of Q1

**October 2022**

- Oct 30: 22/23 Member Program Year Budget and Work Plan due in NOVA (Extended for 2022)
- Oct 31: Student data due in TOPSPro (Q1)
- Oct 31: Employment and Earnings Follow-up Survey

**November 2022**

- Nov 30: 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA (Extended for 2022)

**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

#### **January 2023**

- Jan 31: Student Data due in TOPSPro (Q2)
- Jan 31: Employment and Earnings Follow-up Survey

#### **February 2023**

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

#### **March 2023**

- Mar 1: 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)
- Mar 31: 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2)
- Mar 31: End of Q3

#### **April 2023**

- Apr 30: Student Data due in TOPSPro (Q3)
- Apr 30: Employment and Earnings Follow-up Survey

#### **May 2023**

- May 2: CFAD for 2023-24 due in NOVA

#### **June 2023**

- Jun 1: 21/22 and 22/23 Member Expense Report due in NOVA (Q3)
- Jun 30: 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3)
- Jun 30: End of Q4

#### **July 2023**

- Jul 15: Student Data due in TOPSPro (Q4) FINAL