

SAEC Leadership Committee Meeting Minutes

February 23, 2023

3:00PM – 4:30PAM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

In Attendance: Brian Brazier, Corcoran Adult School; Victoria Guzman, Cutler-Orosi Adult School; Barbara Marshall, SAEC; Lori Morton, Tulare Adult School; Tami Olson, Visalia Adult School; Jonna Schengel, College of the Sequoias; Larriann Torrez, Porterville Adult School; Arturo Villarreal, Farmersville Adult School; John Werner, SAEC Executive Director

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to order	<ul style="list-style-type: none"> ● Called to order at 3:07pm by Jonna Schengel <ul style="list-style-type: none"> ➢ Heather Keran is out today 	
1.2	Establish Quorum	<ul style="list-style-type: none"> ● Quorum Established – Yes 	
1.3	Welcome and Introductions		
2	Approval of Minutes/Notes	<ul style="list-style-type: none"> ● Approval of Minutes from 02/07/2023 	<ul style="list-style-type: none"> ● Motioned to approve minutes by Tami Olson, Visalia Adult School ● Seconded by Lori Morton, Tulare Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried
3	Public Comment	<ul style="list-style-type: none"> ● No Comments 	
4	Action Items		
4.1	Virtual Meeting for the March 7 and 23, 2023 – John Werner	<ul style="list-style-type: none"> ● Motion to approve Virtual meeting for the March 7 and 23, 2023 	<ul style="list-style-type: none"> ● Motioned to approve virtual meetings by Brian Brazier, Corcoran Adult School ● Seconded by Tami Olson, Visalia Adult School ● Abstained: None ● Vote: <ul style="list-style-type: none"> ➢ Approve: All ➢ Opposed: None ➢ Motion Carried

5	Information Items		
5.1	Member Effectiveness Presentations in April – John Werner	<ul style="list-style-type: none"> ● Cutler-Orosi and Farmersville adult school will present on April 11, 2023 at COS during the SAEC Board Meeting <ul style="list-style-type: none"> ➢ Farmersville has a few questions but has access to the slide deck – will contact John if needed 	
5.2	Governance – John Werner	<ul style="list-style-type: none"> ● Report on Consortium Governance Draft <ul style="list-style-type: none"> ➢ Governance Document will be sunrise before the SAEC Board in April and they will take action on it in May ➢ Do not know the preliminary allocations yet ➢ Working on how to write up 20% cap on the member level <ul style="list-style-type: none"> ▪ Affects all members except those who are 1% under ● Plan on decommissioning the Governance Committees ● Will work on 3-year plan revision in the Fall 	
5.3	Deliverables and Updates – Heather Keran	<ul style="list-style-type: none"> ● WIOA Title II <ul style="list-style-type: none"> ➢ Everyone received grant awards <ul style="list-style-type: none"> ▪ When you receive your grant notifications you will have to adjust budgets a little bit ➢ IELCE is due at the end of March ➢ CDE21 for Perkins is due March 15th 	
5.4	CAEP Program Hours and Expenditures Report – John Werner	<ul style="list-style-type: none"> ● Student data and 2022.23 expenditure reporting due dates <ul style="list-style-type: none"> ➢ Feb 28: Preliminary allocations for 2022-23 and 2023-24 released by this date. ➢ 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 ● ELL Grant – Due March 6, 2023 <ul style="list-style-type: none"> ➢ EDD is putting out 18 million state wide for development of English language learner training development program ➢ John Werner will be writing the grant <ul style="list-style-type: none"> ▪ We are starting by creating a Community Health Aide Program ▪ Writing in money to pay for part-time employees, transportation 	<ul style="list-style-type: none"> ● Jonna Schengel had to leave

		<ul style="list-style-type: none"> ▪ Asking for just under 4 million dollars ▪ Will count Porterville Adult as one of our partners 	<ul style="list-style-type: none"> ○ Tami Olson took over co-chair position
5.5	RISDIS – John Werner	<ul style="list-style-type: none"> ● Upcoming Navigator Events <ul style="list-style-type: none"> ➢ February 6th AACC: Virtual Transition Night ➢ February 6th TCOE Presentation ➢ February 14-16 World Ag Expo ➢ February 17 Tulare-Kings Healthcare Partnership Meeting ➢ March 3rd COS Counselor Caravan ➢ March 4th Central Valley Regional Migrant Ed. Program ➢ April 13 -15 CCAE State Conference ➢ April 17th Growing Health Leaders Conference ➢ April 26th Tulare County Support Staff Conference ● Navigator reclassification request to VUSD <ul style="list-style-type: none"> ➢ Following up with HRD ➢ Navigators do a lot of English language and Spanish translation <ul style="list-style-type: none"> ▪ They do it so frequently that it cannot be predict how much they do it, so this will be written into their job description ▪ Spanish Language test will need to be taken to qualify <ul style="list-style-type: none"> ○ Should not be a problem with our current Navigators ➢ Will cost approximately \$10 – 12 thousand dollar ➢ Recommend that VUSD reclassify Navigators with approval from Leadership Committee <ul style="list-style-type: none"> ▪ Visalia Adult School is good with the plan 	
5.6	Professional Development– John Werner	<ul style="list-style-type: none"> ● Professional development options <ul style="list-style-type: none"> ➢ ACSA Mid State Conference ➢ COABE National Conference <ul style="list-style-type: none"> ▪ Registration is still live and open ➢ CCAE State Conference ● Tony Moore Speaks <ul style="list-style-type: none"> ➢ Discussion on doing a virtual session on Building a Leadership Pipeline <ul style="list-style-type: none"> ▪ March 23, 2023 will be a good time to do it ▪ John Werner will see if he is available at this time 	

5.7	Member Effectiveness Reports	<ul style="list-style-type: none"> ● Current lineup of Member Effectiveness Reports <ul style="list-style-type: none"> ➤ October 2022— SAEC Report: Enrollment ➤ November 2022— SAEC Report: Outcomes, Hanford Adult, Tulare Adult ➤ December 2022— Visalia Adult, Corcoran Adult ➤ February 2023 – College of the Sequoias ➤ April 2023 – Cutler-Orosi, Farmersville, Lindsay Adult 	
5.8	Program Area Governance Committees	<ul style="list-style-type: none"> ● Program Area Governance Committee meeting dates <ul style="list-style-type: none"> ➤ ESL – Carmen Becerra <ul style="list-style-type: none"> ▪ October 31, 2022 1:30PM - 3:00PM ▪ January 20, 2023 1:30PM - 3:00PM ▪ April 17, 2023 1:30PM - 3:00PM ➤ ABE/ASE – Maribel Delgado <ul style="list-style-type: none"> ▪ September 26, 2022 1:00PM - 3:00PM ▪ November 7, 2022 1:00PM - 3:00PM ▪ February 27, 2023 1:00PM - 3:00PM ▪ April 24, 2023 1:00PM - 3:00PM ➤ AWD– TBD <ul style="list-style-type: none"> ▪ September 30, 2022 1:00PM-3:00PM ▪ February 10, 2023 1:00PM-3:00PM ▪ April 21, 2023 1:00PM-3:00PM ● John Werner will send out AWD information later today by email 	
5.9	SAEC Data Community of Practice	<ul style="list-style-type: none"> ● SAEC Data Community of Practice meeting dates: <ul style="list-style-type: none"> ➤ 2022.23 Meeting Dates: <ul style="list-style-type: none"> ▪ Q1 10.21.22 @ 2:15PM ▪ Q2 01.20.23 @ 11:00AM ▪ Q3 04.21.23 @ 11:00AM ▪ Q4 06.29.23 @ 11:00AM and/or 07.06.23 @ 11:00AM 	
5.10	Next Leadership Committee Meeting Agenda – John Werner	<ul style="list-style-type: none"> ● March 7, 2023 8:00am – 9:30am <ul style="list-style-type: none"> ➤ Let Barbara Marshall know of any topics you would like to have on the agenda 	
5.11	Next SAEC Board Meeting	<ul style="list-style-type: none"> ● Next meeting April 11, 2023 at 8:00am <ul style="list-style-type: none"> ➤ In person meeting 	

6	Adjournment	<ul style="list-style-type: none">● Meeting adjourned at 3:57pm	<ul style="list-style-type: none">● Motioned to adjourn the meeting by Victoria Guzman, Cutler-Orosi Adult School● Seconded by Tami Olson, Visalia Adult School● Abstained: None● Vote:<ul style="list-style-type: none">➢ Approve: All➢ Opposed: None➢ Motion Carried
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