



## SAEC Leadership Committee Meeting

February 23, 2023, 3:00 - 4:30PM

Virtual via Zoom

### Agenda

#### Join Zoom Meeting

<https://us02web.zoom.us/j/88455313966?pwd=bXhlalBvcWRpUTV4LzduMGxXYXpLZz09>

Meeting ID: 884 5531 3966

Passcode: 969010

#### One tap mobile

+16694449171,,88455313966#,,, \*969010#

#### Dial by your location

+1 669 444 9171

Co-Chairs: Heather Keran and Jonna Schengel

- Opening Business
  - Call to Order
  - Welcome and Introductions
- Approval of Minutes
  - [02.07.23 SAEC Leadership Committee Meeting Minutes.docx](#)
- Public Comment – General public comment on any Consortium related topic may be heard at this time. The Leadership Committee asks that any public comment on an item listed on today's agenda be addressed at the time the item comes up for discussion by the Leadership Committee. Please post any public comment using the chat function. Please begin your comments by posting your full name. Public comment will be read into the record by the Committee Chair in the order they are entered into the chat window. Public comment shall be limited to 3 minutes per comment and 20 minutes for all comments.
- Action Items:
  - Approval to meet by Zoom on March 7, 2023 and March 23, 2023
- Information/Discussion Items (All supporting documents attached to this agenda in the order they appear on the agenda. Meeting participants will find a link to an electronic version of this agenda, which has active links to all supporting documents) here:
  - Debrief Member Effectiveness Presentations from December Board Meeting
    - Cutler-Orosi, Farmersville and Lindsay
      - Link to April Board Meeting Slide Deck Pending

- Governance
  - [2023.24 Report on Consortium Governance Draft V1](#)
  - [2023.26 SAEC Memorandum of Understanding Draft V1](#)
  - 2023.24 Preliminary Allocations and CFAD Process
    - Not yet released
- Deliverables and Updates- John Werner
  - WIOA Title II
    - Deliverables for 2022-23
    - 2023 Grant Award Winners: All SAEC applicants
    - WIOA II Paypoints 2021/22 vs 2020/21
      - Threshold for concern: 40% or greater drop in paypoints
  - CAEP
    - Student data and 2022.23 expenditure reporting due dates
      - **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
- RISDIS (reminder)
  - Upcoming Navigator Events
    - March 3                    COS Counselor Caravan
    - March 4                    Central Valley Regional Migrant Ed. Program
    - March 10                   Tulare-Kings Healthcare Partnership Meeting
    - March 15                   Alpaugh CTE Booth
    - March 15                   Lindsay Healthy Start Service Provider Meeting
    - March 22                   TAS College and Career Fair
    - March 31                   Lovell Career Day
    - April 13 -15                CCAE State Conference
    - April 17                    Growing Health Leaders Conference
    - April 26                    Tulare County Support Staff Conference
- Professional Development
  - ACSA Mid State Conference
    - March 10 - 12, 2023
    - San Luis Obispo
  - COABE National Conference 2023
    - April 2-5, 2023
    - Atlanta, GA
    - [Registration and Hotel Links](#)
  - CCAE State Conference 2023
    - April 12-15, 2023
    - Oakland, CA
    - [Registration](#)
  - Tony Moore Speaks
    - Discussion on doing a Virtual Session on Building a Leadership Pipeline

## Reminders:

- Member Effectiveness Report Schedule: Discussion about the number of presentations per meeting.
    - Possible schedule for 2022-2023:
      - ~~October 2022 – SAEC Report: Enrollment and NIF Report by Navigators~~
      - ~~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
  - Program Area Governance Committee meeting dates - John Werner
    - Emails for newly hired teachers
    - ESL – Carmen Becerra
      - ~~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
      - ~~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– Evette Lopez/John Werner
      - ~~September 30, 2022 1:00PM-3:00PM~~
      - ~~February 10, 2023 1:00PM-3:00PM~~
      - April 21, 2023 1:00PM-3:00PM
  - SAEC Data Community of Practice meeting dates:
    - 2022.23 Meeting Dates:
      - ~~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
  - Next Leadership Committee Meeting Agenda - Heather Keran
    - Next Meeting: 2.23.23 @ 3:00 - 4:30PM
    - Agenda topics:
  - Next [SAEC Board Meeting](#) on 4.11.23 @ 8:00AM - John Werner
    - Agenda topics:
- Adjournment

## SAEC Leadership Committee Meeting Minutes

February 7, 2023

9:15AM – 10:15AM

Zoom (Virtual On-Line Meeting)

Co-Chairs: Heather Keran and Jonna Schengel

**In Attendance:** Brian Brazier, Corcoran Adult School; Heather Keran, Hanford 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; Amalia Lopez, Lindsay Adult School; Arturo Villarreal, Farmersville Adult School; John Werner, SAEC Executive Director

	Discussion Topic	Outcome	Action
1	<b>Opening Business</b>		
1.1	<b>Call to order</b>	<ul style="list-style-type: none"> <li>● Called to order at 9:17 am by Heather Keran</li> </ul>	
1.2	<b>Establish Quorum</b>	<ul style="list-style-type: none"> <li>● Quorum Established – Yes</li> </ul>	
1.3	<b>Welcome and Introductions</b>		
2	<b>Approval of Minutes/Notes</b>	<ul style="list-style-type: none"> <li>● Approval of Minutes from 01/06/2023</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve minutes by Jonna Schengel, College of the Sequoias</li> <li>● Seconded by Tami Olson, Visalia Adult School</li> <li>● Abstained: Heather Keran, Hanford Adult School &amp; Amalia Lopez, Lindsay Adult School</li> <li>● Vote: <ul style="list-style-type: none"> <li>➢ <b>Approve:</b> All</li> <li>➢ <b>Opposed:</b> None</li> <li>➢ Motion Carried</li> </ul> </li> </ul>
3	<b>Public Comment</b>	<ul style="list-style-type: none"> <li>● ACSA is doing a workshop for adult education leaders <ul style="list-style-type: none"> <li>➢ Tami Olson would like the Leadership team to review a draft of topics to see if they would like other topics added</li> <li>➢ It will be emailed out</li> </ul> </li> </ul>	
4	<b>Action Items</b>		
4.1	<b>Virtual Meeting for the February 23, 2023 – John Werner</b>	<ul style="list-style-type: none"> <li>● Motion to approve Virtual meeting for the February 23, 2023</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to approve virtual meeting on 02/23/2023 by Brian Brazier, Corcoran Adult School</li> <li>● Seconded by Amalia Lopez, Lindsay Adult School</li> <li>● Abstained: None</li> <li>● Vote:</li> </ul>

			<ul style="list-style-type: none"> <li>➤ <b>Approve:</b> All</li> <li>➤ <b>Opposed:</b> None</li> <li>➤ Motion Carried</li> </ul>
5	<b>Information Items</b>		
5.1	<b>Debrief Member Effectiveness Presentations from Board Meeting – John Werner</b>	<ul style="list-style-type: none"> <li>● College of the Sequoias <ul style="list-style-type: none"> <li>➤ Were told they did an excellent job</li> </ul> </li> <li>● Lindsay Adult was not able to present so will present in April</li> <li>● 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"> <li>➤ Student recognitions will also be done on this day</li> <li>➤ Barbara Marshall will confirm we have a room at COS and will email everyone a parking pass.</li> </ul> </li> </ul>	
5.2	<b>Governance – John Werner</b>	<ul style="list-style-type: none"> <li>● Report on Consortium Governance Draft <ul style="list-style-type: none"> <li>➤ It is time to start updating the Governance Document and bring before the SAEC Board in May</li> <li>➤ Calendars are good</li> <li>➤ Will pull navigators off of facilitating Governance Committees</li> </ul> </li> <li>● Navigator reclassification request to VUSD <ul style="list-style-type: none"> <li>➤ HRD followed up CSEA</li> <li>➤ Currently waiting for HRD to get back to John on their actions <ul style="list-style-type: none"> <li>▪ Will keep everyone apprised on what is happening</li> <li>▪ May have to revise 3-year plans</li> </ul> </li> </ul> </li> </ul>	
5.3	<b>Deliverables and Updates – Heather Keran</b>	<ul style="list-style-type: none"> <li>● WIOA Title II <ul style="list-style-type: none"> <li>➤ Just finished quarter 2 deliverables</li> <li>➤ WIOA letters should be coming out next week</li> <li>➤ Look at deliverables in OTAN occasionally</li> <li>➤ Make sure they are acknowledging anything you have sent them</li> </ul> </li> </ul>	
5.4	<b>CAEP Program Hours and Expenditures Report – John Werner</b>	<ul style="list-style-type: none"> <li>● Student data and 2022.23 expenditure reporting due dates <ul style="list-style-type: none"> <li>➤ <b>Feb 28:</b> Preliminary allocations for 2022-23 and 2023-24 released by this date.</li> <li>➤ <b>Mar 1:</b> 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)*</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>➤ <b>Mar 31:</b> 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) *</li> <li>➤ <b>Mar 31:</b> End of Q3</li> </ul> <ul style="list-style-type: none"> <li>● Give John Werner backup reports so he can certify you</li> </ul>	
5.5	<b>RISDIS – John Werner</b>	<ul style="list-style-type: none"> <li>● Upcoming Navigator Events <ul style="list-style-type: none"> <li>➤ February 6<sup>th</sup> AACC: Virtual Transition Night</li> <li>➤ February 6<sup>th</sup> TCOE Presentation</li> <li>➤ February 14-16 World Ag Expo</li> <li>➤ February 17 Tulare-Kings Healthcare Partnership Meeting</li> <li>➤ March 3<sup>rd</sup> COS Counselor Caravan</li> <li>➤ March 4<sup>th</sup> Central Valley Regional Migrant Ed. Program</li> <li>➤ April 13 -15 CCAE State Conference</li> <li>➤ April 17<sup>th</sup> Growing Health Leaders Conference</li> <li>➤ April 26<sup>th</sup> Tulare County Support Staff Conference</li> </ul> </li> </ul>	
5.6	<b>Professional Development– John Werner</b>	<ul style="list-style-type: none"> <li>● Professional development options <ul style="list-style-type: none"> <li>➤ ACSA Mid State Conference</li> <li>➤ COABE National Conference <ul style="list-style-type: none"> <li>▪ Registration is still live and open</li> </ul> </li> <li>➤ CCAE State Conference</li> </ul> </li> <li>● SAEC Leadership Summit <ul style="list-style-type: none"> <li>➤ This was a great opportunity</li> </ul> </li> <li>● Are we bringing the LEA report to the SAEC Board? <ul style="list-style-type: none"> <li>➤ Sites are talking about the shift that will happen even though we do not know what it is</li> <li>➤ Districts are starting to set up budgets for next year and would like them to hear information from the SAEC Director</li> <li>➤ John plans on bringing it to the Board soon</li> </ul> </li> <li>● Everyone has been invited to a meeting regarding an alternative to ASAP</li> </ul>	
5.7	<b>Member Effectiveness Reports</b>	<ul style="list-style-type: none"> <li>● Current lineup of Member Effectiveness Reports <ul style="list-style-type: none"> <li>➤ <del>October 2022 – SAEC Report: Enrollment</del></li> <li>➤ <del>November 2022 – SAEC Report: Outcomes, Hanford Adult, Tulare Adult</del></li> <li>➤ <del>December 2022 – Visalia Adult, Corcoran Adult</del></li> <li>➤ February 2023 – College of the Sequoias, Lindsay Adult</li> </ul> </li> </ul>	

		<ul style="list-style-type: none"> <li>➤ April 2023 – Cutler-Orosi, Farmersville</li> <li>● Lindsay Member Effectiveness Report has been moved to April with Cutler-Orosi and Farmersville</li> </ul>	
5.8	<b>Program Area Governance Committees</b>	<ul style="list-style-type: none"> <li>● Program Area Governance Committee meeting dates <ul style="list-style-type: none"> <li>➤ ESL – Carmen Becerra <ul style="list-style-type: none"> <li>▪ <del>October 31, 2022</del> 1:30PM – 3:00PM</li> <li>▪ <del>January 20, 2023</del> 1:30PM – 3:00PM</li> <li>▪ April 17, 2023 1:30PM - 3:00PM</li> </ul> </li> <li>➤ ABE/ASE – Maribel Delgado <ul style="list-style-type: none"> <li>▪ <del>September 26, 2022</del> 1:00PM – 3:00PM</li> <li>▪ <del>November 7, 2022</del> 1:00PM – 3:00PM</li> <li>▪ February 27, 2023 1:00PM - 3:00PM</li> <li>▪ April 24, 2023 1:00PM - 3:00PM</li> </ul> </li> <li>➤ AWD– TBD <ul style="list-style-type: none"> <li>▪ <del>September 30, 2022</del> 1:00PM-3:00PM</li> <li>▪ February 10, 2023 1:00PM-3:00PM</li> <li>▪ April 21, 2023 1:00PM-3:00PM</li> </ul> </li> </ul> </li> <li>● John Werner will send out AWD information later today by email</li> </ul>	
5.9	<b>SAEC Data Community of Practice</b>	<ul style="list-style-type: none"> <li>● SAEC Data Community of Practice meeting dates: <ul style="list-style-type: none"> <li>➤ 2022.23 Meeting Dates: <ul style="list-style-type: none"> <li>▪ <del>Q1 10.21.22 @ 2:15PM</del></li> <li>▪ <del>Q2 01.20.23 @ 11:00AM</del></li> <li>▪ Q3 04.21.23 @ 11:00AM</li> <li>▪ Q4 06.29.23 @ 11:00AM and/or 07.06.23 @ 11:00AM</li> </ul> </li> </ul> </li> </ul>	
5.10	<b>Next Leadership Committee Meeting Agenda – John Werner</b>	<ul style="list-style-type: none"> <li>● February 23, 2023 3:00pm – 4:30pm <ul style="list-style-type: none"> <li>➤ Let Barbara Marshall know of any topics you would like to have on the agenda</li> </ul> </li> <li>● It was asked if we want to meet the first Tuesday in March since the SAEC Board will not be meeting <ul style="list-style-type: none"> <li>➤ This will be decided at the next meeting</li> </ul> </li> <li>● It was asked how the CATS RAPTER was going at everyone’s sites <ul style="list-style-type: none"> <li>➤ Everyone is struggling and just give what you can give</li> <li>➤ Most feel it is much more work than it is worth</li> </ul> </li> </ul>	

5.11	<b>Next SAEC Board Meeting</b>	<ul style="list-style-type: none"> <li>● Next meeting April 11, 2023 at 8:00am <ul style="list-style-type: none"> <li>➤ In person meeting</li> </ul> </li> </ul>	
6	<b>Adjournment</b>	<ul style="list-style-type: none"> <li>● Meeting adjourned at 10:08am</li> </ul>	<ul style="list-style-type: none"> <li>● Motioned to adjourn the meeting by Brian Brazier, Corcoran Adult School</li> <li>● Seconded by Tami Olson, Visalia Adult School</li> <li>● Abstained: None</li> <li>● Vote: <ul style="list-style-type: none"> <li>➤ <b>Approve:</b> All</li> <li>➤ <b>Opposed:</b> None</li> <li>➤ Motion Carried</li> </ul> </li> </ul>