

SAEC Consortium Board Meeting
 College of the Sequoias Board Room 1
 Meeting 10/25/16, 8:00 - 10:00 am
 Co-chairs: Stan Carrizosa and Sarah Koligian

In Attendance:

Laura Barba, Cutler-Orosi Joint Unified School District; Carmen Becerra, SAEC ESL Navigator; Melissa Calvero, Visalia Adult School; Stan Carrizosa, College of the Sequoias; Maribel Delgado, SAEC Healthcare Navigator; Dennis Doane, Lindsay Unified School District; Heather Keran, Hanford Adult School; Sarah Koligian, Tulare Joint Union High School District; Adam Peck, Workforce Investment Board of Tulare County; Frank Silveira, Farmersville Unified School District; Drew Sorensen, Woodlake Unified School District; Mary Taylor, Corcoran Joint Unified School District; Larriann Torrez, Tulare Joint Unified School District; John Werner, Sequoias Adult Education Consortium Director.

	Discussion Topic	Outcome	Action
1	Opening Business		
1.1	Call to Order	Sarah Koligian called the meeting to order, welcomed all to the meeting at 8:04 am.	
1.2	Establish Quorum	Quorum Established	
1.3	Welcome and Introductions	All present introduced themselves and the school or place they represent. <ul style="list-style-type: none"> • The following joined us on the phone: <ul style="list-style-type: none"> • Celina Shands, Full Capacity • Christine Bosworth, Business U 	
2	Review and approval of meeting minutes: October 4, 2016	Minutes from October 4, 2016 SAEC Board meeting reviewed.	<ul style="list-style-type: none"> • Motion moved by Drew Sorensen, Woodlake Unified School District • Seconded by Frank Silveira, Farmersville Unified School District. • Vote: All approved, None opposed, Motion Carried.
3	Public Comment	No public comments were made.	
4	Information Items	None	
5	Action Items		

	Discussion Topic	Outcome	Action
5.1	AEBG Technical Assistance RFA – John Werner	<ul style="list-style-type: none"> • AEBG RFA <ul style="list-style-type: none"> • Program – Adult Education Block Grant (AEBG) – Technical Assistance, Coordination and Capacity Building • Funding Fiscal Year – 2016-2019 • Total Funds Available - \$5,000,000 • Funding Source – Assembly Bill 104, Section 84915 • Application Deadline – November 14, 2016 • Scope <ul style="list-style-type: none"> • Serve as the fiscal agent and project manager to provide technical assistance, coordination and capacity building for 71 adult education consortia throughout California. • Value Proposition <ul style="list-style-type: none"> • Provides SAEC a position to voice input and participate in the decision making process regarding direction and outcomes of adult education for California. • Provides SAEC a position to receive timely and accurate information from agencies leading the AEBG initiative. • Activities <ul style="list-style-type: none"> • Developing and disseminating effective practices and other guidance documents. • Providing adult education consortia with technical assistance to enhance the effectiveness of their local adult education programs. • Providing professional development opportunities to adult education consortia. • Providing weekly webinars. • Establishing and maintenance of an Internet Web site containing programmatic guidance. • Researching effective adult education practices in other states. • Enhancing programmatic collaboration with other state and federal education and workforce development programs. • Deliverables <ul style="list-style-type: none"> • Task 1: Comprehensive Plan and Schedule • Task 2: Project Coordination and Communication • Task 3: Technical Assistance (TA) • Task 4: Professional Development/Capacity Building/Training 	<p>Full Capacity will work with John Werner on completing the application package.</p> <p>We will work with Full Capacity. There are 3 Sections to the RFA. They would handle communications and webinars and then work in conjunction with West Ed to handle the data base.</p> <p>We will work with Business U for Professional Development component.</p> <p>Full Capacity will a hire project coordinator to work with John Werner.</p>

	Discussion Topic	Outcome	Action
5.1	AEBG Technical Assistance RFA – John Werner (cont...)	<ul style="list-style-type: none"> • Task 5: Reports and Invoices • Task 6: Data Files and Reports • Questions <ul style="list-style-type: none"> • Will the role John Werner takes on affect his work with the consortium? • Concerns about the demands SAEC will have to take on? • Impact on the consortium? • Role in providing technical assistants to other districts? • Role for consortium? • Is the consortium allowed to apply? • Should we have an MOU with the relationship of this work with VUSD? Need description of roles and responsibilities and separation of money. • Can the consortium terminate the agreement if there becomes a conflict of interest for the consortium? • If approved by this board it will be brought to the VUSD Board Meeting on November 8, 2016. 	<p>Full Capacity Marketing and Business U will carry the heavy load along with West Ed. They will have a point person for each of the 3 areas to keep everyone informed. (Communication, database and professional development)</p> <p>It will be a needs assessment at the beginning of project. Technical liaison will provide technical assistant.</p> <p>Full Capacity will bring to SAEC board projects/items they want to do.</p> <p>It is a political perception that community colleges are too close. Under funding authority, we are using VUSD district as fiscal representative. RFA lists out community college, school district etc. that can apply</p> <p>VUSD did not feel we had to hire anyone to implement program. Direct cost is capped at 4% because we are a direct funded model.</p> <p>There is language in appendix in article 2 for termination of agreement.</p> <ul style="list-style-type: none"> • Motion moved by Stan Carrizosa, College of the Sequoias • Seconded by Frank Silveira, Farmersville Unified School District. • Vote: All approved, None opposed, Motion Carried.
6	Discussion Items	None	
7	Adjournment	Next meeting will be Tuesday, November 8, 2016 at 8:00 a.m. at COS, Board Room 1. Meeting adjourned.	