

Meeting Minutes
North Coast Adult Education Consortium
April 1st, 2022 / 1:00pm – 2:10pm

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.

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The Due date for August 1st 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