



**CITRUS COLLEGE ADULT EDUCATION CONSORTIUM  
SPECIAL EXECUTIVE BOARD OPEN SESSION MEETING  
Monday, April 19, 2021 (10:00 A.M.) / Monday, May 3, 2021 (2:00 P.M.)  
Zoom Meeting**

<https://us02web.zoom.us/j/88496661508?pwd=YTJDZlIKYWcxWw0QkZuaEhudGNxZz09>

**Meeting ID: 884 9666 1508**

**Minutes – Approved 6/22/21 Act # 21-11**

**1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (10:00 a.m.)**

1.1 Meeting called to order by Chair Flint Fertig at **10:06 am**

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	John Russell, Regional Director	Present
Flint Fertig, Representative	Present	Ivon McCraven, Proxy	Present
Paul Hernandez, Representative	Present	Saida Valdez, Proxy	Absent
Ron Letourneau, Representative	Present	Rebecca Summers, Proxy	Absent
Kevin Morris, Representative	Present	Rick Crosby, Proxy	Absent
Michael Wangler, Representative	Present		

**2.0 ORDER OF BUSINESS**

Representative discussion/presentation of agenda items which could be moved up on the agenda.

At the April 19, 2021 board meeting, Chair Fertig explained that the board needed more time to discuss and analyze the proposed CFAD Allocations. The proposed CFAD Allocations are attached to these minutes. He suggested that the April 19 meeting be a discussion about the Allocations. Further questions by board representatives would be addressed by Mr. Russell during individual meetings with representatives. The board decided to reconvene on May 3 for

final approval and votes before reps approved Allocations in NOVA.

Thus, board deliberations and all Actionable Items in these minutes occurred at the May 3, 2021 continuance of the April 19, 2021 meeting.

- 2.1. Approve the minutes of the January 12, 2021 Regular Executive Board Open Session Meeting.

**Act # 21-07** Motion by Mr. Delvasto, seconded by Mr. Hernandez **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y  
Representative Letourneau Y Representative Morris Y Representative Wangler Y

Approve the minutes of the March 8, 2021 Regular Executive Board Open Session Meeting.

**Act # 21-08** Motion by Mr. Delvasto, seconded by Mr. Fertig **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y  
Representative Letourneau Y Representative Morris Y Representative Wangler Y

### 3.0 COMMUNICATIONS

- 3.1 No Representative reports were presented during these meetings:

- 3.2 Regional Director report.

Mr. Russell had no report.

- 3.3 Public comment for items not on the agenda.

None at this time.

- 3.3.1 Public comments for items on the Open Session Agenda.

None at this time.

### 4.0 BOARD APPROVAL OF 2021-22 CFAD FUNDING MECHANISM – FISCAL AGENT / DIRECT FUNDING

**Act # 21-09** Motion by Mr. Fertig, seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y  
Representative Letourneau Y Representative Morris Y Representative Wangler Y

Mr. Fertig changed the motion to be “Approve Claremont USD to remain as the Fiscal Agent for the consortium.”

Mr. Delvasto asked if there were any ways CUSD could better serve the consortium. All board reps praised CUSD Business Services and Ms. Karen Waltman for their excellent handling of CAEP funds as Fiscal Agent.

### 5.0 BOARD APPROVAL OF 2020-21 CFAD FUNDING ALLOTMENT PER MEMBER

**Act # 21-10** Motion by Mr. Letourneau, seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y  
Representative Letourneau Y Representative Morris Y Representative Wangler Y

In the April 19 meeting, Mr. Russell walked members through the proposed Allocation. He explained that it would not be fair to use 2020-21 enrollment and that the consortium should use a similar approach as the state’s “hold harmless.”

He explained the overhead costs of program administration (the program director and fiscal agent fees), the consortium nurse coordinator, and marketing fees. He noted that MCAS was on pace for over \$300,000 in Title I fees and that Claremont was on pace for over \$90,000 in

Title I fees.

*(Mr. Russell met with directors individually during the time between April 19 and May 3 to answer all questions regarding final Allocations. The one issue that was not addressed is that Claremont was not made entirely whole when comparing program funds from 2020-21 to 2021-22. Allocations were entered into NOVA based on the proposed CFAD Allocation and approved by member representatives.)*

**6.0 BOARD DISCUSSION ON REGIONAL ANNUAL DATA REVIEW**

Mr. Russell explained that he had been serving on a number of state-wide presentations with Jay Wright from CASAS using the CCAEC Annual Data Review. He presented the document with highlights from final 2019-20 ADR that he shares with attendees to these presentations. He mentioned he would be presenting at the CASAS Summer Institute.

**7.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING**

Meeting was adjourned at 2:21.