



In accordance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please call the office at the Azusa Adult School, (626) 852-8400, 24 hours prior to meeting so that reasonable arrangements can be made. Azusa Room 7 is wheelchair accessible.

Though CCAEC Board Meetings are in person, in order to comply with AB361 and to encourage public participation of CCAEC Executive Board Meetings during the current pandemic, meetings will be presented in a hybrid manner. The link to access the meeting via teleconference is noted below

In accordance with a recent amendment to the Ralph M. Brown Act, public records related to this public session agenda, that are provided to the Executive Board less than 72 hours before a regular meeting may be inspected by the public at the Azusa Adult Education main office 1040 E. Gladstone St., Azusa, CA 91740 during regular office hours (8:00am – 4:00pm) and on the CCAEC website <http://www.ccadulted.org/>.



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, October 12, 2021, 1:30 p.m.

Azusa Adult Education Center – Room 7

1040 E. Gladstone St., Azusa 91702

Zoom Meeting

<https://us02web.zoom.us/j/81759815949?pwd=Y0RwUjh2eEl4bE9CTVhpV3grT1I2UT09>

Meeting ID: 817 5981 5949

AGENDA

1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30)

1.1 Meeting called to order by Chair Paul Hernandez at _____

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	_____	John Russell, Regional Director	_____
Flint Fertig, Representative	_____	Saida Valdez, Proxy	_____
Paul Hernandez, Representative	_____	Rick Crosby, Asst. Supt.	_____
Ron Letourneau, Representative	_____		
Ivon McCraven, Representative	_____		
Kevin Morris, Representative	_____		

2.0 ORDER OF BUSINESS

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

2.1.1 Approve the minutes of the September 14, 2021 Regular Executive Board Open Session Meeting.

Motion by _____, seconded by _____ Vote _____
Representative Delvasto __ Representative Fertig __ Representative Hernandez __
Representative Letourneau __ Representative McCraven __ Representative Morris __

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa _____ Duarte _____
Citrus _____ Glendora _____
Claremont _____ Monrovia _____

3.2 Regional Director report.

3.3 Public comment for items not on the agenda.

3.3.1 Public comments for items on the Open Session Agenda.

4.0 BOARD APPROVAL OF SUBCONTRACTING OF FUNDS TO CLAREMONT FOR TRANSITION SPECIALIST AND INCREASED FISCAL AGENT FEE

Motion by _____, seconded by _____ Vote _____
Representative Delvasto __ Representative Fertig __ Representative Hernandez __
Representative Letourneau __ Representative Morris __ Representative Wangler __

Board to consider \$19,000 increase in Fiscal Agent fee and \$22,100 reallocation to pay for Transition Specialist.

5.0 BOARD APPROVAL OF SPECIAL OPEN SESSION MEETING TO REVIEW MEMBER BUDGETS AND SUPPORTING DOCUMENTS

Motion by _____, seconded by _____ Vote _____
Representative Delvasto __ Representative Fertig __ Representative Hernandez __
Representative Letourneau __ Representative Morris __ Representative Wangler __

Board to schedule Special Open Session Meeting to review member LAGL 015c for approval of Budgets and Workplans. This is occurring because members need additional time to prepare budgets.

6.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING



Documents to Support Agenda Items

October 12, 2021 Agenda

Agenda Item 2.1.1

September 14, 2021 Minutes



REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, September 14, 2021

1:30 p.m.

Azusa Adult Education Center – Room 8

1040 E. Gladstone St.

Azusa, CA 91702

Unapproved Minutes

1.0 CONVENE REGULAR EXECUTIVE BOARD OPEN SESSION MEETING (1:30 p.m.)

1.1 Meeting called to order by Chair Flint Fertig at 1:34 pm

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Present	David Conway, Bus. Serv.	Tardy
Flint Fertig, Representative	Present	Shannon Norris, Bus. Serv.	Present
Paul Hernandez, Representative	Present	Silvia Nunez	Absent
Ron Letourneau, Representative	Present	Julia Reyes, Bus. Serv.	Tardy
Kevin Morris, Representative	Tardy	Janette Walzcak, Bus. Serv.	Absent
Michael Wangler, Representative	Absent	Karen Waltman, Bus. Serv.	Present
John Russell, Regional Director	Present	Ivon McCraven, Proxy	Absent
Saida Valdez, Proxy	Absent	Rick Crosby, Proxy	Absent
		Pamela Escalante	Present

2.0 ORDER OF BUSINESS

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

None at this time

- 2.1.1 Approve the minutes of the August 10, 2021 Regular Executive Board Open Session Meeting. August 10, 2021 meeting did not have a quorum. No meetings were presented.

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Mr. Hernandez reported that Azusa was starting to get some traction with enrollment. ESL was slowly increasing, the Nurse Assistant Training Program had 13 students, Pharmacy Tech had 10 students, and Medical Coding and Billing had 5 students. He advised that Azusa was not offering computer classes because lack of enrollment. *(Mr. Fertig added that Monrovia was having similar issues.)* Mr. Hernandez advised that Azusa did have a healthy carryover and with the assistance of Ms. Norris, and Azusa USD Cabinet, Azusa was planning to spend the money on creating a truck driving school. Finally, Mr. Hernandez advised that he and Dr. Valdez were working to foster more robust relationships with AJCCs.

Citrus: No report.

Claremont: Mr. Delvasto advised Claremont was on the 9th day of classes and that he was forced to close one ESL class due to low enrollment. Mr. Delvasto did advise that Claremont was offering virtual classes and wanted to present that as an option for regional students who did not want to attend class in person. He advised that Pharmacy Tech was starting October 9 and had 6 students. He was excited to announce that Claremont had found a CNA instructor for its approved program. The school is just waiting for her to be approved by the state. He is hoping to start the first CNA cohort in January. He advised that Claremont has an OSHA 10 training partner and he is wanting to get started with the Claremont Logistics Technician going to transition students to Amazon.

Duarte: No report.

Glendora: Mr. Letourneau advised that HS Diploma program and Parent Success program were up and successfully running and that Mark Tremper had TE data collection moving in the right direction. He advised that GUSD HR has hampered hiring efforts to find an ESL teacher and that has slowed efforts to get the ESL program running. He advised that Glendora was also dealing with the challenges of limited class space. He thanked Mr. Russell for extensive help with course outlines and other deliverables.

Monrovia: Mr. Fertig advised that Monrovia has had successful registration. ESL classes are running and have good enrollment considering the obstacles presented by the pandemic. He advised that CNA was full and the next class starting October 11, 2021 would be full as well. He advised that Pharmacy tech had just started on the prior Saturday, but the class was not as full as he would like, but still had a good enrollment. He advised that Medical Assisting had started the day before and the class had great enrollment. Mr. Fertig stated that targeted marketing had been successful in getting medical classes full and helping with ESL.

3.2 Regional Director report.

Mr. Russell followed up on Mr. Hernandez' report about Basic Computer classes. He advised that the Workforce Development system had pulled all Computer Applications classes as this was not a training they wanted to support anymore. This was affecting ability to deliver this training across the region. He advised that Monrovia was reconceiving the delivery of this program and that he would work with members to develop a program that makes sense. Mr. Russell also voiced support for Azusa's efforts to create a trucking school. He advised that he has had numerous conversations with AJCCs who support the need for this program.

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 AZUSA Q4 EXPENDITURE REPORT

Act # 21-20 Motion by Mr. Letourneau, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y

Representative Letourneau Y Representative Morris Y Representative Wangler A

Azusa representative and business services presented Azusa LAGL2015C and LAGL2019C for oversight and review. Board voted to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

5.0 BOARD APPROVAL OF CLAREMONT Q4 EXPENDITURE REPORT

Act # 21-21 Motion by Mr. Hernandez, seconded by Mr. Fertig **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y

Representative Letourneau Y Representative Morris Y Representative Wangler A

Mr. Hernandez, Ms. Nunez, and Ms. Norris presented Azusa's LAGL2015C and LAGL2019C for oversight and review. Board voted to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

6.0 BOARD APPROVAL OF DUARTE Q4 EXPENDITURE REPORT

Act # 21-22 Motion by Mr. Letourneau, seconded by Mr. Hernandez **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y

Representative Letourneau Y Representative Morris Y Representative Wangler A

Mr. Morris and Ms. Reyes presented Duarte's LAGL2015C and LAGL2019C for oversight and review. Board voted to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

7.0 BOARD APPROVAL OF GLENDORA Q4 EXPENDITURE REPORT

Act # 21-23 Motion by Mr. Letourneau, seconded by Mr. Delvasto **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y

Representative Letourneau Y Representative Morris Y Representative Wangler A

Mr. Letourneau and Ms. Escalante presented Glendora's LAGL2015C and LAGL2019C for oversight and review. Board voted to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

8.0 BOARD APPROVAL OF MONROVIA Q4 EXPENDITURE REPORT

Act # 21-24 Motion by Mr. Morris, seconded by Mr. Hernandez **Vote to Approve 5-0**

Representative Delvasto Y Representative Fertig Y Representative Hernandez Y

Representative Letourneau Y Representative Morris Y Representative Wangler A

Mr. Fertig and Mr. Conway presented Monrovia's LAGL2015C and LAGL2019C for oversight and review. Board voted to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

Items 9.0 through 14.0 were tabled with one motion because CCAEC members could not enter budget numbers into NOVA until the Q4 Expenditures had been certified.

Act # 21-25 Motion by Mr. Fertig, seconded by Mr. Letourneau **Vote to Approve 5-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris Y Representative Wangler A

9.0 BOARD APPROVAL OF AZUSA 2021-22 BUDGET AND WORKPLAN

Tabled.

10.0 BOARD APPROVAL OF CLAREMONT 2021-22 BUDGET AND WORKPLAN

Tabled.

11.0 BOARD APPROVAL OF DUARTE Q4 2021-22 BUDGET AND WORKPLAN

Tabled.

12.0 BOARD APPROVAL OF GLENDORA 2021-22 BUDGET AND WORKPLAN

Tabled.

13.0 BOARD APPROVAL OF MONROVIA 2021-22 BUDGET AND WORKPLAN

Tabled.

14.0 BOARD APPROVAL OF CCAEC 2021-22 FISCAL REPORTING AGREEMENT

Tabled.

15.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned at 2:56pm.



Documents to Support Agenda Items

October 12, 2021 Agenda

Agenda Item 4.0

CFAD Worksheets to Subcontract for Overhead and
Transition Specialist

Transition Specialist Hours / Duties

Tuesday

Monrovia 3 hours

Azusa 3 hours

- *will alternate sites weekly: Week 1 - Monrovia AM 3 hours, Azusa PM 3 hours, Week 2 - Monrovia PM 3 hours, Azusa Am 3 hours, etc.*

Wednesday

Claremont 3 hours - *evening 5-8 PM, primarily online at this time*

Friday 3 office hours - dedicated to all sites

On-Site

1. Presentations to describe services available to students to support with transition
2. small-group workshops to address specific needs of students
3. individual student guidance and support
4. Citrus Campus tours

office hours

1. Individual student guidance and support via phone, Zoom, text and email
2. Small group Zoom workshops
3. Support with applications
4. Support with enrollment in courses at Citrus
5. Addressing barriers to equitable access to higher education
6. Support with preparation for higher ed coursework - online and on-campus

Original Breakdown of Overhead

	Prog. Admin	Nur. Cood.	Website	Mktg. - ESL	Mktg. - CTE	Total
Azusa Adult School	\$39,469	\$15,000	\$0	\$16,608	\$30,000	\$101,077
Citrus College	\$0	\$0	\$0	\$0	\$0	\$0
Claremont Adult School	\$28,965	\$15,000	\$0	\$11,616	\$54,000	\$109,581
Duarte Adult School	\$590	\$0	\$0	\$288	\$0	\$878
Glendora Adult School	\$5,595	\$0	\$0	\$1,920	\$0	\$7,515
Monrovia Adult School	\$41,381	\$15,000	\$10,000	\$17,568	\$115,500	\$199,449
	\$116,000	\$45,000	\$10,000	\$48,000	\$199,500	\$418,500

Original Consortium Support Services

Program Manager	\$60,000
Fiscal Agent - Admin	\$56,000
Nurse Coordinator	\$45,000
Website Maintenance	\$10,000
Marketing - ESL / ASE	\$48,000
Marketing - CTE	\$199,500
Total Overhead	\$418,500

CFAD Amounts Year over Year

	2021-22	2020-21	Delta	Delta
Azusa	\$1,410,747	\$1,349,331	\$61,416	4.6%
Claremont	\$1,120,249	\$1,124,143	-\$3,894	-0.3%
Overhead	\$418,500	\$369,000	\$49,500	13.4%
Duarte	\$19,727	\$19,489	\$238	1.2%
Glendora	\$184,879	\$184,755	\$124	0.1%
Monrovia	\$1,437,920	\$1,366,564	\$71,356	5.2%
	\$4,592,022	\$4,413,282		

ESTIMATED TITLE I FEES – INITIAL

	Fees	Marketing	Net
Azusa	\$100,000	\$30,000	\$70,000
Claremont	\$180,000	\$54,000	\$126,000
Monrovia	\$385,000	\$115,500	\$269,500
	\$665,000	\$199,500	\$465,500

ESTIMATED TITLE I FEES – REVISED

	Fees	Marketing	Net
Azusa	\$100,000	\$30,000	\$70,000
Claremont	\$100,000	\$30,000	\$70,000
Monrovia	\$300,000	\$90,000	\$210,000
	\$500,000	\$150,000	\$350,000

Revised Consortium Support Services

Program Manager	\$60,000
Fiscal Agent - Admin	\$75,000
Nurse Coordinator	\$45,000
Transition Specialist	\$22,100
Nurse Consultant	\$25,500
MA Consultant	\$10,600
TE Consultant	\$10,000
Website Maintenance	\$10,000
Marketing - ESL / ASE	\$48,000
Marketing - CTE	\$150,000
Total Overhead	\$456,200

REVISED BREAKDOWN OF OVERHEAD

	2021-22 CFAD Amounts	Fiscal Agent Delta	Transition Specialist Delta	TE & Medical Consultants	Revised Marketing	FINAL CFAD AMOUNT	Total Program Funds
Azusa	\$1,410,747	\$6,460	\$7,520	\$0	\$0	\$1,396,767	\$1,396,767
Citrus	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Claremont	\$1,120,249	\$4,750	\$5,518	\$0	(\$24,000)	\$1,133,981*	\$1,161,981**
Duarte	\$19,727	\$95	\$112	\$0	\$0	\$19,520	\$19,520
Glendora	\$184,879	\$912	\$1,066	\$10,000	\$0	\$172,901	\$172,901
Monrovia	\$1,437,920	\$6,783	\$7,884	\$36,100	(\$25,500)	\$1,412,653	\$1,412,653
Overhead	\$418,500	\$19,000	\$22,100	\$46,100	(\$49,500)	\$456,200	
	\$4,592,022					\$4,592,022	

*Final CFAD Amount is \$1,590.181

**Includes \$28,000 transfer from 2020-21 Overhead carryover.

CAEP Allocation Amendment: 2021-22 Produced: Aug 6, 2021, 08:45 PM UTC Paul Hernandez

09 Citrus College Adult Education Consortium

Allocation Amendment Summary

Fiscal Declaration

The Fiscal Declaration information in this section has been provided as a courtesy. It has not been changed since CFAD has been approved by the Member Representatives.

Consortium Name: 09 Citrus College Adult Education Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Not Selected

Narrative: Claremont USD has been a very effective, very competent Fiscal Agent. Efficient CUSD processes have allowed the consortium to better benefit from economies of scale with consortium wide services (e.g. consortium-wide Nurse Director for Pre-certification CNA programs). CCAEC members also want to continue with a fiscal agent in case members agree that one member is being ineffective and funds need to move accordingly.

Changes: No Changes

Amended Member Allocations for 2021-22

Member Agency	Amended Allocation	Adjustment Made
Azusa Unified	\$1,410,747	
Citrus CCD	\$0	
Claremont Unified	\$1,538,749	\$42,544
Duarte Unified	\$19,727	
Glendora Unified	\$184,879	
Monrovia Unified	\$1,437,920	\$70,000
Total Allocated to Members	\$4,592,022	
Total CAEP Funds	\$4,592,022	
Total Remaining (Must be \$0)	\$0	

Member Agencies

CAEP Allocation Amendment: 2021-22 Produced: Aug 31, 2021, 02:28 AM UTC Paul Hernandez

09 Citrus College Adult Education Consortium

Allocation Amendment Summary

Fiscal Declaration

The Fiscal Declaration information in this section has been provided as a courtesy. It has not been changed since CFAD has been approved by the Member Representatives.

Consortium Name: 09 Citrus College Adult Education Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Not Selected

Narrative: Claremont USD has been a very effective, very competent Fiscal Agent. Efficient CUSD processes have allowed the consortium to better benefit from economies of scale with consortium wide services (e.g. consortium-wide Nurse Director for Pre-certification CNA programs). CCAEC members also want to continue with a fiscal agent in case members agree that one member is being ineffective and funds need to move accordingly.

Changes: No Changes

Amended Member Allocations for 2021-22

Member Agency	Amended Allocation	Adjustment Made
Azusa Unified	\$1,410,747	
Citrus CCD	\$0	
Claremont Unified	\$1,548,749	\$10,000
Duarte Unified	\$19,727	
Glendora Unified	\$174,879	-\$10,000
Monrovia Unified	\$1,437,920	
Total Allocated to Members	\$4,592,022	
Total CAEP Funds	\$4,592,022	
Total Remaining (Must be \$0)	\$0	

Member Agencies

CAEP Allocation Amendment: 2021-22 Produced: Sep 8, 2021, 12:05 AM UTC Paul Hernandez

09 Citrus College Adult Education Consortium

Allocation Amendment Summary

Fiscal Declaration

The Fiscal Declaration information in this section has been provided as a courtesy. It has not been changed since CFAD has been approved by the Member Representatives.

Consortium Name: 09 Citrus College Adult Education Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Not Selected

Narrative: Claremont USD has been a very effective, very competent Fiscal Agent. Efficient CUSD processes have allowed the consortium to better benefit from economies of scale with consortium wide services (e.g. consortium-wide Nurse Director for Pre-certification CNA programs). CCAEC members also want to continue with a fiscal agent in case members agree that one member is being ineffective and funds need to move accordingly.

Changes: No Changes

Amended Member Allocations for 2021-22

Member Agency	Amended Allocation	Adjustment Made
Azusa Unified	\$1,410,747	
Citrus CCD	\$0	
Claremont Unified	\$1,578,749	\$30,000
Duarte Unified	\$19,727	
Glendora Unified	\$174,879	
Monrovia Unified	\$1,407,920	-\$30,000
Total Allocated to Members	\$4,592,022	
Total CAEP Funds	\$4,592,022	
Total Remaining (Must be \$0)	\$0	

Member Agencies

CAEP Allocation Amendment: 2021-22 Produced: Oct 12, 2021, 05:46 PM UTC John Russell

09 Citrus College Adult Education Consortium

Allocation Amendment Summary

Fiscal Declaration

The Fiscal Declaration information in this section has been provided as a courtesy. It has not been changed since CFAD has been approved by the Member Representatives.

Consortium Name: 09 Citrus College Adult Education Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Not Selected

Narrative: Claremont USD has been a very effective, very competent Fiscal Agent. Efficient CUSD processes have allowed the consortium to better benefit from economies of scale with consortium wide services (e.g. consortium-wide Nurse Director for Pre-certification CNA programs). CCAEC members also want to continue with a fiscal agent in case members agree that one member is being ineffective and funds need to move accordingly.

Changes: No Changes

Amended Member Allocations for 2021-22

Member Agency	Amended Allocation	Adjustment Made
Azusa Unified	\$1,404,287	-\$6,460
Citrus CCD	\$0	
Claremont Unified	\$1,599,099	\$20,350
Duarte Unified	\$19,632	-\$95
Glendora Unified	\$173,967	-\$912
Monrovia Unified	\$1,395,037	-\$12,883
Total Allocated to Members	\$4,592,022	
Total CAEP Funds	\$4,592,022	
Total Remaining (Must be \$0)	\$0	

Member Agencies