



REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, July 20, 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 1:57 pm

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	Absent
Paul Hernandez, Representative	Present	Saida Valdez, Proxy	Absent
Ron Letourneau, Representative	Present	Virginia Kelsen, Asst. Supt.	Absent
Kevin Morris, Representative	Tardy	Rick Crosby, Asst. Supt.	Absent
Michael Wangler, Representative	Absent	Jessica Ly	Present
		Katrina Cuasay	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 June 22, 2021 Regular Executive Board Open Session Meeting.
Act # 21-18 Motion by Mr. Delvasto, seconded by Mr. Letourneau **Vote to Approve 4-0**
Representative Delvasto Y Representative Fertig Y Representative Hernandez Y
Representative Letourneau Y Representative Morris A Representative Wangler A

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Mr. Hernandez advised that Azusa had a new Director of Business Services and she was really great to work with. He advised that Azusa was finishing up the process of closing its accounting for the Adult Education Center for 2020-21 school year. He advised that Azusa Adult Education Center was having a WASC Full Self-study Visit November 15, 2021 to November 17, 2021. He said that he and his team were working to increase enrollment in all programs and that part of that effort was analyzing the viability of a Construction Tech program. Finally, he advised that Azusa had resubmitted its CNA booklet and received approval for block hours.

Citrus: No report.

Claremont: Mr. Delvasto advised that Claremont Adult School had its two CNA programs approved by the California Department of Public Health and he was excited to get programs operational. The next challenge was hiring an instructor. He advised that Claremont received approval in I-TRAIN for its Logistics Technician and he discussed the partnership with Amazon to get potential hires for Amazon through the program. Mr. Delvasto introduced Ms. Jessica Ly, who would be helping him as an administrator with adult education programs.

Duarte: No report.

Glendora: No report.

Monrovia: Mr. Fertig reported that Monrovia was attempting to address personnel issues because some teachers were retiring or moving to full-time positions. He noted that the MCAS Pre-certification CNA class starting 8/2/21 was full but he needed a teacher for the class. He noted that Monrovia USD had a new Superintendent of Schools, Dr. Ryan Smith, who was coming from Paramount USD.

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.

Agenda Items 4.0 to 7.0 generated a tremendous amount of board representative dialogue, understanding, and collaboration around these critical topics. Detailed discussions in the minutes would be onerous to read. Therefore, the minutes only include highlights of presentations and critical points of agreement.

4.0 BOARD DISCUSSION ON DELIVERY OF CTE PROGRAMS AND LEVERAGING OF CAEP FUNDS

Mr. Russell presented Education Code 84906 regarding the intent of AB 104 to partner with the workforce development system. He presented the CCAEC Logic Model Goals and CTE Program Delivery Modalities – Beginning to Advance facilitate a board discussion about the

importance for CCAEC members to work with the County WDB and its AJCCs in the delivery of CCAEC CTE programs. Conversation was very robust and included all reps. Critically, members agreed that strong partnerships with AJCCs was mission critical for expending CAEP funds and working to increase leverage of Title I fees for I-TRAIN-approved programs.

5.0 BOARD DISCUSSION OF CONSORTIUM-WIDE UNIFORM CTE PROGRAM DELIVERY

Mr. Russell discussed the need for all CCAEC CTE programs offered by K-12 members to be uniform in length and cost on the California Employee Training Provider List. Ms. Katrina Cuasay explained that having one Nurse Director for the three Pre-certification CNA programs would benefit each member program for a number of reasons. She also explained that we were working to this and it would take this year to achieve it. Mr. Russell explained that uniformity of cost and length would help members work together and not compete. He advised Mr. Hernandez that he would for certain get Azusa's Pre-certification class beginning 8/23/21 filled and funded.

Board reps recognized the need to align programs and will be working to do so this year.

6.0 BOARD REVIEW OF MEMBERSHIP EFFECTIVENESS / CERTIFICATION & ASSURANCES

Mr. Russell presented extensive state guidance on membership effectiveness and the required Certification & Assurances that members agree to with approval of the CFAD. Extensive board discussions followed.

Members agreed to update bylaws this year per new state requirements for member effectiveness and work on all issues to avoid member effectiveness problems.

7.0 CCAEC FINANCIAL UPDATE BASED ON PRELIMINARY Q4 EXPENDITURE REPORTS

Regional Director presented present updated consortium member finances and facilitated board discussion on allocation of additional CAEP COLA funds.

8.0 BOARD APPROVAL OF ADDITIONAL CAEP COLA ALLOCATION FUNDS

Act # 21-19 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

Based on discussions of Items 4.0 – 7.0, Mr. Hernandez offered the following motion:

“Claremont move \$28,000 of CCAEC consortium overhead carryover to its operational funds. Claremont receive \$42,544 of the additional COLA amount. Monrovia receive the balance of \$70,000 for operational funds.”

The motion carried with little deliberation.

9.0 BOARD REVIEW OF ANNUAL PLAN DRAFT AND DISCUSS STAKEHOLDER INPUT PROCESS

Regional Director was to present Annual Plan draft and discuss stakeholder input process.

This item was pushed due to time constraints.

10.0 BOARD REVIEW OF BUDGET AND WORKPLAN PROCESS

Regional Director was to review Budget and Workplan process, including utilization of member carryover.

This item was pushed due to time constraints.

11.0 BOARD DISCUSSIONS OF FALL PROFESSIONAL DEVELOPMENT CONFERENCE

Board to discuss CCAEC Fall Conference possibilities and set date.

This item was pushed due to time constraints.

12.0 BOARD DISCUSSION OF HEALTHCARE ADVISORY MEETING

Board to discuss Healthcare Advisory Meeting for October.

This item was pushed due to time constraints.

13.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING

Meeting was adjourned at 4:10 and items not covered were pushed for the August meeting.