



**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**

**Minutes – Approved 10/12/21 Act # 21-26**

**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 9<sup>th</sup> 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.