



CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday November 15, 2022, 1:30 p.m.

Monrovia Community Adult School – Room 33

920 S. Mountain Ave., Monrovia 91016

Zoom Meeting Information

<https://us02web.zoom.us/j/84952685021?pwd=Y2kzN1RLT1pvZTIIZkxWcHRPNTBIQT09>

Meeting ID: 849 5268 5021

Minutes – Approved 12/20/22 Act # 22-35

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

1.1 Meeting called to order by acting Vice Chair Flint Fertig at 1:36

1.2 Pledge of Allegiance

1.3 Roll call:

Felipe Delvasto, Representative	Absent	John Russell, Program Director	Present
Flint Fertig, Representative	Present		
Mari Bordona, Representative	Present		
Ron Letourneau, Representative	Present		
Kevin Morris, Representative	Present		
Ivon McCraven, Representative	(Virtually)		

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 Approve the minutes of the October 18, 2022 Regular Executive Board Open Session Meeting.
Act # 22-27 Motion by Mr. Letourneau, seconded by Ms. Bordona **Vote to Approve 5-0**
Representative Bordona Y Representative Delvasto A Representative Fertig Y
Representative Letourneau Y Representative McCraven Y Representative Morris Y

3.0 COMMUNICATIONS

3.1 Representative reports:

Azusa: Ms. Bordona reported that Azusa's first Security Officer training program had started this week. She noted that Azusa was identifying additional program students for future program through marketing prospective students are being identified.

Ms. Bordona also reported that Azusa has successfully hired a Pharmacy Technician instructor and the training program was in week 2 and going well.

Citrus: Ms. McCraven reported winter and spring sessions are now registering with strong numbers, reaching pre-pandemic levels especially in ESL.

Claremont: No report.

Duarte: Mr. Morris reported Duarte is in their 2nd session of Parent University which is focused on financial literacy and is being presented in partnership with Foothill Credit Union. Duarte is seeing increased enrollment for its adult diploma program.

Glendora: Mr. Letourneau reported Glendora has 22 adult diploma students and 20 parents enrolled in the Glendora Adult School K-12 Success program. He also reported that Glendora was hoping to start ESL classes in January.

Monrovia: Mr. Fertig reported Monrovia has increased ESL enrollment and is hoping to split night ESL class levels based on this growing enrollment. He also reported that MCAS had just received MUSD Board approval of a new MOU with Los Angeles Centers for Alcohol and Drug Abuse (LA CADA). The MOU subcontracts with LA CADA is to train Peer Support Specialists to assist professionals in providing recovery and enrollment is continuing to grow.

3.2 Program Director report.

Mr. Russell expanded on Monrovia's partnership with LA CADA. He advised that there are over 80 County providers of mental health and substance use disorder services and LA CADA is one of the preeminent providers. He advised that LA CADA is just one of two organizations in the state who have received approval for its Peer Support Specialist curriculum from the California Mental Health Services Authority (CalMHSA). The CalMHSA-approved curriculum prepares students for the Peer Support Specialist certification exam. Once an individual is certified, a County provider can bill MediCal for their hours.

Mr. Russell reported that MCAS and LA CADA collaborated on a very successful hiring event for this training program at which 82 potential hires attended. The marketing for this event was extremely successful.

Mr. Russell reported that the LA County Workforce Development, Aging and Community Services (WDACS) was reformed and Work Force Development and other LA County economic development agencies are in a new department titled the Department of Economic Opportunity (DEO). He advised that he and Mr. Fertig attended community forum as the LA County Workforce Development Board was working on the two year update to the Local Area Plan. He advised that he Kelly LoBianco, the Executive Director of DEO and this was positive exposure for the school and consortium. He noted that he will be inviting CCAEC Directors to participate in these DEO stakeholder forums as CCAEC schools complete WIOA Title II: AEFLA Requests for Applications.

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 DISCUSSION FOR CCAEC PROGRAM REPORTING AREA REQUIREMENT

Act # 22-28 Motion by Mr. Letourneau, seconded by Ms. Bordona **Vote to Approve 5-0**

Representative Bordona Y Representative Delvasto A Representative Fertig Y

Representative Letourneau Y Representative McCraven Y Representative Morris Y

Mr. Russell advised Representative should take a look at this to be aware of what members were reporting. He advised that Instructional Hours data needs to be in CAEP range.

5.0 ~~BOARD APPROVAL OF SUBCONTRACTING OF FUNDS FROM MONROVIA TO CLAREMONT FOR CTE LEADS CONSULTANT~~ MOTION WAS REVISED BY VICE CHAIR AS NOTED BELOW

BOARD APPROVAL TO USE \$7,200 OF CLAREMONT USD OVERHEAD CARRYOVER TO PAY FOR LEADS CONSULTANT

Act # 22-29 Motion by Mr. Morris, seconded by Mr. Letourneau **Vote to Approve 5-0**

Representative Bordona Y Representative Delvasto A Representative Fertig Y

Representative Letourneau Y Representative McCraven Y Representative Morris Y

Mr. Russell explained that managing leads for CCAEC CTE training programs was incredibly onerous and time consuming for him. He advised that after dealing with CTE leads generated by the CCAEC marketer, he would simply pass leads to Ms. Natalie Macchia who directed the leads to the proper CCAEC school based on the student's training needs and location. Hiring Ms. Macchia to handle the leads was more efficient because he was simply directing the leads to her anyway and now leads went directly to her.

Mr. Russell noted that CUSD had a carryover of \$24,000 for overhead expenses and the \$7,200 dedicated to the counselor for lead follow-up was a perfect use of the carryover. He also noted that however much the consortium agreed to pay Ms. Macchia, it would not be enough because he knew firsthand the extensive number of hours managing leads required. Upon hearing the amount of carryover that was available, the Vice-Chair modified the motion which was approved.

6.0 BOARD APPROVAL OF AZUSA 2022-23 BUDGET AND WORKPLAN

Act # 22-30 Motion by Mr. Letourneau, seconded by Mr. Fertig **Vote to Approve 5-0**

Representative Bordona Y Representative Delvasto A Representative Fertig Y

Representative Letourneau Y Representative McCraven Y Representative Morris Y

Mr. Russell advised all Board reps they should have meaningful conversations with their business offices to ensure expenditures adhered to budget amounts. Any expenditure changes over 10% would require Board approval. Mr. Russell advised that Board reps would review the CCAEC Fiscal Reporting Agreement and make modifications at the next CCAEC Board meeting.

CCAEC Board Representatives approved Azusa 2022-23 Budget and Workplan without revision.

- 7.0 BOARD APPROVAL OF CLAREMONT 2022-23 BUDGET AND WORKPLAN**
Act # 22-31 Motion by Ms. Bordona, seconded by Mr. Morris **Vote to Approve 5-0**
Representative Bordona Y Representative Delvasto A Representative Fertig Y
Representative Letourneau Y Representative McCraven Y Representative Morris Y
Though Mr. Delvasto was not present, Mr. Russell was equipped to answer Board questions about Claremont's Budget and Workplan. CCAEC Board Representatives approved Claremont 2022-23 budget and Workplan without revision.
- 8.0 BOARD APPROVAL OF DUARTE 2022-23 BUDGET AND WORKPLAN**
Act # 22-32 Motion by Mr. Fertig, seconded by Mr. Letourneau **Vote to Approve 5-0**
Representative Bordona Y Representative Delvasto A Representative Fertig Y
Representative Letourneau Y Representative McCraven Y Representative Morris Y
CCAEC Board Representatives approved Duarte 2022-23 Budget and Workplan without revision.
- 9.0 BOARD APPROVAL OF GLENDORA 2022-23 BUDGET AND WORKPLAN**
Act # 22-33 Motion by Mr. Mr. Morris, seconded by Ms. Bordona **Vote to Approve 5-0**
Representative Bordona Y Representative Delvasto A Representative Fertig Y
Representative Letourneau Y Representative McCraven Y Representative Morris Y
Mr. Fertig noted that Glendora has significant overhead and asked Glendora to make sure the school followed its Workplan to use the carryover and aligned expenditures with the CCAEC Annual Plan.
CCAEC Board Representatives approved Glendora 2022-23 Budget and Workplan without revision.
- 10.0 BOARD APPROVAL OF MONROVIA 2022-23 BUDGET AND WORKPLAN**
Act # 22-34 Motion by Mr. Mr. Letourneau, seconded by Ms. Bordona **Vote to Approve 5-0**
Representative Bordona Y Representative Delvasto A Representative Fertig Y
Representative Letourneau Y Representative McCraven Y Representative Morris Y
CCAEC Board Representatives approved Monrovia 2022-23 Budget and Workplan without revision.
- 11.0 BOARD DISCUSSION OF WINTER PROFESSIONAL DEVELOPMENT CONFERENCE**
Mr. Russell reminded the Board that the Annual Plan and the Three Year Plan called for consortium to hold a conference for professional development. Mr. Russell proposed to the Board the possibility of inviting additional consortia to the conference and Board Representatives were agreeable.
(The date of December 9, 2022 was discussed by the Representatives and Mr. Russell, but that date was not feasible. A new date will be decided at the next Board meeting.)
- 12.0 ADJOURN CCAEC EXECUTIVE BOARD OPEN SESSION MEETING at 2:20 p.m.**