



In accordance with the American with Disabilities Act, the Citrus College Adult Education Consortium (CCAEC) will accommodate those individuals who require special assistance to participate in this meeting. If you need special assistance to participate in the meeting, please call the office at the Monrovia Community Adult School, (626) 471-3035, 24 hours prior to meeting so that reasonable arrangements can be made. Monrovia Community Adult School Room 33 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, said 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 Monrovia Community Adult School main office 920 S. Mountain Avenue, CA 91016 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 17, 2023, 1:30 p.m.

Monrovia Community Adult School – Room 33  
920 S. Mountain Ave., Monrovia 91016

## Zoom Meeting Information

<https://us02web.zoom.us/j/89251573338?pwd=OEZLdmsvUHdqemJ0Qk8wWWpiQjRsdz09>

**Meeting ID: 892 5157 3338**

## AGENDA

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

1.1 Meeting called to order by Chair Delvasto at \_\_\_\_\_

1.2 Pledge of Allegiance

1.3 Roll call:

Anthony Contreras, Representative	_____	John Russell, Regional Director	_____
Felipe Delvasto, Representative	_____	Mari Bordona, Proxy	_____
Flint Fertig, Representative	_____		
Ivon McCraven, Proxy	_____		
Kevin Morris, Representative	_____		
Valentina Shibata, Representative	_____		

**2.0 ORDER OF BUSINESS**

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

2.1 Approve the minutes of the September 19, 2023 Regular Executive Board Open Session Meeting.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Contreras \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative McCraven \_\_ Representative Morris \_\_ Representative Shibata \_\_

**3.0 COMMUNICATIONS**

3.1 Representative reports:

Azusa \_\_\_\_\_ Duarte \_\_\_\_\_  
Citrus \_\_\_\_\_ Glendora \_\_\_\_\_  
Claremont \_\_\_\_\_ Monrovia \_\_\_\_\_

3.2 Program 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 INFORMATIONAL ITEM – UPDATE ON ADULTSCHOOLJOBS.COM**

Ali Chishti and Amir Abbasi will present an update on the app/website that was presented in April 2023 to help adult education students find employment. Board Q&A to follow.

**5.0 BOARD APPROVAL OF REVISED ALLOCATION OF ELL HEALTHCARE PATHWAYS GRANT**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Contreras \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative McCraven \_\_ Representative Morris \_\_ Representative Shibata \_\_

The consortium fiscal agent recognized that grant allocations need to be revised slightly so that Azusa USD and Monrovia USD can claim indirect costs.

**6.0 BOARD APPROVAL OF RE-ALLOCATION OF OVERHEAD CARRYOVER**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Contreras \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative McCraven \_\_ Representative Morris \_\_ Representative Shibata \_\_

Board members need to approve a re-allocation of CAEP carryover of \$32,274 from unused overhead funds.

**7.0 BOARD APPROVAL OF 2023-24 FISCAL REPORTING AGREEMENT**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ Vote \_\_\_\_\_  
Representative Contreras \_\_ Representative Delvasto \_\_ Representative Fertig \_\_  
Representative McCraven \_\_ Representative Morris \_\_ Representative Shibata \_\_

CCAEC Board Representatives to approve new Fiscal Reporting Agreement to meet oversight requirements for 2023-24.

**8.0 BOARD REVIEW OF 2023-24 BUDGET AND WORKPLAN PROCESS**

Program Director will again review 2023-24 Budget and Workplan process. Budget must be entered into NOVA by October 20, 2023 and approved by November 30, 2022.

Members need to complete CCAEC 2023-24 Budget Report with Narrative for November Board meeting.

**9.0 BOARD INFORMATIONAL ITEM – CITRUS COLLEGE TO DISCUSS UTILIZING CAEP FUNDS FOR 2023-24 PROGRAM YEAR**

Program Director will review with Board Representatives request by Citrus College Representative for Citrus College to receive CAEP funds during next CFAD allocation approval. Board discussion to follow.

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



# Documents to Support Agenda Items

## October 17, 2023 Agenda

Agenda Item 2.1.1  
September 19, 2023 Minutes



# CITRUS COLLEGE ADULT EDUCATION CONSORTIUM

## REGULAR EXECUTIVE BOARD OPEN SESSION MEETING

Tuesday, September 19, 2023, 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**

## Unapproved Minutes

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

1.1 Meeting called to order by Chair Felipe Delvasto at 1:34

1.2 Pledge of Allegiance

1.3 Roll call:

Anthony Contreras, Representative	(Virtually)	John Russell, Program Director	(Virtually)
Felipe Delvasto, Representative	(Virtually)	Mari Bordona, Proxy	(Virtually)
Flint Fertig, Representative	(Virtually)	Catalina Salazar, MCAS	(Virtually)
Ivon McCraven, Proxy	(Virtually)	Karen Waltman, CUSD	(Virtually)
Kevin Morris, Representative	(Virtually)	Chelsea Mendoza, AUSD	(Virtually)
Valentina Shibata, Representative	(Virtually)	Janette Walczak, GUSD	(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 August 15, 2023 Regular Executive Board Open Session Meeting.  
**Act # 23-29** Motion by Dr. Contreras, seconded by Mr. Morris **Vote to Approve 5-0**  
Representative Contreras Y Representative Delvasto Y Representative Fertig Y  
Representative McCraven Y Representative Morris Y Representative Shibata T  
Minutes approved without revision.

### 3.0 COMMUNICATIONS

- 3.1 Representative reports:

**Azusa:** Dr. Contreras reported that Azusa's enrollment was double what it was this time last year. He noted that Azusa had improved community outreach efforts which was positively affecting enrollment. Dr. Contreras also advised that Azusa was still working on finding a CNA instructor, but they were making progress.

**Citrus:** Ms. McCraven advised that Citrus College has seen a 20% increase in enrollment as of 3 weeks prior to the Board meeting, and she was expecting that enrollment will have increased 30% year over year.

**Claremont:** Mr. Delvasto reported that Claremont was seeing a year over year increase in enrollment.

**Duarte:** Mr. Morris reported that Duarte was doing a better job of getting its ASE students pre-tested.

**Glendora:** Ms. Shibata reported that the Parent Success program at Glendora Adult School had started with strong enrollment and that she had received approval from the district to get the ESL program up and functional.

**Monrovia:** Mr. Fertig reported that MCAS enrollment was also up and that MCAS had new personnel this program year, most notably was George Howell who was the new Data Manager / ESL Coordinator. Mr. Fertig also reported that he had been appointed as the Interim Superintendent for Monrovia USD. He would be relying on Mr. Russell and Mr. TeDese Ross to administer MCAS until he was able to return.

- 3.2 Program Director report.

Mr. Russell reported that the ELL Healthcare Pathways Grant Workplan and Budget had been submitted in NOVA by the due and was pending approval. He noted that Azusa, Claremont, and Monrovia needed to use 63912 as the resource code for grant expenditures. He also reported that NOVA Q4 expenditure reporting had been non-operational for nearly two weeks. He would advise members who needed to make changes in NOVA when it was operational again.

- 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 2022-23 Q4 EXPENDITURE REPORT

**Act # 23-30** Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 6-0**  
Representative Contreras Y Representative Delvasto Y Representative Fertig Y  
Representative McCraven Y Representative Morris Y Representative Shibata Y

Azusa Representative and business services presented 2022-23 Q4 CCAEC Fiscal Oversight Report w/ Expenditure & Narrative for Azusa and answered clarifying questions from CCAEC Representatives and other business services personnel to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

**5.0 BOARD APPROVAL OF CLAREMONT 2022-23 Q4 EXPENDITURE REPORT**

**Act # 23-31** Motion by Dr. Contreras, seconded by Mr. Morris **Vote to Approve 6-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris Y Representative Shibata Y

Claremont Representative and business services presented 2022-23 Q4 CCAEC Fiscal Oversight Report w/ Expenditure & Narrative for Claremont and answered clarifying questions from CCAEC Representatives and other business services personnel to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

**6.0 BOARD APPROVAL OF DUARTE 2022-23 Q4 EXPENDITURE REPORT**

**Motion to Table** by Mr. Fertig, seconded by Dr. Contreras **Vote to Table 6-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris Y Representative Shibata Y

The Duarte 2022-23 Q4 CCAEC Fiscal Oversight Report w/ Expenditure & Narrative was not fully prepared in time for the meeting. Representatives voted to Table this Agenda Item and address it through an electronic meeting.

*(Duarte completed a 2022-23 Q4 CCAEC Fiscal Oversight Report w/ Expenditure & Narrative and entered those expenditure amounts into NOVA. The revised Report was sent to Representatives in the form of a revised agenda on October 3. The Program Director approved all CCAEC Q4 expenditures by the deadline.)*

**7.0 BOARD APPROVAL OF GLENDORA 2022-23 Q4 EXPENDITURE REPORT**

**Act # 23-32** Motion by Dr. Contreras, seconded by Mr. Delvasto **Vote to Approve 6-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris Y Representative Shibata Y

Glendora Representative and business services presented 2022-23 Q4 CCAEC Fiscal Oversight Report w/ Expenditure & Narrative for Glendora and answered clarifying questions from CCAEC Representatives and other business services personnel to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

**8.0 BOARD APPROVAL OF MONROVIA 2022-23 Q4 EXPENDITURE REPORT**

**Act # 23-33** Motion by Dr. Contreras, seconded by Mr. Fertig **Vote to Approve 6-0**

Representative Contreras Y Representative Delvasto Y Representative Fertig Y

Representative McCraven Y Representative Morris Y Representative Shibata Y

Monrovia Representative presented 2022-23 Q4 CCAEC Fiscal Oversight Report w/ Expenditure & Narrative for Claremont and answered clarifying questions from CCAEC Representatives and other business services personnel to approve and certify Q4 expenditures in accordance with CCAEC Fiscal Reporting Agreement.

**9.0 BOARD REVIEW OF 2023-24 NOVA BUDGET AND WORKPLAN PROCESS**

Program Director advised that NOVA was experiencing technical difficulties and until those difficulties were fixed, consortium Q4 expenditures could not be certified. Once expenditures were certified, members would know the exact amounts they would have to budget for 2023-

24. Mr. Russell advised that the September 30, 2023 due date for members entering Budget and Workplans would be moved and he would advise when the state had new dates.

*(NOVA has been fixed and the new dates are: October 20, 2023 to enter member 2023-24 Budget and Workplan and approved by November 20, 2023.)*

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

Meeting adjourned at 2:36 pm.





# Documents to Support Agenda Items

## October 17, 2023 Agenda

Agenda Item 5.0  
Revised ELL Healthcare Pathway Grant Allocations

## ELL Healthcare Pathways Grant

	CAEP Allocation	%
Azusa	\$1,472,009.00	32.8%
Claremont	\$1,148,745.00	25.6%
Monrovia	\$1,868,435.00	41.6%
	\$4,489,189.00	100.0%

ELL Grant Total	\$326,054.00
Indirect (CUSD)	\$15,526.38
Available Funds	\$310,527.62

	Adjustments	Final Total
Azusa	\$11,822.28 <small>CCAEC 10-17-23 Agenda - pg. 12</small>	\$90,000.00
Claremont	(\$4,461.36)	\$75,000.00
Monrovia	\$16,283.64	\$145,527.62
	\$0.00	\$310,527.62

Monrovia	\$145,527.62
Adult School Recruiter	(\$45,000.00)
	\$100,527.62

Claremont contribution to Adult School Recruiter (\$15,000.00)

	Original Final Allocations	Other Outgo
Azusa	\$90,000.00	\$90,000.00
Claremont	\$75,526.38	\$60,000.00
Monrovia	\$100,527.62	\$100,527.62
	\$266,054.00	\$326,054.00

	REVISED Final Allocations	Other Outgo
Azusa	\$90,000.00	\$4,500.00
Claremont	\$75,526.38	\$50,473.62
Monrovia	\$100,527.62	\$5,026.38
	\$266,054.00	\$105,554.00
		\$326,054.00



# Documents to Support Agenda Items

## October 17, 2023 Agenda

Agenda Item 7.0  
CCAEC 2023-24 Fiscal Oversight Agreement



## **CITRUS COLLEGE ADULT EDUCATION CONSORTIUM 2023-24 FISCAL REPORTING AGREEMENT**

- I. Members are expected to follow all state instructions in the Allowable Uses Guide, Program Guidelines and meet reporting requirements in NOVA.
- II. Members are to report all available funds for adult education and uses of CAEP fund allocations. Reporting of funds outside of CAEP funds will be completed in NOVA by the required deadlines and reported to other members by the Regional Director.
- III. All K-12 members receiving CAEP consortium funds will submit CCAEC 2023-24 Budget Report to the consortium Board Representatives for budgeting purposes. Board Representatives will use this document and NOVA budget reporting for Board deliberations and approval of budgets.
- IV. This budget document will include a member narrative to identify purpose of funds by Object Code.
- V. All consortium members receiving CAEP funds are expected to report quarterly expenditures of consortium allocations for public and Board Representatives' review.
- VI. Expenditures will be certified according to each member's institutional accounting processes prior to reporting quarterly expenditures.
- VII. Members will input expenditures into NOVA prior to the Board meeting where quarterly and annual expenditures are approved.
- VIII. Back-up documentation from each members' accounting system will accompany the NOVA reporting. For quarterly reports that back-up documentation will be CCAEC Quarterly Expenditure Reports.
- IX. For the approval of Annual Expenditures, each member must have personnel from business services at the Board meeting to answer questions.
- X. *A Member Use of Allocation Revision* will be submitted by member agencies and approved by the governing Board Representatives prior to adjusting expenditures in the approved budget, if revisions by Object Code exceed 10%.
- XI. Member agencies are encouraged to expend allocations according to its proposal at a rate which utilizes its allocation at a minimum of 85% annually.
- XII. If a member agency expends less than 85% of its allocation, the member will submit a plan, a timeline, and a revision, for the use of unexpended funds to the public for review and to the consortium governing Board Representatives for approval.
- XIII. State assistance will be requested for any member agency which is not in good standing with the consortium for reasons to include but not limited to: mismanagement of consortium funds, non-compliance of the state guidelines, non-alignment of expenditure activities with annual plan, neglect to provide expenditures and outcomes reports, or lack of involvement in fiscal decisions and consortium activities.
- XIV. Approval of the Citrus College Adult Education Consortium Fiscal Reporting Agreement by the CCAEC Board is required for implementation. Upon approval, members will adhere to the guidelines to remain in good standing with the consortium. Annual review of the agreement will provide an opportunity for amending the document.