



**Marin Adult Education Program Consortium  
Governance Committee Minutes**  
April 5, 2023

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**Meeting time:** 1 – 2:10 pm, first Wednesday of each month via Zoom and/or in-person at Marin County Office of Education, 1111 Las Gallinas Ave, San Rafael, CA 94903, Board Room.

Zoom link: <https://marin-edu.zoom.us/j/93714450491>

**Meeting Moderator:** Ken Lippi. MCOE

**Meeting minutes:** Rebecca Nowlen

**CAEP Members:** Ensure voting member or designee attends governance meetings

Call to Order: 1:04 PM

In Attendance: Jaemi Naish; Kathleen Antokhin; Ken Lippi; Rebecca Nowlen; Alina Varona; Jenifer Marsh Russell; Tyler Graff; Carlos Uculmana; Marlyn Garcia; Rich Diaz, Alice Enochs, Gina Cullen

- I. Public Comment - No comment
- II. Items for Discussion and/or Action
  - A. Approve minutes of March 1, 2023 meeting: Jen moves to approve; Kathleen seconds; Motion approved
  - B. Name Moderator for 4/21/2023 Meeting
    1. Jaemi is moderator
  - C. Budget Considerations - Jaemi / Kathleen
    1. It's possible that the Gov Proposed COLA and budgeted amounts will be changed before/after finalized on May 2nd. Allocation amendment is required if this happens.
    2. Alice believes that last year's allocation is adequate and is willing to offer the COLA back to the consortium
      - a) Consider how Shoreline COLA (\$19K) will be distributed. Rebecca will email members copy of proposal, splitting Shoreline COLA among 4 members.
    3. Carryover Review & AB1491 Considerations

- a) Last two years' trends have included excessive carryover, see Kathleen's shared table/document.
  - b) Has been difficult to hire teachers
  - c) Novato could use the opportunity to expand
  - d) Carryover consequences in AB 1491
    - (1) Tracking begins FY 2023-2024
    - (2) State does not measure Member carryover, only Consortium carry-over of  $\geq 20\%$
    - (3) If there is excessive Consortium carryover for one year, state may take action.
    - (4) Consortium must submit written expenditure plan showing how they will reduce carryover below 20%
    - (5) State will assign technical assistance to Consortium
    - (6) MAEP Bylaws need to be updated and aligned to 20% carryover threshold either by member or Consortium.
    - (7) Reach out to Jaemi, Kathleen, Rebecca for brainstorming, further discussion on carryover prior to 4/21 mtg.
  - e) MCOE has had excessive carryover mostly because the original offerings they had were prohibited by the state. Will maintain allocation to pay for Tech4Life / Spanish literacy, etc. Doesn't want share of what Shoreline is remitting to the consortium. MCOE will consider fiscal needs for 23-24.
4. CFAD - voting will occur on 4/21 (CFAD Due May 2)
- a) Novato needs to buy new computers for CASAS testing
  - b) Alina mentions a need for additional GED / High School Equivalency services
  - c) If SRCS were to offer GED services beyond their bridge program, they would require a new Adult Ed program—increased funding, ~ \$200K.
    - (1) Do COM's minimum hiring requirements enable them to hire more / different adult ed teachers for GED classes?
5. Projected Carryover Table in 2023-24

MAEP Carry-Over Funding		03.14.2023
<b>July 2020 - June 2022/Dec 2022</b>		
Marin CCD	\$ 222,000.00	\$0
Marin Co. Office of Education	\$ 140,000.00	\$0
Novato Unified	\$ 203,000.00	\$0
San Rafael City High	\$ 210,093.00	\$0
Shoreline Unified	\$ 40,000.00	\$0
Tamalpais Union High	\$ 690,000.00	\$0
<b>July 2021- June 2023/Dec 2023</b>		
Marin CCD	\$ 224,647.00	\$ -
Marin Co. Office of Education	\$ 117,147.00	\$ 111,520.00
Novato Unified	\$ 210,147.00	\$ 40,352.00
San Rafael City High	\$ 269,816.00	\$ -
Shoreline Unified	\$ 47,147.00	\$ -
Tamalpais Union High	\$ 697,147.00	\$ -

Member Name	Proposed Starting point for discussion, for 23-24 =			
	2023-2024	2022-23	2021-22	2020-21
<b>MAEP Allocations</b> (Actuals for 22-23)				
(1) Carrying over 22-23 Allocations to 23-24, (2) Allocating funding for the Program Coordinator Outreach position = \$87K, (3) dividing remaining COLA evenly across 6 members = \$19,655.83/member (4) <b>April 5, 2023:</b> per Shoreline and MCOE, redistributing Shoreline's COLA among 4 members: Marin CCD, NUSD, SRCS, and TAS.				
Marin CCD	\$261,190.00	\$236,621.00	\$224,647.00	\$222,000.00
Marin County Office of Education	\$129,656.00	\$110,000.00	\$117,147.00	\$140,000.00
Novato Unified	\$263,520.00	\$238,950.00	\$210,147.00	\$203,000.00
San Rafael City High	\$273,520.00	\$248,950.00	\$269,816.00	\$210,093.00
Shoreline Unified	\$40,000.00	\$40,000.00	\$47,147.00	\$40,000.00
Tamalpais Union High	\$749,570.00	\$725,000.00	\$697,147.00	\$690,000.00
Program Outreach Coordinator	\$87,000.00	\$69,263.00		
<b>Total Allocated to Members</b>	<b>\$1,804,456.00</b>	<b>\$1,668,784.00</b>	<b>\$1,566,051.00</b>	<b>\$1,505,093.00</b>

6. Additional April 21 MAEP Meeting - Note time change to 2pm
  - a) CFAD Review and Vote
  - b) Speaker
- D. By-Laws Discussion- Rebecca / Kathleen
  1. [Current Bylaws](#)
    - a) By-Law considerations:
      - (1) Agreement on whether / what the percentage of member carryover is defined as excessive

- (2) Agreement on the % of member carryover that will be reduced
- (3) Decision-making / majority voting process to reduce member carryover
- (4) Consortium technical assistance / reasonable intervention to help avoid a member carryover finding
- A. MAEP Outreach & Program Analyst position update - Rebecca
  - 1. [SEE SLIDESHOW](#)
  - 2. [Website](#) Update
- E. Member/Partner Updates and Handouts
  - 1. COM- Alina
    - a) Launching American Jobs Center at IVC with free workforce services
    - b) CNA program hoping for a June launch. Starting with a small 15 person cohort.
    - c) GGT Apprenticeship Program MOE complete.
  - 2. MCOE - Ken
    - a) Sending out dates for paraeducator trainings
    - b) Continuing offering Tech 4 Life
    - c) Working with two schools to support parents of students in juvenile detention
  - 3. NUSD- Jen
    - a) Onboarding Unite Us
    - b) Has 60 people on ESL waiting list
    - c) Hiring a new teacher
    - d) Needs to order all new computers
    - e) Wondering about summer school GED and ESL. Will work with
  - 4. SRCS- Tyler
    - a) Putting together summer school program for adult ed
  - 5. SUSD- Alice
    - a) No update
  - 6. TUHSD - Jaime
    - a) Starting the third cohort of Home Care Aide class. Spread the word.
    - b) Hiring an assistant director at a .6 / two year position
  - 7. Canal Alliance - no report
- F. 2023-24 Meeting Calendar and Moderator Schedule- Table until 4/21
- III. Flyers Folder: [HERE](#)
- IV. Training for all members who use CAEP funding for state approved programs.

- A. Upcoming training: OTAN TDLS, CASAS Summer Institute
  - B. CASAS Training Portal: <http://training.casas.org/TOPSPRO>
  - C. Enterprise Training: <https://www.caadultedtraining.org/CAEP>
  - D. Regional Meetings: <https://www.caadultedtraining.org/OTAN>
  - E. Tech Training: <https://otan.us/training/online-workshops>
- V. Meeting Moderator Schedule for 22 – 23:
- A. May: Rebecca
  - B. June: Victoria Martin or Tyler Graff, SRCS
  - C. Schedule conflicts: please switch with another member
- VI. 22-23 CAEP Deliverable Calendar [HERE](#)
- A. April 2023
    - 1. **Apr 30:** Student Data due in TOPSPRO (Q3)
    - 2. **Apr 30:** Employment and Earnings Follow-up Survey
  - B. May 2023
    - 1. **May 2:** CFAD for 2023-24 due in NOVA \*
  - C. June 2023
    - 1. **Jun 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q3)
    - 2. **Jun 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) \*
    - 3. **Jun 30:** End of Q4

**Meeting adjourned at 2:10 PM**

For June Meeting– talk of 2023-24 program offerings

Send out amended fiscal slides. Ask for anticipated carryover; plans for spending down if over 20%

New Governance Bylaw Questions Asked when completing CFAD for our consideration:

<b>Consortia Report on Governance Compliance of Rules and Procedures v.2</b>
1. Have all community college districts, school districts, county offices of education, or any joint powers authority, located within the boundaries of the adult education region been allowed to join the consortium as a member? *
2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? *
3. How will the available funds be reported and evaluated? *
4. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member? *
5. How will you assure that each member of the consortium participates in any decision made by the

consortium? *
6. What will be the relative voting power of each member? *
7. How will decisions be approved? *
8. How did you arrive at that decision-making model? *
9. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment? *
10. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. *
11. Describe how comments submitted by members of the public will be distributed publicly. *
12. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. *
13. How will you determine approval of a distribution schedule pursuant to Section 84913? *
14. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule? *
15. How will members join, leave, or be dismissed from the consortium? *
16. What is the consortium's defined "excessive" member carryover percentage threshold? *
17. Please explain how the consortium will monitor and administer carryover funds. What is the consortium's technical assistance and reasonable intervention process? What additional bylaws do you have that govern carryover? *
18. How does your consortium define member effectiveness? *
19. What bylaws does your consortium have addressing member effectiveness? *
20. Does the consortium have a formal document detailing its work beyond the questionnaire? *