



**Marin Adult Education Program Consortium
Governance Committee Agenda
March 6, 2024**

Marinadulthoodeducation.com
[CAEP Fiscal Management Guide](#)

Meeting time: 2 – 3:10 pm, March 6, 2024

Zoom link: <https://tamdistrict-org.zoom.us/j/91885676452?pwd=aDJyQWw5MU5NUk1DUVQwRVprRUhHQT09>

Meeting Moderator: Jaemi Naish, Tamalpais Adult School

Meeting minutes: Rebecca Nowlen, MAEP Outreach Coordinator & Data Analyst

CAEP Members: Ensure voting member or designee attends monthly meetings

FUNDING YEAR	SPEND BY
2022-23	6/30/2024; With written explanation: 12/31/2024
2023-24	6/30/2025; With written explanation: 12/31/2025

In Attendance: Rebecca Nowlen, Jaemi Naish, Kathleen Antokhin, Julian Solis, Sue Hall, Gina Cullen, Ken Lippi, Alina Varona, Victoria Martin, Monica McMilan, Adam Jennings, Jen Russell

Called to order: 2:07 PM

- I. Public Comment- No Comment
- II. Items for Discussion and/or Action
 - A. Approve minutes of February 7, 2024 meeting: Adam moves, Victoria seconds, minutes approved
 - B. Budget Considerations
 - 1. Review Preliminary Allocations - Jaemi
 - a) [2024-2025 Preliminary CAEP Allocation Schedule](#)
 - b) [2024-2025 Preliminary CAEP Allocation Memo](#)
 - c) Amounts to about \$13,000 for entire consortium next year, and will likely be cut
 - d) May budget revision may be significant

2. Carryover Review - Kathleen
 - a) See [slide deck](#)
 - (1) AB1491 requires monitoring of carryover amounts and technical assistance if excessive carryover
 - (2) We have been historically carrying over >20%
 - (3) Shared carryover worksheet
 - b) By-law update
 - (1) Presented possible by-law update of defining member carryover
 - (2) MCOE is happy to partner with agencies to allocate one-time funds for projects
 - (3) Alina- Strong Workforce has said they will withhold future allocations if not spent down
 - (4) We can opt out until they make us opt in
 - (5) We can look at historical carry-over amounts
 - (6) Groups seems to be leaning toward opting out until 9/30/24 and examining carryover then
3. Allocation Amendment and Updating Budgets - MCOE, TUHSD
 - a) Everyone needs to approve in NOVA
4. CFAD Process and Vote for April, May
 - a) Usually we split the COLA by 5
 - b) We may not get a COLA this year
 - c) Jen looked at per-student allocated funds and has noticed differences
 - (1) Is looking at having to reduce programming next year due to lack of funds
 - d) Types of programs make a difference in required funds per students– eg- diploma is more expensive than ESL
 - e) Present Allocation amounts are what they are because of historical factors
 - f) History of documentation– CFAD's from 16-17 onward are available in NOVA
 - g) Permanent reallocations must be voted on unanimously
- C. ELL Healthcare Pathways Updates - MCOE, TUHSD, COM
 1. Alina- Has embedded a full-time faculty member for language support in CNA program
 2. Ken- Will be hiring someone funded by this program
 3. Jaemi -Front office position program beginning in March
- D. Outreach Coordinator Update - Rebecca

1. Narcan Presentation - reach out to to Rebecca if you'd like to arrange one for your school
 2. EOY Report - Rebecca will be reaching out to you to find out what you'd like included
 3. Orientation Video - Rebecca will be reaching out to you to find out what you'd like included
 4. See slide presentation [HERE](#)
 5. Plazas Comunitarias update - See slide
- III. Member/Partner Updates and Handouts. Please share any changes / additions to planned programs and partnerships for 2024-25 school year
- A. SUSD - No report
 - B. COM - No report
 - C. TUHSD - No report
 - D. MCOE - No Report
 - E. NUSD - Hosting home care aid class
 - F. SRCS - No Report

Meeting adjourned: 3:11 PM