



**Minutes | Santa Barbara Adult Education Consortium Public Meeting
February 5, 2020 | SBCC Wake Campus Room 2 | 9:06am - 9:56am**

- I. Call to Order**
- II. Roll Call & Establishment of Quorum**
 - a. Members present: Melissa Moreno, Sharon Brown, Gerardo Cornejo, Ray McDonald
 - b. Quorum established.
- III. Welcome from the Chair Dr. Melissa V. Moreno**
 - a. Melissa welcomes all attendees. She welcomes member Sharon Brown who is new to the Consortium and who will be representing the Santa Barbara County Education Office. Melissa relays that SBCC has a new Superintendent /President, Dr. Utpal Goswami who officially began on January 6, 2020. SBCC has also welcomed a new Vice President of Human Resources, Michael Shanahan.
- IV. Public and Entity Comment**
 - a. None.
- V. Information Items**
 - a. Consortium Member update
 - i. Ray announces that he is very proud to have Melissa Moreno join as a new member of the Workforce Development Board. He also announces that Susan Mathers is the new representative for our Department of Rehabilitation and is also serving as a Workforce Development Board member.
 - b. CAEP Director Corlei Prieto provides announcements and legislative updates
 - i. All consortia are required to close-out the 2017-2018 year grant. She will be working with our fiscal office to reconcile our records. She requests that the Consortium review and approve any action items on the State's NOVA reporting platform.
- VI. Consent Items**
 - a. December 4, 2019 Public Meeting Minutes
 - i. Vote: Ayes: 4
- VII. Action Items**
 - a. Approval of Year 5 2019-20: updated Request for Proposals & Activity Charts
 - I. SBCC NC Student Support Services & SBCC Community Education Center
 - i. Andy Harper, CAEP Program Leader for the SBCC NC Student Support Services Office briefly summarizes how the revised proposal reflects the goals for the two programs. It will be a one-stop shop accessible for all students. It will be staffed by multiple student support services staff members and CAEP funds will be used for career coaching, advising, in-reach and out-reach recruitment efforts and will provide information employment advisement for all student seeking a job or to transfer to credit programs.
 - ii. Melissa entertains a motion to approve \$70,000.00 total for these two programs. Gerardo made the motion, and Ray seconded.
Vote: Ayes: 4
 - II. SBCC NC Career Skills Institute & SBCC NC Career Skills Institute Jail Program
 - i. Jeanette Chain, CAEP Program Leader for the SBCC NC Career Skills Institute (CSI) and the CSI Jail Program relays that this joint programming has already been underway for the past couple of years. She relays that faculty member Linda Croyle will continue to lead the Jail program and with the new funding model as a joint program, it will help streamline their programming and fiscal management.
 - ii. Melissa entertains a motion to approve \$70,000.00 total for these two programs. Ray made the motion, and Gerardo seconded.
Vote: Ayes: 4
 - III. ResCare Workforce Services: Career Pathways Navigator Services for Adult Learners
 - i. Melissa reminds the Consortium that the Rescare Workforce Services Request for Proposal did not meet our Consortium's objectives and was duplicative of our existing Career Skills Institute and AHS/GED programs. The Consortium recommended that they clarify their program's objectives and how it will align with our grant and resubmit their Request for Proposal within 2 weeks.
 - ii. Beatriz Molina, Rescare Workforce Services navigator describes the updated proposal with these changes, however the newly revised RFP does not reflect correct amounts for staffing and supplies.

iii. Melissa entertains a motion to take no action on the \$70,000.00 for this programming area and recommends that Rescare resubmit a revised RFP and budget in March that reflects actuals in the 5000 category, particularly for consultant staffing. Sharon made the motion, and Gerardo seconded. Ray recused himself from voting.

Vote: Ayes: 3, Absentia: 1

IV. Approval of Year 5 2019-20: Final Budget

i. Melissa summarizes the proposed budget. While it has been helpful for the Consortium to see the itemized budget, Gerardo would like to see actuals placed in the actual categories used by our fiscal services.

ii. Melissa entertains a motion that the changes be corrected and that they are presented at the next Public Meeting. Gerardo made the motion, and Ray seconded.

Vote: Ayes: 4

VIII. Next Regular Public Meeting

a. March 4, 2020

IX. Adjournment

a. 9:56am