



Building Skills, Advancing Careers

RSAEC Executive Board Meeting –California Adult Education Program (CAEP)

DATE: August 29, 2023

TIME: 9:00am – 10:00am

Special Meeting: ELL Healthcare Pathways

College and Workforce Preparation Center

1572 N. Main Street, Orange, CA 92867

Members Present: Lorena Chavez, Chrissy Gascon (Executive Director), Lisa Green, Fatinah Judah, M'Liss Patterson, Lorraine Perez

Members Absent:

Guests: Lily Vasquez

MINUTES

Item	Discussion	Action
Introductions	The RSAEC Executive Board meeting started at 9:16AM	
Approval of agenda	A motion to approve the agenda was made by M'Liss Patterson and seconded by Lorraine Perez . Passed by a unanimous vote.	
Approval of consent agenda	No Consent agenda as this was a special meeting.	
Discussion: <ul style="list-style-type: none"> • English Language Learner (ELL) Healthcare Pathways Funding • RSAEC awarded \$1,146,634 • Eligible for Funding: RSCCD & GGAE 		
<p>ELL Pathways Information: Letter of Intent Overview To become a Grantee for this investment, CAEP Consortia identified in the Chancellor's Office Memo interested in applying must submit a single application of Intent in the Chancellor's Office NOVA system, which includes the signed Letter of Intent, a project workplan, budget estimate, and signed Letter of Support from employer and partnerships, on behalf of the consortium</p>	<p>Chrissy reminded everyone about the due dates.</p>	

and its members by **5:00 p.m., Friday September 8, 2023.**

- Per the FAQs, finalized workplans and letters of support have been extended and must be submitted through NOVA 5:00 p.m., **Monday November 6, 2023.**

Vote to Approve:

- Vote to approve the distribution of ELL Healthcare Pathway funds to eligible members RSCCD and GGAE as follows:
 - Total Allocation: \$1,146,643**
 - RSCCD:** \$846,642
 - SAC-SCE:** \$503,399
 - SCC-DCE:** \$343,243
 - GGAE:** \$299,992
- Vote to approve indirect at 4% for all funded allocations across members.

Member	Direct Costs	IC 4%	Total
GGUSD	\$288,454	\$11,538	\$299,992
SAC	\$484,038	\$19,361	\$503,399
SCC	\$330,041	\$13,202	\$343,243
Total	\$1,102,533	\$44,101	\$1,146,634

- Vote to approve Workplans to serve the following areas for each member:
 - RSCCD:**
 - SAC-SCE:**
 - Nursing Assistant Training Program (CNA)
 - Dental Assistant
 - Lab Technician (Biotechnology)
 - Community Health Worker
 - SCC-DCE:**
 - Nursing Assistant Training Program (CNA)
 - Lactation Consultant
 - Medical Assistant
 - Medical Billing
 - Medical Coding

- A motion to approve the distribution of ELL Healthcare Pathway funds to eligible members RSCCD and GGAE was made by **Lisa Green** and second by **Fatinah Judah**.
Passed by a unanimous vote.
- A motion to approve indirect 4% for all funded allocations across member was made by **M'Liss Paterson** and second by **Lorena Chavez**.
Passed by unanimous vote.
- A motion to approve the Workplans to serve the following areas for each member was made by **Lisa Green** and second by **Lorena Chavez**.
Passed by unanimous vote.

Amendment:
 Behavior Technician was added as the 7th program area for SCC. This was missed on the initial vote and was added via a phone call vote with each member. It will be brought to the executive committee to be included in a formal vote at the September 26 meeting.

<p>Cal-Optima Peer Support Worker</p> <p>4. GGAE: Pharmacy Technician</p> <p>4. Vote to approve that SAC, SCC and GGAE can submit their detailed budgets for each of their workplans as informational items at the next monthly meeting on September 26, so that all members are able to enter all deliverables into NOVA by the September 8 deadline.</p>	<p>4. A motion to vote to approve that SAC, SCC and GGAE can submit their detailed budgets for each of their workplans as informational items at the next monthly meeting on September 26, so that all members are able to enter all deliverables into NOVA by the September 8 deadline was made by M'Liss Patterson and second by Lorena Chavez. Passed by unanimous vote.</p>	
<p>Board Approvals for 2023-2024</p> <ul style="list-style-type: none"> • RSCCD – received August 23 • GGAE – received May 23 • OUSD – received May 23 • SAUSD • OCDE <p>Please let Chrissy know of upcoming Board meeting dates and/or Superintendent meeting dates</p>		
<p>Discussion:</p> <p>CAEP Summit: October 24-26, 2023</p> <ul style="list-style-type: none"> • Call for proposals: Deadline passed • Registration is now open. • Cost: \$450 until August 25, then \$550 • Location: Hilton Universal City Room Block at Hilton \$219/night. <p>Please let me know if you will be attending.</p> <ul style="list-style-type: none"> • So far: M'Liss and Chrissy will be attending 	<p>Chrissy Gascon and M'Liss Patterson will be attending.</p>	
<p>Upcoming 2023 Due Dates and important Information:</p> <p>September 2023</p>		

- **Sep 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q4)
- **Sep 1:** July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (estimates only) in NOVA *
- **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA
- **Sep 8:** ELL Healthcare Pathways Letter of Intent due in NOVA
- **Sep 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** 22/23 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

October 2023

- **Oct 30:** 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

December 2023

- **Dec 1:** July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 1:** 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

Other:

Meeting adjourned at 10:00AM

Future Meetings: 4th Tuesday of the month, unless otherwise noted. Location: CWPC Conference Room Time: 9:00am – 10:00am

- **2023:** September 26, October 24, November 28, **December – No Meeting**
- **2024:** January 23, February 27, March 26, April 23, May 28, June 25