



Minutes
Napa Valley Adult Education Consortium Board
October 23, 2015

Present: Ron Kraft, Patrick Sweeney, Barbara Nemko, Terry Giugni, Rhonda Slota, Wade Roach, Greg Miraglia

Others present: Mitch Rosin, International Education and Workforce Consultant, Donna deWeerd, project consultant and Bruce Wilson, Director, Napa Workforce Investment Board

Minutes: Nancy McEnery

Absent: Jeanine Hawk

Meeting was convened at 4:05 p.m.

1. Welcome:

Introductions took place.

2. Approval of Prior Minutes:

The minutes from the final meeting of the former configuration were passed out and consulted throughout the meeting. These AB86 minutes of 2.18.15 were approved. It was noted that the minutes are available online at: <http://bit.ly/1OFI4XK>. Rhonda Slota, Napa Adult Education Principal, also brought paper copies to distribute.

Further action: Patrick Sweeney, Superintendent of NVUSD asked that members absent be included on minutes. For these minutes and henceforth, minutes will list members absent.

3. Public Comment:

Bruce Wilson congratulated Rhonda Slota and Rebecca Scott, co-chairs of the planning effort, for a plan that will serve the community well. He noted that the plan is in alignment with the Workforce Investment Board's mission and begins to address the new mandates of WIOA..

Donna deWeerd provided the Board of Directors, with an update of the 10-23-15 meeting with Napa Valley College faculty and two community members from United Cerebral Palsy of the North Bay. The faculty are now clear about what's going on behind the effort. There is a high level of interest. A total of 11 people attended. The Board will be given minutes from this session.

4. Informational Items:

- Rhonda Slota passed out dates of AB66 Leadership meetings which have taken previously place as well as the participants serving on the AB 86 work groups.

Further action: Nancy McEnergy to redistribute via email complete digital copy of above document to the Board.

- The International Education and Workforce Consultant shared that AB86 (now AB104) guidance documents are on the Chancellor's Office website (<http://aebg.cccco.edu/Home>). Every Friday, technical assistance webinars are posted from the Chancellor's office.

Further action: The Consultant will post last year's webinars on our Google Docs. He will also post our NVAERC Annual Plan, Three-Year Plan and the Allowable Usage of Funds advisory from the State.

4a. AB86 State Guidance:

- The consultant advised AB86 provided the Napa Valley Regional Consortium for Adult Education with \$188K to do the planning. As of July 1, 2015, we are now under AEBG, an effort overseen by the Community College Chancellor's Office and the Department of Education.

Further action: All future agenda items will have the AEBG logo. Some discussion regarding the creation of the logo, with no decisions yet.

- New name of our group: Napa Valley Adult Education Regional Consortium (NVAERC)
Three entities involved in the new NVAERC: The Napa County Office of Education, Napa Valley Adult Education (NVUSD), Napa Valley College.

4b. Final Budget Walk-Through

Review of Budget Forms

The Consultant noted that new forms are issued daily from the state. The spreadsheets have been amended regularly by the state. On the documents distributed, the first page is the summary, followed by NVC and NVUSD sheets.

The Consultant stated that 3.1 *Consortium Services by Program* area splits the Consortium allocation into the seven areas covered by the grant (Adult Education, ESL, Adults in the Workforce, Adult training to support child school success, Adults with disabilities, CTE and Pre-Apprenticeship).

The Consultant stated that 5.1 *Allocations by Objective and Fund Source* asks grant recipients to slice funds in a different way. Funds are allocated to: create a seamless transition, fill gaps in services, accelerated learning, professional development and leveraging structures. Per the Consultant, leveraging structures refers to community partners to support the system.

Items 3.1 and 5.1 were corrected to balance.

5. Action Item:

The Consultant stated that the group needs to vote on the three items:

- Governance Plan
- Annual Plan
- Three-Year Plan Update

5a. Governance Plan – VOTE

Motion to approve Governance Plan (see attachment)

Plan was amended to read in Section 5 of the Governance Compliance section: 5 out of 7 members must present for a quorum. Also, section 6 is amended to 5 out of 7 members.

Barbara Nemko moved as amended, Ron Kraft seconded

Approved unanimously

Further actions: Barbara Nemko, County Superintendent of Schools, to name an alternate, approved by her Board. Ron Kraft, President of Napa Valley to ask that other alternates/proxies may be named by the college Board Of Trustees.

5b. NVAERC Annual Plan - VOTE

Terry Guigni, Vice President of Instruction at Napa Valley College moved.

Discussion included the following amendments to the motion of approval:

The Annual Plan will read “With the condition the Board will reconvene in 30 days with regard to CTE and ESL to allow potential changes to the budget and amendment.”

In addition, small changes to the document need to be made so that Napa Valley College is the preferred name, not Napa Community College.

Barbara Nemko seconded

Unanimous vote to approve.

5b. NVAERC Three Year Plan – VOTE

Rhonda Slota, Principal of NVAE, called for the motion to pass the Three Year Plan which will also read “With the condition the Board will reconvene in 30 days with regard to CTE and ESL to allow potential changes to the budget and amendment.”

Motion as amended seconded by Barbara Nemko.

Unanimous vote to approve.

6. Discussion Items:

Patrick Sweeney, Superintendent of NVUSD, suggested NVAEBG be put in subject line of all future emails. Location and room number must be on future agendas.

Each entity will advertise according to Brown Act Laws to allow public input in the future meetings.

Rhonda Slota, Principal of NVAE, brought up need to determine a monthly meeting date. Timeline has gotten shorter. By December 11th, the full budget must be completed and submitted to the state.

The group agreed to the following meetings, all 90 minutes in length:

- **Monday, November 16 5pm-6:30pm Conference Room 1763A, Napa Valley College**

- **Wednesday, December 9th 12Noon-2pm to be held at NVUSD**
- **Wednesday, January 13 4pm-5:30pm Conference Room 1763A, Napa Valley College**

It was agreed that Mitch Rosin, the Consultant, attend the first few meetings of the Board.

Further action:

- Review allowable uses of funds document before the next meeting (attached)
- NVC to create an NVAERC website and post minutes.

It was agreed that the college would name the co-chair to work with Rhonda Slota on this project, as soon as possible but not later than by the next meeting, November 16. Those two co-chairs will draft a job description for a project coordinator, who will either be hired as staff or as a consultant for year 1 of this project. That job description will be presented at the next meeting to the board.

The meeting was adjourned at 5:25p.m.