



## CAEP Special Meeting MINUTES

Date: May 30, 2024

Time: 3:30 p.m.

Zoom Meeting ID: 896 1232 8605

Passcode: 141103

The meeting will be available for both regional consortium locations via **Zoom and at the following physical locations for each member agency:**

<https://lompocschools.zoom.us/j/89612328605?pwd=WmFwMGVINWE1VGtHRGUxME8xODJvZz09>

Allan Hancock College, 800 S. College Drive, Santa Maria, CA 93455

Lompoc Unified School District 1301 North A Street, Lompoc, CA 93436

### Allan Hancock and Lompoc Unified Adult Education Consortium

Board Members: Dr. Sofia Ramirez Gelpi (AHC), Tom Lamica (AHC), Elaine Webber (LUSD), Brian Jaramillo (LUSD)

Meeting Chair: Dr. Sofia Ramirez Gelpi

#### 1. Call to Order

The meeting was called to order at 3:40 p.m.

#### 2. Roll Call & Establishment of Quorum

Roll called with the following members present: Jaramillo, Webber, Lamica, Ramirez Gelpi. Quorum established.

#### 3. Approval of Agenda

On a motion by Webber seconded by Jaramillo, the board approved the agenda.

Roll call vote: Ayes: Jaramillo, Lamica, Webber, Ramirez Gelpi. Noes: None. Abstentions: None.

#### 4. Public Comment and Entity Comment – None

#### 5. Approval of Minutes

**On a motion by Jaramillo seconded by Webber, the board approved the following minutes:**

- April 2, 2024

Roll call vote: Ayes: Jaramillo, Lamica, Webber, Ramirez Gelpi. Noes: None. Abstentions: None.

#### 6. Action Items

On a motion by Webber, seconded by Jaramillo, the board approved the following.

Roll call vote: Ayes: Jaramillo, Lamica, Webber, Ramirez Gelpi. Noes: None. Abstentions: None.

##### 6.1 21/22 and 22/23 and 23/24 Member Expense Report Certified

Certification of the 21/22, 22/23, & 23/24 (Q2) Member Expense Report. Financial reports have been prepared by fiscal departments of both member agencies.

##### 6.2 Resolution of Recognition and Appreciation

Adoption of the Resolution of Recognition and Appreciation to acknowledge the work of Sofia Ramirez Gelpi, who has provided years of effective guidance and leadership to the Consortium.

##### 6.3 ELL Healthcare Pathways Grant Round 2

Approve participation in Round 2 of the CAEP ELL Healthcare Pathways Grant funding project. Member agency LASCC will complete the grant application and will serve as the participating member agency and fiscal agent for the two-year project.

##### 6.4 CAEP 2024-2025 Annual Plan

Approve the 2024-2025 Annual Plan, which is a continuation of the prior two years' plans. This will be the final year of the Consortium's Three-Year Plan.

#### 7. Consortium Other Business

##### A. Member Magazine Project for SB County Consortia

The Board discussed that member agencies are collaborating on another magazine promotion to be mailed out summer 2024. The magazine will have a design similar to last year's but have updated member agency information.

##### B. Promotional Project for CAEP Narrative Arc and Stakeholder Narratives

The Board discussed a possible 2024-2025 member agency collaborative project for a CAEP Leadership- and Legislative-aligned Narrative Arc and stakeholder narrative project that will illustrate the benefit of member agencies' CAEP Adult Education programs. This project will develop a unique regional portrait and narrative for the Consortium's region, addressing specific talking points that the Legislature and CAEP Leadership are interested in reviewing from Consortia.

**C. Public Input for Consortium Planning**

The Board discussed the ongoing effort to help the Consortium prepare for its upcoming Three-Year Planning process and the public input sessions scheduled to occur following all public meetings in 2023-2024.

**D. Future Meeting Dates 2024 2025**

The Board reviewed 2024-2025 recommended meeting dates listed on the meeting agenda along with the CAEP deliverable due dates for the 2024-2025 school year.

**E. CAEP Funds Carryover AB 1491 Review**

The Board discussed AB 1491 and the following: CAEP member agencies and Consortia will be tracking carryover of CAEP funds (CAEP funds spending threshold remains at 30 months). Agencies and Consortia carrying over 20% of funds will be flagged and will prepare Corrective Action Plans. Technical Assistance may be provided by the CAEP TAP office. In cases where Consortia feel it is warranted, Consortia may reassign carryover from one member agency to another.

Member agencies of the AHLUEC have maintained carryover for various reasons, such as staffing shortages and internal processes, and strive to expend their funds in a timely manner. Other Consortia have experienced conflict with member agencies and carryover, but AHLUEC has not.

Ongoing reporting of member and Consortium carryover is included with Consortium Fiscal Reporting.

**8. Adjournment. The meeting was adjourned at 3:55 p.m.**