



Meeting Minutes

August 6, 2025

➤ **Members:**

Alicia Ramos, Galt Joint UHSD
Angela Rodriguez, Elk Grove USD
Carla Slowiczek, CAERC/Sacramento COE
Clifton Carley, Sacramento City USD
Collette Macdonald, Folsom Cordova USD
David Rodriguez, Natomas USD
Diana Griffin, Amador County USD
Jackie White, CAERC/Sacramento COE
Dr. Jamey Nye, Los Rios CCD
Laura McCrary, Futures Explored
Laurelle Mathison, Twin Rivers USD
Dr. Marla Clayton Johnson, Sacramento City USD
Michael Gillespie, El Dorado COE
Muamong Vue, Sacramento COE
Patricia Black, CAERC/Sacramento COE
Patricia Oliva, CAERC/Sacramento COE
Pauline Lopez, Sacramento City USD
Renee Collins, Sacramento COE
Richard Judge, San Juan USD
Suzanne Borth, Folsom Cordova USD

➤ **Welcome:** Patricia Oliva, CAERC Director

The meeting started at 10:01 am. Patricia Oliva welcomed members and partners to the meeting. Roll call of members was taken. Nine voting members were present at the time of roll call (Amador, El Dorado COE, Elk Grove, Folsom Cordova, Los Rios, Sacramento City, Sacramento COE, San Juan, and Twin Rivers). Natomas arrived after the roll call and Davis was unable to attend the meeting and submitted their votes electronically. This met the requirements of a quorum as stated in the Governance Plan. With a quorum established, CAERC business proceeded as usual.

Partners from Futures Explored and Sacramento COE were also present at the meeting.

➤ **Approval of August 6, 2025, Meeting Agenda**

- The agenda for the August 6, 2025, meeting was reviewed.
- On a motion by Dr. Jamey Nye and seconded by Angela Rodriguez the August 6, 2025, agenda was approved (13 in favor, 0 against). [Davis submitted their vote electronically in favor of approving the agenda.]

➤ **Approval of June 3, 2025, Meeting Minutes**

- Minutes from the June 3, 2025, consortium meeting were reviewed.
- On a motion by Michael Gillespie and seconded by Clifton Carley the June 3, 2025, minutes were approved (13 in favor, 0 against). [Davis submitted their vote electronically in favor of approving the agenda.]
- Approved June 3, 2025, minutes will be posted on the CAERC website at www.caerc.org.

➤ **California Adult Education Program Updates and Deliverables**

- August 15, 2025 – Annual Plan for 2025-26 due in NOVA
- September 1, 2025 – 23/24- and 24/25-Member Expense Report due in NOVA (Q4)
- September 1, 2025 – 25/26 Certification of Allocation Amendment due in NOVA
- September 30, 2025 - 23/24- and 24/25-Member Expense Report Certified by Consortia (Q4)
- September 30, 2025 – 25/26 Member Program Year Budget and Work Plan due in NOVA
- September 30, 2025 – End of Q1

➤ **Select Topics**

Fund K MOUs

- Fund K MOUs were emailed to members on July 7, 2025. Thank you to those members that have already returned their signed MOU. If your MOU is still outstanding, please send it back to CAERC as soon as possible.

Award Letters

- 2025-26 award letters were emailed out to members on July 31, 2025.

Allocation Amendments

- Thank you to all members for approving allocation amendment #1 and #2 on NOVA. Allocation amendment #1 includes the final 2.30% COLA for CAEP and will serve as members new base allocation. Allocation #2 includes a one-time allocation unallocated consortium level funds.

Annual Plan

- The annual plan was due August 15, 2025. Thank you to all members for approving the annual plan. CAERC used data reported on TE and NOVA and included objectives, strategies, and the 25-26 consortium level activities to complete the plan.

Instant Language Assistant (ILA)

- CAERC has purchased two [Instant Language Assistant's](#) (ILA) for members to check out and use at their agencies. This device allows for two people to easily and instantly have a real-time back and forth conversation in almost any language. CAERC is currently working on a checkout system for the devices.

WIOA II

- Angela Rodriguez stated that she heard they would be getting their funds. They had to come up with contingency plans over the summer for a lot of their WIOA funded staff.

Per the district everything is on hold and they're unable to purchase anything which is causing lots of frustration.

- San Juan's WIOA funds all go towards staffing. For now, they've spent down their CAEP funds to set things up in the hope that the WIOA funds will come through.
- Kiu Chuong let the members know that they can use their CAEP funds to supplement their programs while waiting on WIOA funds. Members can email or call her whenever they have questions and can let CAERC know if they'd like a meeting regarding the budget and WIOA.
- Jackie White shared that CDE is really involved in making sure that funds will stay and coming up with alternate plans if the funds don't come through.

Enrollment and Waitlists

- A third of Folsom Cordova's returning students didn't show up for testing and they're trying to figure out why. They've been testing every week and have about 100 students currently on the waitlist.
- Sacramento City has roughly 300 students participating in ESL intake today and tomorrow. They currently have 4 ESL teachers and are completing intake first to see where students test into, and they will then figure out what level their teachers will be teaching. They plan to do this for a semester and see how it goes and hope it will alleviate their waitlist.
- San Juan doesn't have a waitlist yet since classes haven't started. They had over 2000 people register for high school diploma and ESL classes, but they don't know how many will actually show up. They have 5 vacancies they are trying to fill. They also plan on trying out waitlist distance learning which can award up to 10 hours of attendance credit while students are on the waitlist.
- Twin Rivers had continuing students reserve their seats. During the extended year they had staff create a list so students could be included in the reservation. Intake starts next Monday, and they currently have about 400 students on the registration. A waitlist will be created from there based on classes. Everyone that shows up will be tested on the first day of school, which is August 19th. If they don't show up, they will lose their seat. Laurelle Mathison tried to get distance learning approved with their union, but it was declined. She still plans to try and get it approved.

Member and Partner News, Updates, and Challenges

- Carla Slowiczek shared that a survey went out to those that participated in CAERC's first resource fair in July. Collectively it was decided to wait until the fall to try and have another one due to waitlists and enrollments being high. The first fair was very well attended.
 - David Rodriguez shared that Natomas has seen some enrollment from the event.
 - DHA has reached out to Patricia Oliva asking what waitlists look like. She has a meeting scheduled with them to discuss further.
- Suzanne Borth is trying to hire some staff from Highlands, but she's unable to reach anyone at Highlands for references. She's unsure if it's this particular person or if others are also having the same issue.
 - Patricia Oliva has a few Highlands contacts and will send them to her.
- Laurelle Mathison shared that her CalRegional MOU is in the works with her district. Richard Judge is also close to an agreement with CalRegional.

- Sacramento City's McClaskey Adult Center is currently funded through Alta and Alta is changing their funding structure for day programs. They are going from a daily reimbursement to an hourly reimbursement. With this change they will lose about \$300,000. Instead of backfilling two retirees they are hiring more aides. These changes will begin in January.
- Dr. Nye shared that Los Rios enrollment is booming.

➤ **Upcoming Meetings and Events**

- [Meeting of the Minds](#) – September 2-4, 2025 – Monterey
- [CAEP Summit](#) – September 24-26, 2025 – Anaheim
- [CATESOL State Conference](#) – October 17-18, 2025 – Hayward
- [CCCAOE Fall Conference](#) – October 22-24, 2025 – Palm Springs
- [CAEP TAP Webinars](#)
 - ✓ [Overview: TOPSpro Enterprise \(TE\)](#) - August 28, 2025 – 11:00am-12:30pm
 - ✓ [TE Portals](#) – October 16, 2025 – 11:00am-12:30pm

➤ **Upcoming CAERC Meetings**

- Director's Workgroup - Friday, September 5, 2025, 9:00am – 11:00am – Online
- Data & Accountability – Thursday, September 18, 2025, 1:00pm – 3:00pm – Online
- Network of Transition Navigators, Friday, September 19, 2025, 9:30am – 11:30am – TBD
- Business Meeting – Wednesday, October 1, 2025, 10:00am-11:00am – SCOE, Board
- Working Meeting – Wednesday, October 1, 2025, 11:00am-12:30pm – SCOE, Board
- Director's Workgroup - Friday, October 10, 2025, 9:00am – 11:00am – Online

➤ **Other Items for Discussion or Distribution**

- There were no items for discussion or distribution.

➤ **Public Comments**

- There were no public comments.

➤ **Adjournment**

- On a motion by Michael Gillespie and seconded by Laurelle Mathison the August 6, 2025, the consortium meeting adjourned at 10:51am. (13 in favor, 0 against)