



AEBG CDC Quarterly Meeting Minutes

DATE: APRIL 14, 2016

TIME 4:00 – 6:00 PM

LOCATION: SUHSD BOARD ROOM

NOTE TAKER	Melissa Torres			
CO-CHAIRS	Kathy Tyner	Joe Fulcher	Kevin Nicolls	
ATTENDEES:	Bernard Balanay	Michelle Dullea	Joy Guerrero-Reyes	Debra O'Brien
	Tiffany Bouchard	Diane Edwards	Mia McClellan	Crystal Robinson
	Wes Braddock	Sara Garcia-Salgado	Kevin McClelland	Sheryl Sanchez
	Erica Dibello-Hitta	Dotty Giffen	Virginia Mendoza	Phyllis Sensing
HANDOUT(S)	2016-2017 SBAEC Organizational Chart 2016-2017 Governance Rules and Procedures 2015-2016 Annual Plan 2016-2017 Consortium Fiscal Agent Declaration			
DISCUSSION / INFORMATION	<ul style="list-style-type: none"> • Welcome and Introductions – Kathy Tyner • Agenda item 1 – Adoption of Minutes: February 11, 2016 – APPROVED as amended. • Agenda item 2 – CDC Report on Interim Communications: No interim communications to report. Dr. Fulcher mentioned there would be a planning session between SWC and SUHSD to present at the joint board meeting. • Agenda item 3 – Public Comments: None. • Agenda item 4 – Review and Approval: Amended 2015-2016 Annual Plan. Crystal reviewed the two amendments to the plan. The first to reflect procedures for disbursement of funds as allocations. Second, included maintenance of effort as requested by the state. Kathy asked to add clarification to amendment stating MOE is for SUHSD and CUSD and not SWC. Motion made by SWC to approve Amended 2015-2016 Annual Plan with recommended corrections, SUHSD seconded – motion unanimously approved; signatures were obtained. • Agenda item 5 – Review and Approval: 2016-2017 Consortium Fiscal Agent Declaration. Dr. Fulcher asked for explanation on CFO discussion. Crystal explained that the CFO's members from the three districts met and unanimously decided that SUHSD would be the fiscal agent for 2016-2017. Crystal explained Marketing plan phases. Phase I is to determine the population and the best way to market to them. Phase II is the actual implementation of marketing materials and website. SWC is in the process of approving the marketing contract. Crystal noted the added revisions to the 2015-2016 and 2016-2017 Consortium Fiscal Agent Declaration, which included the listing of allocations and variants, which is the difference between what each member district would be receiving between 15-16 and 16-17. The state does not recognize the consortium level budget so we have to split the budget into the three districts. In 2015-2016, consortium level budget was between SWC and SUHSD because the consortium level budget consists of the Project Director and Administrative Assistant's salary as well as marketing costs. The costs associated with the salaries went to SUHSD and the marketing costs stayed with SWC. Split 5% admin cost included among all three districts including maintenance of effort for SUHSD and Coronado. The 2016-2017 consortium budget will stay with SUHSD since they will be Fiscal Agent and all the consortium cost will be incurred by them. The CFO's agreed that the fiscal agent would charge 5% admin fee on the \$1.9 million consortium level funding and not in the entire amount. There was language change under 2016-2017 Governance Rules and Procedures based on recommendations of the Advisory Committee for the role of the Advisory Committee, Fiscal Agent, Project Director and Co-Chairs. Motion made by SWC to approve 2016-2017 Consortium Fiscal Agent Declaration, SUHSD seconded – motion unanimously approved; signatures were obtained. • Agenda item 6 – Announcements: Ramon Leyba announced AEBG ESL and Basic Skills Workgroup taking place April 15, 2016 at the Adult Education Library. • Agenda Item 7 – CDC Meeting Calendar: There are new deadlines from the state for June and July. This is will be an agenda item at the next Advisory Committee Meeting. Additional board meetings will need to be scheduled. Crystal will send dates to CDC members to reach a consensus on meeting dates for June and July. 			
	Meeting adjourned at 4:45 p.m. by Kathy Tyner.			

