



# TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

## **Minutes**

for

Meeting of the Executive Board

March 16, 2023

14507 Paramount Blvd.  
Paramount, CA 90723

# **TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM**

## **Executive Committee**

Doi Johnson, Representative

Yvonne Rodriguez, Ed.D., Representative

Lynell Wiggins, Representative

Shamell Wilson, Representative

*We connect education and workforce training to create family sustaining careers*

# Tri City Adult Education Regional Consortium

## Paramount Adult School

14507 Paramount Blvd. Paramount, CA 90723

(562) 602-8080



### REGULAR MEETING OF EXECUTIVE BOARD

### MINUTES

**March 16, 2023**

#### EXECUTIVE BOARD

DOI JOHNSON  
*Representative*

YVONNE RODRIGUEZ, Ed.D.  
*Representative*

LYNELL WIGGINS  
*Representative*

SHAMELL WILSON  
*Representative*

The Executive Board will meet in Open Session at 2:03 p.m. at Paramount Adult School, located on 14507 Paramount Boulevard, Paramount, California. Closed Session may be conducted in accordance with applicable sections of California law.

In compliance with the Americans with Disabilities Act, those requiring special assistance to access the meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact Iris Fernández, Compton College Division 2 Program Specialist at 310.900.1600, ext. 2788 or ifernandez@compton.edu. Notification of at least 48 hours prior to the meeting will enable the Consortium to make reasonable arrangements.

#### **I. Call to Order**

#### **II. Mission Statement – Doi Johnson**

*We connect education and workforce training to create family sustaining careers*

#### **III. Roll Call**

- a. Doi Johnson – present
- b. Dr. Yvonne Rodriguez – present
- c. Lynell Wiggins – present
- d. Shamell Wilson – absent

#### **IV. Approval of Agenda**

- a. Motion           Lynell Wiggins
- b. Second           Doi Johnson
- c. Vote               4-0

#### **V. Approval of Minutes**

- a. February 2, 2023
  - a. Motion           Lynell Wiggins
  - b. Second           Doi Johnson
  - c. Vote               3-0; Doi Johnson abstained

## **VI. Reports from Representatives, Fiscal Agent and Project Manager**

a. Representatives - Reports on conferences attended, scheduled meetings or other training or informational activities related to the Consortium.

i. Compton Adult School – Doi Johnson

1. Met with Dr. Blonshine – offering a Computer Literacy class (ESL 6) on campus in the fall of 2023. The focus is on ESL students. Mr. Johnson asked if the teacher has to come from Compton College. The college said that Mr. Johnson could have one of the CAS teachers instruct the course but they would need to be vetted and approved at the college level. Mr. Johnson has not had an opportunity to speak with his teachers to see if they are interested. Next, the Truck Driving cohort began this semester, in February, around the 27<sup>th</sup>. CAS is ending Session 4 shortly and Session 5 begins March 31<sup>st</sup>. The number of graduates is low comparatively to other schools. Ms. Wilson also agreed that her numbers were lower. Our calendars are in a quarter system but the sessions on a different system. They are looking for ways to accelerate the programs and completion. CAS is getting ready for graduation. Snow cone event for staff and students happened today.

ii. Compton Community College District – Lynell Wiggins

1. CCC is ramping up for April 22<sup>nd</sup> Community Day event. Showing off the two new buildings, giving tours, free food trucks, and opening the college to the community. Few programs – CCC is hosting on Monday the Academic Statewide Senate – CTE related. One event at lady college and a southern one down here. May 5<sup>th</sup> West Ed is doing a data and adult ed convening. More information to come. CCC is positioning themselves to start the 8-week cohort for apprenticeship with LA COUNTY Department of Opportunity. Students are paid while learning to work with homeless population. St. Joseph Center is helping them get hired, supportive services, everything needed to get ready for work. May 10<sup>th</sup> is the Career Fair from 10 a.m. – 3pm. The DPSS and EDD offices are participating. More information to come.

iii. Lynwood Community Adult School – Shamell Wilson

iv. Paramount Adult School – Dr. Yvonne Rodriguez

1. PAS started the Spring/Summer Semester February 28<sup>th</sup>. The classes at night are full and the school is looking like it did before the pandemic. We have lots of ESL students. PAS Medical Assistant Orientation happened this week. We are continuing to enroll students and moving them through the

program. CCC's Medical terminology class is still happening and going well. We've received information from Compton College about the fall students and completed updates for them. While they're not enrolled with us, we're still able to do updates on ASAP (dual enrollment). PAS is planning to add the two classes leading up to Medical Terminology so – are able to earn a certificate. WASC Self- Study Report is being uploaded Monday.

- b. Fiscal Agent – Dr. Yvonne Rodriguez, Paramount Unified School District
  - i. Budget Update – Expense summaries shared. During February 2<sup>nd</sup> meeting, although we see \$120,981.71 as the balance; however \$29,000 is encumbered so it doesn't reflect as expended. Current balance is \$91,981.71. This is the amount that needs to be distributed via percentages instead of splitting evenly.
    - 1. Lynell Wiggins has a comment: Questioning the actual carryover balance – Asking about PUSD wanting to split this via percentages from the original allocation.
    - 2. Currently at a standstill about the carryover – a memorandum needs to be sent to each member of the consortium. Mr. Wiggins stated this has been going on for at least the two meetings and something needs to happen. If that's what PUSD wants to do, they can do that but if a statement needs to be made, it would be this "Compton College would like to follow the practice that the Tri City Executive Board has followed since 2017-2018 in expending carryover funds. The Compton College Executive Board Member does not affirm the Fiscal Manager's understanding of the consortium dollars being split by an unequal distribution of which there is no previous practice to follow."
      - a. There's questions regarding the Fiscal Agent making a unilateral decision for the Board or how the Consortium allocates the money and where that authority to do is derived.
- c. Administrative Support
- d. Project Manager – Monique Anderson
  - i. Update -- It did not get to the Board for the March 14<sup>th</sup> meeting. All information was submitted but we are awaiting the EIN number and DBA (doing business as) information.
  - ii. Other

## **VII. Hearing Section: Request to Address the Tri City Executive Board – Agenda/Non-Agenda Items**

Persons wishing to address the Board should sign in on the optional sign in sheet that is located on the table by the door. Speakers will be called in sequence during the Hearing

Sections, which is limited to one hour and each speaker to one presentation of three minutes unless the Board wishes to waive the time limit. Those who have a group concern are encouraged to select a spokesperson to address the Board.

Persons wishing to address the Board on a specific agenda item at the time the item is under discussion are limited to three minutes each and will be called to speak following the staff comments and prior to the Board's discussion and taking action.

## **VIII. Information Items**

These items are intended to keep the Board informed on various matters that do not require formal action by the Board.

a. Upcoming Deadlines, Deliverables, Trainings, and Other Important Dates:

i. Deadlines and Deliverables:

1. March 31: Q2 Due in NOVA

ii. CAEP Webinars, Regional and Other Trainings

iii. Other Important Dates:

1. Model Program Nomination closes June 30, 2023
2. California Adult Education Student Succeeds due April 1<sup>st</sup>.
3. AB 1491 Guidance Webinar on March 23<sup>rd</sup>.
4. CAEP Preliminary Allocation Memo available

## **IX. Expenditure Items**

These items are intended for the board to review, representing expenses to be made on behalf of the Consortium by the member agencies. The Board may further discuss these expenditure items at a Study Session or submit them as an Action Item for the following Board Meeting.

1. None

## **X. Conference Items**

These items are presented for advanced planning and to assist the Board in establishing further agenda items. The Board may however, take action on the following:

a. 5 Mile Media

- i. No updates

b. Graduate Communications

- i. Notify Jamie: Clicks to the school aren't working; however, the tabs do work. For example: in Citizenship, you click to Paramount and it directs you to Compton Adult School. There is also misinformation for Compton Adult School. The site does look better but it's not ready to publish.

c. 2020-2021 Carryover – Percentage Split

- i. Discussed in Fiscal Update.

**XI. Action Items**

These items are presented for action at this time. Some may have been reviewed by the Board at a previous meeting under the Conference Items section of the agenda.

**XII. Board Meeting Calendar**

Any additions to or changes in the next Regular Meeting and/or special meeting calendar and agenda will be discussed.

- a. Study Session April 6, 2023
- b. Tentative agenda items for next Board Meeting on April 6.

**XIII. Next regularly scheduled meeting date**

- a. Thursday, April 6, 2023; 2:00 p.m. held virtually

**XIV. Adjournment at 2:52 p.m.**

- a. Motion Doi Johnson
- b. Second Lynell Wiggins
- c. Vote 4-0