

Salinas Valley Adult Education Consortium (SVAEC)

Regular Steering Meeting

April 26, 2017 | 3:00-5:00 p.m.

Soledad Adult School | Gabilan Elementary | Room 2 | 330 North Walker Drive, Soledad, CA 93960

AGENDA

- 3:00-3:05 Sign-in, Call to Order, Establish Quorum**
- 3:05-3:10 Approve Agenda and Minutes**
- 3:10-3:15 Public Comments**
- 3:15-3:30 Introductions and Guest Presentations (5 minutes each)**
- FIELD Institute – David Villarino
 - SVHPPP (Salinas Valley Health Professions Pathway Partnership) – La’Quana Williams
- 3:30-3:45 Action Items (see below for additional information)**
- Vote on change to a pass-through process for distribution of AEBG funds by the fiscal agent to consortium members
 - Vote on FY17-18 AEBG fund allocation schedule
 - Affirm continuation of other current aspects of consortium governance and administration described in the Consortium Fiscal & Administration Declaration (CFAD), due to State May 2
- 3:45-4:45 Informational and Discussion Items**
- Q3 spending update
 - Student data collection instructions
 - Current plan/budget amendment instructions
 - Guidance on WIOA Title II RFA Consideration 14 – Francisco Pinedo
 - 17-18 planning
 - Large group discussion about consortium 17-18 plan
 - Small group discussions and work on members’ 17-18 plans
- 4:45-5:00 Other Items: Announcements, Updates, Reminders**
- Deadlines:
 - Student data due 4/30 (TE Data Integrity Report)
 - 15-16 and 16-17 plan and budget amendments due 5/8
 - 17-18 preliminary plans due 5/17
 - Final budget revisions due 6/12
 - Final 17-18 plans due 6/14 (to be voted on 6/21)
 - Updates:
 - Consortium Program Assistant search
 - Data Sharing Agreements

Next Regular Steering Meeting: **Wednesday, May 4, 3-5pm**

Action Item 1: Change to a Pass-Through Fund Distribution Process for AEBG Funds

With current allocation schedule, under a pass-through process, the monthly distribution schedule may look like this (each Member’s annual allocation divided into 12 equal monthly disbursements):

MEMBER DISTRICT	MONTHLY DISBURSEMENT
Gonzales	\$ 21,306
MCOE	\$ 2,337
North Monterey	\$ 37,859
Salinas	\$143,021
Soledad	\$ 28,557
South Monterey	\$ 6,542
Hartnell	\$ 18,605
SVAEC	\$ 18,785

Action Item 2: Whether or not to add an addendum to the current Fiscal Agent – Member Contracts regarding the change to a Pass-Through Fund Distribution Process

From current Fiscal Agent – Member Agreements:

1. “The Consortium and the Fiscal Agent (District) shall decide the method of payment of AEBG funds by the Fiscal Agent to Subrecipient (and all Consortium Member Districts).
 - a. The chosen payment method, or fund distribution process, is subject to change according to State, Consortium, and Fiscal Agent decisions or requirements. The process of distributing the Subrecipient’s allocated funds shall not be changed without due process according to Consortium bylaws, the Fiscal Agent’s policies and procedures, and State requirements.
 - b. The process may be different for different budgets/funding streams (e.g. funds from different fiscal years or one-time funds).
 - c. The Consortium may choose between a Pass-Through fund distribution process, with a regular distribution schedule, and a Reimbursement fund distribution process, which requires Subrecipient to invoice District for payment, or a hybrid of these two processes. Per a decision made by the Consortium’s Member Districts at its Steering Meeting on September 28, 2016, the Fiscal Agent shall disburse funds using the Reimbursement Process.”

Action Item 3: Preliminary AEBG Fund Allocation Schedule for SVAEC Members for FY2017-18

Member	16-17 Allocation
Gonzales	\$ 255,628
Hartnell	\$ 223,250
MCOE	\$ 28,000
North Monterey	\$ 454,242
Salinas	\$ 1,716,285
Soledad	\$ 342,618
South Monterey	\$ 78,500
SVAEC	\$ 225,419
5% Admin Cap	\$ 166,197
TOTAL	\$ 3,490,139

Action Item 4: Confirm that no additional changes will be made to the current administrative structures, policies, or procedures (governance or fiscal) of the SVAEC.