

CALIFORNIA APPRENTICESHIP COUNCIL

1515 Clay Street, Suite 1902
Oakland, CA 94612
Tel: (415) 703-4920
Fax: (510) 286-1448

ADDRESS REPLY TO:
California Apprenticeship Council
P. O. Box 420603
San Francisco, CA 94142-0603



**RELATED SUPPLEMENTAL INSTRUCTION
COMMITTEE MEETING
Minutes**

Chairperson Jack Buckhorn
Wednesday, October 23, 2024

I. Call to Order/Roll Call

Chairperson Buckhorn called the meeting to order at 1:00 p.m. DAS Chief Curtis Notsinneh called the roll.

Members present: Jack Buckhorn, Hugo de la Torre, Louis Ontiveros, Yvonne DeLaPena, Sheri Learmonth, and DAS Chief Curtis Notsinneh

Members Absent: Chris Christophersen, Chip Martin, Dean Gary Adams

A quorum was met.

Jack thanked everyone for their contribution to this document.

II. Review and approval of Minutes

There was a motion made and seconded to approve the minutes. A roll call vote was taken, and that Motion was approved.

III. Old Business

- Review and update the California Apprenticeship Council Policy on Common Administrative Practices and Treatment of Costs and Practices Related to RSI.

Jack stated that they have been working on this document for a year and a half. Because they have only been able to meet on this document quarterly at

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this RSI subcommittee meetings. He emphasized that this document will be highly useful for anyone associated with apprenticeship programs.

The conversation has been very important and educational. He also expressed gratitude to Don Simonich for his significant contributions to the document.. This document we will review today and make any final edits and once approved here we will submit for final approval to the full CAC.

The committee engaged in extensive discussions regarding the best practice document and has subsequently drafted a version for review. This draft has been posted on the DAS website along with any comments received.

The draft document was also presented in a slide presentation and made available on the DAS website.

Jack clarified that in the presented documents, the sections in black had been approved, the sections in blue represented additions, and the sections in red indicated deletions. Don Simonich confirmed that they had reviewed the document and refined the language.

The document is located online at the link below:

<https://www.dir.ca.gov/das/DASMeetings2024.html>

- [Common Administrative Practices Draft](#)
- [Common Administrative Practices Draft Comments](#)
- [Common Administrative Practices Draft Comments Color version not-accessible](#)

We intentionally scheduled this meeting as the final one of the day to ensure ample time for thorough discussion and review of this document.

It was noted that since this is a best practice document it has no authority.

The subcommittee conducted a comprehensive review of the entire document. All edits were agreed upon, with the exception of one.

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Buckhorn offered the commissioners and the public the opportunity to ask questions and provide comments.

There was a motion made and seconded to approve the edits and move the final document to the 1st quarter CAC meeting. A roll call vote was taken, and that Motion was approved.

It was noted that the next CAC meeting will be held in Sacramento, CA.

IV. New Business

Nothing to Report

V. Items for Discussion

A request was made to discuss the RSI audit procedure. It was noted that there is a distinction between the Community College audits and K-12 audits, especially regarding compliance audits. The regulations mandate ensuring positive attendance in relation to RSI funding. Additionally, there are fiscal audits, which are more complex and comprehensive.

The request is to have experts come in to help us better understand the regulatory requirements and RSI requirements, as opposed to internal audit requirements. This discussion aims to standardize the auditing procedures. Jack Buckhorn stated that he will work on arranging for experts to assist us in understanding the auditing procedures and processes.

CACsuggest@dir.ca.gov was given for additional information, comments or suggestions regarding audits or any other item to be discussed at a future meeting. Buckhorn stated that he will reach out to the Chancellors office to get a report from them. Commissioner Buckhorn also agreed this document will be reviewed on a more regular basis.

VI. Adjournment

Buckhorn adjourned the meeting at 2:21 p.m.