



Mendocino/Lake Consortium Adult and Career Education (ML ACE) Meeting

Mendocino College Rm #6020

1000 Hensley Creek Rd
Ukiah CA 95482

Friday Nov. 17, 2017 9:00 AM to 2:00 PM

Attendees: Noor Dawood, Maggie Von Vogt, **Andrea Gonzalez**, Julie Castro, Tami Mee, Rhea Hollis, Holly Rodgers, Pam Jensen, Jesse Damian, David Gengoux, Jeff Ritchley, Debra Polak, Joe Atherton, Christy Pedroncelli-Smith, Judy Harwood, Monica Whipple, Jacqueline Orozco

1. **Call to Order** **(Action)**
9:10am
2. **Roll Call of Voting Members** **(Action)**
Christy Pedroncelli-Smith (UUSD), Noor Dawood (AVUSD), Jesse Damian (MCOE), Jeff Ritchley (WUSD), Debra Polak (MC), Joe DelPrete (KVUSD)
3. **Changes/ Modifications to the Agenda** **(Action)**
Motion to accept agenda by Noor Dawood/Joe DelPrete - Approved
4. **Public Comments/ Correspondents** **(Discussion)**
Judy went over the upcoming deadlines and events for the next 6 months see attached **Appendix A**
5. **Consent** **(Action)**
All consent items are acted upon by a single vote with no discussion, unless pulled from Consent and placed on the agenda as a regular item.
Approval of Oct. 20, 2017 Minutes
Motion to approve Oct. 20, 2017 Minutes by Debra Polak/Joe DelPrete - Approved
6. **Internal Budget and Expense Reporting/ Certification Process** **(Action/Discussion)**
A budget meeting took place on November 1, 2017 that went over the NOVA system with each fiscal member representative that was able to make it. The state of California requires all consortiums to use the new NOVA system. This new system is tracking 16/17 & 17/18 AEBG funding and our annual plan strategies are being monitored in NOVA. The state chose NOVA for many different reasons.
 - The old Chancellor’s Office system was not set up for consortium structured funding.
 - The State had no way of knowing what was being expensed at the member level.
 - The State did not know if members were using the correct indirect rate.
 - The old system allowed the bulk of the funding to be consolidated into the pass through object code.
 - The State did not know if the consortium was above or below the consortium administrative cap of 5%
 - The State had no way of comparing student data outcomes to work plans and financial accountability.
 NOVA will have each member’s 16/17 carry over and 17/18 funds. Each member will be responsible for entering this data into NOVA, after completing the “Budget and Expense Report” that can be found on basecamp. The budget committee proposes a process for each budget and expense that will be certified internally.
Judy read over the proposed budget and expense certification process that was recommended by the budget group. **(Appendix B)**



Motion was made to approve the “Budget Certification Process” by Joe DelPrete/Christy Pedroncelli-Smith – Approved

The group had discussion on what expenses will be reported into NOVA. Judy let the consortium know that as of right now the state is not asking to break down what is MOE funded vs. non-MOE funded. All MOE and Non-MOE funds will be tracked together; each agency will not have to document what is funded with MOE vs. non-MOE. The new changes that are going to occur are:

- Each agency will be responsible to report all of the roll over as well as the 1-7xxx.
- MC will be passing through all MOE funds that are owed to each agency starting in 2018. This allows for a one-year delay in worst case scenario if all funding to stop, each agency will still have one year of funds to plan accordingly.

Motion was made to approve the “Expense Certification Process” by Christy Pedroncelli-Smith/Noor Dawood motion – Approved (**Appendix C**)

7. Review of Program Management Policy (Action/Discussion)

Judy went over the Program Management Policy to let all attendees know how the process works.

8. Program Management → Review of Member Programs (Action/Discussion)

a. **AVUSD** – Noor presented a PowerPoint of her school demographics, economy, list of all programs, and marketing material with class schedule.

- **High School Equivalency program** had 23 students last fiscal year and 11 students this year. Two students passed their HiSET exams. Seven ESL students entered the HSE class. Five students in this course began as ABE students (using pre-high school level materials) and progressed to HiSET level exam prep.
- **Citizenship** program had 17 enrolled last fiscal year and 10 students this year. Five students submitted Citizenship applications last year with one granted thus far. Questions were asked regarding whether Citizenship should be tracked as a “Gain/Outcome” or would this be considered a “workshop” where hours are just reported? Judy will clarify this question with Neil at the State level. Dave commented that the Citizenship class would be a good source for students to take the literacy class.
- **Spanish Literacy** class is currently under a PAT Review. This class is for native Spanish-speakers with low/no literacy skills. There has been no certified instructor since December 2016 for this class, but now AVUSD has currently hired a bilingual certificated instructor. Enrollment currently for this class is 2-3 students; the state had recommended that with the low literacy a 5:1 ratio is best. Noor proposes that a new model/version for this class would be, “English or Spanish instruction in reading/writing” and to offer this to native Spanish-speakers with low/no literacy skills, native Spanish speakers with pre-HSE literacy skills. Referrals would come from HSE teachers, and ESL students of various literacy levels who want to focus on improving reading/writing skills in English. There are two components of the newly proposed model:
 - Ongoing class: 3 hours instruction/week (for all students)
 - Reading/Writing “Intensives/boot camp” : 2 weeks, 8 hrs/week between semesters (for ESL students only)

Noor has found that there is a stigma related to literacy instruction in native language also ESL students want to focus their time on learning English not work on their native language literacy. Lastly, students simply cannot attend more than one class. Positive feedback has been given from



students when learning to read/write is included in their oral communication class. Most students would like “intensive/boot camp” style classes in the summer.

- **Parent Education (Family Literacy)** program had 21 enrolled last fiscal year and now 28 enrolled this fiscal year. The best way to record gains in this program is to track the gains from the elementary students’ teacher.
- **ESL Intermediate** program had 19 enrolled in the Fall and 24 enrolled in the Spring last fiscal year. This fiscal year there are 16 students enrolled. Eight students have improved by at least one NRS literacy level. Seven ESL students entered High School Equivalency class.
- **ESL Beginner** program has 26 Fall and 30 Spring last fiscal year and now 26 enrolled this fiscal year. Eleven students improved by at least one NRS literacy level last year between pre and post test.

b. UUSD – Christy went over the excel sheets.

- **LVN** program had 28 enrolled last year with all 28 completing their certificate program. All 28 currently have jobs and therefore increased their wages.
- **High School Diploma** currently has 8 enrolled and no previous data due to the program just starting.
- **UVAH** had 96 enrolled. Christy is looking at a new program that assess this population. As the program evolves, instructors will be updating the information quarterly. Pam added many different business that have been offering jobs to this population.
- **ESL** 78 enrolled last year and 38 enrolled this year. 95% have had pretest and posttest will be coming in December. Classes maybe offered more in the future.
- **High School Diploma/ HSE Prep/ Citizenship** 349 enrolled last year including enrollment in the jail. This year enrollment is 173 students. This June the jail has started testing again. The update form will help fill out and track the future data. Citizenship had approx. 50 students last fiscal year and now 5 students are currently enrolled, which is considerably low and is being looked into.
- **Pearson Vue Testing Center** 267 tested last year and 96 tested this year. GED system shows how many students are testing at this center.
- **Administration & Support** 600 students were enrolled last fiscal year and this fiscal year currently 384 students are enrolled.

c. KVUSD – Joe went over the excel sheets

- **Citizenship** Program cost was \$7,300 but still had no inquiries in this class.
- **HiSET in English** program cost was \$7,339 with only one student.
- **HiSET in Spanish** program did flourish when the teacher was a part of the Hispanic community. Once this teacher retired this class has not had as many enrollment as previous. Two students were enrolled last fiscal year with one student enrolled this fiscal year. There is currently no Spanish assessment to give to this student. The teacher now is working on more enrollment for this class.
- **High School Diploma** program had 62 enrolled last fiscal year and 33 students this fiscal year. 17 diplomas were earned last fiscal year. This program is an independent program students can take online or work on packets.

d. FBUSD – Judy presented on behalf of Coni Belli. Judy also let the consortium know that Coni will have a new assistant that will help Coni with the AEBG reporting.



- **High School Diploma** program had 35 students enrolled last fiscal year and 28 students this fiscal year. 13 students have received their diploma
 - **ESL** program last fiscal year was 66 students with 47 students enrolled this fiscal year.
 - **Citizenship** program last fiscal year was 37 students enrolled with 19 students enrolled this fiscal year.
 - **CNA Tutoring** program enrollment last fiscal year was two students and this fiscal year is one student enrolled.
 - **Outreach / Data Entry – All Programs** had 140 students enrolled last fiscal year and 72 this fiscal year.
- e. **LCOE** – Judy presented on behalf of Tammy Serpa
- **Home Health Aide & Phlebotomy** program is still in the process of writing curriculum and getting it approved by the Ca Department of Public Health. LCOE hopes to have these programs running by the end of 2017-2018. Phlebotomy program will be an add on to those who already hold certification as a MA or higher. HHA will be added to the CNA program and offered as a standalone class.
 - **Certified Nurse Assistant** program had 14 students enrolled last fiscal year and 30 students enrolled this fiscal year. Thirteen students that have completed their certification. Eleven students who have passed the State CNA exam. Only eight of the 13 responded to the survey to verify that they had jobs.
 - **Medical Assistant – ESL Tutor** had 21 students enrolled last fiscal year and 20 students currently enrolled this fiscal year. Eight-teen students have completed their certificates. Seventeen have passed the National MA exam. Thirteen students who have received jobs and three who are pursuing additional education.
 - **Continuing Education Units – CNA/HHA** had five students enrolled last fiscal year and 6 students currently enrolled this fiscal year. Five students have retained a job.
 - **HiSET Testing –Jail Only** program had seven students enrolled last fiscal year and 5 enrolled currently this fiscal year. Three students have passed their HiSET and eight inmates have taken 18 exams.
 - **Program Assistant** LCOE has recently hired a new assistant Jessea Lee-Elrod who started on November 6,2017.
- f. **MCOE**
- **Medical Assistant** program had 18 students enrolled last fiscal year and 20 students enrolled this fiscal year. Fifteen students have completed their certification. Fifteen number of students have gotten and retained a job. Three high school students who transitioned to college.
 - **Phlebotomy** program had 20 students enrolled last fiscal year and 22 students currently enrolled this fiscal year. Twenty students have completed their certificates with eighteen who have received and retained jobs.
 - **Dental Assistant** program had seventeen students enrolled last fiscal year with sixteen students currently enrolled this fiscal year. Seventeen students have completed their certificates with fourteen students getting and retaining a job.



- **Emergency Medical Technician (Gualala)** This program had fourteen students enrolled last fiscal year with sixteen students currently enrolled this fiscal year. Fourteen of these students have completed their certificates, received and retained a job.

g. MENDOCINO COLLEGE

- **ACE Counselor** had 4 students enrolled at MC last fiscal year and this fiscal year there have been 6 students at MC, 5 students at UUSD, 1 student at AVUSD, 16 students at the County Jail. Tracking outcomes for Rhea students going forward will be by each site creating a class called Rhea Counseling.
- **FB Coordinator** this program will start measuring all student performance in Ft. Bragg starting in December.
- **HiSET Test Proctor** had eight students enrolled last fiscal year and two currently enrolled this fiscal year. The program cost for 16-17 fiscal year was around \$5,000 not the \$10,870 reported. There have been 3 students to pass their HiSET exam as of today and an additional three who have passed some sections but have not finished all sections.

9. CLOSED SESSION- MLACE VOTING MEMBERS & DIRECTOR ONLY

Call to Order at 12:45

Voting Members: Noor Dawood, Debra Polak, Jeff Ritchley, Jesse Damian, Joe DelPrete, Christy Pedroncelli-Smith

- a. Review of Programs that already had a PAT (funding decision) (Action/Discussion)**

Anderson Valley USD Spanish Literacy Program:

Motion to have the program remain in program review. Noor will provide quarterly reports in March and June to the consortium. In June, the program will be considered again for discontinuing funding. The program is expected to meet a minimum threshold of 5 enrollments. (Debra made the motion; Jesse second) – The motion passed

- b. Review of all Programs (Action/Discussion)**

- c. Assignment of PATs (Action/Discussion)**

Kelseyville USD HiSET in Spanish:

Motion to place in program management and assign a PAT that includes Jackeline and Valerie from the coast center. (Noor made the motion; Debra second)- The motion passed

Ft. Bragg USD C.N.A. Tutoring:

Motion to place in program management with the understanding the process may end after diagnosis (based on a couple of questions people had for Coni). (Noor made the motion; Debra second) – The motion passed

d. Other Notes:

- i. We need to clarify with the larger group if we have a policy or procedure for reporting how flexed funds are being used if it is a significant amount of the total project cost that is being flexed.
- ii. Look at setting up meetings with Rhea and consortium members to give more direction from members about the position.
- iii. Assign PATs at next meeting

10. Next Meeting Date and Time

(Action/Discussion)

- a. Dec. 8, 2017 from 9-12pm**

- i. 8am MPA meeting
- ii. 12:15 -1:15pm Data Meeting

11. Adjourn

2:00pm

(Action)





Appendix A

Schedule- Next 6 month

<p>Nov.</p> <p>17th- MLACE Meeting (9-2pm) -Budget Certification Process (Vote) - Review of Member Programs - PAT Review / New PATs</p>	<p>Dec.</p> <p>1st- Member Budgets Due to MC/ NOVA 8th- MLACE Meeting - MLACE Budget Certification (& CFAD Change Certification) - Internal Policy Review - One-Time Requests 15th- Member Budgets Due State</p>	<p>Jan.</p> <p>1st- All Expenses Invoiced MC 12th- MLACE Meeting - Review of Summit Results - One- time requests 15th- Expenses reported in NOVA (tentative) 22nd, 23rd – Annual AEBG Summit 31st – Student Data Due</p>
<p>Feb.</p> <p>9th – MLACE Meeting - Review of Summit Results and potential on-going reallocation priorities</p>	<p>Mar.</p> <p>1st – Revised Budgets Due to MC/NOVA 9th – MLACE Meeting - Three Year Planning</p>	<p>April</p> <p>1st- All Expenses Invoiced MC 14th- MLACE Meeting 15th- Expenses reported in NOVA (tentative) 30th – Student Data Due</p>

Appendix B

Budget Certification Process

- Each ML ACE consortium member will complete the internal budget document.
 - This is a google document that can be found on basecamp under the “Budget and Expense Reports” file or: <https://docs.google.com/spreadsheets/d/1LI4YVTKGPuH-Y3qZJ6ulHLAluq1I9bfu15f2JdDoACA/edit#gid=297162538>
- Members will enter their budgets into NOVA using the internal budget worksheet
- Members will certify their budgets internally at the agency level using whatever internal process they wish to use
- Members will send the fiscal agent a summary report from their general ledger system backing up their entry into NOVA
- **Internally certified member budgets will be reported in NOVA no less than 20 days before budgets are due to the state (based on calendar to be released by state AEBG).**
- A representative of the fiscal Agent will review member General ledger, the member certified internal budget document submitted by each consortium member as well as the budget numbers entered into NOVA.
- The fiscal agent will certify each member agency budget and the consortium budget as a whole.



Appendix C

Expense Certification Process

- Each ML ACE consortium member will complete the internal expense reporting document.
 - This is a google document that can be found on basecamp under the "Budget and Expense Reports" file or: <https://docs.google.com/spreadsheets/d/1Ll4YVTKGPuH-Y3qZJ6uIHLAluq1I9bfu15f2JdDoAcA/edit#gid=297162538>
- Members will enter their Expenses into NOVA using the internal expense report worksheet
- Members will certify their expenses internally at the agency level using whatever internal process they wish to use.
- Members will send the fiscal agent a summary report from their general ledger system backing up their entry into NOVA
- **Internally certified member expenses will be reported in NOVA no less than 20 days before budgets are due to the state.**
- A representative of the fiscal Agent will review member general ledger, the member certified internal expenses document submitted by each consortium member as well as the expense numbers entered into NOVA.
- The fiscal agent will certify each member agency budget and the consortium budget as a whole.
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- Starting 7/1/18 Mendocino College will be passing through all funds within 45 days of receipt. Each agency will be internally responsible for all of their funds; each agency will still need to track rollover.