



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

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### Mendocino College

1000 Hensley Creek Rd.  
Ukiah CA 95482  
Room 6610

**Friday April 13, 2018 9:00 AM to 12:00 PM**

**Attendees:** Miranda Ramos, Pam Jensen, Andria Gonzalez, Stacey Caico, Tami Mee, Maggie VonVogt, Noor Dawood, Holly Rodgers, David Gengoux, Jeffrey Ritchley, Lynn Thomasson, Judy Kanavle, Monica Whipple, Rhea Hollis, Eric Crawford, Christy Pedroncelli-Smith, Joe Del Prete, Tammy Serpa,

### Minutes

1. **Call to Order** 9:05am (Action)
2. **Roll Call of Voting Members** (Action)  
Holly Rodgers (UUSD), Tami Mee (MCOE), Tammy Serpa (LCOE), Joe Del Prete (KVUSD), Miranda Ramos (FBUSD), Noor Dawoor (AVUSD)
3. **Changes/ Modifications to the Agenda** (Action)  
Motion to approve agenda with no changes or modifications made by Joe Del Prete/Tammy Serpa - Approved
4. **Public Comments/ Correspondents** (Discussion)  
*The MLACE welcomes public input. This agenda item is limited to matters that are under the jurisdiction of the MLCAE and are not listed elsewhere on this agenda. Comments are limited to three minutes per person, and 10 minutes per topic. Action on these matters is not allowed.*
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 March 9th, 2018 Minutes*  
Motion made to approve March 9<sup>th</sup>, 2018 Minutes made by Miranda Ramos/Joe Del Prete - Approved
6. **Overview of next 6 months** (Action/Discussion)  
Judy went over a ppt of the next 6 months. [See Appendix A](#)
7. **New CFAD Approval** (Action/Discussion)  
*(ML ACE members will discuss and vote on the Consortium Fiscal Administration Declaration (CFAD) for 2018-19.)*  
Judy let the consortium know the new process on how MLACE will be approving the 18-19 CFAD now on NOVA. She also explained that the CFAD will never be changed, however when MLACE approves any change in funding this will be an "allocation change".
8. **Allocation Change for 16-17 and 17-18**  
*(ML ACE members will review and vote on the changed allocation for the 16-17 and 17-18 funds.)*  
The reallocation of the on-going funds that was approved last meeting is now reflected on this new allocation change. This allocation change will have to be voted on by MLACE and approved. [See Appendix B](#)  
Motion to approve the new allocation change for 16-17 and 17-18 made by Joe Del Prete/ Holly Rodgers - Approved
9. **Budget Discussion-**
  - a. **One time funds** (Action/Discussion)  
*(ML ACE will discuss and vote on implementation of the one-time set aside funds staying as MC allocation starting now rather than waiting to implement this with the 18-19 funds)*



Judy explained that when MLACE approved and agreed that MC will hold the one-time set aside funds for 18-19 starting the next fiscal year. MLACE would still have to submit an allocation change every time funds moved until July. It is recommended that MLACE starts the process of being reimbursed from MC now rather than waiting until the next fiscal year.

Motion was made to implement this one-time set aside funds process now rather than waiting until the next fiscal year by Holly Rodgers/Joe Del Prete - Approved

**b. One time Flex Form Proposal - See Appendix C**

*(ML ACE will discuss and vote if we can flex one-time funds and the process for doing that)*

Judy and Joe have been having discussions regarding the process each agency will use if they find that there is money left on a one time fund approval.

- Agency will fill out this new “One Time Flex” form and present it to the MLACE consortium for approval.
- These funds can only be flexed into projects that have been previously approved by the MLACE consortium.

**10. ML ACE New Manager Strategy**

**(Action/Discussion)**

*(ML ACE will discuss and agree on a plan for filling the ML ACE Manager position for the 18-19 fiscal year)*

UUSD and the MC have agreed to share 50% of Christy Pedroncelli-Smiths time to work as the part time interim ML ACE Director. ML ACE will pay for 50% of Christy Pedroncelli-Smiths time while she is still employed with UUSD. Her time with ML ACE will be from July 2018 – June 2019.

Motion to approve to buy 50% of Christy Pedroncelli-Smith’s time from UUSD made by Tammy Serpa/Miranda Ramos - Approved

**11. Letter to State AEBG**

**(Action/Discussion)**

*(ML ACE will review, revise and vote to sign a draft letter to state AEBG)*

The letter to the state AEBG was read out loud to the consortium and a few additions were made. The consortium agreed that Miranda Ramos, Noor Dawood and Maggie VonVogt will take the lead on addressing the letter and any follow ups.

Motion to send the letter off to the state AEBG made by Joe Del Prete/ Noor Dawood - Approved

**12. PAT & Counselor Meeting Updates**

**(Action/Discussion)**

*(ML ACE Program Advisory Teams will give updates on what if anything has come out of the PAT meetings. ML ACE will have the opportunity to vote to remove programs from the Program Management process if recommended)*

Noor gave a brief description of the PAT her program had been on. The PAT team advised that ML ACE take Anderson Valley’s Spanish Literacy Program out of the PAT process.

Motion to take the AV Spanish Literacy off of from the program advisory team (PAT) made by Miranda Ramos/ Holly Rodgers – Approved

Rhea shared a meeting took place that looked at the ML ACE Counselor position. This meeting was held at the Ukiah Adult School and if anyone was interested in joining this group please let Monica know. This meeting does not recommend anybody having to drive to Ukiah. Emily Ellickson-Brown joined through Skype which worked out wonderfully. This group went over what they would like to see the ML ACE counselor be doing, how to schedule apt now with Monica and Rhea, and the barriers that are being encountered. Christy Pedroncelli-Smith also added that a Mendocino College representative should be in attendance at these meetings.

**13. Fiesta at the Lake Center**

**(Discussion)**

*(ML ACE will discuss the Fiesta at the Lake Center event and who will table the event to represent ML ACE)*

**14. Construction Pathway Update**

**(Discussion)**

*(ML ACE will get an update from Eric Crawford as well as Tammy and Judy about what is happening around construction pathways in Mendocino and Lake)*

Eric Crawford updated the consortium on the work and networking he has been doing on the construction mapping. He hopes to have all of the information mapped out by the end of July.



Tammy Serpa informed the consortium that on May 9<sup>th</sup> Career Point, Woodland College, Lake County Office of Education, Mendocino College, and Mendocino County Office of Education will be coming together to discuss what jobs are now open, how many of these jobs are open, what is the pay for these jobs, what are the tools required for these jobs, what training is needed for these jobs, and who can teach these classes or trainings.

**15. One-Time Proposals**

**(Action/Discussion)**

(ML ACE will review and vote on proposals for one-time fund to be spent by member agencies in the 17-18 fiscal year. Proposals are listed below)

**a. LCOE Copy Machine- \$5,000**

Motion made to approve the copy machine for LCOE made by Joe Del Prete / Holly Rodgers - Approved

**16. Other Updates:**

**(Discussion)**

**a. Professional Development Opportunities**

Mendocino College would like to spend some of their funds on professional development for any teachers or administrators that would like to receive any trainings.

Mendocino College would also like all agencies to send over any flyers that they would like to be professionally done by Pacific Sky to Monica.

**b. Member updates?**

Each agency went around and updated the consortium on any new changes and how their current programs are running.

**17. Next Meeting Date and Time**

**(Action/ Discussion)**

**a. May 11th, 2018 from 9-12pm**

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

**18. Adjourn**

**11:59 am**

**(Action)**

Appendix A **Schedule- Next 6 month**

**April**

13<sup>th</sup>- ML ACE Meeting  
CFAD Approval  
One Time Proposals  
30<sup>st</sup> – Student Data Due

**May**

2<sup>nd</sup>- 18-19 CFAD due to state  
11<sup>th</sup>- ML ACE Meeting

**June**

1<sup>st</sup> – Revised Budgets Due to MC/NOVA  
1<sup>st</sup>- Q3 Expenses due to NOVA/  
11<sup>th</sup>- ML ACE Meeting  
30<sup>th</sup> – Certified Budgets Due to State  
30<sup>th</sup> - Certified Q1 & Q2 Expenses due State  
30<sup>th</sup> – One Time Fund Return due to MLACE

**July**

13<sup>th</sup>- ML ACE Meeting  
One-Time Proposals  
31<sup>st</sup>- Student Data Due

**Aug.**

10<sup>th</sup> -ML ACE Meeting

**Sep.**

14<sup>th</sup> -ML ACE Meeting  
1<sup>st</sup> – Revised Budgets Due to MC/NOVA  
1<sup>st</sup>- Q3 Expenses due to NOVA/  
30<sup>th</sup> – Certified Budgets Due to State  
30<sup>th</sup> - Certified Q1 & Q2 Expenses due State  
30<sup>th</sup> – One Time Fund Return due to MLACE



Appendix B

## Change to 16-17 and 17-18 Allocations

Allocation Change 3.23.18					
	15-16 New Allocation	16-17 New Allocation	17-18 New Allocation	18-19 CFAD	Total
AVUSD	\$84,502.78	\$132,721.35	\$97,567.00	\$101,567.24	\$416,358.37
UUSD	\$994,646.73	\$532,551.87	\$740,066.00	\$770,408.63	\$3,037,673.23
KVUSD	\$74,560.53	\$62,651.00	\$62,651.00	\$65,219.69	\$265,082.22
LCOE	\$7,921.38	\$132,716.98	\$89,538.00	\$93,209.06	\$323,385.42
MCOE	\$8,721.85	\$18,233.95	\$10,600.00	\$11,034.60	\$48,590.40
FBUSD	\$0.00	\$8,182.60	\$35,139.00	\$36,579.70	\$79,901.30
MC	\$229,209.73	\$505,526.50	\$407,157.04	\$423,850.44	\$1,565,743.71
WUSD	\$0.00	\$29,993.58	\$14,999.15	\$15,614.12	\$60,606.85
RVUSD	\$0.00	\$0.00	\$0.00		\$0.00
					\$0.00
<b>Total</b>	<b>\$1,399,563.00</b>	<b>\$1,422,577.83</b>	<b>\$1,457,717.19</b>	<b>\$1,517,483.47</b>	<b>\$5,797,341.49</b>

Appendix C

## Proposed One Time Flex Form

- Estimated Unspent One Time = \_\_\_\_\_
- Proposed use on Unspent One-Time Funds:
- Name of Project/Proposal that has already been approved (on-going or One-time) that you will spend these funds on.
  - If you are looking to create something new you must resubmit as a new one-time proposal.