

Mendocino Lake Adult and Career Education (ML ACE) Meeting

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

Room 6610

Friday February 8, 2019 9:00 AM to 12:00 PM

Attendees: Jacque Eischens, Erika Barrish, Kalob Chauvin-Payne, Dessa West, Andria Gonzalez, David Gengoux, Judith Kanavle, Christy Gard, Kevin Williams, Stacey Caico, Rhea Hollis, Pam Jensen, Tami Mee, Noor Dawood, Maggie VonVogt, Brian Figg, Zac Gruey, Joe Atherton, Monica Whipple, Amanda Xu, Rebecca Montes, Christy Smith, Penny Lauseng, Mary Anne Petrillo, Joe DelPrete

MINUTES

- 1. Call to Order** 9:02am **(Action)**
- 2. Roll Call of Voting Members** **(Action)**

Tami Mee (MCOE), Joe DelPrete (KVUSD), Brian Figg (ULUSD), Jeff Ritchley (WUSD), Erika Barrish (LCOE), Penny Lauseng (UUSD), Judith Kanavle (MC), Noor Dawood (AVUSD)
- 3. Changes/ Modifications to the Agenda** **(Action)**

Motion to approve agenda with no changes made by Judy Kanavle/Ericka Barrish - 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 MLACE 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 January 11, 2019 Minutes

Motion to approve Jan 11, 2019 Minutes made by Penny Lauseng/Joe DelPrete - Approved
- 6. West Business Center Presentation** **(Discussion)**

(Mary Anne Petrillo from West Business Center will present company services)

The West Business Center was designed to help individuals become self-employed and in turn raise family incomes and provide economic stability in our community. There are many free workshops offered for all individuals who are interested as well as one-on-one advising services. For more information visit www.westcompany.org
- 7. CalFresh Presentation** **(Discussion)**

(A presentation will be shared regarding CalFresh eligibility and how to assist students)

Monica went to a training on CalFresh at Mendocino College where representatives from Chico State shared many resources on how to grow the number of participants in California. Mendocino College plans to have employees in different departments trained on how to assist students to apply.
- 8. Overview of next 6 months** **(Action/Discussion)**

(ML ACE will review deadlines and upcoming events for the next 6 months)

Christy went over the next 6 months on a ppt. See appendix A
- 9. Director's Position** **(Action/Discussion)**

(ML ACE will review the Director's job description)

The consortium went over the MLACE Directors job description with changes that were made by Christy. The words, "(CAEP) Project Director, formerly AEBG" were added in the title. Under the General Description, "the CAEP" was added. Under Representative Duties a bullet was added that states, "Supervises and evaluates administrative support staff and outreach & support specialist positions." An interview

committee that consist of Mendocino College admin, faculty & classified and two ML ACE member agency reps. Penny Lauseng from UUSD and Tami Mee from MCOE have volunteered to represent ML ACE.

A motion was made to approve MLACE Director job description with the additional changes by Joe DelPrete/ Judith Kanavle – Approved
 Comment: Judy shared that the LC Director position is posted and on track to be completed by March.

10. Strategic Planning

(Action/Discussion)

(ML ACE will complete strategic planning activities focused on current state and community needs)

Christy presented data of our regional demographics. She also compiled data from the Centers of Excellence, Labor Market Data. The industry sectors that were chosen were Construction/Trades, Business/Office, Healthcare, Farming/Agriculture, Personal Care & Services, Transportation & Material Moving, Food Services and Installation & Repair. The consortium broke up into groups to discuss anything that stood out in the data. They were also asked to discuss how MLACE programs and services align to the needs of our students and area employers. After the discussion, each group was asked to chart down any areas that are missing from the outcomes of the summit that should be included in the three-year plan.

11. Adjourn 12:00

(Action)

Next Meeting Date and Time

- a. March 8, 2019 from 9-12pm
 - i. MPA Workgroup 12:15-1:15 pm

Appendix A

Schedule- Next 6 month

<p>February 8th – ML ACE Meeting 15th-Program Reporting NOVA (slide) 3 year Strategic Planning: -3 year Objectives</p>	<p>March 8th-ML ACE meeting Continue Strategic Planning 1st- Q2 expenses due in NOVA 31st-Certified Q2 Expenses in NOVA</p>	<p>April 12th-ML ACE meeting One-Time Proposals ?? 31st-Q3 Student Data Due in TE</p>
<p>May 2nd- CFADs for 2019-20 due 10th-ML ACE meeting 3 year plan final review & approval</p>	<p>June 1st- Q3 Expenses due to NOVA NO MEETING 30th – Certified Q3 Expenses due State 30th – One Time Funds Return due to MLACE</p>	<p>July 15th-ML ACE meeting EOY Student Data Discussion One Time Proposals 31st-Student Data Due in TE</p>