

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

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### Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

#### Room 6610

Attendees: Brian Figg, Christy Gard, Anne Harvey, Tami Mee, David Gengoux, Paola Lopez, Kristin Mayville, Dessa West, Noor Dawood, Jackeline Orozco, Pam Jensen, Monica Gowan, Christy Smith, Joe Del Prete, Amanda Xu, Monica Whipple, Euline Olinger, Jeff Ritchley, Maggie Von Vogt

**December 13, 2019 10:00 AM to 1:00 PM**

#### Minutes

- 1. Call to Order** (Action)
- 2. Roll Call of Voting Members** (Action)  
Kristin Mayville (LCOE), Amanda Xu (MC), Tami Mee (MCOE), Joe Del Prete (KUSD), Brian Figg (ULUSD), Jeff Ritchley (WUSD), Anne Harvey (FBUSD), Noor Dawood (AVAS), Christy Smith (UUSD), Monica Gowan @ 10:16am (RVUSD)
- 3. Changes/ Modifications to the Agenda** (Action)  
Motion to approve agenda with no changes or modifications made by Christy Smith/Joe DelPrete - 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 ML ACE 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 November 8, 2019 Minutes  
Motion to approve November 8, 2019 with a change to correct the wording from “as if” to “as is” to and add Olinger to Euline’s name made by Joe DelPrete/Brian Figg - Approved
- 6. Overview of next 6 months** (Action/Discussion)  
(ML ACE will review deadlines and upcoming events for the next 6 months)  
Euline went over a PowerPoint slide with the next 6 months deadlines and important dates. See Appendix A
- 7. Review of Annual Reporting Format/Structure** (Action/Discussion)  
(Euline will go over the current Annual Reporting process and discuss with consortium)  
The consortium discussed our approach to program evaluation and came up with a few ideas.  
Idea 1: Have agencies bring program managements to the September and November monthly MLACE meeting.  
Idea 2: Euline, Christy and Maggie will create a new template, which will be presented at the next meeting. There will be no changes of the current policy.
  - a. Consortium Level Review Process
  - b. Member Reporting Format/Structure
- 8. Director’s Updates** (Discussion)  
(Euline will give updates on HEP-HSE, highlights on CAEP Summit 2019 in Anaheim, Community ProSuite, TE training, Census 2020 campaign, one-time proposal in January 2020)  
Euline updated the consortium on the HEP Program. Mendocino College will be flexing their funds to help support HiSET vouchers, tutoring, workshops, ceremony, seven tutors, three instructors for workshops and extra activities.  
Due to the time, Euline will email or bring other updates to the next consortium meeting.
- 9. Mendocino College Career Hub Presentation** (Discussion)  
(Lauren Simmonds –Career Center Specialist will present on support and services)  
Career Hub is now open in room 1250. Appointments are preferred for students. Career Coach, who is currently Lauren Simmonds, will help students answer 60 quick questions to help with their personal career path. Lauren will help students create resume, develop soft skills, prepare for job interviews, and help build confidence when applying for jobs. Lauren also post current employment opportunities regularly and keeps updated weekly. Lauren is working with employers in the community to present at Career Hub every Tuesday. The Career Hub is open to community members’ not just Mendocino College students.
- 10. Member Updates/Issues/Concerns (2019 approved one-time proposal updates)** (Discussion)

- a. Anderson Valley – Noor shared that the fire in AV has shaken the valley and community members. The community has pulled together and is recovering. Anderson Valley Adult School will be closed from Dec. 20 – Jan 21, 2020.
- b. Ft. Bragg USD – Anne shared that Coni was able to reach out to different local community groups to secure funds for the childcare to continue this school year. All classes are doing well.
- c. Kelseyville USD – 46 enrolled students, 15 students have more than 12 hours, Four graduates and three students have a literacy gain. Joe is now using TE 100%.
- d. Lake COE – 25 applicants for 15 spots in the CNA class. Home Health Aid program is in the works.
- e. Mendocino COE—Medical Assistant program is about half way completed. Dental Assistant is completing this month but sadly the instructor is leaving and the next cohort will not start until next fall. Phlebotomy 20 students and will start in January 2020. Tami has applied for the Workforce WANB board.
- f. Mendocino College- The one-time proposal for the marketing video is on halt until Amanda is able to find another production crew.
- g. Round Valley – Printer will be delivered this coming Wednesday. Computer lab classes will be offered next semester. January 15 the Mendocino College will have representatives in Round Valley
- h. Ukiah USD – Christy, who is a member of the Workforce Alliance of the North Bay (WANB), had the Mendocino County meeting two weeks ago. The Career Bright bus will be rolling around in the next year which will have access for anyone to **Christy can you fill this in?\_\_\_\_\_**.  
 Garth Neil made a presentation at this WANB meeting regarding CPS and WANB has recommended that workforce board move to create a contract with Community Pro Suite.  
 Presentation on US Data labor data consistent with our focus, personal care aid was number one on the list with home health care aid next on the list.  
 Vocational Nursing program has 35 students but UAS has to appeal due to not having continuous instruction in the CTE program. HSD graduates may be around 20 so far. Dave shared the dates the UAS will be open during the Winter break.
- i. Upper Lake USD – One new enrollment. Class is going well. Chromebooks have been bought.
- j. Willits USD—Two staff members went to the ASAP Conference and came back with very helpful and useful knowledge

**11. Next Meeting Date and Time**

**(Action/Discussion)**

- a. January 10, 2020 at 10-1 pm
  - i. 12:15 -1:15pm TBD Workgroup Meeting

**12. Adjourn**

**(Action)**

Motion to adjourn December 13, 2019 monthly MLACE meeting @ 12:43 made by Joe Del Prete/Christy Smith – Approved