

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

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

Room 6610

Friday November 8, 2019 10:00 AM to 1:00 PM

Attendees: Jacky Orozco, Judy Kanavle, Scott Paulin, Beth Hampson, Amanda Xu, Monica Gowan, Joe DelPrete, Brian Figg, Dave Gengoux, Pam Jenson, Jeff Ritchley, Sharrae Elston, Anne Harvey, Noor Dawood, Maggie VonVogt, Tami Mee, Dessa West, Kristen Mayville, Euline, Christy Smith, Monica Whipple

Minutes

1. **Call to Order** 10:04am **(Action)**
2. **Roll Call of Voting Members** **(Action)**
Scott Paulin (UUSD), Beth Hampson (LCOE), Amanda Xu (MC), Joe DelPrete (KUSD), Monica Gowan (RVUSD) Brian Figg (ULUSD), Jeff Ritchley (WUSD), Anne Harvey (FBUSD), Noor Dawood (AVUSD), Tami Mee (MCOE)
3. **Changes/ Modifications to the Agenda** **(Action)**
No changes or modifications made to the agenda Joe Del Prete/Brian Figg - 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 October 12, 2018 Minutes
 - Under item 12 change the wording from “RV – Now have high speed internet” to “RV- Now has high speed internet”.
Motion to approve October 12, 2018 minutes with change made by Joe DelPrete/Tami Mee - Approved
6. **Overview of next 6 months** **(Action/Discussion)**
(ML ACE will review deadlines and upcoming events for the next 6 months)
Christy went over a PowerPoint with MLACE meetings and deadline dates. See Appendix A
7. **Inventory Control Procedures** **(Action/Discussion)**
(ML ACE will discuss and approve procedures for inventory control, as a follow up to last meeting)
Christy went over the updated inventory control policy. Discussion regarding the policy only for student use and possibly have a different policy created for employees’. Christy reassured that each employees’ board has their own policy regarding employee use.
Motion to approve control procedure as if made by Scott Paulin/Joe DelPrete - Approved
8. **MLACE Updates-Program Review Presentations** **(Action/Discussion)**
(Members will present program review for 18-19 school year)
Each agency member turned in excel sheets. Please see Appendix B. Noor asked if the consortium could assess the program review process. Judy also agrees that the current charts are out dated. Christy and Euline will work on the process and add it to a meeting agenda in the near future.
 - a. Anderson Valley USD-
 - ESL- Different levels of ESL have been offered in Anderson Valley.
Noor shared that a new ESL class will be offered Spring 2020 to replace ESL Intermediate 503 and will report back on how this class goes. The CASAS test that are being administered are not

catching any gains as of yet but AVAS are starting to teach more to the test. E-testing will start in the Spring of 2020. The funds that are listed are only the MLACE funds.

- Basic Skills/High School Equivalency - The Spanish speaking students are not able to take the test to earn any literacy gains.
- Basic Computer Skills - Only being offered in the Fall 2019.
- Citizenship - The numbers have rose due to offering financial aid with an outside grant.
- Parent Education - Just started the program for this year. There is no way to track gains for this program.

Christy asked how the college classes' funds are spent now that AVAS does not pay for the instructional hours anymore. Noor added that the funds are flexed on administrative oversight, childcare, coordination, book and supplies, ESL assistant, data assistant, pathway planning sessions for students, staffing meetings, travel and conferences.

Judy asked if CAEP is looking for or talking about a way to track the Parent Education gains. Christy and Euline have not been informed on any new tracking from CAEP on this program area.

b. Ft. Bragg USD

Anne Harvey presented the Coastal Adult School information.

- ESL/Citizenship – 3 different classes offered
- High School Diploma – Appendix B

c. Kelseyville USD

Joe Del Prete shared the Ed Donaldson Adult School information. The Kelseyville USD adds general funds to allow students under 18 to attend the High School Diploma program at Ed Donaldson Adult School.

- High School Diploma - Appendix B
- HiSET Prep Spanish English – 2018/2019 this class was dropped due to low interest by students.

d. Lake COE

Beth Hampson passed out updated Lake COE forms to the consortium. Beth will email Euline with the 18/19 numbers. Anatomy table was bought with flexed funds.

- Medical Assistant Program - Appendix B
- Certified Nursing Assistant Program – Last Fall the CNA program was unable to run due to the facility not being able to be a clinical site. Due to this LCOE offered CNA/CBU workshops. Beth has been working with Rocky Point to receive a waiver from the California Department of Health. This waiver has been approved as of September 2019 and a new CNA program will be running this Spring 2020. A home health aid component will also be added.
- HiSET Testing - Beth shared a new HiSET Test Proctor was hired to provide consistent testing each month. Now that the inmates know a testing proctor will be available, there have been many more taking advantage of the educational opportunities in the jail.
- Admin Assistant- Supports MA, CNA and HiSET programs.

e. Mendocino COE

Tami Mee shared the numbers from the Mendocino County Office of Education.

- Medical Asst. Dental Asst. & Phlebotomy- 20 students in the MA program, 20 students in the phlebotomy program and 16 in the dental assistant program.

f. Mendocino College

Christy and Euline shared out the numbers for Mendocino College. Noor mentioned that the data numbers for Anderson Valley enrollment should be higher then what is being reported. Judy shared that the college in Lakeport will be offering a HiSET prep class in Spring 2020.

g. Ukiah USD

Christy presented the Ukiah Adult School numbers to the consortium.

- ESL – The numbers are for two classes. ESL 500 and Literacy Prep
- High School Diploma/GED Prep - Appendix B
- Vocational Nursing - Due to not having all the administrative staff, the budget this year is less than previous years.

- Adults with Disabilities – Power Assessments from CASA is given to the students to show a literacy gain in this program.
- PearsonVue Testing - Appendix B
- Soft Skills Employability Workshops – Collaborating with Career Point.
- Childcare - Appendix B
- Administration - Appendix B

h. Upper Lake USD

Brian presented the Upper Lake Adult Education numbers.

- High School Diploma - Appendix B

i. Willits USD

Jeff Ritchley presented the Willits Adult School data to the consortium.

- High School Diploma - Appendix B

9. Closed Session began at 12:45pm

a. Review of Programs that already had a PAT

(Action/Discussion)

- **KUSD** – Joe DelPrete shared that Kelseyville USD voluntarily gave money back
- **LCOE – CNA Program**
Beth would like to pull the CNA program from a PAT due to the program being in a positive state and motion made by Joe DelPrete/Jeff Ritchley –Approved
- **Program Admin Asst.**
Beth would like PAT removed motion made by Joe DelPrete/Scott Paulin – Approved
- **RV Outreach Specialist**
Motion to takeout of the PAT process Beth Hampson/Noor Dawood – Approved
A motion to rescind the RV Outreach Support Specialist PAT made by Scott Paulin / Joe DelPrete – Approved
Team: Euline Olinger, Amanda Xu, Christy Smith

b. Review of all Programs

(Action/Discussion)

MLACE discussed all programs.

c. Assignment of PATs

(Action/Discussion)

No programs were assigned to a PAT.

10. Return to open

(Discussion)

(Report on actions taken in closed session)

a. Return to open session and shared out results to public at 1:20 pm

11. Update from MLACE/CAEP Summit Share Tabled

(Discussion)

(Euline will share out updates from 2019 CAEP Summit)

12. Next Meeting Date and Time

a. December 13, 2019 from 10-1 pm

- 1:15 -2:15pm Workgroup if needed

13. Adjourn

1:23pm

(Action)