

Mendocino/Lake Adult and Career Education

(ML ACE) Meeting—Zoom Meeting

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

Zoom meeting <https://cccconfer.zoom.us/j/7372469362>

July 13 2020 10:00 AM to 1:00 pm

Attendees: Euline Olinger, Monica Whipple, Christy Smith, Jeff Sturr, Coni Belli, Jeff Ritchley, Clinton Maxwell, Bill Roderick, Steve Barekman, Ami Zenteno, Becky Toback, Beth Hampson, Debra Polak, Joe Del Prete, Amanda Xu, Dave Gengoux, Jackie Orozco, Pam Jensen, Tami Mee, Monica Gowan, Stacey Caico

Minutes

1. **Call to Order** **Start time: 10:04am** **(Action)**
2. **Roll Call of Voting Members** **(Action)**
Maggie VonVogt (AVAS), Coni Belli (FBUSD), Joe DelPrete (KUSD), Beth Hampson (LCOE), Tami Mee (MCOE), Amanda Xu (MC), Monica Gowan (RVUSD), Christy Smith (UUSD), Jeff Sturr (ULUSD), Jeff Ritchley (WUSD)
3. **Changes/ Modifications to the Agenda** **(Action)**
Motion to approve AEP Agenda Final made by Christy/Joe Del Prete- Approved (9,0,1)
4. **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 June 12, 2020 Minutes
Motion to approve the June 12,2020 Minutes with the change of Connie to Coni made by Christy/Beth – Approved (9,0,1)
5. **Overview of next 6 months** **(Discussion)**
ML ACE reviewed deadlines and upcoming events for the next 6 months. See Appendix A
6. **Consortia Fiscal Administration Declaration Amendment and Approval by consortium** **(Discussion/Action)**
Euline presented the July allocation revision from CAEP. The consortium voted to approve the CFAD Amendment for 2020-2021.
Motion to approve the state allocation revision made by Joe DelPrete/ Christy Smith – Approved (9,0,1)
7. **One-time Proposal** **(Discussion/Action)**
The consortium discussed, voted and approved one-time proposals from members.
 - a. Members submitted one-time proposals which totaled: \$10,069
 - i. Fort Bragg Unified—Child Care Support for ESL classes— \$5,103
Coni shared that Coastal Adult School is now remote and child care is not currently needed. She will bring the proposal back in October with an amended amount at the next one-time proposals.
 - ii. Anderson Valley Unified - PC Desktop Computer - \$1,024
Motion to approve PC Desktop Computer made by Christy Smith/ Beth Hampson – Approved (9,0,1)
 - iii. Anderson Valley Unified Direct Mailer—\$1,896.14
Motion to approve Direct Mailer for \$1,056.14 made by Christy Smith/Coni Belli – Approved (9,0,1)
 - iv. Ukiah Unified/UVAH—Kindles for AWD clients--\$2,584.89
Motion to approve Kindles for AWD clients made by Maggie VonVogt/Tami Mee – Approved (9,0,1)
8. **Policy and Procedure on sale/lease/transfer of Capital equipment** **(Discussion/Action)**
Euline shared a second draft of the policy and procedure on capital equipment. Consortium members gave feedback, voted and approved the policy. See Appendix B
Beth Hampson led the discussion on the changes and additions that were added from draft 1. Discussion regarding the \$5,000.00 amount. Motion to approve the policy and procedure with the change of \$5,000 to \$500 made by Christy Smith/Coni Belli – Approved (9,0,1)
9. **Annual Plan Summary Draft** **(Discussion/Action)**
Euline presented a draft of the annual plan summary to the consortium for feedback, voting and approval.
The consortium would like more time to read over the Annual Plan. All voting members will give Euline edits or additions by July 27th on a shared google document. Euline will send out a second draft to all voting members August 7th. The Annual Plan will be in NOVA by August 14th 2020.

10. Member Updates—summary, updates and concerns

(Discussion)

- a. Anderson Valley
- b. Ft. Bragg USD
- c. Kelseyville USD
- d. Lake COE – Spring classes will now run into the Fall.
- e. Mendocino COE – Course that were planned to finish in May are now going to be moved to the fall. A dental assistant teacher has now been hired.
- f. Mendocino College (Centers, HEP)
- g. Round Valley
- h. Ukiah USD
- i. Upper Lake USD
- j. Willits USD

11. Public Comments/ Correspondents --via Zoom

(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.

Stacey Caico shared that the career centers are still closed for face to face visits. Many resources and information can be found on <https://workforcealliancenorthbay.org/> Workforce Alliance of the North Bay website. A Virtual Job Fair will be held August 4th, 2020 Monica Whipple will post on Facebook as well as send out to all MLACE email list.

12. Next Meeting Date and Time

(Action)

- a. August 21, 2020 10-12 pm. via Zoom

13. Adjournment

Time: 12:12

(Action)

- a. Adjournment: Christy Smith/Tami Mee – Approved
- b. Data Integrity Report Review Workgroup

Appendix A

<p>August 2020</p> <p>August 21--ML ACE Meeting (Year Budget and Work Plan workgroup)</p> <p>Aug 1: Student Data due in TOPSPro (TE) (Q4) FINAL</p> <p>Aug 15: Annual Plan for 2020-21 due in NOVA</p>	<p>September 2020</p> <p>September 11th --Meeting</p> <p>Sept 1: (Q4) 18/19 and 19/20 Member Expense Report due in NOVA</p> <p>Sept 1: July 1, 2019 to June 30, 2020 expenses by program area due (<i>estimates only</i>) in NOVA</p> <p>Sept 18: CPS Training with Beth Lehrer via Zoom</p> <p>Sept 30: 20/21 Member Program Year Budget and Work Plan due in NOVA</p> <p>Sept 30: End of Q1 (Fiscal 20/21)</p>	<p>October 2020</p> <p>October 9th—ML ACE Meeting</p> <ul style="list-style-type: none"> • Program/Agency Review Part 1 • One-time Proposal <p>Oct 30: 20/21 Member Program Year Budget and Work Plan certified by Consortia in NOVA</p> <p>Oct 31: Student data due in TOPSPro (Q1)</p>
<p>November 2020</p> <p>November 13th—ML ACE Meeting (Program Review Part 2)</p> <p>(ML ACE Group work on Operational Principles)</p>	<p>December 2020</p> <ul style="list-style-type: none"> • Dec 1: July 1, 2019 to June 30, 2020 Instructional Hours and Expenses by Program Area due (<i>actuals</i>) in NOVA and certified by Consortium • Dec 1: 18/19, 19/20, & 20/21 member expense report due in NOVA (Q1) • Dec 31: 18/19, 19/20 & 20/21 Member Expense Report certified by Consortia in NOVA (Q1) • Dec 31: End of Q2 	<p>January 2021</p> <ul style="list-style-type: none"> • Jan 31: Student Data due in TOPSPro (Q2)



Policy and Procedure for Returning Capital Equipment to the Consortium

Drafted by Euline Olinger, Ed. D. Director, Mendocino-Lake Adult and Career Education Consortium

Assisted in Editing- Beth Hampson, Lake County of Education, Consortium Member

Consortium Final Approval July 13 2020

I. Capital Equipment / Asset Tracking

In order to provide for the proper tracking and control of ML ACE property, the ML ACE director or designee shall maintain an inventory of capital equipment in accordance with law for the following: [\(Please see approved Inventory Control Procedures attached below\)](#)

1. All equipment items currently valued in excess of \$500.00. (Education Code [35168](#))
2. All equipment items purchased with ML ACE funds that have a useful life of more than one year with an acquisition cost of \$500 or more per unit.
3. All capital equipment as described above, if purchased with consortium agency CAEP (California Adult Education Program)-allocated funds, is the property of the individual consortium agency that originally purchased the equipment.

However, since the allocated on-going funds to the specific consortium member agency were approved by the consortium collectively and the member agency is part of a collaborative consortium, the consortium as a whole needs to be notified that such capital equipment was purchased.

(Based on the policy and procedures set forth in the Education Code for General Provisions of [CHAPTER 4. Property: Sale, Lease, Exchange \[17385 - 17561\]](#))

II. Surplus Capital Equipment: Informing Consortium of Surplus Status, and Determining Next Steps

1. For capital equipment valued at \$500 or more, the consortium member agency will let the Director of ML ACE know that capital equipment purchased with CAEP funds is now declared "surplus."
2. The consortium member agency will provide the ML ACE Director with detailed information about the surplus capital equipment (date of purchase, cost of item, and technical specifications) and provide supporting documentation.
3. The ML ACE Director will include a discussion of the "surplus" capital equipment in an upcoming ML ACE meeting, at which time consortium members will determine whether the item will be 1) given to another consortium member as a "gift in kind," 2) sold to an outside buyer, or 3) leased to an outside buyer.

III. Capital Equipment for a "Gift in Kind" to a Consortium Member

1. If the original agency purchaser of the capital equipment offers the capital equipment to another consortium member to use, there should be a Memo of Understanding (MOU) which clearly states that capital equipment 1) is a "gift in kind," and 2) now becomes the property of the receiving consortium member. Also, this inter-agency MOU should outline that the receiving consortium member receives the capital equipment to be utilized in their program to achieve the consortium's mission and goals.
2. The original agency purchaser of the capital equipment should follow their agency's existing policies and procedures for transfer of capital outlay, being sure that internal inventory procedures and more are followed. In the event that the original purchaser's agency does not have existing policies and procedures, the agency should consult with the Director of ML ACE about recommended policies and procedures for this process.
3. The capital equipment must be used for programs in one or more of the seven (7) CAEP program areas: ESL, ASE, ABE, CTE, AWD, Workforce Re-entry, pre-apprenticeship and parent support child/school success.
4. The capital equipment must be used to serve adult students who are 18 years or older who are in non-credit pathways but could be dual-enrolled in college credit classes.
5. *Priority will be given to CAEP purposes with the understanding the equipment could be used by other educational agencies with agreements and consent between districts or other educational agencies in the local region.*

IV. Sale of Capital Equipment to an Outside Agency

Reference: ED Code Chapter 4 on [\(Sale or Lease of Personal Property by One District to Another \)](#)

1. If there is no consortium member willing to accept such capital equipment as a “gift” then the consortium member can solicit other community partners and stakeholders as potential buyers.
2. A Purchase Agreement should be written between the agency that originally purchased the capital equipment and the community agency that is buying the equipment.
3. The sale price should be determined with the assistance of the original purchase agency’s fiscal department, or equivalent. The sale price should reflect the fair market value plus the depreciating value of the capital equipment. Depreciation is capitalized cost divided by useful life with a half-year of depreciation in the year of acquisition and half-year of depreciation in the year of sale) <https://web.clarku.edu/policies/detailpolicy.cfm?pid=80>
4. The funds for the sale of the capital equipment should be returned to:
 - a. The ML ACE consortium, and added to the one-time fund.

V. Leasing of Capital Equipment to an Outside Agency

1. In the event that that there is no buyer for the capital equipment from among the community partners, other methods of “disposal” of surplus assets should be considered including leasing of the capital equipment.
2. A minimal fee should be assessed by the lessee, or original purchaser.
3. The leasing fee will depend on the equipment’s total original cost, equipment’s life, depreciated value, maintenance costs, and insurance (if any). The leasing fee should not exceed 25% of the original cost of the capital equipment.
4. The leasing fee of the capital equipment should be deposited to:
 - a. The ML ACE consortium, and added to the one-time fund.

Mendocino Lake Adult and Career Education Consortium (ML ACE)

Inventory Control Procedures

In order to provide for the proper tracking and control of ML ACE property, the Program Manager or designee shall maintain an inventory of equipment in accordance with Education Codes for the following:

1. All equipment items currently valued in excess of \$500 (Education Code [35168](#))
2. All equipment items purchased with ML ACE funds that have a useful life of more than one year with an acquisition cost of \$500 or more per unit (item)

In addition, the Program Manager or designee may maintain a list of specific items which shall be inventoried for internal control purposes regardless of their initial cost or current value.

The inventory shall contain a record of the following information: (Education Code [35168](#); 5 CCR [3946](#))

1. Name and description of the property
2. Identification number
3. Original cost of the item of equipment or a reasonable estimate if the original cost is unknown
4. Date of acquisition
5. Location of use
6. The date and method of disposal

(cf. [3270](#) - Sale and Disposal of Books, Equipment and Supplies)

In addition to the information specified in items #1-6 above, the following information shall be recorded for equipment acquired with state and/or federal categorical funds unless otherwise specified by law: (34 CFR [80.32](#); 5 CCR [3946](#))

1. Source of the property (funding source)
2. Titleholder
3. Percentage of federal participation in the cost of the property
4. Use and condition of property
5. Sale price of the property upon disposition and method used to determine current fair market value

At the time of purchase, the Program Manager or designee shall affix a label to the equipment containing the identification number and the district name. Equipment items purchased with categorical program funds shall also be labeled with the name of the project in accordance with 5 CCR [3946](#).

A copy of the inventory shall be kept at the ML ACE office and at the appropriate school site.

(cf. [3580](#) - District Records)

Physical Inventory

At least once every two years, a physical inventory of equipment shall be conducted and the results reconciled with the property records. (34 CFR [80.32](#))

A spreadsheet will be created using these headers to document the assests.

Name	Description	ID #	Original Cost	Date of purchase	Agency	Location	Title holder	% of Federal \$ used	Use & Condition	Sale price and date sold
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Maintenance

In order to provide for the proper maintenance of all equipment purchased, each local agency will be responsible for providing the support necessary to maintain the equipment.

Loss and/or damage

Each agency will implement a student agreement form that holds the student **responsible** for loss or damage during use, whether on or off site. Sample of the **forms** will be kept on file in the ML ACE office.