

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>

March 12, 2021 10-1pm

Attendees: Euline Olinge (ML ACE), Joe Del Prete (KVUSD), Christy Smith (Ukiah Unified), Kathy Kiely (UUSD), Jeff Sturr (ULUSD), Margaret Von Vogt (AVUSD), Monica Gowan (RVUSD), Tami Mee (MCOE), Sharrae Elston (UVAH), Beth Hampson (LCOE), Noor Dawood (AVUSD), Amilamia Zenteno (AVUSD), Anali Caraballo (Fort Bragg Unified), Amanda Xu (MC-Centers), Mary Anne Petrillo (West Business Development Center), Jeff Ritchley (WUSD) Jackeline Orozco (HEP), Pam Jensen (UVAH), Maria Muniz(HEP)

AGENDA

- 1. Call to Order** **Start time: 10:02 am** **(Action)**
- 2. Roll Call of Voting Members:** Noor Dawood (AVUSD), Anali Caraballo (Fort Bragg), Joe Del Prete (KUSD), Christy Smith (UUSD), Amanda Xu (MC) Beth Hampson (LCOE), Jeff Ritchley (WUSD), Tami Mee (MCOE), Jeff Sturr (ULUSD), Monica Gowan (RVUSD)
- 3. Changes/ Modifications to the Agenda** **(Discussion/Action)**
- 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 February 11th Minutes
 - Motion to accept agenda with no changes or modification made by: 1st Joe de Prete, 2nd Noor Dawood (Approved) (10,0,0,0)
- 5. Overview of next 6 months** **(Discussion)**

Euline review deadlines and upcoming events for the next 6 months. Members discussed and revised meeting dates for July and August. July meeting moved to July 12th and August meeting moved to August 20th due to College in-service on August 13th.
- 6. Approval of Consortium Fiscal Administration Declaration 2021/2022** **(Action/Discussion)**

Euline presented CFAD document and allocation for consortium approval; CAEP Allocation: \$1,593,700.00

 - Motion to approve (CFAD): 1st Christy Smith, 2nd Joe de Prete: Approved: (10,0,0,0)
- 7. Director's Update** **(Discussion)**
 - Euline shared updates on Partnership with Career Point-WANB, which manages Career Point has contracted a new service provider. Managing company will continue to work with ML ACE and utilize CPS when their new/old staff will be installed in July 2021.
 - Euline shared Community Pro Suite Community Catalog updates—log in, update Catalog, (Create Activity)
 - Euline shared tech support for TE data and entry (techsupport@casas.org). Euline will support Willits, Upper Lake and Fort Bragg in TE data entry.
 - Euline shared information from California Adult Education Programs (CAEP) update on Targeted Technical Assistance Project for selected consortium for 21/22; Also, Euline shared [Workforce Partnership Survey](#) from CAEP.
 - Euline shared additional pertinent information to members and partners:

- Relaunching America Workforce Act and Support Letter.— Authorizes \$1 billion to increase access to adult education and literacy programs for low-income, low-literacy adults, with \$100 million reserved for adult education and literacy activities in correctional facilities, including by moving education and services online, increasing digital literacy training, and encouraging providers to partner more closely with workforce development systems. Requires the Secretary of Education to provide additional strategies and tools to support virtual and online learning. members can send support letter to Bruce Wilson in support of the \$
- Christy Smith shared Regional WANB workshops with series of career speakers.
 - **Career Speaker Series – every Wednesday 4-5 pm –**
 - February 24 – May 5 (except April 7th)
 - Wednesdays, 4:00-5:00 p.m. – All presentations via Zoom
 - Link to live speaker line-up: https://docs.google.com/spreadsheets/d/1Z-C71_ig6au5rMSKXLDU8jK7pgiwybo6tXroRfSg2WA/edit?usp=sharing
 - **REGISTRATION:** https://us02web.zoom.us/webinar/register/WN_5SfLdEHQ8-zTegcRvs9UA
 - Link to the Career Speaker Series video: [Guest Speakers](#)

8. Member Updates—summary, updates and concerns

(Discussion)

Consortium members will share any current updates, summary and concerns regarding their programs.

- a. Anderson Valley: Numbers have reflected that students are still enrolling into the classes. Classes that have been occurring are going smooth have got into the “groove”. Ami (AVUSD outreach specialist) created short tutorial videos to access CANVAS for Spanish speakers in ESL and Basic Skills classes.
- b. Mendocino County of Education: Tami Mee mentioned that medical classes are going well. They did experience a bit a set back due to the publisher delivering incorrect textbooks. As for the Phlebotomy program it is also going well.
- c. Fort Bragg: Anali Caraballo (outreach specialist-FB) reported that ESL/Citizenship students are still attending through the use of Google Meet. High School Diploma program students are given packets to complete.
- d. Kelseyville Unified: Everything is going well and working on a graduation ceremony for high school diploma graduates at the end of the school year.
- e. Lake County of Education: Beth was excited to announce the new CNA instructor, Rhonda was re-hired. She has a great connection with the program and is excited to start again. Aiming to start new CNA cohort. HHA still continues to happen, however the HSET at the correctional facility in Lake County is still on paused.
- f. Mendocino College (Centers, HSE/HEP): Amanda: Mendocino College Summer and Fall schedule, will have more on-ground classes offered in the Centers but classes will have limited cap size to follow COVID-19 guidelines.
- g. Jackie is working with Rebecca Montes on basic skill schedule in the fall. One to one tutoring has also grown to the use of study groups with the intention of maximizing student resources. There has been a consideration on modifying the scheduling for HISET to include Saturday testing days. One more student had graduated.
- h. Round Valley: All is continuing to go well. Students are contacting Monica G. to enroll in High School Diploma and ESL. Mendocino College hired a bilingual tutor to help with students in Covelo.
- i. Ukiah Unified: 25 new students have enrolled. Teachers finished their professional development last month, and positive feedback was received. Many individuals agree that courses would have been better in person. Christy has hired Kathy Kiely (present at the meeting) to replace Dessa West as the Student Success Coordinator for the next school year. Also considering started looking into the Home Health Aide/ESL program for next fall. Due to COVID 19 in person graduation cannot be held, however Christy is looking into doing a Drive thru graduation ceremony at the end of the school year..
 UVAH: Pam Jensen shared that they received the three-year accreditation for her program. Also, they are still working on repairs on the building that flooded. Pam also stated that more than half of the staff have been vaccinated. Sharrae Elston shared about four clients who have gained employment, and the opportunity of paid internship with Rainbow Ag.
- j. Upper Lake Unified: There have been two new enrollees this month. In process of planning an in person graduation ceremony with the rest of the regular high school graduates in June.

- k. Willits: the program continues to grow now serving 20 students.

9. Public Comments/ Correspondents --via Zoom

(Discussion)

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.

- Mary Anne Petrillo, director of West Business Development Center, helps small businesses and advocate for local business around Mendocino County. For people who want to start a business or have a business, they can help with organizing grants and funds; can also help non- profits. All workshops are free and available to the community.
<https://www.westcenter.org/live-workshops>

10. Whole Group Discussion on the ML ACE Operational Principles and Behaviors

(Discussion/Action)

Consortium members and partners discussed and reviewed the ML ACE operational principles and created actions and behaviors that align with these principles. Consortium members assigned in groups collaborated as a group to and added (in a shared Google Doc) positive and negative actions/behaviors, positive results and outcomes that align with each of the ML ACE operational principles.

- Notes to consider: some participants believe that group work should be done earlier in the agenda. So that more members can participate and have participation and input.

11. Adjournment First motion/Seconded/Approve:

- a. Motion to adjourn made by 1st Christy Smith, 2nd Beth Hampson (10,0,0,0)

Time: 1:06pm (Action)

b. Reminders:

- Meeting Date and Time April 9, 2021-10-1pm.
- One-time proposal in April due April 1st before 4pm
- ML ACE Operational Principles and Behaviors—Draft for Review

