

**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>

**April 9, 2021 10-1pm**

**Attendees:** Euline Olinger (ML ACE), Christy Smith (UUSD), Sarah Walsh (ESL), Margaret Von Vogt (AVAS), Anali Caraballo (FBUSD), Jeff Sturr (ULUSD), Monica Gowan (RVUSD), Joe Del Prete (KVUSD), Beth Hampson (LCOE), Tami Mee (MCOE), Amanda XU (MC-Centers), David Gengoux (UAS), Jackeline Orozco (HEP), Jeff Ritchley (WUSD), Maria Muniz (HEP), Malissa Donnegan (NASRC), Cassie Russ (Covelo Circle of Care), Pam Jensen (UVAH), Debra Polak (MC)

**ML ACE APRIL MEETING MINUTES**

- 1. Call to Order** **Start time: 10:03 am** **(Action)**
- 2. Roll Call of Voting Members :** Anali Caraballo (FB), 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), Margaret Von Vogt (AVUSD) **(Action)**
- 3. Changes/ Modifications to the Agenda:** **(Discussion/Action)**
  - a. Euline moved the agenda item number 7 to number 9
  - b. In agenda 6B, the items (a and d) were combined for total cost of \$2880
  - c. In agenda item 9a, "Community Catalog" deleted
  - d. In agenda item 9b, deleted <https://wested.box.com/v/201920AECourses>, replaced with <https://bit.ly/CAEPCourses>
    - Motion to change the agenda items as written above made by 1<sup>st</sup> Joe Del Prete and 2<sup>nd</sup> Jeff Ritchley (10, 0,0,0) (Approved)
- 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.*

  - Motion to approve March 12<sup>th</sup> minutes with no changes or modification made by 1<sup>st</sup> Christy Smith and 2<sup>nd</sup> Joe DelPrete (10,0,0,0) (Approved)
- 5. Overview of next 6 months** **(Discussion)**

Euline reviewed deadlines and upcoming events for the next 6 months.
- 6. Funds Requests from Consortium Members** **(Discussion/Action)**
  - A. One-time Proposal Request (One-time funds remaining 3/24: \$8,064)**

The consortium reviewed, discussed, and approved one-time proposal requests.

    - a. Willits Unified—Comprehensive HSD credit-based curriculum--\$2955.22
      - Motion to approve made by 1<sup>st</sup> Christy Smith and 2<sup>nd</sup> Joe Del Prete: (9,0,1,0) (Approved)
    - b. Ukiah Unified—Professional development for CASAS registration and non-contract days salary for 3 Staff--\$5289.90
      - Motion to approve made by 1<sup>st</sup> Joe del Prete and 2<sup>nd</sup> Beth Hampson (9,0,1,0) (Approved)
    - c. MC-ESL Sarah Walsh—ESL textbooks with online components--\$4,142.40
      - Motion to approve made by 1<sup>st</sup> Joe Del Prete and 2<sup>nd</sup> Jeff Sturr: (10,0,0,0) (Approved)
  - B. These requests could be funded from the ML ACE admin funds:**

- **These requests were shared to inform the group members that these funds will be covered through the MC budget.**
  - a. Anderson Valley HiSET fees and Materials and Practice Tests--\$2880
  - b. Anderson Valley Burlington English-Digital License--\$504
  - c. Anderson Valley Canvas Bags—Marketing--\$1279.17

**7. ML ACE Operational Principles Draft Document**

**(Discussion/Action)**

- a. Euline presented the draft of the ML ACE operational principles jointly created by the group from previous meetings. The consortium was in favor of the draft presented and will give input for finalizing the draft.

**8. Director’s Update**

**(Discussion)**

- a. Euline shared updates on CommunityPro Suite(CPS)
  - CPS was acquired by PAIRIN Company —a nationwide integrated system that serves government, education, workforce development and business systems. ML ACE will continue to implement and use CPS as an inter-agency referral and student management system that ingest CalJobs, MIS and TE data.
  - PAIRIN team want to connect with MLACE to share information and additional resources
  - Beth Lehrer will continue to be ML ACE’s rep and consultant for CPS.
- b. Euline shared about Adult Ed to Workforce Dashboard <https://bit.ly/CAEPCourses>  
This data dashboard shows by region, the occupational job training/courses available in the region (North Far North region) and the labor market data on what job openings and the self-sufficiently income per adult who lives in that region.
- c. Euline shared CAEP updates:
  - Shared letter from DR. Zachary on age of students served in CAEP programs areas—18 years old or older who ha drop out of high school and seeking high school diploma. 16 years in HS diploma cannot use CAEP or WIOA funds.
  - AB 1491—Not a bill yet. Language there about use of carryover funds from CAEP and how consortia should be discussing and creating by-laws on how carryover funds are used.
  - Employment Survey through TopsPro (TE) was required for WIOA agencies but now also required for CAEP program by July 2022.
  - Updates on the CAEP Priorities Webinar will be shared next month.
- d. Other additional pertinent information to members and partners
  - Euline shared the Non-credit Construction Trade courses that will be offered in the fall.

**9. ML ACE Administrative Assistant Position Process Discussion**

**(Discussion)**

Debra shared and discussed the process of hiring a full-time Admin Assistant position. In addition, Debra discussed one possibility and several advantages of sharing a full-time bilingual Admin Assistant with the HEP program

**10. Member Updates—summary, updates and concerns**

**(Discussion)**

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

- a. **Anderson Valley:** Maggie mentioned that they are offering online summer classes. The ESL and High School Equivalency courses are going to be hybrid starting in the fall.
- b. **Fort Bragg Unified:** Anali is working on collecting student data and attendance, overall things are going smooth.
- c. **Kelseyville Unified:** All is going well, no new updates.
- d. **Lake County of Education:** Good news! The CNA program finally has approved an instructor. She will be starting next Wednesday with the Spring course, with six students. Almost all MA students have completed their externships. Staring next Wednesday, recruitment will begin for the Fall cohort. Beth shared about the promotional video that will be released. The video will show students who have graduated from the program. These videos are intended to motivate other students to enroll and share the joy of completion. The Lake County HiSET program is still on hold for the correctional facility.
- e. **Mendocino County of Education:** Tami, mentioned that there are not many updates. The MA program continues to move along, and students are in the process of completing their externships. The limitations of

not being able to enroll more students are affecting the students that would have liked to have been part of the program. In the fall the medical and dental programs will start smaller-sized cohorts.

- f. **Mendocino College (Centers, HSE/HEP):** HEP is working on graduating more students and are hoping to have even more students graduate by the end of the month. They are planning to have the summer hybrid Basic Skills classes. They are also exploring new ways of having a graduation ceremony for the graduating students but keeping in mind COVID protocols. HEP is still offering in person testing for this month. Centers: Amanda talked about summer semester being mostly online. In the coming fall semester they are looking to be 100% on ground to benefit the student's needs. Courses are now able to be at 50% capacity. Masks and routine of cleaning have continued to keep everyone safe. Faculty is finally welcomed on ground. In addition, with the COVID Relief funds, they are planning to invest in updating the computers as well as the air filtration.
- g. **Round Valley:** Monica G. last day will be April 19<sup>th</sup>, 2021. Monica is still not sure who will be filling in for her position. High school, middle school, and elementary schools have had the ability to return to schools. Cassie Russ talked about the program creating a blueprint for adults and youth. Cassie is up for collaboration is trying to work together to have more hands on. She has also been working close with the Mendocino College Board of Trustees.
- h. **Ukiah Unified:** Christy shared two motivating stories. Last month she had a 36-year-old student, who was referred to UUSD by Noor. The student lived in Lake County and had a goal of enrolling into a trade school. He was able to complete his diploma at the Ukiah Adult School. The second story that Christy shared had to do with the collaboration among programs. Another student required assistance and was referred to HEP. Christy talked about how well all programs collaborate which makes it easier to refer students to the right program. Pam was able to share that two students were offered jobs, and a student who was offered an internship with Rainbow Ag.
- i. Upper Lake Unified: No new updates, all is well.
- j. Willits: No new updates, all is well.

#### 11. 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.*

- Cassie Russ, Director of Circles of Care Program from Covelo. This program is a infrastructure grant to create a social service department overhead. It is also pilot program to integrate more people into Higher Education and Trade Schools, including our employees in Round Valley. This program will also serve as resource for all Tribes in our Lake and Mendocino County area. Her contact information is cruss.circleoc@gmail.com. She would like to be included in our meetings and be informed about the consortium's program in career and adult education including the Mendocino College CTE programs.

#### 12. Adjournment First motion/Seconded/Approve: (4,0,0,6)

(Action)

Meeting was adjourned at 1:07pm.

##### A. Reminders:

- i. **Meeting Date and Time:** May 14, 2021

**B: DIR workgroup (support for agency members) lead by Christy Smith**—no workgroup time was needed at this time.

<p><b>May 2021</b></p> <p><b>May 14<sup>th</sup></b>—ML ACE Meeting</p> <p><b>May 2<sup>nd</sup></b> CFADs for 2021-2022 Due in NOVA Annual Plan Summary Draft</p>	<p><b>June 2021</b></p> <p><b>June 11<sup>th</sup></b>—MLACE Meeting</p> <p><b>Jun 1:</b> 19/20 and 20/21 Member Expense Report due in NOVA (Q3)</p> <p><b>Jun 30:</b> 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q3) <b>Jun 30:</b> End of Q4</p>	<p><b>July 2021</b></p> <p><b>July 12<sup>th</sup>*</b>—ML ACE Meeting</p> <ul style="list-style-type: none"> <li>• One time Proposal</li> <li>• Annual Plan Approval</li> </ul> <p><b>*July 12<sup>th</sup>—Monday</b></p>
<p><b>August 2021</b></p> <p><b>20<sup>th</sup>*</b>—MLACE Meeting</p> <ul style="list-style-type: none"> <li>• 21/22 CAEP MC/ML ACE Program Year Budget and Work approval</li> </ul> <p><b>Aug 1</b>— Student Data in TE due (Q4)</p> <p><b>Aug 15</b>—Annual Plan 2021-22 due in NOVA</p> <p><b>*August 20<sup>th</sup>—3<sup>rd</sup> Friday</b></p>	<p><b>September 2021</b></p> <p><b>September 10<sup>th</sup></b>—ML ACE Meeting</p> <p><b>Sep 1:</b> 19/20 and 20/21 Member Expense Report due in NOVA (Q4)</p> <p><b>Sep 1:</b> July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA</p> <p><b>Sep 1:</b> 19/20 and 20/21 Member Expense Report due in NOVA (Q4) End of Q1 (30<sup>th</sup>)</p> <p><b>Sep 30:</b> 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4)</p> <p><b>Sep 30:</b> 21/22 Member Program Year Budget and Work Plan due in NOVA</p>	<p><b>October 2021</b></p> <p><b>October 8</b>— ML ACE Meeting</p> <p><b>One-time Proposal DIR Workgroup</b></p> <p><b>Oct 30:</b> 21/22 Member Program Year Budget and Work Plan certified by Consortia in NOVA</p> <p><b>Oct 31:</b> Student data due in TOPSPro (Q1)</p>