

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

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### Mendocino College

1000 Hensley Creek Rd.  
Ukiah CA 95482

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

June 11, 2021 10-1pm

**Attendees:** Tami Mee (MCOE), Stacey Caico (WANB), Pam Jensen (UAS-AWD), Maggie Von Vogt (AVAS), Joe Del Prete (KVUSD), Jeff Sturr (ULUSD), Jeff Ritchley (WUSD), Jackie Orozco (HEP/HSE), Bill Roderick (LCOE), Anali Caraballo (FB Coastal Adult School), Christy Smith (UAS), Euline Olinger (ML ACE Admin), Monica Whipple (MLACE Admin)

### MINUTES

1. **Call to Order** **Start time: 10:06am** **(Action)**
2. **Roll Call of Voting Members** **(Action)**

Tami Mee (MCOE), Maggie Von Vogt (AVAS), Joe Del Prete (KVUSD), Jeff Sturr (ULUSD), Jeff Ritchley (WUSD), Bill Roderick (LCOE), Christy Smith (UUSD), Anali Caraballo (FBUSD)  
ABSENT- Mendocino College, Round Valley
3. **Changes/ Modifications to the Agenda** **(Discussion/Action)**

Motion to approve June 11, 2021 agenda as presented made by Bill Roderick second by Christy Smith. (8,0,0,2) - 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.*

  - Approval of May 14th, 2021 Minutes  
Motion to approve May 14<sup>th</sup>, 2021 made by Christy Smith seconded by Maggie Von Vogt.  
(8,0,0,2)-Approved
5. **Overview of next 6 months** **(Discussion/Action)**
  - a. Euline reviewed deadlines and upcoming events for the next 6 months. See Attached Appendix A
  - b. Euline discussed possible in-person meetings and/or continue Zoom meetings in 21/22 fiscal year. Pam asked if these in person meetings would still have the option for members to attend online. Christy and Maggie recommended we start in January for the in person meetings. Euline launched a poll to see what the majority of the consortium would like to start in person meeting October 2021 or January 2022. The majority recommends we start in person meeting January 2022.  
Motion made for ML ACE going to in person meetings starting January 2022 with the option of participants be allowed to join online made by Christy Smith seconded Jeff Sturr. Discussion from Pam Jensen: Please make sure the motion states to start these in person meetings January 2022. (7,1 (KVUSD),0,2) - Approved
6. **Director's Update** **(Discussion)**
  - a. Euline shared updates on CPS, mendolakeace.org website, marketing and social media, etc.  
Euline would like members to log in and use Create Activity every week starting August in Community Pro Suite (CPS). Also to start sending student referrals to internal network. If any issues arise, please contact Beth Lehrer and Euline.

The mendolakeace.org website is active and Pacific Sky is helping update our website information. Euline will be the point of contact this summer until a new ML ACE Admin Asst. is hired.

Euline Olinger will now moderate the Mendocino Lake ACE Facebook page.

- b. Euline shared CAEP updates including: Invitation to attend the CAEP Member Effective Webinar June 25 at 12-1:30pm
  - Possible July CAEP allocation revise. Euline shared the COLA may be 4.05%. A CFAD revision and approval may be requested. Voting members please keep a look out in your email around July or August. Euline would like members to start building their budget with the May CFAD amounts.
  - Encouraged members to attend the CAEP Member Effective Webinar June 25 at 12-1:30pm
- c. Other additional pertinent information to members and partners – no additional information was shared.
- 7. ML ACE Annual Plan Summary for 20/21 (Discussion/Action)**
  - a. Euline shared a summary draft of MLACE Annual Plan 20/21
  - b. Consortium viewed and discussed the draft. A vote to approve will be presented next month in July 2021. Pam Jensen will be adding to the Adults with Disabilities portion and submitting to Euline.
- 8. ML ACE Admin Budget Proposal Draft for 21/22 (Discussion/Action)**

Euline shared with consortium a preliminary budget proposal based on current CAEP allocation – See Appendix B
- 9. Member Updates—summary, updates and concerns (Discussion)**

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

  - a. Anderson Valley – Summer session getting ready with a lot of enrollments. Thirteen new citizens since the start of the pandemic. Maggie shared that they learned that remote learning can be very convenient for many students and would like to be able to support students with online services in the future. Anderson Valley would like to bring their parent support program back with emphasis on how parents can support their k-12 transition after this global pandemic.
  - b. Fort Bragg Unified – (none during the meeting from Anali but FB was preparing for graduation ceremony outside)
  - c. Kelseyville Unified – 19 graduates, 32 in all for alternative ed. A few students are trying to finish up before next Friday June 18<sup>th</sup>, 2021.
  - d. Lake County of Education – continued recruitment for CAN, MA programs.
  - e. Mendocino County of Education – 14 Medical Assistant students have finished the classroom portion have passed with ten finished with externship. Eleven phlebotomy students complete their National Exam. Fall 2022 MA course has just closed.
  - f. Mendocino College (Centers, HSE/HEP) – HEP is very busy this month. Jackie is here every day in her office at the college campus. HEP is having workshops and students taking final exams. Eleven HSE students have graduated with six students very close to finishing in this last month.
  - g. Round Valley—No report.
  - h. Ukiah Unified – Pearson Vue Testing administered 504 tests throughout the year with 50% of the tests administered for the teacher credentialing and the other tests were divided into the different licensures for health care professionals including EMT (45) and about 55 tests were for GED. High school graduates were at 42 and 27 nursing students graduated. Interviews for the next cohort of nursing students are happening now. The jail program has had two graduates and transitioning the new teacher in this summer. Pam shared that the office that was flooded in January 2020 will be opening soon. Slam Dunk, Willits Tire, Rainbow Ag, Hampton Inn, Board and Sword along with other companies have employed clients from UVAH.
  - i. Upper Lake Unified – A new Guidance Technician will be helping with adult education students.
  - j. Willits Unified – Graduated seven people with a ceremony. Graduation was a good fun turnout. Jeff Ritchley is now Leggett Valley School District’s Superintendent. Willits Unified will continue to support the adult school high school diploma program.
- 10. 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.

Stacey Caico shared that the Workforce Alliance of the North Bay has updated their website.

<https://www.workforcealliancencorthbay.org/>

This new update has the ability for users to schedule a phone call with a member of the career point. Stacey shared June 30<sup>th</sup>, 2020 will be her last day and thanked everyone for all their participation in WANB.

**11. Adjournment**      **Christy Smith / Maggie Von Vogt /Approve: (8,0,0,2)**      **Time: 12:15**  
**(Action)**

**A. Reminders:**

- i. Meeting Date and Time: July 12, 2021 at 10 am-1pm

**Appendix A**

<p style="text-align: center;"><b>June 2021</b></p> <p style="text-align: center;"><b>June 11<sup>th</sup></b>—MLACE Meeting  <b>Jun 1:</b> 19/20 and 20/21 Member Expense Report due in NOVA (Q3)  <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 style="text-align: center;"><b>July 2021</b></p> <p style="text-align: center;"><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> <li>• Budget and Work Plan Draft</li> </ul> <p style="text-align: center;">*July 12<sup>th</sup>--Monday</p>	<p style="text-align: center;"><b>August 2021</b></p> <p style="text-align: center;"><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 Plan approval</li> </ul> <p><b>Aug 1</b>— Student Data in TE due (Q4)  <b>Aug 15</b>—Annual Plan 2021-22 due in NOVA</p> <p style="text-align: center;">*August 20<sup>th</sup>—3<sup>rd</sup> Friday</p>
<p style="text-align: center;"><b>September 2021</b></p> <p style="text-align: center;"><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)  <b>Sep 1:</b> July 1, 2020 to June 30, 2021 expenses by program area due (estimates only) in NOVA  <b>Sep 1:</b> 19/20 and 20/21 Member Expense Report due in NOVA (Q4) End of Q1 (30<sup>th</sup>)  <b>Sep 30:</b> 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4)  <b>Sep 30:</b> 21/22 Member Program Year Budget and Work Plan due in NOVA</p>	<p style="text-align: center;"><b>October 2021</b></p> <p style="text-align: center;"><b>October 8</b>— ML ACE Meeting</p> <ul style="list-style-type: none"> <li>• One-time Proposal</li> <li>• Start Program Review</li> <li>• Workgroups: CTE, ESL,HSD/E, AWD</li> </ul> <p><b>Oct 30:</b> 21/22 Member Program Year Budget and Work Plan certified by Consortia in NOVA  <b>Oct 31:</b> Student data due in TOPSPro (Q1)</p>	<p style="text-align: center;"><b>November/December 2021</b></p> <p style="text-align: center;"><b>November 12<sup>th</sup></b>—ML ACE Meeting</p> <p>Program Review Part 2 Group 2  <b>December 10<sup>th</sup></b> -- ML ACE Meeting  <b>Dec 1:</b> July 1, 2020 to June 30, 2021 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *  <b>Dec 1:</b> 19/20, 20/21 &amp; 21/22 Member Expense Report Due in NOVA (Q1)  <b>Dec 31:</b> 19/20, 20/21 &amp; 21/22 Member Expense Report certified by Consortia in NOVA (Q1) *  <b>Dec 31:</b> End of Q2</p>

**Appendix B**

Proposed Items for ML ACE Admin Budget	Proposed Cost	Description
Director	\$ 126,580.38	Salary and benefits
HISET proctor and Testing Center	\$ 17,230.00	Testing Center
Admin Assistant	\$ 45,000.00	Salary and benefits FT-Shared with HEP
RV Outreach Specialist	\$ 20,000.00	Salary and benefits MC-STNC
FB Outreach Specialist	\$ 20,000.00	Salary and benefits MC-STNC
AV Outreach Specialist	\$ 20,000.00	Salary and benefits AV-STNC
IT Hardware computer/laptop update	\$ 5,500.00	2022--3-5 year updates on hardware
HSE/AEP/BSK PAFS Tutors	\$ 36,395.10	Tutors and workshops
Supplies, outreach support supplies	\$ 2,200.00	materials, supplies for outreach
Subscription TE/CASAS	\$ 5,600.00	CAEP-required
CCAIE membership subscription	\$ 1,000.00	Adult Ed Membership
Marketing, website, printing	\$ 12,000.00	Pacific Sky website, printing
Travel expenses	\$ 3,000.00	2022 travel reimbursement
RV Office Rental	\$ 5,100.00	RV office/computer lab
HiSET testing (Vouchers)	\$ 5,000.00	Testing vouchers
Communit ProSuite +LACES	\$ 16,500.00	yearly subscription
Set aside C2C Summit	\$ 10,000.00	2022 C2C Summit Tentative
Set Aside for Low-enrolled NC courses	\$ 10,000.00	Low enrolled in ESL, BSK courses
Wireless ESL phones and mobile hotspot (Mi	\$ 2,000.00	ESL/BSK outreach
Support for All MC non credit courses	\$ 10,800.00	Curriculum, materials, supplies
Completion of Pathway maps	\$ 5,250.00	stipend
Approved MC One time Funds	\$ 40,000.00	One time funds plus set aside
Indirect cost (>=5%)	\$ 20,957.77	Fiscal Agent indirect cost
<b>Total</b>	<b>\$ 440,113.25</b>	
<b>CAEP Allocation 21/22 (May CFAD approval)</b>	<b>\$ 447,475.00</b>	Pending Increase with 4.05% COLA July/August 21