

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

Mendocino College

1000 Hensley Creek Rd.
Ukiah CA 95482
ML ACE Admin Office Rm 6650

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

November 12, 2021 10-1:00 p.m.

MINUTES

1. Call to Order Start time: 10:03 am (Action)

2. Roll Call of Voting Members

Anderson Valley: Maggie Von Vogt (voting member); Fort Bragg: Anali Caraballo (voting member); Kelseyville: Joe DelPrete (voting member); Lake County Office of Education: Beth Hampson (voting member); Leggett Valley: Jeff Ritchley (voting member); Mendocino County Office of Education: Tami Mee (voting member); Mendocino College: Amanda Xu (voting member), Joe Atherton: jatherton@mendocino.edu; Round Valley: absentee (voting member); Upper Lake: Jeff Sturr absentee (voting member), Laura Burke (sitting in for Jeff Sturr); Ukiah Unified School District (UUSD): Christy Smith (voting member); Willits: Marian Lohne (voting member); UUSD: Dave Gengoux; UUSD: Kathy Kiely; UUSD-Ukiah Valley Association for Habilitation: *Dorian Tanaka* dtanaka@uvah.org Director of Ukiah Valley Association for Habilitation 707-272-1197

Absent: Round Valley

Guests/Community Partners:

Brian Hooker, One Stop Operator, CareerPoint, BHooker@CareerPointNorthBay.org, (916) 639-7241

Jarom Luedtke, Director of Pathways Academy Charter School, jluedtke@pathwaysacademy.education, (562) 858-8454

Cora Gonzalez, California Human Development Corporation

3. Changes/ Modifications to the Agenda (Discussion/Action)

- Change order for Annual Program Review Part 2 – Summary report, goals, data
 - Swap order Ukiah & MC-Admin office, Fiscal & HEP
- Approval of Agenda changes
 - First: Christy/Second: Joe DelPrete ayes:9, nays:0, abstain:0, absent:2 (Round Valley & Upper Lake)

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 October 8, 2021 Minutes –
 - First: Joe DelPrete/Second: Beth ayes:9, nays:0, abstain:0, absent:2 (Round Valley & Upper Lake)

5. Overview of next 6 months (Discussion)

- Euline reviewed the deadlines and upcoming events for the next 6 months. (see appendix A)
 - Attendance is crucial for Dec, Jan & Feb meetings – focus on 3 year Strategic plan
 - Invite your program directors and program heads

6. Annual Program Review—summary, updates and concerns

(Discussion/Action)

Consortium members shared summary, reports and goals regarding their programs.

- a. Fort Bragg Unified—Coni will report next month
- b. Willits Unified (See appendix B) – Marian Lohne – challenges are transportation: on-line schooling has solved some of this; goals: expanding on-line and to increase enrollment;
 - High school diploma program: lectures through on-line platform; using Odyssey ware, transferring to Responsive Education Solutions (new platform); 24 enrollees last year (12 or more hrs.), 6 earned their diploma, 5 got a job, 3 got a higher paying job, 1 went to college.
 - Maggie suggested Every Door Direct Mail for recruitment; Euline suggested for members to submit a one-time proposal in January; Amanda offered to share flyers in the college mail out
- c. MCOE (See appendix C) – Tami Mee – CAEP funds between 3 programs; spent approximately \$30,800 in the MA program brought in about 67,500 last year from student fees; challenge for all programs is funding all of them rely on student fees and because we are small and don't have accreditation, can't offer financial aid;
 - Medical Assistant: 10-month program, students need to complete 400 hrs. plus a two part externship, 1 part 80 hrs. of administrative medical assistant training and 1 part is 100 hours of clinical or back office medical assistant training; 16 students enrolled, 1 dropped on the first day (student realized needed more computer skills), 1 unable to complete second semester (due to pregnancy complications); 14 students completed, 5 or 6 of these have completed the state exam for their license, all of them are working in their capacity; due to COVID restrictions this year only 11 enrolled in the program; goal is to grow MA program
 - Phlebotomy: Most popular program; 21 students enrolled last year; there is a cap of 11 students, so split the cohorts: 11 students enrolled in January and 11 students enrolled in March, of the 22 students only 1 dropped out (due to transportation issues); Challenge has been the lab courses; difficulty getting 40 lab hours, many sites closed due to COVID; goal is to get more externship location
 - Dental Assistant: Challenge to fill the program; typically run 2 cohorts a year with 8 students max per cohort; program runs about 5 months once completed requires 120 hour externship; didn't have a teacher the first part of 2021 and didn't run a cohort and second part of the year only able to get 6 students and all completed the program; difficulty recruiting
- d. LCOE (See appendix D) – Beth Hampson – Main challenge getting and keeping students
 - Certified Nurse Assistant: 13 students enrolled last year; this year 15 students; would have had more student's in spring cohort if instructor hadn't decided to retire two days before the spring cohort; new instructor is Christina; 100% of the students passed the exam on the first try with the new instructor; 7 students in the current cohort, 5 of them have signed on to work at Rocky Point; they all got their program fee paid by Rocky Point providing welcome sessions for students and these are helping
 - Medical Assistant: 9 students completed program and passed the national certification exam on the first try; 100% of them were working in the roles they had trained for within 3 months of completing the program; Goal is to recruit; the thought is to do this through mass physical marketing in social media
 - Program Assistant: funded with CAEP funds through ML-ACE; the expectation at the time of funding was to expand the LCOE's programs.
 - Home Health Aide: pilot program for home health aide launched and paused due to lack of enrollment; Beth is open to a program review process
 - Christy: Anderson Valley is piloting the same home health program and is connected with 2 employers

- Maggie: requested clarification: this was for an additional certification for home health aide
 - Beth: this was just 40 more hours of their time
 - Maggie: inquiring if there's a wage difference
 - Beth: it would be a pay difference if they had both certificates
- e. MC (See appendix E)– Euline Olinger & (Fiscal Agent) Joe Atherton – Reviewed the student enrollment by centers provided by Minerva Flores.
- Christy: questioning the difference between NOVA Expense Reporting and the number in Escape; suggest creating a PAT for Mendocino College, reminding everyone the PAT is not punitive, it's a program review process.
 - Joe A: There was a LAG Year expanding FY 2020-2021; there is one year built in to determine what to do with the budget; keep in mind part of the reason we have carryover funds is because of the reduced activities during pandemic & Euline was hired later in the year and the F/T Admin Assistant was not hired until October 2021; having carryover money is a benefit, without the carryover money one-time proposals (for things like curriculum updates/laptop updates/student portals) would not be possible
- f. Motion to place MC on PAT (creating workgroup to look at which programs need support and report back to the consortium) Christy/Maggie (8/0/0/3)
- Christy/Maggie (8/0/0/3)
 - ayes:8 (AV,FB,LCOE,LEG,MCOE,MC,KV,UK), nays:0, abstain:0, absent:3 (Round Valley, Upper Lake & Willits)
 - Volunteer PAT Workgroup was created to meet at least 2 times a year, however expected to meet 4 times a year.
 - Volunteer Workgroup includes: Beth Hampson, Christy Smith, Amanda Xu, Joe Atherton
- g. Ukiah Adult School (See appendix F) – Christy Smith – Update
- Vocational Nursing CTE: Struggle is retaining students; Goal is to continue recruitment/retaining; Strategy is to by offering in home nursing certificate (this is already in the planning preparation stage) with CalWORKs funding
 - HSD/HSE: receiving funding through WIOA funds which have been decreased; using Bright Thinkers which has been a success; currently providing outreach through Facebook add boosting and Post Card mail out
 - HSD/HSE (Correctional Facility): Struggle has been the impact by COVID, only recently started going back after COVID, meeting for the last two weeks; New instructor is getting familiar with the students and setting
 - Citizenship: are sustained
 - Adults with disabilities: Sustaining the efforts; Struggle with the vehicles getting older; looking for funds to get new used vehicles
 - ESL: Challenge getting students to move on; there is an additional class "507" which is seeing good enrollment rate
 - Facebook Boost: Christy will create a Facebook focus meeting for anyone interested in the Facebook boost; geographical area is based on the individual's profile information

7. 3 Year Strategic Planning Workgroup Discussion

(Discussion)

- Workgroup team have been meeting and will be prepared to provide collaborative group work at the December meeting; extended invitation to all program directors and leaders

8. Public Comments/ Correspondence --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.

Public comments received from:

- **Brian Hooker – One Stop Center**

(Discussion)

- Lake One Stop Center has been partially open; struggle with members helping staff in the Lake One Stop Center; Partner meetings will be combined for Lake and Mendocino

9. Adjournment Time: 12:46 pm

(Action)

- **First motion/Seconded/Approved**

- Joe DelPrete/Christy 8,0,0,3 ayes:9, nays:0, abstain:0, absent:2 (Round Valley & Upper Lake)

A. Reminders:

- a. **Meeting Date and Time: December 10, 2021 at 10 am-1:00 pm**

- i. **3-year Strategic Planning Workgroup:**

September 2021

September 10th— ML ACE Meeting

Sep 30: 19/20 and 20/21 Member Expense Report certified by Consortia in NOVA (Q4)
Sep 30: 21/22 Member Program Year Budget and Work Plan due in NOVA
Sep 30: End of Q1

CAEP Summit 2021-Virtual Summit:
 October 26-28 register [here](#)

October 2021

October 8— ML ACE Meeting

- One-time Proposal
- Start Program Review Part 1
- Workgroup: 3-Year Strategic Planning

Oct 30: 21/22 Member Program Year Budget and Work Plan certified by Consortia in NOVA

Oct 31: Student data due in TOPSPRO (Q1)

November 2021

November 12th—ML ACE Meeting
 Program Review Part 2 Group 2

October Group 1 --ULUSD, AVAS, KVUSD, FBUSD, WUSD.

November Group 2--MC, UAS, LCOE, MCOE

December 2021

December 10th -- ML ACE Meeting

Dec 1: July 1, 2020 to June 30, 2021 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *

Dec 1: 19/20, 20/21 & 21/22 Member Expense Report Due in NOVA (Q1)

Dec 31: 19/20, 20/21 & 21/22 Member Expense Report certified by Consortia in NOVA (Q1) *

Dec 31: End of Q2

January 2022

January 21*—MLACE Meeting

- One-time proposal
- Member Effectiveness Bylaws

Jan 31: Student Data due in TE(Q2)

January 14—MC in-service day

January 18—Start MC spring classes

***3rd Friday**

February 2022

February 11th—MLACE Meeting

3-year Plan Workgroup

March 2022

March 11th—MLACE Meeting

Mar 1: Member expense report is due in NOVA (Q2).

Mar 31: 19/20 and 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q2) *

Mar 31: End of Q3