

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>

April 22, 2022, 10 a.m. - 1:00 p.m.

MINUTES

1. Call to Order Start time: 10:05 am (Action)

2. Roll Call of Voting Members (Action)

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 absent (voting member); Mendocino College (MC): Amanda Xu (voting member); Mendocino County Office of Education (MCOE): Tami Mee (voting member); Ukiah Unified School District (UUSD): Christy Smith (voting member), UUSD: Dave Gengoux, UUSD: Kathy Kiely, UUSD/UVAH: Dorian Tanaka, Sharrae Elston; Upper Lake: Jeff Sturr (voting member); Willits: Marian Lohne absent (voting member); Round Valley: absentee (voting member);

Absent Voting Members: Leggett Valley, Willits Unified, Round Valley

Guests/Community Partners:

- Derek Fiedler, NCO/Building Homes Building Lives, 707-998-8384, dfiedler@ncoinc.org
- Jacob Blue, CareerPoint, 707-681-2012 ext. 95940, jacob.blue@equusworks.com
- Katie F. Ford, Mendocino County Probation, fordka@mendocinocounty.org
- Katrina Bernal, CareerPoint, katrina.bernal@equusworks.com
- Kristina Lamb, COPE Health Solutions, Program Manager, 213-507-2624, klamb@copehealthsolutions.com
- Sita Williams, Workforce Alliance of the North Bay, Workforce Development Analyst, 707-932-5200, swilliams@workforcealliancencorthbay.org, www.workforcealliancencorthbay.org
- Suzanne Hewitt, Mendocino College Director of Nursing, Assistant Dean of Health Careers, 707-468-3109, shewitt@mendocino.edu

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

- Modification:
 - 7IV – is tabled for next meeting - the first draft of the 3 year Strategic Plan will be emailed April 29 to get feedback by May 6, 2022; for discussion/edits/approval on May 13th and the final draft will be shared in June
 - 9i – modified to become 9ii and 9i to read modified to say “please approve the CFAD in NOVA, ASAP” 1st draft of 3-year Strategic Planning is going to be approved May 13
 - Adding reminders for us to add CFAD in NOVA; earliest accepted is April 25
- Approval of Agenda (as modified above)
 - First: Joe DelPrete Second: Tami; ayes:8, nays:0, abstain:0, absent:3 (Leggett/Round Valley/Willits)

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 March 11, 2022 Minutes –
 - Changes: Pg. 1: Add UVAH to “UUSD/UVAH: Dorian Tanaka”; and Pg.5: correct site for Dave Gengoux from Willits to Ukiah Adult School
 - Approval of ML-ACE Monthly Meeting Calendar 2022-2023
 - First: Maggie/Second: Christy; ayes:8, nays:0, abstain:0, absent:3 (Leggett/Round Valley/Willits)

5. Overview of next 6 months

(Discussion)

- Euline reviewed the deadlines and upcoming events for the next 6 months. (see appendix A)
 - Next meetings – May 13, June 10, July 11, August 19 and Sept 16 2022.
 - May 13, 2022
 - 3 year Strategic Plan first draft
 - June 1, 2022
 - 20/21 and 21/22 Member Expense Report due in NOVA (Q3)
 - June 10, 2022
 - Approve 3 year Strategic Plan at the meeting
 - June 20, 2022
 - 3 year Strategic Plan due in NOVA
 - June 30, 2022
 - End of Q4
 - July 15, 2022
 - Student data due in TE (Q4) Final

6. One-Time Fund and MC-fund requests (Total Request: \$12,124.94)

(Discussion/Action)

- \$40,000 is set aside for one pot, \$28,000 to be used/accessed by members quarterly; \$12,000 set aside for low enrolled Mendocino College non-credit college courses (low enrollment is calculated at the end of each semester)
- Anderson Valley Adult School – Maggie Von Vogt
 - \$776.94 - Desk Chairs and tables
 - Revised to \$369.00 for 2 adjustable desk chairs (due to receiving used standing desk) (see appendix B)
 - \$2,668.00 – HiSET online access
 - Purchase on-line transferable 8 HiSET licenses (5 Spanish and 3 English)
 - to use in the basic skills classes for both English and Spanish speaking students
 - the previously purchased program included a Spanish version which was not good and needed to switch to a new program called AZTEC (see appendix C)
 - Approval of proposal
 - First: Christy/Second: Jeff Sturr; ayes:7, nays:0, abstain:1 (AVUSD-Maggie), absent:3 (Leggett/Round Valley/Willits)
- Mendocino County Office of Education (MCOE) – Tami Mee
 - \$1,260.00 – Year-Two of designated subject teacher credentialing fee

- Medical assisting instructor and Phlebotomy instructor
 - Able to do all paid funding through a one-time proposal for year-one credentialing fee
 - Mandatory program which must be completed for them to continue teaching these courses
 - Previously, ADA was used to cover this expense; funding stream changed and lost these funds (see appendix D)
- Approval of proposal
 - First: Joe/Second: Beth; ayes:7, nays:0, abstain:1(MCOE-Tami), absent:3 (Leggett/Round Valley/Willits)
- UVAH–Ukiah Adult School – Dorian Tanaka, Sharrae Elston (Requesters)
 - \$1,260.00 – Desktop computer
 - Replacing a desktop computer, used by teacher for 10 years
 - Current computer is slow and has many glitches
 - Computer is used for report, student surveys, creation of student goals, progress on goals (see appendix E)
 - Approval of proposal
 - First: Joe/Second: Maggie; ayes:7, nays:0, abstain:1 (UUSD-Christy), absent:3 (Leggett/Round Valley/Willits)

7. Director's Update

(Discussion)

- CAEP Consortium Fiscal Administration Declaration: 2022-23 in NOVA
 - Preview of CFAD was sent in the April packet
 - Five components:
 - Fiscal Declaration – Fiscal Agent
 - Mendocino College/Joe Atherton
 - Agencies and Certifiers
 - Please review and make sure your agency information is correct
 - Certifications and Assurances (see appendix F)
 - (read out loud)
 - Member Allocations (Guest: Joe Atherton)
 - Chart shared and solicitation of questions and feedback
 - Chart in NOVA includes 2019 to 2023: from 20/21 May to 22/23 May
 - Joe Atherton (fiscal agent) -
 - only changes based on COLA; possible increase depending on what the state decides in June.
 - Governance of Rules and Regulations (see appendix H)
 - (read out loud)
 - Answers and wording on #16 and #17 will be revised by Euline & Christy
 - CFAD Documents in NOVA submitted then members will go into NOVA and approve CFAD (see appendix G)
 - The consortium member approval in NOVA will be considered your motion to approve

8. Member Update—concerns, issues, information sharing (if appropriate)

(Discussion)

Member update Google sheet shared (additional discussions below)

- Anderson Valley –
 - No big news to share. Programming is chugging along and all is well! We've seen a decline in attendance in all classes post-spring break. Is everyone getting busier again? Sick? Spring fever? The Galbreath Wildlands Preserve in Yorkville is promoting this virtual event (all in Spanish). Please share with Spanish speakers HS age and above who are interested in conservation and combatting climate change <http://cei.sonoma.edu/rostros>
- Fort Bragg Unified –
 - Coni--I'm with AV, we are plugging along. Many HSD students are graduating. (6 so far) Many ESL-Citizenship students have attained citizenship. In the last 2 years 24 students have become citizens. Concerned about the future of our ESL program, particularly the class we have offered 8:30-10:30 am, T, W, and Th for many, many years at one of the school sites, making it so easy for parents to attend after they have dropped off their children (many of them walking). We have enrolled 6 new Citizenship students in the ESL/Citizenship class, and along with 3 continuing students, all are planning to submit an application for citizenship during this 8-week term. <https://sites.google.com/fbusd.us/coastal-adult-school>
- Kelseyville Unified –
 - Joe--With the closure of Konocti Adult, I am receiving a lot of enrollment requests. Please do not give my cell phone number to possible students. I have been asked going to attend LC Tribual Health's "To Honor one is to Honor All" It recognizes PreK - 12, College and Vocational native American Graduates. I will have a table and will provide information on my program and I am hoping to have info on MLACE Programs. The date is 6/8/22 from 4 - 7
- Lake County of Education –
 - In-person graduations for our CNA and MA Programs will take place in late May. We look forward to graduating all of our MA students (who have a VERY high class average this year) and all of our spring CNAs. Recruiting sufficient students to make enrollment targets is still a concern. Social media advertising results and Zoom info sessions are looking good thus far. We will see how many applicants ultimately apply, and if we have the same "summer bleed" issues we've had before. Our recruitment period for our CNA and MA programs that start next fall is underway! We are accepting applications through May 22, 2022. Virtual Zoom info sessions are going very well. Students who missed our final live info session can watch a pre-recorded session as part of the application process. <https://www.lakecoe.org/AdultEd>
- Leggett Valley –
- Mendocino County of Education –
 - Programs are going well, hoping to return to pre-covid enrollment numbers in the fall. Medical supplies are very hard to come by making it challenging for training.
- Mendocino College (Centers, HSE/HEP) –
 - Fiesta Day at the Lake Center and the Coast Center, May 12 and May 13 (Coast). Maria Conchita and Euline will bring our tent and table full of information.
- Round Valley -
- Ukiah Adult School –
 - UVAH: In March, two students successfully found jobs - one with the school district! U.V.A.H. was featured in a Ukiah Daily Journal article.
 - ESL Prep: Enrollment and attendance has increased over the past 2 months.

- Citizenship: The last citizenship class session, for the 2021-2022 school year, starts Monday, April 25, 2022, 6:30pm to 9:30pm, in Room 1 at Ukiah Adult School, for more information visit: <http://www.ukiahcitizenship.com/>
- High School Diploma-Main Campus: 19 graduates as of 4/8, many getting close to finishing. May 26th, 6:00 pm at UHS cafeteria will be in person graduation ceremony. Facebook post linking to our online registration form has resulted in many new enrollments and leads for all programs.
- High School Diploma-Inmates: First graduate yesterday will be able to attend our in-person graduation on 5/26.
- High School Diploma-Round Valley: more students attending and contacting Susan
- VN Program : Planning to raise tuition to \$8400 for next cohort, this will facilitate being able to raise instructor hourly wage, has not been raised in 7 years. Christy hopes to release application for next cohort June 2022, if we can finalize two new instructors to complete our faculty needs. If we cannot, will delay release of applications.
- Pearson Vue Testing Center: Weekly testing averages about 15 participants, teacher-credentialing exams continue to be the most popular.
- Upper Lake Unified –
 - We have enrolled 6 new students in 2021/2022; staffing concerns
- Willits Unified –
 - Consistency in Leadership Concerns

9. Public Comments/ Correspondence --via Zoom

(Discussion)

MLACE (Mendocino Lake Adult & Career Education) 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:**
 - Sita Williams, Workforce Alliance of the North Bay (Workforce Board)
 - We are hosting a pilot training directory on the Workforce Alliance Website. Please add your training programs. It is basic - no dates, but links to your program webpages: <https://www.workforcealliancencorthbay.org/training-directory/> - questions? contact me at swilliams@workforcealliancencorthbay.org
- Kristina Lamb, Program Manager with COPE Health Solutions at Adventist Health.
 - We facilitate the Health Scholar Program. 213-507-2624 klamb@copehealthsolutions.com
- Derek Fiedler, NCO, Building Homes/Building Lives, 707-998-8384, dfiedler@ncoinc.org
 - Two of the three graduates have already secured full-time employment with local contractors. Link to short article announcing the graduation of our recent cohort - <https://www.ncoinc.org/about-us/news/three-students-graduate-from-nco-building-homes-building-lives/>.

10. Adjournment

Time: 12:22 pm

(Action)

- **First motion/Seconded/Approved**
 - Joe/Christy ayes:8, nays:0, abstain:0, absent:3 (Leggett, Round Valley, Willits)

A. Reminders:

- a. **Meeting Date and Time: May 13, 2022, at 10 am-1:00 pm**
 - i. 3-year Strategic Planning: First draft will be presented
 - ii. See link: [Consortium Input NOVA 2022-2025 Strategic Planning Agency Information](#)



iii. Member Update Sheet Link: [Monthly Member Update](#)

