

## 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>

March 11, 2022, 10 a.m. - 1:00 p.m.

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### MINUTES

1. Call to Order Start time: 10:04 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 absent (voting member); Leggett Valley: Jeff Ritchley (voting member); Mendocino College (MC): Amanda Xu (voting member), Jackie Orozco (MC HEP); 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; Upper Lake: Jeff Sturr (voting member); Willits: Marian Lohne (voting member); Round Valley: absentee (voting member);

Absent Voting Members: Lake County Office of Education, Round Valley

#### Guests/Community Partners:

Derek Fiedler, NCO/Building Homes Building Lives, 707-998-8384, [dfiedler@ncoinc.org](mailto:dfiedler@ncoinc.org)

Kristina Lamb, COPE Health Solutions, Program Manager, 213-507-2624, [klamb@copehealthsolutions.com](mailto:klamb@copehealthsolutions.com)

Meredith Noyer, Lake County Probation, Senior Deputy Probation Officer, 707-262-4285,

[meredith.Noyer@lakecountyca.gov](mailto:meredith.Noyer@lakecountyca.gov)

Katie F. Ford, Mendocino County Probation, [fordka@mendocinocounty.org](mailto:fordka@mendocinocounty.org)

Stacey Caico, Economic Development & Financing Corp, 707-234-5705, [stacey@edfc.org](mailto:stacey@edfc.org)

Suzanne Hewitt, Mendocino College Director of Nursing, Assistant Dean of Health Careers, 707-468-3109,

[shewitt@mendocino.edu](mailto:shewitt@mendocino.edu)

Margaret Rodier, Department of Rehabilitation, Department of Rehabilitation, Senior Vocational Rehab

Counselor, 707-463-4791, [margaret.rodier@dor.ca.gov](mailto:margaret.rodier@dor.ca.gov)

Sita Williams, Workforce Alliance of the North Bay, Workforce Development Analyst, 707-932-5200,

[swilliams@workforcealliancencorthbay.org](mailto:swilliams@workforcealliancencorthbay.org), [www.workforcealliancencorthbay.org](http://www.workforcealliancencorthbay.org)

3. Changes/Modifications to the Agenda (Discussion/Action)
  - Modification:
    - None
  - Approval of Agenda
    - First: Joe DelPrete/Second: Maggie Van Vogt; ayes:7, nays:0, abstain:0, absent:4 (LCOE/MCOE/Leggett/Round Valley)
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 January 21, 2022 Minutes –
  - Changes: Name spelling correction and contact information
  - Approval of ML-ACE Monthly Meeting Calendar 2022-2023
  - First: Joe DelPrete/Second: Christy Smith; ayes:7, nays:0, abstain:0, absent:4 (LCOE/MCOE/Leggett/Round Valley)

## 5. Overview of next 6 months

(Discussion)

- Euline reviewed the deadlines and upcoming events for the next 6 months. (see appendix A)
  - Next meetings – April 22, May 13 & June 10
    - April 22, 2022
      - One time proposals
      - 3 year Strategic Plan first draft
      - Approve CFAD allocations for 2022-2023 (to be submitted in May)

## 6. 3 Year Strategic Planning Session #3

(Discussion/Action)

- Approval of 3 Year Strategic Plan (with changes mentioned below)
  - Changes: Modification to Goal #3 (to be made at a later date)
  - First: Joe DelPrete/Second: Jeff Ritchley; ayes:9, nays:0, abstain:0, absent:2 (LCOE/Round Valley)
- LINK to documents used during this presentation:
  - ML-ACE Google Folder:  
<https://drive.google.com/drive/folders/1HsSFrCzOjHFctuhVf625GP0yv5Fp-SUD?usp=sharing>
- The Strategic Planning team presented the SMART goals
  - Euline reviewed the timeline for the Strategic Planning:
    - Late August - Updated Guidance, template given to the consortia
    - September-October—CAEP webinars on Assessment, Processes of Planning
    - November-December—Strategic Planning Workgroup and pre-planning meetings; Consortium and Member Assessment of Needs
    - January—Continue Strategic Planning Workgroup
    - End of February—Strategic Planning workgroup; template in NOVA after Preliminary allocation
    - March 11—SMART goals approval, NOVA Template in Google Sheet
    - March 25-April 1-Member’s Task: Completion of Sections in the Template in Google Sheets
    - April 22—First draft submitted to the consortium
    - May—Final Draft submitted to the consortium
    - June 20, 2022—deadline Submit and Approve by consortium members
- Euline shared the Proposed SMART Goals:
  - Gaps in Services
    - By June of 2023, identify non-credit curriculum in the priority pathways of business, construction, and healthcare. By June of 2025, develop and expand those offerings based on the identified needs.
    - By June of 2023, assess expanding credit and non-credit MC curriculum through the use of technology at various location to offer hybrid synchronous instruction with onsite local tutor support. If deemed relevant, pilot up to three courses between 2024 and 2025.



- Community Offerings
  - Stacie Caico - Economic Development and finance corporation
    - Work with other agencies to provide loans (alternative finance) to start up business  
Connecting money and ideas with local business
  - Dorian Tanaka, Executive director of the Ukiah Valley Association for Habilitation
    - Works with Ukiah Adult School to provide service to Adults with Disabilities.
  - Sita Williams, Workforce Alliance Specialist
    - Help people find jobs
  - Jeff Ritchley, Leggett Valley Principal
    - 2 schools, 1 adult school
  - Maggie Von Vogt, Anderson Valley Adult School
    - ESL, Citizenship, Parent Education & High School Equivalency classes
    - Working with students with little formal education and helping them get integrated in classes to meet their educational goals
  - Suzanne Hewitt, Nursing Director at Mendocino College
    - 2 year AA degree Nursing program and 3 semester LVN to RN bridge program; graduate an average of around 24 students every year
    - talking people with varied backgrounds; getting students to get a good job
  - Coni Belli, Fort Bragg Adult School Principal
    - ESL, Citizenship and High School Diploma classes
  - Machiko Shimada, Lake County Mendocino Center
  - Tami Mee - Mendocino County Office of Education
    - Medical Assistant, Dental Assistant and Phlebotomy Trainings
  - Margaret Rodier, Department of Rehabilitation
    - Assist people with disabilities with training and employment support
  - Katie Ford, Assistant chief Mendocino County Probation department
    - Work with offenders who are coming out of prison and placed on formal probation helping them with housing, employment, education and rehabilitative programs
    - Balancing Safety
  - Meredith Noyer, Lake County Probation Department
    - Work with offenders who are coming out of prison and placed on formal probation helping them with housing, employment, education and rehabilitative programs
  - Derek Fiedler, North Coast Opportunities
    - Provide part education in class room setting (soft skills, resume, smart goals) for student workers and hire them to do work in the community
  - Kristina Lamb, COPE Health Solutions at Adventist Health in Mendocino County
    - Launching students towards their career goal in the Healthcare Industry
  - Jackie Orozco
    - Strong, hardworking staff members who provides services to students
  - Joe DelPrete, Kelseyville
    - Assisting students who walk through the door

- Dave Gengoux, **Willits Ukiah Adult School**
    - All about assisting students
  - Anali Caraballo, Fort Bragg
    - Assisting students
  - Amanda Xu, Mendocino College
    - Bringing people together and enhancing opportunities; assisting in Lake & Mendocino Counties
  - Christy Smith, Ukiah Adult School
    - Offer High School Diploma in the correctional facility in the correctional facility and in Round Valley and Vocational Nursing Program added entry level of home care aide basics and citizenship classes are offered as a stand alone
  - Kathy Kiely, Student Success Coordinator at Ukiah Adult School
- For 5 years CommunityPro Suite has helped keep track of and house all the community services/agencies information
  - Community Catalog – Provides the following
    - Different event service offerings one-stop shop
    - Provider info
    - Name and description of opportunity
    - Schedule capability
    - Website and or PDF flyer
    - Tags to filter opportunities by Point of contact
  - Case Management
    - Sending referrals between locations provides a method for easy and trackable hand-off
    - Professionals across institutions can view and collaborate on a student's needs
  - Reporting
    - Reports will help us understand student co-enrollment and transitions, tracking the following:
      - Who is taking the referrals?
      - Who is the referral coming from?
      - How good are the referrals?

We have a few more meetings scheduled to kick off a successful semester of CommunityPro

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

**(Discussion)**

- Anderson Valley -
- Fort Bragg Unified –
- Kelseyville Unified -
- Lake County of Education –
- Leggett Valley –
- Mendocino County of Education –
- Mendocino College (Centers, HSE/HEP) –
- Round Valley -
- Ukiah Adult School – (David Gengoux) Ukiah Adult School's Citizenship class last session for the 2021-2022 School Year, will start Monday April 25, 2022, in Room 1 from 6:30 to 9:30pm; for more information go to:

[www.ukiahcitizenship.com](http://www.ukiahcitizenship.com) (Citizenship class sessions are not ESL classes because some participants are fluent English speakers. The sessions are only 5 Monday evenings and therefore too short to be ESL classes.)

- Upper Lake Unified -
- Willits Unified -

**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:**

- Margaret Rodier -if anyone knows of a professional with an MA in Psychology or MSW we have 2 open positions for Rehabilitation Counselor with DOR contact me, Margaret Rodier, 707-210-5190

**10. Adjournment Time: 12:37 pm**

**(Action)**

- **First motion/Seconded/Approved**

- Christy/Tami ayes:7, nays:0, abstain:0, absent:4 (LCOE, Leggett, Round Valley, Kelseyville)

**A. Reminders:**

**a. Meeting Date and Time: April 22, 2022, at 10 am-1:00 pm**

- 3-year Strategic Planning: Consortium Members continue to work on template
- See link: [Consortium Input NOVA 2022-2025 Strategic Planning Agency Information](#)