

## 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>

May 13, 2022, 10 a.m. - 1:00 p.m.

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### MINUTES

1. Call to Order Start time: 10:02 am (Action)

2. Roll Call of Voting Members (Action)

Anderson Valley: Maggie Von Vogt (voting member); Fort Bragg: Coni Belli (voting member); Kelseyville: Joe DelPrete absent (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), Suzanne Hewitt, Bonnie Lockhart; Mendocino County Office of Education (MCOE): Tami Mee (voting member); Ukiah Unified School District (UUSD): Christy Smith (voting member), Dave Gengoux, Kathy Kiely, UUSD/UVAH: Dorian Tanaka, Sharrae Elston; Upper Lake: Jeff Sturr (voting member); Willits: Nicki Agenbroad (voting member), John Horton; Round Valley: absentee (voting member); ML ACE office: Maria Ceja, Euline Olinger

Absent Voting Members: Kelseyville, Round Valley

#### Guests/Community Partners:

- Derek Fiedler, NCO/Building Homes Building Lives, 707-998-8384, [dfiedler@ncoinc.org](mailto:dfiedler@ncoinc.org)
- Jacob Blue, Career Point, 707-681-2012 ext. 95940, [jacob.blue@equusworks.com](mailto:jacob.blue@equusworks.com)
- Meredith Noyer, Lake County Probation, [meredith.oyer@lakecountyca.gov](mailto:meredith.oyer@lakecountyca.gov)
- Stacey Caico, Economic Development & Financing Corporation, 707 234-5705, [stacey@edfc.org](mailto:stacey@edfc.org)

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

- Modification:
  - None
- Approval of Agenda (as modified above)
  - First: Christy/Second: Tami; ayes:9, nays:0, abstain:0, absent:2 (Kelseyville/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 April 22, 2022 Minutes –
  - Changes: None
  - First: Christy/Second: Beth; ayes:9, nays:0, abstain:0, absent:2 (Kelseyville/Round Valley)

5. Overview of the next 6 months (Discussion)

- Euline reviewed the deadlines and upcoming events for the next 6 months. (See appendix A)
  - Next meetings – June 10, July 11, August 19, Sept 16 2022, and October 14, 2022.
    - 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
    - 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q3)
    - End of Q4
  - July 11,
    - One-time proposal
  - July 15, 2022
    - Student data due in TE (TOPSPRO Enterprise) (Q4) Final
  - August 1, 2022
    - Employment and Earnings Follow-up Survey
      - Discussion on Employment and Earnings Follow-up Survey training in TE

## 6. Community Partners' Presentation

(Discussion)

- Stacey Caico presented about the Economic Development Financial Corporation work
  - City of Ukiah Business Technical Assistance Program:
    - Microbusinesses located in the City of Ukiah can receive free assistance with basic website creation, social media, business market assessments and more!
  - CA. Microbusiness CV-19 Relief Grant Program
    - \$2,500 grants (see eligibility for specifics)
  - Loan Funds:
    - CDFI (Community Development Financial Institution) Rapid Response Program: \$ 1.3 Million Grant for loan funds
    - EDA Grant: CARES Funding \$500,000
    - CDFI FA Grant: up to \$700,000 in loan funds\*
  - Presentation was emailed to ML-ACE (Mendocino Lake Adult & Career Education) members (See appendix B)
- Jacob Blue presented updates with Career Point
  - Overview of Career Point and new youth work program
  - No longer have P2E but still helping dislocated workers with other grants for this group
  - Link to Career Point
    - <https://www.workforcealliancencorthbay.org/>
    - <https://www.formstack.com/admin/submission/report/32002001?share=20RTfHt7nB>

## 7. 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:**

- Meredith Noyer – No update
- Derek Fiedler, NCO, Building Homes/Building Lives, 707-998-8384, dfiedler@ncoinc.org
  - Expanding affordable housing in Lake County, 24 units have been expanded/remolded in 3 months
  - Two of the three graduates have already secured full-time employment with local contractors.

## 8. Director's Update

(Discussion)

- Euline shared items for discussion and presented documents to be reviewed by the consortium
  - Revisions on questions #16, 17 on the governance section of the CFAD (Consortium Fiscal Administration Declaration) done by Christy and Euline
    - Read #15, 16 & 17 with edits done by Christy & Euline
  - Round Valley - move to become a partner not a consortium member
    - Round Valley High School diploma supported by UAS (teacher and student success coordinator)
    - ESL (English as a Second Language) classes provided and supported by Mendocino College
    - CAEP (California Adult Education Program) guidance-no representation for 2 years - moved to partner not voting member
    - MLACE will continue to support educational outreach in HSD, ESL and non-credit courses by partially funding outreach and program specialist (just hired April 2022)
    - Motion to move Round Valley Unified as a partner, no longer as a consortium member First: Christy/Second: Jeff Sturr; ayes:9, nays:0, abstain:0, absent:2 (Kelseyville/Round Valley)Result: Approved.
  - 3-year Strategic Plan - draft 2 presented for discussion and feedback
    - First Draft of 3-year Strategic Planning Report – emailed in the afternoon on April 29th and consortium members were to give feedback on first draft by May 6<sup>th</sup>
    - Review your agency details which were included in the May Packet
    - Specifically focus on any comments in the narratives on section 6
    - Euline, Christy, and Kathy K will clean up the report as a document not as a template to present to consortium. The consortium may give feedback by June 1<sup>st</sup>.

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

(Discussion)

Members update Google sheet shared (additional discussions below)

- Anderson Valley – Maggie
  - Working on getting ESL students enrolled in online summer classes or independent study plans for the summer, starting to make a game plan for fall 2022 outreach.
  - Drop in HSE (Basic Skills) student participation since March
- Fort Bragg Unified – Coni
  - HSD- 43 enrolled, 7 graduates (so far)
  - Citizenship class-In the past 2 years
  - 24 people have become citizens
  - Concerned about the future of our ESL program, particularly the class we have offered 8:30-10:30 am, Tues, Wed, and Thurs 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).

- Amanda Xu reported they have found a place to hold the ESL class
- Graduation is 6/8/22 at 5:30 at Vern Piver Field.
- Citizenship Celebration is 6/14/22 at the John Diederich Center.
- Kelseyville Unified – Joe
  - 71 enrollees, 15 diplomas
  - Graduation is 6/13/22 at KHS cafeteria
- Lake County of Education – Beth
  - CNA and MA graduations next week! Applications continue coming in for Fall 2022 CNA and 2022-23 MA. Great in-class presentations to high school students about CNA/MA programs and careers in healthcare.
  - As always, concerned about enrollment numbers. Hoping that things will improve for classes starting next Fall.
  - CNA Grad is 5/18 at LCOE Main (40 attendees); MA Grad is 5/19 at Kelseyville High School (100 attendees projected).
- Leggett Valley –
  -
- Mendocino County of Education –
  -
- Mendocino College (Centers, HSE/HEP) –
  - Lake Center: Registration Fiesta complete
- Round Valley –
  - 1 graduate HSD
- Ukiah Adult School –
  - ESL Prep: Last class will be Monday May 23, then we will start summer session June 6 going through June 30. Offering an intermediate extended learning session for current co-enrolled UAS/MC students in 500 or 507 on Monday nights to complement/supplement summer ESL offerings by Mendocino College
  - Citizenship: The next Citizenship Class Session will be the first one for the 2022-2023 School Year and it will start on August 22, 2022, at 6:30pm in Room 1, candidates can bring green cards to class. For more information go to [www.ukiahcitizenship.com](http://www.ukiahcitizenship.com)
  - High School Diploma: 31 graduates, 1 from Round Valley
    - Graduation is 6pm 5/26/22 at UHS cafetorium
  - High School Diploma-Inmates: 1 diploma graduate
  - VN Program: This semester class is extended to June 16 to get all clinical makeups completed before starting last semester of this cohort.
  - Home Care Aide w/integrated ESL: 5 completers out of 9 participants
    - waiting for feedback from exit survey to determine why 45% did not finish
    - plan to offer course again Fall 2022, possibly 2 times a week for 6 weeks, more sessions in less time to review more content and hopefully avoid the drop in enrollment. Kathy Cox has offered to provide consultant time in support of integrating ESL instruction with HCA content. Summer project
  - Pearson Vue Testing Center:
    -
- Upper Lake Unified –
  -
- Willits Unified –
  - We have a total of thirteen graduates this year.
  - Our class size this year is around thirty students and we expect the same class size for next year.



- We will have the graduation ceremony on June 7th at 4 pm.

**10. Adjournment      Time: 11:54 pm**

**(Action)**

- **First motion/Seconded/Approved**

- Beth/Christy      **Ayes: Nays: Abstain: Absent:**

**A. Reminders:**

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

- i. 3-year Strategic Planning: Report 2<sup>nd</sup> reading and feedback due June 1