

## 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>

July 11, 2022, 10 a.m. - 12:00 p.m.

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### MINUTES

1. Call to Order Start time: 10:03 am

(Action)

2. Roll Call of Voting Members

(Action)

Anderson Valley: Noor Dawood (voting member); Fort Bragg: Arlissa Tupper (abstain voting member); Kelseyville: Joe DelPrete (voting member); Lake County Office of Education: Beth Hampson (voting member); Leggett Valley: Jeff Ritchley (voting member); Mendocino College (MC): Amanda Xu (voting member); Mendocino County Office of Education (MCOE): Tami Mee (voting member); Ukiah Unified School District (UUSD): Scott Paulin (voting member), Eric Crawford, Dave Gengoux, Kathy Kiely, UUSD/UVAH: Sharrae Elston; Sean Bashaw; Upper Lake: Jeff Sturr (absent voting member); Willits: absentee (voting member); ML ACE office: Maria Ceja, Euline Olinger

Absent Voting Members: Upper Lake, Willits

#### Guests/Community Partners:

- Arlissa Tupper, Fort Bragg Unified, Fiscal Services for the AEBG / Coastal Adult School Program, 707.961.3526, [atupper@fbusd.us](mailto:atupper@fbusd.us)
- Derek Fiedler, NCO/Building Homes Building Lives, Program Coordinator, 707-998-8384, [dfiedler@ncoinc.org](mailto:dfiedler@ncoinc.org)
- Eric Crawford, Ukiah Adult School, Principal, 707 621-8031, [ecrawford@uusd.net](mailto:ecrawford@uusd.net)
- Laura Brooks, West Business Development Center, Program Director/Director of Strategic Programs and Woman's Business Center, 707-391-1226, [Laura@westcenter.org](mailto:Laura@westcenter.org)
- Nina Bernal, CareerPoint, Youth Talent Development Specialist, [nbernal@careerpointnorthbay.org](mailto:nbernal@careerpointnorthbay.org)
- Pamela Heston-Bechtol, Mendocino College AEDP, 707-694-6355, [pheston@shastacollege.edu](mailto:pheston@shastacollege.edu)
- Sean Bashaw, Ukiah Unified School District - UVAH, 707.489.1513, [sbashaw@uvah.org](mailto:sbashaw@uvah.org)
- Scott Paulin, Ukiah Unified School District, [spaulin@uusd.net](mailto:spaulin@uusd.net)
- Sharrae Elston, Ukiah Unified School District
- Suzanne Hewitt, Mendocino College Director of Nursing, Assistant Dean of Health Careers, 707-468-3109, [shewitt@mendocino.edu](mailto:shewitt@mendocino.edu)

3. Changes/Modifications to the Agenda

(Discussion/Action)

- Modification:

- Motion to modify Agenda by flipping items 6 and 8 and fixing the typo from "approval of March minutes" to approval of "June 10, 2022 minutes"
- First: Joe/Second: Beth; ayes:7, nays:0, abstain:1 (Fort Bragg), absent:2 (Upper Lake, Willits)
- July 11, 2022 Agenda approved with modifications

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.*

- Motion to approve June 10, 2022 Minutes –
  - Changes: Consent to read approval of May 13, 2022 minutes
  - First: Joe/Second: Beth; ayes:7, nays:0, abstain:1 (Fort Bragg), absent:2 (Upper Lake, Willits)
  - June 10, 2022 Minutes approved with modifications

## 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 – Aug 19, Sept 16, Oct 14, Nov 18, and Dec 9, 2022
  - July 15, 2022 – Data Integrity Report due in TE
  - August 12, 2022 – Mendocino College in-service day
  - August 15, 2022 – Mendocino College classes begin
  - September 14, 2022 – Annual Plan, expense report and expenses by program area due in NOVA; Euline will distribute annual plan to members prior to the August 19 meeting.
  - October 30, 2022 - 22/23 Budget work plan due in NOVA; start agency program review

## 6. 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:**

- Nina Bernal -
  - Fiscal year re-started Thursday, July 1st. Actively looking for youth enrollment 16-24 year olds.
  - CareerPoint office in Ukiah is now open to the public
- Laura Brooks –
  - August 3, 2022 - Spanish training program and accepting applications now; 10 week training program that meets for 90 minutes once a week, upon completion, these who qualify, can apply for a \$5,000 or \$10,000 grant to small business from the California Dream Fund, the program helps them go through the application process, classes are in Spanish
    - Fundando Mis Suenos, the FAQs and a link to the application here: <https://www.westcenter.org/programs/centro-latino-west/>
  - Received a second grant to give out fifteen (15) \$500 stipends to women-owned businesses
- Derek Fiedler –
  - Building Homes, Building lives – working with providing construction work experience and looking to branch out into some other areas, participants start at \$16 hr and they work 3 months then they graduate.
  - Partnering with Mendocino College, hiring an instructor to teach classes on construction skills at the Lake Campus this fall.
- Pamela Heston-Bechtol-
  - Assistant Director of Employer Partnerships, grant funded through North Far North consortium and Hosted by Shasta College.
  - Serve as a connection between the colleges and employers in our college district, working closely with industry professionals, City Council, City Managers and Career Hub to place students into internships for long term employments.

**7. One-Time Funds and MC carryover requests (Total Request: \$68,465.20) (Discussion/Action)**

- Euline provided an overview of MLACE and the funds, which are available to our consortium members. \$28,000 is set aside every year to fund the proposals. For 21/22 year, MC allocation (ML ACE office funding) has a current carryover of \$69,000. Consortium members present proposal requests to the group and members vote to approve the proposal requests

- **Anderson Valley Adult School**

Verizon renewal hotspots for 14 \$ 1,742.39

- Noor Dawood -

- Specifically for Hybrid ESL & online HSE have students who have to be on the computer from home 14 hotspots for first six months of the school year and then **assess** the need as opposed to requesting for full year
    - Anderson Valley Adult School will offer three ESL classes (2 in person and 1 Hybrid) and one online HSE class this fall. Also offer citizenship and a parent education program and provide free child care during all of the classes
    - Motion to approve AVAS Hotspot
    - First: Joe/Second: Jeff; ayes:6, nays:0, abstain:2, absent:2 (Upper Lake/Willits)
    - Approved

- **Fort Bragg Coastal Adult School**

ESL class childcare for fall and spring semesters \$1,834.42

- Euline Olinger/Amanda Xu –

- ESL Classes - ESL teacher is retiring and Adult School not able to continue ESL without a teacher therefore MC is contributing with teacher and working with middle school who will provide the room & provide child care during that time

Student fees for non-credit ESL courses (Fall/spring) \$1,050.00

- Currently the students do not pay anything for ESL classes, now due to the collaboration between the Fort Bragg Adult School and the college; students will be charged \$12 college semester fee. This money will be used to cover this fee allowing the class to be at no cost to the students
    - Motion to approve Fort Bragg Coastal Adult School
    - First: Noor/Second: Beth; ayes:7, nays:0, abstain:1, absent:2 (Upper Lake/Willits)
    - Approved

- **Mendocino College**

HSE graduation ceremony supplies for August 2022 \$1,050.00

- Euline Olinger –

- Jackie Orozco from Mendocino College has 21 HSE students who graduated in the 2021/2022 year.
    - These funds would be used to pay graduation expenses, cap/gown, certificates, food for the 21 HSE students
    - Motion to approve HSE Graduation Supplies
    - First: Joe/Second: Scott; ayes:6, nays:0, abstain:2, absent:2 (Upper Lake/Willits)
    - Approved

ESL—ESL textbooks \$17,644.39

- Sara Walsh from Mendocino College is requesting funding for ESL books that will be given away for Fall and Spring
- This request is for all the areas, Anderson Valley, Lake, and Fort Bragg.
- Motion to approve ESL textbooks
- First: Tami/Second: Beth; ayes:6, nays:0, abstain:2, absent:2 (Upper Lake/Willits)
- Approved

○ **UVAH—Ukiah Adult School**

Replacement Van for transportation of AWD clients \$45,144.00

- Sean Bashaw / Sharrae Elston
  - UAS has vehicles which used to transport students and help them with everything from recreational to employment.
  - Funding is requested to replace a van purchased in 2003 and is parked because it does not run well and it is unsafe; it would be replaced with new van.
  - Euline reached out to Neal our CAPE Fund Rep and he said it is an approvable need
  - Discussion regarding current high value item policy, pink slip/ownership, usage
  - Motion to approve the UAS/UVAH replacement van purchase with the understanding that UUSD/UAS/UVAH and ML-ACE leadership will supply the consortium with follow-up information related to ownership of the van while it's in use by the specific partner as well as ownership if the van goes into disuse at any point while it's still a valuable working machine; Euline will report back.
  - First: Beth/Second: Noor; ayes:6, nays:0, abstain:2, absent:2 (Upper Lake/Willits)
  - Approved
  - **Requested Total \$68,465.20**

## 8. Director's Update

(Discussion/Action)

- Euline shared items for discussion and presented documents to be reviewed by the consortium
  - CAEP Summit 2022—October 25-28( It is virtual and free)
    - Event is for members/partners
    - Presentation Proposal Link:
      - <https://summit.caladulted.org/Proposal/>
    - Registration Link:
      - <https://summit.caladulted.org/Registration/>
  - Q & A on Employment Survey set up in TE (link: *Employment Survey* [PowerPoint Recording](#))
    - This has to be done and it's done through a TE Wizard
    - TE staff will then review and look at which students didn't report Social Security numbers and there is an employment survey which is sent to the students two quarters after the exit the program
    - Employment and Earnings Follow-up Survey in TE Link:
      - <https://caladulted.org/DownloadFile/1138>
    - Reach out to Euline if you have any questions
  - Google Poll/Survey to vote to start meeting in person (lunch is provided)

Options:

- Continue to meet via zoom monthly with hybrid meeting quarterly OR
- Meet hybrid (zoom and in-person) monthly with quarterly fully in-person
- NOVA Notification
  - You should have received a notification from NOVA to approve the amended July revise by clicking on the email link.

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

Members update Google sheet shared (Link: [ML ACE Consortium Monthly Member Update](#) )

(additional discussions below)

- Anderson Valley – Noor
  - Offering an additional ESL class for a total of 3 ESL classes (one is hybrid)
- Fort Bragg Unified –
  - ESL classes will continue and so will child care
- Kelseyville Unified – Joe
  - 1st graduate of the new year on 7/8/22 9 classes completed
- Lake County of Education – Beth
  - As of late June, 2022 we have fully enrolled our CNA and MA programs for the first time since the onset of the pandemic. We are hoping to \*retain\* all of our accepted applicants, our next mountain to climb.
  - Availability of doctor's appointments for our accepted students, including basic physicals, TB tests, etc. For the first time in a long time, our students are having a very hard time getting timely appointments to complete these pre-program requirements.
  - Programs include: Certified Nursing Assistant (offered once in fall and once in spring), Medical Assistant (same teachers for both programs)
- Leggett Valley –
  - Getting started with the recruitment for next year
- Mendocino County of Education –
  - 21/22 MA class finished and all are preparing for state exam.
  - Recruiting, not enough applicants for 22/23 MA Class.
  - Euline will reach out to Tami for flyers to be distributed.
  - Beth will encourage any new students to apply to Tami's program
- Mendocino College (Centers, HSE/HEP) –
  - Coast Center:
    - Preparing for Fall with advertisement materials
  - Lake Center:
    - Preparing for Fall with advertisement materials
- Ukiah Adult School –
  - New Principal hired! Eric Crawford; he will have a better update next month after he learns more about the programs and his position. He is excited to be on the team!
  - Ukiah Valley Association for Habilitation:
    - New van. Thank you!
  - Vocational Nursing Program:

- Hired a theory instructor. May have to move the next cohort to August 2023. Will graduate current cohort in Jan 2023.
- Still need one theory, and one clinical instructor.
- Pearson Vue Testing Center:
  - Looking into the possibility of offering an additional day for testing (Thursday)
- Upper Lake Unified –
  - None given on the shared google sheet
- Willits Unified –
  - None given on the shared google sheet

**10. Adjournment      Time: 11:59 am**

**(Action)**

- **Motion to adjourn (First motion/Seconded/Approved)**
  - First: Beth/Second: Jeff; **Ayes:5, Nays:0, Abstain:1, Absent:4**
  - Meeting adjourned at 11:59 a.m.
- Reminders:
  - a. **Meeting Date and Time: Friday, August 19, 2022, 10 am-12: 00 pm**
    - i. Meeting may be Hybrid depending on Google poll results