

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 July 11, 2022 Minutes –
 - Changes: Consent to read approval of July 11, 2022 minutes and add an “s” to the word “assess” (p. 3, item 7, paragraph 4)
 - First: Beth/Second: Jeff; ayes:9, nays:0, abstain:1 (Willits), absent:0
 - July 11, 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 –Sept 16, Oct 14, Nov 18, Dec 9, 2022, January 20, 2023 and Feb 10
 - Discussion regarding October budget and work plan – Decided any questions should be given to Euline beforehand, allowing Joe Atherton to be prepared.
 - October meeting will be scheduled from 10am to 1pm
 - One-time proposals should be submitted by October 1, 2022
 - NOTE: November, February, May, and August meetings will be fully in person

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:**
 - Laura Brooks –
 - The presentation can be found here: https://docs.google.com/presentation/d/1Y_TvBZ0JVMHXReS6moZFQC9CKsztEh1RgV55t6rr-Ps/edit#slide=id.g13c1607d8f6_2_298
 - Looking for people to join the WBC advisory committee
 - 10-week training program upon completion, these who qualify, can apply for a \$5,000 or \$10,000 grant for small business from the California Dream Fund, the program helps them go through the application process, classes are in Spanish
 - Fundando Mis Sueños, the FAQs and a link to the application here: <https://www.westcenter.org/programs/centro-latino-west/>
 - Also servicing Lake County in partnership with Nicole Flora—Economic Development Council in Lake County
 - Kathy Kiely –
 - Special thank you to COPE; has students who have been through their program.
 - Amanda Xu -
 - Noel Woodhouse / Michael Ross are offering construction classes in Lake County
 - Mendocino College in partnership with Building Homes, Building Lives
 - Currently 9 students enrolled
 - Working on Flyer
 - Euline offered ML-ACE to pay for the flyer
 - Mendocino College is also offering the non-credit Excel course

7. Director’s Update (Discussion/Action)

- Euline shared updates from CAEP and relevant information for the consortium

- New consortium member representatives – School Board Approved
 - Willits – Arora Chavez – Director of Adult Programs (absent)
 - Ukiah – Eric Crawford – Principal Ukiah Adult School (present at the meeting)
 - Fort Bragg – Joe Aldridge – Superintendent (present at the meeting)
 - Willits - Mark Beebe – Superintendent (absent)
- Update on van purchase for UVAH
 - Added to ML-ACE Policy and Procedure (area highlighted in yellow below):
 - **II. Surplus Capital Equipment: Informing Consortium of Surplus Status, and Determining Next Steps**
 - 3. The ML-ACE Director will include a discussion of the "surplus" capital equipment in an upcoming ML-ACE meeting, at which time consortium members will determine whether the item will be 1) given to another consortium member as a "gift in kind," 2) sold to an outside buyer, 3) leased to an outside buyer 4) sold for parts/placed as junk.
 - This was included in the August packet; Euline added #4 to “surplus”
 - Motion to approve changing #4 (above) to “sold for parts or placed as junk.”
 - First: Joe; Second: Scott; ayes:9, nays:0, abstain:1 (Willits), absent:0
 - Motion approved to add to the Surplus Policy “4) sold for parts or placed as junk.”
- Consortium meetings –
 - Results of the consortium survey:
 - Hybrid monthly meetings and quarterly in-person meeting beginning with the November meeting
- Annual Plan Summary Draft
 - First draft is ready to view in NOVA; please take a look at it
 - Go into NOVA and review the Annual Plan Summary draft
 - August 29, 2022 final draft will be sent to the consortium
 - Feedback due to Euline by 4 pm on September 8, 2022.
 - September 12-14, 2022 – Final draft is due in NOVA
 - Consortium approval will be needed in NOVA as soon as you get the email reminder
 - Email reminders are sent by NOVA
- Budget and Workplan due in NOVA
 - October 30, 2022 – Due in NOVA
 - The Quarter 4 (20/21, 21/22) member expense reports must be closed out to reflect accurate available funds in the 2022-23 Budget and Workplan.
 - Best practice is to complete the Quarter 4 member expense report prior to completing the 2022-23 Budget and Work Plan
 - November 30, 2022 –certified by the consortium/Joe Atherton
- Reminder to go back to the 6-month chart to see what is due and when

8. 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 – Maggie
 - Expanding ESL for more intermediate classes; HSE is only offered online; had parent education program which is being redesigned; registrations on Wednesday and get started with classes next week
- Fort Bragg Unified – Anali
 - New ESL class - Mendocino College will be providing the instructor and the Coastal adult school providing the classroom, these will begin in late August; ML ACE will cover the student fees and childcare through the one-time funds.
- Kelseyville Unified – Joe
 - Classes officially begin on the After Labor Day; September 6th.
- Lake County of Education – Beth
 - Asking to be notified if you are hosting or attending outreach events. Also, looking at other types of models/programs, which may not be offered.
- Leggett Valley – Jeff
 - (from the chat) We are building a new school this year
- Mendocino County of Education – Tami
 - First time in years didn't have enough applicants to fill the MA course
 - Changing the marketing campaign—will open registration all year
 - Dental Assistant is full
 - added 2 new externship locations for phlebotomy
- Mendocino College (Centers, HSE/HEP) –
 - HEP/HSE - Jackie -
 - Provide preparation and testing in English & Spanish --66% HSE enrolled students graduated & 71% HEP enrolled students graduated.
 - Ukiah - Amanda –
 - seeing more on-ground students
 - New approach, offering fewer courses which results in fewer courses being cancelled
 - Taking on oversight of cooperative work experience (CWEE); revamping the program which allows students to get credits while working for a business.
- Ukiah Adult School –
 - Ukiah Valley Association for Habilitation:
 - Dorianne - Thank you for the van; we haven't received it yet due to supply issues. The minivan with certain specifications will be used to serve/transport students.
 - Kathy Kiely:
 - Have received over 30 registration forms from the online process
- Upper Lake Unified –
 - Program is growing
- Willits Unified –
 - Nikki Agenbroad – Major change is the new principal, Arora Chavez. The High School Diploma program may continue online.

9. Adjournment Time: 12:08 pm (Action)

- **Motion to adjourn (First motion/Seconded/Approved)**
 - First: Joe/Second: Maggie; **Ayes:7, Nays:0, Abstain:1** (Willits), **Absent:2** (Fort Bragg and Leggett)

- Meeting adjourned at 12:08 p.m.

- Reminders:
 - a. **Meeting Date and Time: Friday, September 16, 2022, 10 am-12: 00 pm**
 - i. Meeting will be Hybrid (in-person and zoom)