

Mendocino/Lake Adult and Career Education

(ML ACE) Meeting

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

ML ACE Admin Rm LLRC 4210 (in person meeting)

Zoom meeting <https://cccconfer.zoom.us/j/7372469362>

September 16, 2022, 10 a.m. - 12:00 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), Noor Dawood; **Fort Bragg:** Anali Caraballo (voting member); **Kelseyville:** Joe DelPrete (voting member); **Lake County Office of Education:** Beth Hampson (voting member); **Leggett Valley:** Melissa Ragsdale (voting member); **Mendocino College (MC):** Amanda Xu (voting member), Debra Polak, HEP: Jackie Orozco, Employer Partnership: Pamela Heston; **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: Shawn Beanshaw; **Upper Lake:** Jeff Sturr; **Willits:** Arora Chavez (voting member); ML ACE office: Maria Ceja, Euline Olinger

Absent Voting Members: None

Guests/Community Partners:

- Derek Fiedler, NCO/Building Homes Building Lives, 707-998-8384, dfiedler@ncoinc.org
- Eric Crawford, Ukiah Adult School, Principal, 707-621-8031, ecrawford@uusd.net
- Francesca Seta, COPE Health Solutions, Regional Manager, fseta@copehealthsolutions.com
- Frank Cuneo, North Bay Trades Intro Program, Director, 707-772-9811, FrankCstr8@gmail.com
- Georgina Guardado, Lake County Library, Literacy Program Coordinator, 707-263-7633 georgina.guardado@lakecountyca.gov
- Jacob Blue, CareerPoint, Operations Supervisor, 707-681-2012 ext. 95940, jacob.blue@EquusWorks.com
- Joe Atherton, Mendocino College, Director of Fiscal Services, jatherton@mendocino.edu
- Kera Tellstrom, Equus, Youth Talent Development Specialist, 707-681-2013, kera.tellstrom@equusworks.com
- Pamela Heston-Bechtol, Mendocino College AEDP, 707-694-6355, pheston@shastacollege.edu

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

- Modification:
 - First: Joe/Second: Maggie; ayes:10, nays:0, abstain:0, absent:0
 - September 16, 2022 Agenda approved; no 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 August 19, 2022 Minutes –
 - Changes:
 - First: Joe/Second: Maggie; ayes:9, nays:0, abstain:1 (Willits), absent:0

- August 19, 2022 Minutes approved; no modifications

5. Overview of the next 6 months

(Discussion)

- Euline reviewed the deadlines and upcoming events for the next 6 months. Joe DelPrete read the chart(See appendix A)
 - Next meetings –Oct. 14, Nov. 18, Dec. 9, 2022, January 20, 2023, Feb. 10 and Mar. 10
 - One-time proposals should be submitted by October 1, 2022
 - Program review sheet – all members should have to complete/submit before October 7, 2022
 - New date for member program due in NOVA – October 30, 2022
 - Part 2 of Program Review: November in person meeting
 - NOTE: November, February, May, and August meetings will be fully in person
 - The strategic Review groups are scheduled for each program area (ESL, HSD/HSE,CTE, AWD, etc) each month in January to review the effectiveness of our programs.

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:**

- Derek Fiedler –
 - Building Homes, Building Lives is collaborating with Mendocino College Lake Center and offering an Intro course this semester. The BHBL program has received 50 applications and will have to select 8 of those to be part of the crew.
- Jacob Blue –
 - Lake & Mendocino youth programs will pay youth full wage to help them gain work skills. Youth ages 16-24 may qualify for the program. The program is collaborating with employers and currently have 17 positions we are trying to fill (they are temporary to become F/T). Career Point has just hired their Business Services Position.
- Frank Cuneo -
 - Director of North Bay Trades Intro Program (NB TIP)
 - NB TIP serves disadvantaged adults, anyone who is 18 years old.
 - There is current cohort in Napa and working on a new cohort in Sonoma.
 - Prior to Napa, there was a cohort in Vallejo and before that a cohort in Mendocino County
 - The program is coming back to Mendocino County
 - The classes and homework prepare students for different trades in construction, job seeking and interviews.
 - The program keeps a connection with the jobs where they have apprenticeships.

7. Non-credit Courses update from Amanda Xu, Dean of Centers–Mendocino College (Discussion/Action)

- Courses
 - Construction Trades Course
 - Starting October 7, 2022, going through spring
 - In Lake County, Mendocino College Lake Center
 - Open to anyone in the community
 - Non-credit course, \$12

- Able to identify a Spanish tutor for this course
- There is still time to enroll
- Spreadsheet Course
 - Non-credit course, with ML-ACE funding
 - Flyer has been shared with High School Partners in Lake County already
 - Spanish tutor is available for this course
- Food and Wine Pairing Course
 - Started last Saturday
 - Not too late to sign up for this week
- Amanda sent an email flyers
- These courses are not planned to be offered in other areas at the moment because of the difficulty to get instructors
- Derek offered an idea for Mendocino College to partner with other organizations (like Adventist Health or hospitals) for them to offer these courses to the employees

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
 - Grape harvest always makes for a slow start and low enrollment in the fall. We want to meet students where they are at, and many enroll in August saying that they won't be able to engage until after the harvest, but things don't always turn out that way (which we get). The slow start can be demoralizing for teachers.
 - We started our new "Family Literacy Group" (formerly parent ed) program this week. We surveyed parents last year about areas they would like support. Many Spanish speaking parents said they would like help with keeping up their children's Spanish reading and writing (the Elementary School is no longer including in programming). We are using this curriculum: <https://www.latinoliteracy.com/programs/elementary/> and will report back as it goes. Other activities are also planned for the year.
- Fort Bragg Unified – Anali
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- Kelseyville Unified – Joe
 - Two graduates 21 students with a handful of other in the process of enrolling, transcripts tracked down and getting going.
- Lake County of Education – Beth
 - CNA and MA programs going strong.
 - Our instructors have a new salary schedule that ensures they are paid appropriately and competitively for their important work.
 - We have a solid outreach and recruitment plan for 22-23 that will increase program visibility; provide opportunities for recent graduates to tell their stories, and more. Very excited about creating stronger partnerships with healthcare industry this year, too.
 - LCOE recently conducted an internal audit/evaluation of our healthcare training programs, ultimately determining that several important changes needed to be made. Amongst these changes: instructor pay needed to be increased to remain competitive, and student fees also needed to be increased (this has not occurred in *many* years). The increased student fees have been communicated to workforce development partners and other financial assistance providers,

and these incremental increases we believe will not be seen as a barrier by students (most of whom receive significant financial aid). However, staff at CareerPoint Lake have voiced some concern about available budget for Lake County this year, and we are not yet sure about further restrictions in funding from this important source of student financial support.

- LCOE is participating in Kelseyville HS's Future Fair on Oct 6.
 - CNA Recruitment for Spring 2023 is starting now! You will soon receive a flyer via email (also linked) about our Information Sessions, all in October: 1 virtual, 1 in Lakeport, and 1 in Clearlake. We can take up to 15 students in the cohort, and class will run mid-Feb to mid-May, 2023.
- Links: https://drive.google.com/file/d/1xsohdDYliQvVT9Hafu_vYYcux2nGLkjr/view?usp=sharing
- Leggett Valley – Jeff
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- Mendocino County of Education – Tami
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- Mendocino College (Centers, HSE/HEP) –
 - HEP/HSE - Jackie -
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 - Ukiah - Amanda –
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 - Coast Center – Amanda –
 - Dana Gray ESL College course collaborating with adult school is a go
 - College Day October 20th 10AM-12AM. Would love Noyo HS/Adult School, and community to attend!
 - Lake Center – Monica –
 - Exploring BSK classes for Spring
 - Gather enrollments for spreadsheets courses and construction class
- Ukiah Adult School –
 - Ukiah Valley Association for Habilitation:
 - They are using their van already and very grateful to have it
 - Eric Crawford:
 - Online trainings are nearly complete. Looking forward to getting into classrooms to see the magic in the room. Preparing for Pumpkin fest.
 - Looking to identify training gaps in our community so that we may increase our offerings next year.
 - UHS Career Fair on October 12, 5:30-7:30 pm. For Mendocino County
 - ESL –
 - Completed CASAS training this week! 70 students enrolled
 - Citizenship –
 - Seven students in our first session of the year
 - The next Citizenship class starts October 3, 2022, Room 1, 6:30pm to 9:30pm. For more information please visit: www.ukiahcitizenship.com
 - High School Diploma –
 - 69 students here. Off to a good start
 - HSD for Inmates –
 - 11 students. Brainstorming on how to provide more CTE courses to offer job training
 - Increasing enrollment and attendance
 - Vocational Nursing Program

- BVNPT visited on Tuesday. They have some input for improvement, but we are maintaining our accreditation! Also, we heard from COE. They were so impressed by our paperwork in the prescreen that they decided to cancel the preliminary visit. They will do the site visit on October 3-4
- Graduation for current cohort will be Dec. 20th at Ukiah High School. Next cohort will begin in August 2023. Considering IELCE program by offering the HHA class again this year.
- Pearson Vue Testing Center
 - Continue to test. We have a steady number of testers coming each week
 - Researching the tech requirements to offer the CSET for math. Currently, testers have to go out of county to take this test.
- Upper Lake Unified –
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- Willits Unified –
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9. Director's Update

(Discussion/Action)

- A. Euline shared updates from CAEP and relevant information for the consortium
 - Next week is the Directors Event where Euline will be meeting with other consortia leads and the Chancellor's office will hopefully giving guidance on Fiscal management and reporting of program area hours and member expenses
 - Reminder for everyone to sign up for the CAEP Summit happening October 25-28, 2022
- B. Budget and Work Plan Q & A with Joe Atherton, Director of Fiscal Services Mendocino College
 - a. Joe answered questions
 - i. Setting 2022/2023 budget & setting the budget in NOVA
 - 1. AB1491 addresses carryover funds because some consortia have not spent all of their allocations. You can only have 15% as a carryover and if not spent in two years it will go back to the regional consortium. This bill has passed. Waiting for governor to sign.
 - 2. It pertains to carryover, including multi-year carryover, but Joe is right that unspent funds would go back to the consortium and not the state. Our guidelines per % of our allocation we spend annually might well change, as 60% would most likely not be the recommended annual spending amount (more like 80% approximately).
 - 3. AB1491 will bring changes, go forward as if nothing has changed.
 - 4. ML-ACE is set-up with one allocation in arrears as an exit strategy in case the funding goes away.
 - ii. FIFO (first in, first out) money is added to the pot through new allocation and fiscal makes sure you use the money from the previous allocation prior to spending the new allocation. The NOVA report lumps it all together, however, you just need to make sure you spend the rollover amount.
 - iii. Allowable funds
 - 1. Cannot reimburse for travel out of the country.
 - iv. Connect with your fiscal before October 14 and if they have questions for Joe, send to Euline and Euline will compile the questions and send to Joe.

10. Adjournment

Time: 11:45 am

(Action)

- **Motion to adjourn (First motion/Seconded/Approved)**
 - First: Joe/Second: Scott; **Ayes:10, Nays:0, Abstain:0, Absent:0**
 - Meeting adjourned at 11:45 a.m.

- Reminders:
 - a. **Meeting Date and Time: Friday, October 14, 2022, 10 am-12: 00 pm**
 - i. Meeting will be Hybrid (in-person and zoom)