

**Mendocino/Lake Adult and Career Education
(ML ACE) Meeting**

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

April 28 2023 10-12:00 pm (Members stay until 1pm for Strategic Group Review and lunch)

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

In person location: McMillan Hall 1270 (Admin Building)

MINUTES

1. Call to Order Start time: 10:08 (Action)
2. Roll Call of Voting Members:
Anderson Valley: Noor Dawood (voting member); Fort Bragg: Anali Caraballo (voting member); Kelseyville: Joe DelPrete (voting member); Lake County Office of Education: Beth Hampson (voting member); Leggett Valley: Jeff Ritchley (voting member, absent) Mendocino College (MC): Amanda Xu (voting member, absent); Mendocino County Office of Education: Tami Mee (voting member, absent); Ukiah Unified School District (UUSD): Eric Crawford (voting member); Upper Lake: Jeff Sturr (voting member, absent); Willits: Arora Chavez (voting member).
3. Changes/ Modifications to the Agenda (Discussion/Action)
 - a. Remove #7. No One-time proposal submitted.
 - b. Please add in Agenda #8 A iii. Recommend reallocating Upper Lake's on going to MCOOE-CTE.
 - c. Discussion on My Professional Center during closed session.
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.

 - A. Make motion to accept changes and modifications of the agenda and approve minutes of last meeting: March 10, 2023.
Roll Call vote: First Motion: Joe/Second: Beth
Ayes:6; Naye:0; Abstain:0; Absent:4
Motion passed:
 - i. Anderson Valley-aye
 - ii. Fort Bragg-aye
 - iii. Kelseyville-Aye
 - iv. Lake County Office of Education-aye
 - v. Leggett-Absent
 - vi. Mendocino College-Absent
 - vii. Mendocino County Office of Education-Absent
 - viii. Ukiah Adult School-Aye
 - ix. Upper Lake Adult Ed-Absent
 - x. Willits-Aye
5. Overview of next 6 months (Discussion/Action)
 - ML ACE will review deadlines and upcoming events for the next 6 months.
 - Joe read agenda from the 6 month schedule.

6. Public Comments/ Correspondents --via Zoom

MLACE 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.

(Discussion)

A. Acknowledgement of guests/community partners:

Victoria Pulido, Career Point Mendocino and Lake, VPulido@careerpointnorthbay.org, (707) 681-2014

Kathy Kiely, Student Success Coordinator, Ukiah Adult School, kkiely@uusa.net

Georgina Marie Guardado, Literacy Program Coordinator, Lake County Public Library, georgina.guardado@lakecounty.gov (707) 262-2086

Maggie Willhite Project Director, Career Point-WANB covering Mendocino, Lake, Napa and Marin Counties, https://workforce.formstack.com/forms/northbay_referral_form

Michael Ross, SCT adjunct instructor at Mendocino, mross@mendocino.edu

Joe Aldridge, Superintendent, Fort Bragg Unified School District, jaldridge@fbusd.us

B. Public comments received from:

7. One-time Proposal Requests

- ~~Consortium will review and vote on the proposals for one-time funds.~~ **(Discussion/Action)**

8. CFAD Review and Approval

(Discussion/Action)

The Consortium will review and approve sections of the CFAD in NOVA

A. Membership:

a. Remove from list of CFAD

i. Leggett Valley: Leggett Valley Coastal Adult School part of the consortium since 2021

- Jeff Ritchley became superintendent at LVUSD. was member from Willits
- No Leggett Valley voting representative at this time as they do not have a board approved representative to the consortium.
- Consortium members voted to temporarily remove LV in CFAD for 23/24 FY
- **Motion to remove Leggett from CFAD approval consortium list**

Roll Call Vote: First motion: Beth/Second: Noor

Ayes:6; Nays: 0; Abstain: 0; Absent:4

ii. Upper lake– Upper Lake part of the consortium since 2019

- CBO sent a letter of Voluntary withdrawal from MLACE
- They will not have Jeff Sturr in the Adult Ed role and will not be able to sustain the program
- KV and MLACE will follow up with UL adult ed students *Question: will there be a significant burden and need for financial assistance for Kelseyville to absorb UL's students? Joe's response: No, not really. UL students will just be served as he served KV adult ed students.*
- **Made motion to accept withdrawal from membership**

- **Roll Call Votes: First Motion: Joe/Second Eric; Ayes: 6; Nays:0; Abstain:0; Absent:4**

iii. Recommend to re-allocate Upper Lake's CAEP funds to MCOE-CTE on-going allocation

- Phlebotomy, medical assistant and dental assistant need updating of curriculum and credentialing fees for their instructors
- Propose to re-allocate Upper Lake’s CAEP funds about 22,000 to MCOOE CTE program
- MCOOE underfunded (only gets \$13,000 this year)
- **Made Motion to transfer Upper Lake’s CAEP on-going allocation to Mendocino Office of Education CTE program for the 23/24 FY**
- **Roll Call Votes: First Motion: Joe/Second: Eric Ayes: 6; Nays: 0; Abstain:0; Absent: 4 (absent should be aware before voting).**

B. CFAD Review of Governance Answers in : #16, #17, 18 and 19 in NOVA

- i. See draft with the agenda packet

9. MLACE bylaws on AB 1491

Discussion/Action)

A. The consortium will discuss, review and vote on bylaws pertaining to carryover:

- excessive member carryover percent —More than 20%
- bylaws for technical assistance for members having excessive carryover
 - What is the consortium level threshold? 20% or more will be flagged
 - First year, will monitor and at second year, technical assistance; then after two years take steps to apply MLACE PAT process.

B: Copied from the MLACE bylaws on AB 1491

1. Bylaws for technical assistance for members having excessive carryover—

- At end of Q2 reporting (March 2024), before certifying Q2 expenses in NOVA, the fiscal agent and MLACE director will reach out to the consortium members if a member’s carryover is above the 20% threshold. Re: determined on the NOVA reporting system.
- At the Q2 reporting period, the member with a carryover of more than 20% will inform the MLACE director if there is any forthcoming project/expenses that the funds will be used to expend the carryover 20% or more. Corrective Actions need to be entered in NOVA fiscal reporting.
- There will be **zero percent** taken away from the consortium member with more than 20% carryover after the two years of carryover of more than the **20% threshold.**
- Instead, at the end of two years, if the consortium member is consistently having a carryover of more than 20%, the consortium member will be placed on the PAT (Program Advisory Team) process and fiscal assistance will be provided to help spend down the carryover.
- OR, at the end of the two years, the member can elect to return the carryover funds (after the two years and technical assistance) to the one-time account These funds may then be accessed by any consortium member through our one-time proposal fund request process, which is acted upon and voted on quarterly at our consortium meetings.

2. Process of reducing member allocation if member has “excessive” carryover in two consecutive fiscal years:

- Fiscal agent and MLACE will reach out to consortium member with 21% carryover at end of Q2 reporting (March) beginning in 23/24.
- The Member(s) with carryover of more than 20% will be given an opportunity to spend down carryover for the fiscal cycle.
- If the same member is consistently having more than 20% carryover, (period of two consecutive years), given technical and fiscal assistance.
- At the third year, if carryover is still above 20 %, the member will be placed on the PAT process. OR the member is encouraged to voluntarily return carryover funds to the fiscal agent and the funds accessed by all members through the one-time request process.

BREAK: 11:22am-11:33

10. CLOSED SESSION:

(Discussion/Action)

Discussion on My Professional Center

CLOSED-VOTING MEMBER ONLY SESSION:

Summary of Discussion:

- Software is used for case management, student tracking and community catalog of training and services for our region.
- Members not fully know that it is a “student tracking” and transition tracking from training to employment
- The members with more than one program and have a large number of students like Ukiah Adult School, Mendocino College, MCOE-CTE and LCOE-CTE will benefit from the student transition tracking feature which will also track their employment through CalJobs.
- Consortium members present at the meeting, recommended bringing this discussion again to the May meeting when other key members are present to give their own input and feedback
- Consortium members will vote to continue MPC at the May meeting

11. BACK TO OPEN SESSION

(Discussion/Action)

12. Adjournment Time: 12:17

Motion to adjourn (First motion: Joe/Seconded: _____)

Votes: Ayes: 6; Nays: 0; Abstain:0; Absent:4

(Action)

A. Reminders:

i. Next Meeting Date and Time: May 12, 19 2023–10-1pm

B: Strategic Review and Discussion:

ii. UAS–Adult with Disabilities–

Eric Reporting: Revising the MOU. We have not heard whether they have found a new Director

ii. CTE-Non-health care programs: SCT, Computer Skills, etc. –will invite Noel and Michael to report next month