

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

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

May 19 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: LLRC 4210 (Second floor, next to the library)

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**MINUTES**

1. Call to Order Start time: 10:06 (Action)

2. Roll Call of Voting Members:

Anderson Valley: Maggie Von Vogt(voting member); Fort Bragg: Connie Belli(voting member), Anali Caraballo; Kelseyville: Joe DelPrete (voting member); Lake County Office of Education: Beth Hampson (voting member); Mendocino College (MC): Amanda Xu (voting member), Jackie Orozco; Mendocino County Office of Education: Tami Mee (voting member); Ukiah Unified School District (UUSD): Eric Crawford (voting member), Upper Lake: Jeff Sturr (voting member-absent); Willits: Arora Chavez (voting member)

**Guests/Community Partners:**

**Suzanne Hewitt** Director of Nursing Program at Mendocino College, Assistant Dean of Health Careers

**Shelby Geremia** COPE Health Solutions Program Coordinator, Mendocino County

**Jackeline Orozco** Director HEP

**Pamela Heston-Bechtol** Assistant Director of Employer Partnerships

**Joel Shura** from Mendocino College Career Hub

**Jonna Weidaw**—Teacher Lakeport Alternative Education Center, Lakeport Unified

**Frank Cuneo** North-Bay Trade Introduction Program Apprenticeship Readiness Program

**Derek Fiedler-Riddle** Lead Project Coordinator for The Build, Career and Development Program

**Kristina Long** COPE Health Solutions at Adventist Health

**Noel Woodhouse, SCT faculty, SCT coordinator**

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

**First Motion:** Joe Del Prete/**Second:** Maggie Von Vogt

**Roll Call vote:**

Ayes: 8

Nays: 0

Abstain:0

Absent:1

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.*

**April 28, 2023 Minutes Roll Call vote: Ayes: 8 Nays: 0 Abstain: 0 Absent: 1**

i. **Anderson Valley (Aye)** Maggie Von Vogt voting member

ii. **Fort Bragg (Aye)** Anali Caraballo voting member; (Aye) Connie Belli voting member

- iii. **Kelseyville** (Aye) Joe Del Prete voting member
- iv. **Lake County Office of Education** (Aye) Beth Hampson
- v. **Mendocino College** (Aye) Amanda Xu voting member.
- vi. **Mendocino County Office of Education–CTE** (Aye) Tami Mee voting member
- vii. **Ukiah** (Aye) Eric Crawford voting member
- viii. **Upper Lake** (Aye) Jeff Sturr voting member
- ix. **Willits (absent at earlier voting items)**

**5. Overview of next 6 months**

**(Discussion/Action)**

- ML ACE will review deadlines and upcoming events for the next 6 months.
  - a. Euline: Propose no July ML ACE meeting (Ayes: 8; Nays: 0; Abstain: 0; Absent:1)
  - b. Euline: change September ML ACE meeting from Friday September 8<sup>th</sup> to Friday September 15<sup>th</sup> (First Motion: Beth Hampson/Second: Eric/Roll Call votes: Ayes: 8; Nays: 0; Abstain: 0; Absent:1). **Change to September 22<sup>nd</sup>.**
  - c. Euline: 22/23 annual plan in NOVA is due August 15<sup>th</sup>. Due date of summary of results--August 1<sup>st</sup>.
    - Eric question: Can we use our member update as reference?  
Yes
    - Beth Question: Block out 10am to 1pm for ML ACE meetings?  
Yes

**6. Public Comments/ Correspondents --via Zoom**

**(Discussion)**

*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.*

**A. Acknowledgement of guests/community partners:**

**B. Public comments received from:**

- i. **Frank Cuneo** North-Bay Trade Introduction Program Apprenticeship Readiness Program
  - Apprenticeship readiness program—Introduction to construction trade.
  - To help prepare for various types of construction trade.
  - Partnered with different groups to offer program; target disadvantaged students/adults
  - Flyers available for the information
  - Runs in the next few months which includes course stipend for child care, other stipends and supports.
  - For adults mostly; but sometimes people who are fresh out of high school.
  - Arranging for next cohort in Vallejo in August. September is fall cohort. Hands-on.  
*Connie question: how long of a commitment is the program?*  
-Tuesday and Thursday evenings for four hours from September to early December (15 weeks and three Saturdays).
- ii. **Jonna Weidaw from Lakeport Continuation High School**
  - Looking to expand programs and join consortium in the near future.
- iii. **Susanne Hewitt**
  - Class of 24 RN Students at the Pinning Ceremony May 18<sup>th</sup>
- iv. **Pamela Heston-Bechtol** Assistant Director of Employer Partnerships
  - Work-based learning opportunities for students
- v. **Joel Shura** Mendocino College Career Hub
  - Job Fair April 2023, 63 employers on campus

**7. One-time proposal Special Request**

**(Discussion/Action)**

*Members submit a one-time request to the consortium during the monthly meeting. Members vote to accept and fund the proposal.*

**a. HSE Graduation Ceremony Expenses for June 2023**

**b. Request \$ 3,000**

- i. One-time proposal special requisition: HEP 33 graduates, projecting 54 student graduate
  - June 25<sup>th</sup> graduation
  - Offered computer skills for Spanish in April
  - Emergency partners programs 8 hr. training, this month increased workshops #, increased test proctoring, EDD & CHD will host event for farm workers, have been attending outreach community events
  - Flyer for computer class
  - Funds for the high school equivalency graduates
  - ML ACE has partnered with them to serve HSE students.
  - MLACE pays have for 30% for tutors and 50% for outreach specialist and test administrator

Asking for \$3,000 for HiSET vouchers, cap gowns, etc.  
First Motion: Joe/Second: Maggie

Ayes: 9

Nays: 0

Abstain: 0

Absent: 0

- Request granted and motion passed.

**8. Member Update**

**(Discussion/Action)**

*Members present updates, information, successes and concerns to the Consortium. Also, members should fill out the shared google sheet for monthly updates. Click: [2023 Monthly Member Update](#)*

**a. Anderson Valley-**

- i. End of year celebration, 40 new citizens, able to collaborate for MC-ESL classes

**b. Fort Bragg**

- i.

**c. Kelseyville—see Member Update**

**d. Lake County Office of Education**

**e. Mendocino College—HSE, ESL, SCT-noncredit**

**i. SCT Non-credit Certificate Program:**

- Noel: slideshow for construction trade
- Noncredit SCT Certificate offered in Lake County, six BUILD workers fulfilled their training; This is the second time the Non-credit SCT Certificate program was offered in Lake County., two graduates from the previous class, current crew and previous alumni
- Michael Ross, SCT part-time instructor; severa students were able to complete all courses to get certificate; 7 certificates
- 5 of 7 have secured jobs.
- Student success, class was full, students learned electric wiring, roofing, framing while building a tool shed.
- **Collaboration with college SCT, NCO-BUILD project and MLACE.**

**ii. Fiesta Events at Lake and Fort Bragg (funded by MLACE one-time funds)**

- Amanda: about 200 community members for events, families, encourage to register for college classes.
- For Fall: will offer creative writing, weight training courses for older adults; \$12 for noncredit classes

**f. Mendocino County Office of Education**

- Phlebotomy completed with national exams, dental ends next week, already recruiting for both of those programs.
- Will start recruitment for M.A. program.
- Programs are in demand and meet the needs of the community.
- Euline shared that she stopped by Career Hub and gave medical booklets to Joel to share those medical health care programs to inquirers. We share information with Suzanne Hewitt and she passes these on to candidates that apply for RN program that don't make it to RN program selection. This is a great options for many students.

**g. Ukiah**

- 40 plus High School diploma graduates
- INFO: ED code 41976: allows district to fund adult and family literacy efforts if its written into the LCAP
- ESL partnership with college CCS 520 in Spanish basic computer sills,
- Reduction of high school diploma credits was approved; credits will go down to 140 to remove one year English
- Jail program has new instructor.
- Pearson Vue Testing Center continues.

**h. Upper Lake** no updates: closing high school diploma program; student e-file shared and sent to Joe Del Prete in Kelseyville and MLACE for follow-up. Almost 30 students enrolled in TE.

**i. Willits –will have High school diploma Ceremony June 8<sup>th</sup> . About 15 plus graduates.**

**9. Director's Update**

**(Discussion/Action)**

**A. My Professional Center**

- **Discussion on the important features**

**1. Community Catalog—description and offerings of MLACE programs; other support and services from the community (with Shared agreement)**

**2. Student Tracking—student enrollment, co-enrollment in the different MLACE programs; can track students' career and course completion and employment with Cal Jobs data from Career Point and Transitions**

- **Referrals to Career Point and community services—this is under-used.**

**A. Other voting members to have feedback:**

- **Maggie:** Anderson Valley not really using it. Will want to know why we are using it? What is the purpose and what outcome do we want from using it?
- **Beth:** Agreed with Maggie. Need to know the why and how to utilize effectively. Don't want to discontinue without fully implementing the different features.
- **Eric:** Need to invite other consortia who are using MPC and share how they are benefiting from it. Example, Frank Gerdeman from Lake Tahoe Adult Ed Consortium
- **Amanda:** other consortia have the staff to monitor and manage it. Hire someone to manage the data in MPC
- **Frank C:** Keep going for now until the group figures out if it is beneficial to the group.
- **Joe:** need more partners to use it to help better serve students—KV don't really use it.

**B. Vote to continue subscription:**

- Eric made a motion to continue for this coming year with the agreement that we invite other consortia to come and share how they have used it and have benefited from it.
- Seconded by Beth
  - Ayes: 9
  - Abatain:0
  - Opose:0
  - Absent:0
- Motion passed unanimously to continue subscription for another year. This is a year to year contract.

**10. Adjournment**

**(Action)**

**A. Time: Adjournment: 12:12 First motion/Seconded/Approve: Joe/Maggie Approved 8,0,0,2**

**B. Reminders:**

**i. Next Meeting Date and Time: June 9 2023, 10-1pm**

**C. TE Data Strategic Review and Working Lunch (After regular meeting is adjourned) (Discussion/Action)**

**Discussion centered on DIR:**

- **Items to check in DIR: 1-6a important for CAEP data**
- **Also: (WIOA) Pre and post testing CASAS—levels and more EFL gains**
- **Employment and Earnings Survey quarterly: If student have SSN in TE, do not get surveyed. Those who are missing SSN, are sent survey. Can set up survey in TE.**