



Steering Committee Minutes

Monday, July 16, 2018
2:00-4:00 pm
Mt. San Antonio College, Bldg. 40, Rm 140

Baldwin Park <input checked="" type="checkbox"/> John Kerr <input checked="" type="checkbox"/> Veronica Valenzuela	Charter Oak <input checked="" type="checkbox"/> Ivan Ayro <input type="checkbox"/> Debra Black	Mt. SAC <input checked="" type="checkbox"/> Madelyn Arballo <input checked="" type="checkbox"/> Tami Pearson	Consortium <input checked="" type="checkbox"/> Ryan Whetstone <input checked="" type="checkbox"/> Wanda Pyle <input checked="" type="checkbox"/> Lila Manyweather <input checked="" type="checkbox"/> Isabella Koval
Bassett <input checked="" type="checkbox"/> Albert Michel	Covina Valley <input type="checkbox"/> Claudia Karnoski	Pomona <input checked="" type="checkbox"/> Enrique Medina <input type="checkbox"/> Rebecca Cristobal	Partners/guests present: Marie Dennis Virginia Espana Cindy Manke Monique Manzanarez
ESGVROP <input checked="" type="checkbox"/> Elia Evans	Hacienda-La Puente <input checked="" type="checkbox"/> Gregory Buckner <input checked="" type="checkbox"/> Matt Smith	Rowland <input checked="" type="checkbox"/> Rocky Bettar	

<p>Welcome & Agenda Check</p> <p>Public Comment</p> <p>Approval of Minutes for 6/11/2018</p>	<ul style="list-style-type: none"> • Meeting called to order at 2:10 pm • No public comment • Rocky motioned to approve meeting minutes from 6/11/2018. 2nd by Enrique. Unanimously Approved.
<p>Objectives for the day:</p> <p>1. Partner Interest Presentation San Gabriel Valley Conservation Corps /YouthBuild Charter School – Monique Manzanares, Director of Community Relations</p>	<p>The mission of the San Gabriel Valley Conservation Corps /YouthBuild Charter School is to help develop and transform disadvantaged youth and young adults. Founded in 2003, they are a 501C3 nonprofit organization. Participants range in age from 16 – 24, with the service age expected to expand. In addition to high school diploma courses, and construction training, the organization provided contracted services include recycling, tree planting, graffiti cleanup, debris and brush removal. They actively work to place students in related positions after the completion of training. The organization also participates in the Pomona Unified School District College and Career Task Force chaired by Enrique Medina. They hope to become a partner and use our schools as referral for students wanting to further their education as well and seek other options for collaboration. Ryan Whetstone stated if they were accepted by the Consortium as partners, this would be a non-financial status, their staff members would be invited to participated in consortium work groups and conferences, and they are expected to share performance data upon request.</p> <p>Enrique Medina MOTIONED to make SGVCC a nonfinancial partner. 2nd by Tami Pearson.</p>
<p>2. Data Update</p>	<p>Lila discussed member progress on data submission and WIOA and AEBG data deadlines. In the Data Work Group meeting this week, participant are requesting to actually see each others’ actual data as examples to understand and improve their own practices.</p> <p>The Steering Committee agreed and endorsed the sharing of data in the work group meeting. She shared that the Consortium Data Manual is in progress, which will include a TOPS Enterprise (TE) “fix-all” for related common issues that keep coming up. Universal best practices on student intake related to data collection are identified as part of this document. Members are also encouraged to have responsible staff continue to attend Data Group meetings and bring concerns and challenges.</p>
<p>3. Governance Plan Review</p>	<p>Ryan conducted an initial review of the Governance Plan with suggested language to address recent member concerns. He expanded language to sunshine any potential action item effecting member funding in an initial meeting, with no action until next meeting. Language does allow for emergency decisions without a secondary meeting in extenuating circumstances. Madelyn reminded members that the plan is “a living document” that can be revised anytime. Members will continue discussion at the next meeting.</p>

4. 2018-19 DRAFT Annual Plan / 3 year Plan Goal Review	<p>Ryan provided a Draft Annual Plan (due August 15th). He review the major points of the document, 2017-18 accomplishments and the expansion of some areas based activity focus at member schools. He will send out to the draft plan to members and community contacts to share as well as post it and a form on the consortium website this week that will allow submission of public comments. Members will finalize the plan at the Steering Committee meeting on August 6th.</p> <p>He also distributed a chart for comment on the major goals of the 3-Year Plan. Members will discuss at the next meeting.</p>
5. Fiscal Meeting	<p>Madelyn updated members on financial reporting. Fourth Quarter (2017-18) Q4 Expenditures and Progress Reports are due from schools September 1st in NOVA. Reporting will include narratives on how they spent funds. She alerted members to be prepared to submit leveraged funds reports as well –inclusive of other monies i.e. WIOA.</p> <p>The Consortium level report is due September 30th. She distributed a chart related to procedure if budget revisions are required. Generally, if they are less than 15% in as category, she may uncertify it and the members can make the budget adjustments. If the adjust is more that 15% in a category, that will require consortium members vote and approve the amount. Any approvals must be completed by September 1.</p>
6. Updates	<p>Work Groups – Ryan distributed a summary of recent work group activities. He stated he is working on a better method of tracking attending at meetings for the coming year. Wanda provided and in-depth review on recent activities of the groups. She stated the overarching goals of: enhance leadership skills, develop common language, focus on outcomes, overcoming barriers, best practices, and transition programs. Groups are making great progress. They are all improving their subjects every meeting. CSS has made 211 a great resource for their students. ESL is always making progress on their progress report. ABE/ASE is making a manual on how to help teachers with student progression to CTE or secondary ed. Albert asked for a schedule with hours for meetings to help plan financially for staff members who may attend meetings. Ryan said he would provide a document to assist at the next meeting.</p> <p>Annual Calendar 2018-19 – Ryan passed a new calendar of activities including all planned consortium meetings, as well as large conferences of interest including California Council for Adult Education and Outreach and Technology Assistance Network. He will update monthly noting that time and locations do change for events. Rocky suggested a simple ½ page monthly format.</p> <p>2018-2021 Consortium MOU and Steering Committee representative updates – Ryan reminded members to please complete as soon as possible.</p> <p>Reminder of the name changed to the Adult Education Program (AEP) from the Adult Education Black Grant (AEBG) and the new adult education website is caladulthood.org.</p> <p>Spring Conference date- Thursday, April 18 2019 – Ryan asked if the members were OK with this date and all verbally confirmed.</p> <p>Work Group Leaders at Steering Committee - Ryan will begin inviting leads of work groups to come for discussion on group activities with members – one per month.</p> <p>Professional Development Tracking – Ryan is looking to expand the leveraging of PD’s for members starting with the cross walk of activities. The Cal Adult Ed website under the Educators tab has all major PD’s listed. He would like to record member participation at PD’s for tracking.</p>
7. Adjourn	Meeting adjourned 3:52 pm