



## Steering Committee Minutes - Approved

Monday, June 15, 2020 1:00-3:00 pm

Access: <https://cccconfer.zoom.us/j/92901311780>

	<b>Baldwin Park</b> <input checked="" type="checkbox"/> Veronica Valenzuela	<b>Charter Oak</b> <input checked="" type="checkbox"/> Ivan Ayro __Debra Black		<b>Mt. SAC</b> <input checked="" type="checkbox"/> Madelyn Arballo <input checked="" type="checkbox"/> Tami Pearson	<b>Consortium</b> <input checked="" type="checkbox"/> Ryan Whetstone <input checked="" type="checkbox"/> Ana Ramos
	<b>Bassett</b> <input checked="" type="checkbox"/> Albert Michel	<b>Covina Valley</b> <input checked="" type="checkbox"/> Virginia España		<b>Pomona</b> <input checked="" type="checkbox"/> Enrique Medina <input checked="" type="checkbox"/> Miguel Hurtado	<b>Partners/guests present:</b> Stacy Arrieta, ESGVROP Michael Montano, ESGVROP Cindy Manke, Covina Valley
	<b>ESGVROP</b> __Sherryl Carter __Leticia Covarrubias	<b>Hacienda-La Puente</b> <input checked="" type="checkbox"/> Gregory Buckner __ Micah Goins		<b>Rowland</b> <input checked="" type="checkbox"/> Rocky Bettar	

<ul style="list-style-type: none"> <li>Welcome &amp; Agenda Check</li> <li>Public Comment</li> <li>Approval of Minutes for May 18, 2020.</li> </ul>	<p>Called to order: <b>1:04 pm</b></p> <p>No public comment</p> <p>Approval of minutes. Motioned by Virginia Espana and seconded by Miguel Hurtado. Unanimously approved.</p>
<b>Objectives for the day:</b>	
1. Fiscal Update	<p>Madelyn Arballo shared about the 2018-19 budget has been expensed with no remaining carryover. 2019-20 budget does have some carryover for next year. Members received and reviewed the budget revision reflecting the 12.1% decrease. The revision was accepted by members as there was no change in principle for the method of distribution of funds. There is the possibility that funding may be restored as the state legislature has proposed keeping the education budget at the prior year level. Ryan reminded all that Q4 ends June 30 and the final fiscal submission is due September 1.</p>
2. Coronavirus Update/Continuation of Services Reopening of Schools Plan – Member updates	<p>Ryan asked members for an update on the schools and reopening plan. All adult schools echoed similar responses, that opening will be driven by their governing districts with no date in site as there is no clear guidance at this time. Most programs have moved to online delivery and are expected to continue into the fall. Tami Pearson shared that she is on Mt. SAC reopening planning group and the college is driven by the LA County Department of Public Health guidance which has not been issued for colleges yet. All classes at Mt. SAC are now offered on line. This is expected to continue for the fall. The only programs that may be returning to campus soon will be essential worker related, and athletics. Ryan shared the latest guidance from LACOE in this meeting’s document folder.</p>
3. Statewide & WIOA Update	<p>Ryan mentioned that CAEP posted a guidance letter outlining use of funds, restricted to support adult students. This may be useful if there are challenges with the local district.</p> <p>The Fall CAEP Directors Event has been scheduled for October 6 as virtual activity as well as the Summit, scheduled for October 26-29, 2020. On a recent CAEP Office Hour meeting, Neil Kelly stated “the right people” are asking and having positive discussions about CAEP funds and activities in Sacramento. After the state legislative vote today (June 15<sup>th</sup>), the Governor must review and sign by June 30. GED &amp; HiSET have resumed testing online with specific guidelines on their respective websites. CA WIOA programs are still waiting for funding results which should be out shortly. CASAS guidance, examples and related material for remote testing are available on their website. Members were reminded about upcoming related meetings we mention including the WIOA AEFLA on 6/18/20 and CA Integrated El Civics (IELCE) Network on 6/24/20.</p>
4. East San Gabriel Valley ROP – Program and Membership Update	<p>Madelyn Arballo welcomed Michael Montano, Interim Chief Financial Officer and Stacy Arrieta, Director of Post-Secondary Program for ESGVROP as Sherryl Carter will be departing ROP on June 30. They were invited to update the members on ESGVROP status and to provide clarity on their relationship with Walnut Valley District “Adult Education as that was suggestion as possible direction for ROP Consortium funds.</p>

	<p>Madelyn outlined the recent history with ROP originating with request of funds or takeover of programs from East San Gabriel Valley ROP by members of the consortium via email from Sherryl Carter. Members declined to offer additional funds. It was shared that ROP sent/enrolled students for Walnut Valley Adult Education (WVAE) in VESL and Computer courses. These activities are out of compliance with CAEP which requires publicly funded adult education that offer programs in designated areas (ESL, CTE, etc.), to notify the local consortium for permission to operate along with other mandated aspects. Rocky Bettar, stated that WVUSD originally opted out of Consortium and questioned if there were aware that this is structurally non-compliant operation. Michael and Stacy were unaware and shared that this relationship has been in place for the past several years. Two ROP faculty members housed at WVAE are indeed funded by ESGVROP, not Walnut Valley. Stacy stated that they did not use CAEP funds for these courses, using state CTE funds for instructors. Madelyn shared options regarding the possibility of formalizing the operation, noting enrollment, assessment and performance data would have to be reported on those programs. Michael shared the ESGVROP will withdraw from the consortium and a formal letter to that effect with be presented at their next board meeting on June 25, 2020. They will also discontinue operation with Walnut Valley. Rocky apologized to Michael and Stacy, having to endure these questions and challenges at this time as interim leadership. Given the timing of this situation, Madelyn will review next actions with CAEP. In the interim, standard documentation, fiscal and data submission will need to be completed. Michael Montano will be the approving contact for NOVA/fiscal issues and Stacy for programmatic related. Maura Murabito has been selected as the new ROP Superintendent effective July 1. Discussion continued, pending the official withdrawal of ROP, on what to do with 2020-21 ROP funds. A special meeting may be called soon to follow up on this topic.</p>
5. Workgroup Status Update	<p>Ryan shared he presented on Q3 Consortium Data, Launchboard 3.0 updates to all workgroups. Special attention has been given to 2018-19 Barrier to Employment Data, as prior to the COVID-19 Pandemic, this was a major area of focus by federal officials per Jay Wright. Workgroup members are concerned about the remote assessment process and following CASAS guidance closely. All groups continue to focus on best practices to maintain high contact with students and improve online/distance learning skills. He is preparing the 2020-21 meeting schedule, planning for 1-hour sessions via zoom and will also seek to capture member participation in online conferences and professional development. He will also be preparing emails to leaders to update the 2020-21 workgroup members.</p>
6. Data Update LaunchBoard 3.0	<p>Ryan shared the presentation from CAEP held on May 27- by Randy Tillery, WestEd, summarizing the updates to LaunchBoard related to 2018-19 CAEP data- recently populated in the system. student metrics, accountability tools, and parameters and resources. He did a direct walkthrough on Launchboard, accessing our Consortium data and metrics. LaunchBoard has our total adult served @ 63,924 for that year. Data for adult schools is imported from CASAS. College data is from the MIS system. This is the public face of our data. Members were advised to review their own school's data for accuracy and report any discrepancies to Randy to update at <a href="mailto:rtiller@wested.org">rtiller@wested.org</a>.</p>
7. Employment Development Department LMI Spring 2020 LA County Data Review	<p>Ryan stated he will be sharing summaries of regional employment data when received from the employment development department to make sure we are in tune with what is happening in the region. Spreadsheet and reports are sent from Juan Millan, EDD Labor Market Researcher, based in our area. He edited the sheet to focus on topics of interest. The current unemployment rate for May 2020 for our regional cities is in 20.3%, slightly higher than LA County. Prior to the COVID-19 pandemic numbers were at historic lows around 5%. This reflects the drastic impact of the crisis on our area and need to support our adult students more than ever who are most likely hardest hit. He noted hardest hit areas including retail and hospitality and the strong in certain areas such as information technology and where future opportunities will exist.</p>
8. Roundtable	<p>No additional updates for Baldwin Park, Bassett, Covina Valley, ESGVROP, Hacienda La Puente nor Pomona. Charter Oak will be offering a limited summer program beginning on July 13. Mt. SAC will offer all programs online for the summer. Rowland's graduation will be a drive-through tomorrow June 16.</p>
9. Adjourn	2:15pm