

**Steering Committee-  
Meeting Minutes - Approved**

<https://cccconfer.zoom.us/j/92744158038>

Meeting ID: 927 4415 8038

	<b>Baldwin Park</b> <u>X</u> Veronica Valenzuela		<b>Covina Valley</b> <u>X</u> Virginia España	<b>Pomona</b> <u>  </u> Enrique Medina <u>X</u> Miguel Hurtado	<b>Consortium</b> <u>X</u> Ryan Whetstone <u>X</u> Ana Ramos
	<b>Bassett</b> <u>X</u> Albert Michel		<b>Hacienda-La Puente</b> <u>X</u> Gregory Buckner <u>X</u> Micah Goins	<b>Rowland</b> <u>X</u> Rocky Bettar	<b>Partners/guests present:</b> <u>X</u> Adder Argueta <u>X</u> Ryan Maddox <u>X</u> Cindy Manke
	<b>Charter Oak</b> <u>X</u> Ivan Ayro <u>X</u> Michelle Lee		<b>Mt. SAC</b> <u>X</u> Madelyn Arballo <u>X</u> Tami Pearson		
<b>Topic</b>	<b>Notes</b>				
<b>Objectives for the day:</b>	<p>Call to Order: 1:05 pm</p> <ul style="list-style-type: none"> <li>• Welcome &amp; Agenda Check – participants were invited to sign in via Zoom chat.</li> <li>• No Public Comment</li> <li>• Motion to Approve of Minutes as presented for 2/22/21 by Veronica Valenzuela. Second by Tami Pearson. Unanimous approval.</li> </ul>				
School Site Updates	<p>Ryan stated that Los Angeles County has moved into the Red Tier as of today (3/15/21) and we are in Phase 1B for vaccine eligibility which includes education and childcare workers. LA County moved to with the continued requirement of mask-wearing and social distance. LAUSD may return next week, many districts will follow their lead. He also suggested members be aware of a another round of federal COVID funds (K-12 Adult Education should pursue access through local districts).</p> <p>Members roundtable updates:</p> <p><b>Baldwin Park</b>-Veronica Valenzuela stated there is nothing to report. She hopes her campus may go hybrid and allowed to open soon. She asked Greg Buckner if Hacienda La Puente is still conducting ESL and academic classes 100% remote distance learning? He answered affirmatively. Veronica also shared concerns that they are beginning to lose CTE students as private vocational schools are reopening with in-person instruction.</p> <p><b>Bassett</b>-Albert Michel shared that next Monday (3/22/21) hands-on CTE courses will resume in a hybrid format. The district recent send a re-opening survey sent to parents and the community regarding re-opening. They district is collecting responses. It has been challenging to resume CASAS testing.</p> <p><b>Charter Oak</b>- Ivan Ayro shared that the K-12 schools of his district are returning in on April 6. Adult education will remain remote until further notice.</p> <p><b>Covina-Valley</b> - Ryan Maddox stated that the ESL program opened for in-person instruction today. 6 students came in person, but it is raining. They are also working on simultaneous instruction for ESL and academic classes. CTE programs are running in-person. Miguel Hurtado questioned about simultaneous instruction. Ryan clarified that the teachers are also set up for students to attend via zoom in the same class. Virginia reminded everybody to join CCAE and about the upcoming conference. Meeting with legislators are planned for next month and this is the time for their voices be heard. She expressed appreciation to all who signed up already and to contact her for more information.</p> <p><b>Hacienda La Puente</b>- Micah Goins: ESL and academic programs are running distance learning and CTE programs are all offered with in-person hybrid instruction. They are hoping to return to in-person instruction soon.</p> <p><b>Mt. SAC</b>- Tami Pearson stated that the School of Continuing Education is currently offering almost 200 courses for Spring. ESL and academic classes are still virtual. Certain short-term vocational, skills training courses are on campus hybrid at this time. Campus leadership is working with the unions to determine the timeline for a staggered return. The hope is to have employees back by summer and if all goes well, a full return by fall.</p> <p><b>Pomona</b>-Miguel Hurtado, all instruction is still virtual, however, CASAS testing is now on site. He recently attended the Council on Occupation Education (COE) conference and that was an interesting experience. They also completed their Federal Program Monitoring (FPM) review conducted by the California Department of Education and that went well.</p> <p><b>Rowland</b>-Rocky Bettar shared that his district has made the decision not to open face-to-face, and will remain with virtual instruction for the remainder of the year. They have completed their 2<sup>nd</sup> round of HiSET equivalency testing and are waiting on scores. They are currently planning another round in December. Students are also looking for places to take the test. He also share that they have been using their budget to update equipment and make modifications based on PPE guidelines.</p>				

1. 3 Year Plan Draft Goal Modification	Based on discussion from the Steering Committee Retreat, Ryan will request members assign subgroup to meet before next SC meeting to review and propose modifications the 2019-22 Consortium 3-Year Plan with respect to current conditions as a result of the pandemic and mindful of aligning with member goals identified in WIOA Continuous Improvement Plans (CIP) and WASC Action Plans.
2. Budget update	Madelyn Arballo shared a spreadsheet outlining the current overall budget status and carryover amounts. She indicated 2020-21 funds have not been accessed yet but we are on a solid position based on projections. There will be some 2019-20 carryover, approximately \$217,000, but that will be spent within expected CAEP timeframe. In the future will be a discussion for another day about the carryover. She identified the upcoming CAEP 1.5% COLA increase (for math purposes is 1.49999%). Members discussed and agreed just leave it that way it is, allocation across the board and will hold on position movement. We also must be mindful of the governor's May revision of the budget. The Consortium Fiscal Administration Declaration (CFAD) must be approved and certified by May 2 in NOVA.
3. CalASSIST Project	The CalASSIST project is identified in the 2/17/21 CAEP Newsletter. We received a direct request from Neil Kelly in the CAEP office for our members to consider participating in the project. CalASSIST, developed primarily for the CA Employment Development Department (EDD), is a data bridging system that supports a "no wrong door policy" through the creation of a data exchange platform that connected partner programs such as EDD, California Community Colleges, Department of Rehabilitation, etc. and their unique data systems. The Federal Labor and Workforce Development Agency led a co-enrollment workgroup comprised of multiple state partners to create common intake and referral system between state workforce partners built around WIOA data requirements. That new system, CalASSIST, is now in the piloting phase. Ryan will participate in an information session for CAEP and others with Nicole Laktash from EDD on Tues. 4/6/21. He will provide an update on the system and project at the next Steering Committee Meeting.
4. CAEP Update	<ul style="list-style-type: none"> <li>• <b>Targeted Technical Assistance Memo (TTA)</b> - Ryan shared the that was sent out on 3/2/21 (copy in meeting folder). CAEP will reach out to schools/consortia unsolicited who may be in need of TTA. Email says it will begin this month.</li> <li>• <b>New (2022-25) 3 Year Plan</b> – CAEP will hold a series of webinars coming related to plan development, new focus areas, and other changes which will include goal setting and targets.</li> </ul>
5. Consortium MOU	Ryan will be sending the Consortium 2021-24 Memorandum of Understanding (MOU), reaffirming Mt. SAC as the fiscal certifier next week. Member leads will confirm/update appropriate contacts for the document, return to Ryan for Madelyn and Rocky's signatures. He will return to them to obtain approved from local school boards and follow up accordingly.
6. Work Group Update	<p>Ryan shared the following update on the Workgroups:</p> <ul style="list-style-type: none"> <li>• A summary of recent consortium feedback on how the Launchboard data system usage by the members was shared and discussed in each workgroup. This is the only publically accessible data for adult education and he encouraged all to take a look at it and become familiar with the data and also look at other schools for comparison. The 2019-20 CAEP data should be populated in April.</li> <li>• Consortium Q2 enrollment and outcome data relevant to particular groups was shared.</li> <li>• Appropriate reporting of CAEP outcomes data points, scenarios, and reporting methods (CASAS TE screenshots) were reviewed in each meeting.</li> <li>• Completion of the WIOA Earnings and Employment Survey was stressed in ESL, ABE/ASE, Counseling and Data workgroups.</li> <li>• Upcoming trainings relevant to the specific groups were shared.</li> <li>• The CTE Group was informed about accessing LACOE CTE Unit sponsored professional development.</li> <li>• Goodwill San Gabriel Valley AJCC (Hacienda La Puente, Baldwin Park) participated in CTE and CSS meeting this month providing updates on recruitments and services.</li> <li>• ABE ASE members are looking for good supplemental resources for ABE students (linked shared by Margaret Teske from CASAS).</li> </ul>
7. News and Review – Update	Ryan has connected with members designees, articles are in progress, and he plans to have all articles and photos to News and Review for layout by the end of April.
8. Items to Watch	<ul style="list-style-type: none"> <li>• LA County Digital Divide Regional Strategic Plan Initiative – passed 2/23/21 – watch for opportunities.</li> <li>• LA County Alternatives to Incarceration (ATI) initiative – authorized by measure J in November 2020 – 10% of LA County unrestricted revenue will be shifted to support this effort. Adult education and training are along with support for immigrant populations are included in the initiative.</li> <li>• Local Labor Market update - Los Angeles County, January 2021 unemployment rate at 12.6%, from unchanged from 12.6% in December 2020. January 2020 was 4.8%. The CA state adjusted unemployment rate for the county was 12.7% in January 2021. Ryan also share local cities percentages.</li> </ul>
9. Adjourned	1:48pm