



Minutes of the AB 104 Consortium
Friday, June 3, 2016 1:00-3:00 PM
Location: Webex Virtual Meeting
 Corrected Minutes for 6/3/16

**Present via
 Confernece**

Call/Webex: Michele Arso, Diana Batista, Becky Beckett, Pamela Castleman, Frida Friend, Tim Harrison, Teresa Johnson, Alan Penner, Greg Hill (Carolyn Vang-Walker, VACE guest);

Absent: Stefan Cvijanovich, Luis Gonzalez, Inajane Nicklas

Recorder: Kathy Walker

Minutes:

Notes: kw

Meeting commenced: 1:15 PM

| Topic | Summary of Discussion | Action (If Required) |
|---|---|--|
| Roll Call and Announcement: | Roll Call was taken via Conference Call. <u>Motion 1</u> <ul style="list-style-type: none"> • Motion by Teresa Johnson and seconded by Frida Friend to approve the minutes from the 5/6/16 meeting. All present-approved; opposed-none; motion passed. • Greg announced that Carolyn Vang-Walker has been selected as the new Director/Principal of VACE. • Teresa Johnson shared that on the following mornings June 16, Burlington English, June 29, CASAS, and June 15, HiSET/GED have been reserved for trainings. All sessions will be held at Sierra High School in Fillmore. Teresa will send additional information to members. • Teresa Johnson announced that Fillmore would be holding an orientation on June 15th for their adult education program with a “soft opening” being held June 29th. They will be offering ESL 1 & 2 classes; Intensive Child Care Assistant Program, aligning and articulating curriculum with Ventura County Community College District. Dinner will be served. • Frida Friend shared that Santa Paula will hold ESL 1 for adults at Santa Paula library for a month in the summer. • Michele Arso shared that Simi Valley has 24 students placed in jobs; Full-time Job developer was approved by Board and they are waiting for a part-time job developer to be hired. She will replace Sandy with another clerical person. | <input type="checkbox"/> Teresa to send members additional information |

| Topic | Summary of Discussion | Action (If Required) |
|--------------------------------|---|---|
| | <ul style="list-style-type: none"> Pam Castleman from VCOE said that Sylvia Meza from VCOE would like to meet with the job developer from Simi Valley. | |
| Follow-Up Action Items: | <p>Website Hosting Transition: VCOE can provide hosting services. Teresa Johnson noted that VUSD only pays \$600 per year. Members clarified that the website would be a stand-alone website not connected to VCOE's and/or other websites.</p> <p><u>Motion 1</u></p> <ul style="list-style-type: none"> Motion by Frida Friend and second by Becky Beckett that VCAEC use VCOE to host their website. All in favor – Yes; Opposed – none; Pamela Castleman abstained from voting. Motion Passed. <p>AWD Working Group:</p> <ul style="list-style-type: none"> Frida Friend confirmed interest from at least two people serving on the Charter committee. FF will reach out at next SELPA meeting on June 14. Pat and Steve want a meeting regarding AWD. GH and Frida will coordinate on topics. <p>WDB Collaboration / Presentation:</p> <ul style="list-style-type: none"> Carolyn Vang-Walker will be representing Adult Ed on the WDB. Teresa Johnson emailed a template regarding presentation. There is still time for members to give information for the presentation. Teresa asked who wants to work on presentation and who would like to be a presenter. Kathy to send template to Frida and Diana – Presentation information needs to be submitted to WIB by Monday. Greg will Post chart so members can see what is being presented. Teresa will send to Greg all that has been submitted. It was noted that the WDB presentation is the same morning as the Burlington English training, June 16th – meeting will be from 8-10:00 AM, location TBD – Teresa will let members know location. | <ul style="list-style-type: none"> <input type="checkbox"/> Greg and Frida will meet on AWD Charter timeline and purpose. <input type="checkbox"/> Kathy to send WDB Presentation template to Frida and Diana. <input type="checkbox"/> Greg to Post WDB Presentation Chart. <input type="checkbox"/> Teresa to let members know the location of WDB presentation |
| Consortium Finance | <p>Management of Shared Consortium Funds:</p> <ul style="list-style-type: none"> June 30th is the end of our time with VCCCD as our fiscal agent. Possible options related to the management of contract and unallocated funds: <ol style="list-style-type: none"> Proportional distribution of unallocated funds to members and then as need arose each member would give proportional amount for expenditure. Identify a banker of sorts to allocate the unallocated funds. Pamela had experience with grant allocations given to each member and found it difficult to manage. VCAEC has approximately \$300,000.00 in unallocated funds; approximately \$40,000.00 from emerging practices; plus additional admin cost that was not used by VCCCD. | <ul style="list-style-type: none"> <input type="checkbox"/> Carolyn to bring sample Marketing Card to next meeting. |

| Topic | Summary of Discussion | Action (If Required) |
|----------------|--|--|
| | <ul style="list-style-type: none"> It was mentioned that maybe just a two-sided card that shows all Ventura County Consortium Member might be a good idea. Carolyn will bring sample to next meeting. <p>Year-1 Reporting:</p> <ul style="list-style-type: none"> It was noted that VCAEC must have a lengthy work session before August 15th deadline. Need to backward map for this. Need to have Presentation to the Public. <p>Y1 Rollover Process:</p> <ul style="list-style-type: none"> Discussion regarding when should remaining allocation coming in. Greg understands that VCCCD has 45 days to allocate funds – the question remains on how to allocate these funds? <ol style="list-style-type: none"> One returning money to state and having state redistribute. Other having money transferred to another fiscal agent – Greg said VCCCD is not sure if money can go to LEA’s directly. Greg feels that money can be directed to LEA’s – VCCCD is requesting information from State entity giving permission to give money directly to LEA’s. | |
| Y2 Annual Plan | <p>Strategy & Timeline:</p> <ul style="list-style-type: none"> Approach for developing Y2 Plan... <ul style="list-style-type: none"> F2F meeting, two within a two-week window. Then one week to process and document questions then post for public review. Target date for completion: August 1st June 17 & 24 as work days; 10-12:00 – 1-4:00 VCOE is open for meeting all day on both days; then July 8 for meeting (noting that July 1 is part of 4th of July holiday week-end) Greg requested that members confirm that they will be attending and which day. July 8 – to review, plan for any changes. July 15 – Aug. 1 post finalized Y2 plan. <p>Data collection – AEBG discussion:</p> <ul style="list-style-type: none"> We are working out how the consortium will use data collection money. We export from ASAP to TopsPro. State will get WIOA from CASAS. Michele from Simi Valley, felt confident that the system would be able to get the information pretty easily. Greg will run it past Data folks | <input type="checkbox"/> Greg to check with Data folks regarding Data Collection |

Meeting adjourned 3:15 PM; Motion to adjourn by Frida Friend seconded by Pam Castleman – All members present: Yes; Opposed – none; motion passed

**Next meeting: Work meeting June 17th & 24th
July 8 next official meeting**