



**Minutes of the AEBG Consortium**

**Friday, September 9, 2016 1:00-3:00 PM**

**Location: VCOE, Career Education Center, 465 Horizon Circle, Camarillo 93010**

**Present:** Michele Arso, Diana Batista, Pamela Castleman, Frida Friend, Tim Harrison, Carolyn Vang-Walker, Martha Hernandez, representing Fillmore, Teresa Johnson, representing WIB (non-voting participant), Greg Hill, WestEd Consultant, Anna Morielli, Guest from Fillmore, Holly Correa, Guest from VCCCD, Tammy Herzog, Guest Moorpark

**Present via conference call:** Becky Beckett, Alan Penner, Mike Sanders (Diana Batista was present via conference call for vote on minutes - then arrived in person for the remainder of the meeting)

**Absent:** Stefan Cvijanovich, Luis Gonzalez, Jane Morgan

**Recorder:** Kathy Walker

Meeting commenced: 1:10 PM

TOPIC	SUMMARY OF DISCUSSION	ACTION (IF REQUIRED)
Roll Call and Announcements:	<p>Meeting was called to order at 1:10 PM by Teresa Johnson. Greg Hill, Jr. will be arriving late. Teresa welcomed all and asked that they review the minutes from the past five meetings for approval.</p> <p><u>Motion 1</u>            Motion by Frida Friend and Second by Pamela Castleman to accept the following Minutes:            6/3/16 with changes: Change spelling of Sylvia’s last name from Mega to Meza and delete statement that Pam may want to bring back some marketing ideas; 7/8/16, as presented; 7/22/16, as presented, 8/5/16 with change: Add Anna Morielli, present, as guest from Fillmore &amp; 8/19/16, as presented.            All Present and on Conference Call - Yes; Opposed - None            Motion passed</p> <p>Greg Hill, Jr. arrived about 1:30. He asked that everyone introduce themselves and give their title and site they are representing.</p>	
<b>Follow-Up Action Items</b>	<p><b><u>Rollover of 2015-2016 AEBG Funds and 2016-2017 Funds:</u></b></p> <ul style="list-style-type: none"> <li>● Greg Hill, Jr. reported that VCAEC went with Direct Funding for 2016/2017 funds when we submitted the CFAD.</li> <li>● These funds will come directly from the State to member’s district. There could be an issue if fiscal at the district is not familiar with AEBG funds; members may want to communicate with their district’s fiscal dept.</li> <li>● Teresa Johnson asked who is analyzing the plans at this time and Greg stated that the Block Grant Office is looking at them. Findings will be presented at the Summit. No findings have been released anywhere at this time.</li> <li>● Members shared that in the beginning members were told that they would be accountable for AB104 consortium allocation and it was not mentioned until very late that MOE funds would be held to the same accountability standards. Members stated that due to funding being allocated late it was hard to meet some of the original goals that were set. Members felt that outcomes for first year should have been held to AB104 allocations.</li> </ul>	

	<ul style="list-style-type: none"> <li>● Greg Hill shared that the performance measures are very close to WIOA results/outcomes.</li> <li>● Data and Accountability Work plan is due in December.</li> <li>● The state will send a letter of acceptance of VCAEC's plan. This letter will probably go to Teresa Johnson, Mike Sanders and Kathy Walker. Once this letter has been received the funds should be allocated within a month.</li> <li>● Mike mentioned that last year the MOE money came in September.</li> <li>● VCCCD should be sending the remaining 2015-2016 allocations to all members within the next couple of weeks. (It was noted that Moorpark was the only member that had received their whole allocation for 2015/2016.)</li> <li>● Ojai expressed concern that all requisitions have been put on hold until they receive their funding.</li> <li>● Member's can identify a single point of contact to manage additional funds for VCAEC - Ojai will be the fiscal manager/banker of VCAEC's unallocated funds for consortium spending, new funding and Data &amp; Accountability Funds. Their job is a that of a banker - holding the money and paying the bills.</li> </ul>	<ul style="list-style-type: none"> <li>● Data &amp; Accountability work plan is due in December.</li> </ul>
<p><b>VCAEC Governance:</b></p>	<p><b>Discussion regarding Governance Plan took place.</b></p> <ul style="list-style-type: none"> <li>● Governance Plan needs to be updated.</li> <li>● Member Representation was discussed. It was suggested that there is a need for a subcommittee to look at the Governance Plan as VCAEC has come along way since the beginning of the committee.</li> <li>● Member <u>Intent to Participate</u> form needs to be on file for voting members that are the representative for their district.</li> <li>● Kathy and Greg will verify that we are still using the same <u>Intent to Participate</u> form and will send to members.</li> <li>● Tim Harrison, said that VCCCD is looking at Holly Creases, project manager for workforce development becoming the representative for all 3 Colleges. Ventura and Moorpark have agreed and they are waiting to hear from Oxnard. She would be the consistent person present. VCCCD would have one vote on VCAEC consortium - acting as one entity. Tim Harrison's duties at the college have changed and he is moving into the performing arts arena.</li> <li>● VCCCD wants to make a connection to the adult schools and be a supportive link.</li> </ul> <p><b><u>Meeting Schedule and Location:</u></b></p> <ul style="list-style-type: none"> <li>● Meeting schedule and location for this year's upcoming meetings was discussed. This past year the meetings have been held the first Friday of each month unless it was a holiday then it was moved to the second Friday. Meetings were centrally located, being held at VCOE's Camarillo Airport location.</li> <li>● Members would like a list of members and guest participates, with title, site, contact information. All should send Kathy Walker an email with this information and she will put together and send to all.</li> <li>● Members expressed that they miss going to the different sites and would even like to plan to take tours of sites and a opportunity to see the communities that each member serves.</li> <li>● There was a consensus that Friday was a good day to meet.</li> <li>● Members expressed concern about the conference calls as they are hard to understand and hear what is being said on both ends of the call.</li> </ul>	<ul style="list-style-type: none"> <li>● Kathy and Greg to verify 2016-2017 Intent to Participate form for members and send to them.</li> <li>● VCCCD looking at having Holly Creases be their one representative for the college district thus giving them one vote acting as one entity - <b>add to agenda for next meeting.</b></li> <li>● Members and guest participants to send Kathy Walker an email with their name, title, contact info and site.</li> <li>● Kathy Walker will compile a list and send to members.</li> <li>● Add to next agenda "Conference Call" options.</li> </ul>

	<p><b>Greg said we have three options.</b></p> <ol style="list-style-type: none"> <li>1. Don't do conference calls - send a delegate and then take the vote by a remote poll.</li> <li>2. Do a Webex meeting where all members have their camera's on so that all can see each other.</li> <li>3. Skype <ul style="list-style-type: none"> <li>• Greg will look into some type of equipment that can travel from place to place to make remote access more accessible.</li> </ul> </li> </ol> <p>Further discussion will need to take place before consensus is reached.</p> <p><b>Greg said he was hearing the following suggestions:</b></p> <ul style="list-style-type: none"> <li>• Desire to rotate meetings</li> <li>• Need to map out dates and locations for the year</li> <li>• Need to keep - Business meeting first</li> <li>• Perhaps subcommittee to plan events</li> <li>• Desire to feature programs</li> <li>• Governing meeting must be a standing meeting</li> </ul> <p><b><u>The following meeting schedule and locations were agreed on by members:</u></b></p> <ul style="list-style-type: none"> <li>• All meetings will be on Friday</li> <li>• October 7 - VCOE at Moorpark Campus</li> <li>• November 4 - Santa Paula</li> <li>• December 2 - VCCCD</li> <li>• January 13 - Simi Valley</li> <li>• February 3 - Ojai</li> <li>• March 3 - VACE</li> <li>• April 7 - Fillmore</li> <li>• May 12 - Oxnard</li> <li>• June - Conejo Valley</li> <li>• July - VCOE at Career Education Center, Camarillo Airport Campus</li> </ul> <p>Note: Moorpark Adult School will be a substitute if another member is not able to host their scheduled meeting.</p>	<ul style="list-style-type: none"> <li>• Greg will check on portable equipment to make remote access more accessible.</li> </ul>
<p><b>Open Discussion</b></p>	<ul style="list-style-type: none"> <li>• Teresa Johnson announced that TopsPro Training with Jay Wright is scheduled for September 22nd. They need a location with a computer lab. The morning session 9:00-12:00, will be geared toward the office staff. The afternoon session, 1:00-4:00, will be for the teaching staff. She asked that the consortium cover lunch.</li> <li>• It was brought up that this was late notice for a whole consortium training. It was decided that a 3 weeks notice would be agreeable to members for future training sessions.</li> <li>• Holly Correa from VCCCD said that she would be happy to plan another training with Jay Wright as VCCCD is applying for Title II WIOA Funding.</li> <li>• Again, it was expressed that members would like more Professional Development opportunities and Events Planned.</li> <li>• AEBG Summit will be November 1-2 in Sacramento. The theme is "Moving the Needle". Greg asked if any were interested in presenting at the Summit. Teresa Johnson submitted a presentation from Fillmore and said she would be happy to also present on VACE's Program for training paraeducators and volunteers to work in the K-12 environment if VACE submits a request.</li> </ul> <p><b>The following members expressed interested in representing VCAEC at the Summit.</b></p> <ol style="list-style-type: none"> <li>1. Michele Arso</li> <li>2. Diana Batista</li> </ol>	

	<p>3. VCCCD would like to send a representative  4. Pamela Castleman would like to represent VCOE  5. Representative from Fillmore would like to attend.</p> <p>Santa Paula, Ojai, Conejo Valley, Moorpark and VACE are not interested in attending the Summit.</p> <ul style="list-style-type: none"> <li>● Need budget and plan by December for funding</li> <li>● Topic - Issue of TOPSpro- data system as it relates to more experienced members for data collection.</li> <li>● Invite staff that are in the trenches to look at what type of collection is needed; and how to retrieve the data - Put on Agenda for next month</li> <li>● Look at a working plan for members</li> <li>● Set up work groups</li> </ul>	<ul style="list-style-type: none"> <li>● Data collection process - <b>add to agenda for next month</b> - invite staff members that are in the trenches.</li> </ul>
<p><b>Meeting Adjourned</b></p>	<p><b><u>Motion 1</u></b>  Motion by Pamela Castleman and seconded by Michele Arso to adjourn meeting. All present - Yes; Opposed - No; Motion passed  Meeting was adjourned at 3:25 PM</p>	

Next Meeting will be October 7, 2016 - at VCOE's Moorpark Campus