



MEETING MINUTES
Monday, September 12, 2016
2:00-4:00 pm
 Mt. San Antonio College, Bldg. 40, Rm 146

Steering Committee

MEMBERS PRESENT:		Consortium Manager Ryan Whetstone
Baldwin Park John Kerr Veronica Valenzuela Bassett Albert Michel Virginia Espana ESGVRP Elia Evans	Charter Oak (Tri-Community) Kathleen Wiard Debra Tarbox Covina Valley (Tri-Community) Dan Gribbon Claudia Karnoski Hacienda-La Puente Adder Argueta	Mt. SAC Madelyn Arballo Tami Pearson Pomona Enrique Medina Rebecca Cristobal Rowland Rocky Bettar Partners/guests present: NONE

Agenda Items	Outcomes
<ul style="list-style-type: none"> Welcome & Agenda Check Public Comment Approval of Minutes of 08/08/2016 	<p>The meeting was called to Order at 2:10 pm – Facilitated by Ryan Whetstone.</p> <p>There were no public comments.</p> <p>A motion was made to approve the Minutes of 08/08/2016 by Enrique, seconded by Virginia. The minutes were unanimously approved with the following correction: #3 – Members now have the discretion to move money between object codes without consortium approval.</p>
1. Annual Plan Recap	A recap of the budget submitted with the 2015-16 Annual Plan was provided by Madelyn. She indicated that the 2015-16 budget was underspent by 4.3 million dollars and a number of members have monies unspent. She encouraged all partners to expense their funds appropriately and expeditiously.
2. Budget	Madelyn indicated that budgeted line items should be reviewed by each member as to whether or not this is where they intend to expense funds. She presented budget worksheets (Original Breakdown by Object & Carryover Breakdown by Object). Budget is underspent by \$4 million. Partner budgets must be adjusted by December 2016, if figures are incorrect. She also indicated that partners should look at their WIOA allocations and properly reflect them in their projections of other sources of income as some are currently showing half of what they were last year. Year-To-Date reviews are coming soon and everyone should be prepared. Madelyn stated to contact her to meet with consortium member district's fiscal and upper management staff to review reporting and data requirements and general provisions of AEBG/AB104 if necessary.

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<p>3. Data Collection recruitment</p>	<p>Ryan discussed the outreach efforts to recruit a Data Manager or Consultant. As discussed in prior meetings, the group agreed that data support was needed to possibly create a data tool that simplified the collection, collaboration and reporting requirements of the grant as well as provide support for consortium members. The position announcement was created and sent out to Consortium members with the request that the send out to their professional networks. The announcement was reviewed by the group. There was discussion related to the clarity on compensation for the job announcement and why there was such a large gap (\$60-100K) in compensation amount. Tami suggested more clarity if the position would not cover benefits for an individual. Joel Meyer of ASAP data systems has already responded with interest to the consortium announcement.</p>
<p>4. Consortium Website Review</p>	<p>Members were asked to take a few moments to review and provide input on the consortium website. The question was posed on the "type of audience we were trying to serve". Rocky stated the site is for compliance with AEBG requirements. Madelyn suggested it the primary vehicle for all stakeholders to gather information on us. Ryan shared several other consortium websites from across the state to show differences of scope and focus. Comments on our site include that the site could have a more stakeholder-centered theme, current news on member activity, better links to members sites and more partner program information. Member sites should also link back to the consortium. Ryan will work with our webmaster to update our site and also email the list of websites to the committee.</p>
<p>5. Manager Site Visits (update – request for visitations)</p>	<p>Ryan indicated that he began making initial site visits which included Baldwin Park, and Tri-Community (Claudia) so far. He is still scheduling appointments. He stated he is listening for concerns of members, and looking for best practices already in place that may be of interest to the consortium.</p>
<p>6. Marketing Efforts (consortium level)</p>	<p>Members discussed current marketing strategies as this is allowable with AEBG funds (especially with funds still on the table). Most print and direct-mail catalogs to their service area with the exception of Baldwin Park which creates a downloadable PDF Version of their catalog only. They stated a student survey indicated “word of mouth” was the primary way they were informed about programs. Other successful campaigns noted by the group include ads in small local papers, ethnic media, radio stations and cable TV ads, promotional interviews on those stations as well. Other suggestions included leveraging social media with Facebook Boost. Ryan circulated a post card from another consortium as a sample of a joint marketing effort. Ryan indicated he would be conducting outreach efforts to local elected officials and community entities to strengthen consortium ties.</p>
<p>7. Fall Conference</p>	<p>October 26, 2016, Kellogg West. Theme: Measuring Student Progress Workgroups have been meeting. Topics covered-alignment, intake, student progress. Deliverables should have essential components.</p>
<p>8. Member Updates</p>	<p>NONE</p>
<p>Other updates and topics Adjourn</p>	<p>Madelyn reiterated to the group the state will be looking at our data, not only from the perspective of integrity but progress and achievement in the areas of integration of services, alignment of instructional standards, teacher qualification and programs.</p> <p>Meeting Adjourned at 3:50 pm (NEED MOTION)</p>

NOTE: Registration for Fall Conference due on Monday, October 17.

Next meeting: Monday, October 10, 2:00, Mt. San Antonio College, Bldg 40, Rm 146

