



Steering Committee Meeting Minutes-

APPROVED

Monday, September 21, 2020 1:00-3:00 pm

Online via ZOOM

	Baldwin Park <u>X</u> Veronica Valenzuela	Covina Valley <u>X</u> Virginia España	Pomona <u>X</u> Enrique Medina <u>X</u> Miguel Hurtado	Consortium <u>X</u> Ryan Whetstone <u>X</u> Ana Ramos
	Bassett <u>X</u> Albert Michel	Hacienda-La Puente <u>X</u> Gregory Buckner <u>X</u> Micah Goins	Rowland <u>X</u> Rocky Bettar	Partners/guests present: <u>X</u> Ryan Maddox
	Charter Oak <u>X</u> Ivan Ayro <u> </u> Michelle Lee	Mt. SAC <u>X</u> Madelyn Arballo <u>X</u> Tami Pearson		
<p>Call to order: 1:05 pm Welcome & Agenda Check – participants were invited to sign in via Zoom chat. Public comments Approval of Minutes for 8/17/20 Motion to approve by Rocky Bettar second by Madelyn Arballo. Unanimously approved.</p>				
Objectives for the day:				
1. Review of 2019-20 Preliminary Program Area Reporting	<p>Ryan Whetstone welcomed everyone to the meeting and asked guest, Ryan Maddox to introduced himself. Mr. Maddox shared that he is the interim adult education principal at Covina-Valley. All members welcomed him. Ryan thanked everyone for completing the preliminary program area report, noting that the final version is due in NOVA 12/1/20. He reviewed the information members submitted CAEP 2019-20 Consortium CAEP Program Area Reporting with comparisons to last year’s numbers. He shared a spreadsheet reflecting cost per hour. Rocky Bettar questioned the information presented as to whether this reflected leveraged funds. This may not be a clear reflection as some members use different funds sources for activities i.e. WIOA, Perkins, CalWORKs, etc. Ryan said he will take another look at it. He also made a comparison of preliminary hours by program 2018-19 vs. 2019-20 hours, reflecting a 28% decline in total hours generated across the consortium from the prior year, this is an initial indicator of the effects of the COVID pandemic on schools and programs.</p>			
2. Fiscal Update	<p>Madelyn Arballo alerted the group that the 2019-20 ESGVROP unspent allocation of \$26,152 has been requested. 2018-19 member allocations have been spent. There is 2019-20 carryover and we will discuss how to handle those funds in upcoming meetings. Madelyn shared that fourth quarter fiscal submissions will be certified on NOVA this week and members can complete their 2020-21 budgets and work plans.</p>			
3. COVID-19 Member updates	<p>Ryan asked the members how their districts are coping with the COVID -19 challenges. All members are continuing distance/online learning for academic programs. All with essential worker CTE/ Short-term vocational programs are operating in hybrid formats. All members are engaging in some form of direct outreach to students to encourage enrollment and persistence. Members concur the enrollment has been drastically effected.</p>			

4. CAEP Update	CAEP items of interest were reviewed. Ryan asked members to review the CAEP 2020-21 Beginning of year letter (8/26/20), providing the overview of scope and requirements for programs for the coming year. The document was provided in today's meeting folder and is downloadable from the CAEP website. This year's budget and work plan are due September 30 th and can be completed after quarter 4 certification this week. Little bit of increased allocation based on the 2018-19 fund. Rocky stated that Michelle is in our region new consultant and can provide WIOA 231 fund information until it's posted on the website. CDE and CAEP will no longer require a signed Data Integrity Report (DIR) to be submitted by fax or email. Electronic submission will commence this quarter via CASAS TOPS Enterprise online reporting. Ryan reiterated the final Program Area Reporting (for student hours and align allocations) is due in NOVA on December 1. Upcoming events: Sept 22: CAEP Accountability – Deeper Dive; Sept 25: CAEP 2020 Onboard Training for New Consortium Leads and Administrators (day); Sept 25: LA Regional Adult Ed Consortium Conference (day); Oct 1: CALPRO Equity intro; and the CAEP Summit Oct 26-29.
5. CALPRO Equity Professional Development	The CAEP office requested members address the issues of equity in member annual plans in response to the recent national events. Ryan shared that he was contacted by Micah Goins, regarding interest in co-hosting the "Success for All Learners Through Equity", offered by the California Adult Literacy Professional Development Project (CALPRO). Albert Michel also inquired if we would be involved in this offering. This is a 16-hour training focused on providing an intense overview and implementation tools for equity awareness, behaviors and advocacy. This activity provides all members the opportunity to have staff members access equity training if they have not done so or have other opportunities. Micah stated he contacted Catherine Green at CALPRO about the facilitation process. The training will be about approximately for 50 people and will be open to up to six members from each group. Ryan included an overview of the training and draft schedule in the meeting folder. We are waiting for final date confirmation and will keep everyone updated.
6. Work Group Update	Ryan reviewed the 2019-20 Program Area Reporting Preliminary and Consortium Calculator with all of the groups, highlighting the outcomes across the consortium. CA Employment Development Department July statistics. Updates from the San Gabriel Valley/Baldwin Park AJCC by Dianna DiOssi/Gabby Goetz (Goodwill SGV/Baldwin Park) in ASE, CTE and CSS workgroups. Updates from Adult Education Organizations by participating members. Ryan stressed members continue to push for Census 2020 completion by students. Members concerned about students who have expressed challenges with the online learning process and technology who are dropping out of classes. Technology helplines for students are recommended solution. Intense phone calling campaigns have been effective in getting students to return.
7. Data	Ryan share the 2019-20 Consortium Calculator Draft. This is a compiled spreadsheet of the outcomes from last year with formulas to reflect persistence and performance for academic programs, based on recommendations from CASAS. He showed the summary sheet for the consortium, referencing the CASAS CAEP Manager Summary as the data source and then showed a brief analysis on persistence and performance. He stated each member was sent their site spreadsheet for review and to follow up with him for any questions or comments.
8. EDD August 2020 LA Data Review	Ryan shared the CA Employment Development Department Unemployment rate in Los Angeles County declined over the month to 16.1% in August 2020, from a revised 17.9% in July 2020 but is several points above the surrounding counties and the state, reflecting the critical impact on LA County. He also highlighted industries aligned with consortium member trainings.
9. Roundtable	Albert Michel shared that his federal program monitoring visit is upcoming year, Bassett Unified is searching for a new superintendent as well as an Information Technology director. There were no further comments. Ryan encouraged members to continue reminding students to complete 2020 Census as the deadline is October 31. Next meeting: Monday, October 19, 2020 Online Via Zoom 1pm-3pm
10. Adjourned	2:12 pm