



**Steering Committee Meeting Minutes - Approved**  
**Monday, June 21, 2021 1:00-3:00 pm**  
<https://cccconfer.zoom.us/j/92744158038>  
 Meeting ID: 927 4415 8038

Meeting folder: [https://drive.google.com/drive/folders/1m\\_27xZP40X24L3m1pU54LXvn7wh1k-iE?usp=sharing](https://drive.google.com/drive/folders/1m_27xZP40X24L3m1pU54LXvn7wh1k-iE?usp=sharing)

Baldwin Park <input checked="" type="checkbox"/> Veronica Valenzuela	Covina Valley <input checked="" type="checkbox"/> Virginia España	Pomona <input checked="" type="checkbox"/> Enrique Medina <input checked="" type="checkbox"/> Miguel Hurtado	Consortium <input checked="" type="checkbox"/> Ryan Whetstone <input checked="" type="checkbox"/> Ana Ramos
Bassett <input type="checkbox"/> Albert Michel <input checked="" type="checkbox"/> Adder Argueta	Hacienda-La Puente <input type="checkbox"/> Gregory Buckner <input checked="" type="checkbox"/> Micah Goins	Rowland <input checked="" type="checkbox"/> Rocky Bettar	Partners/guests present: <input checked="" type="checkbox"/> Ryan Maddox –Covina
Charter Oak <input type="checkbox"/> Ivan Ayro <input type="checkbox"/> Michelle Lee	Mt. SAC <input checked="" type="checkbox"/> Madelyn Arballo <input type="checkbox"/> Tami Pearson		

**Welcomed: 1:00 pm**  
**No Public Comment**

Approval of Minutes for 5/17/21 - Motion to approve by Miguel Hurtado Seconded by Ryan Maddox - Unanimously approved.

**Objectives for the day:**

1. COVID update	California re-opened June 15 with caution; recommendations for mask requirements are vague at this point. Masks are required for hospitals, schools and public transit. Digital vaccine records are now available online @ <a href="https://myvaccinerecord.cdph.ca.gov/">https://myvaccinerecord.cdph.ca.gov/</a>
2. Member updates	<p><b>Bassett:</b> Adder Argueta - classes will be in-person in fall, No academic classes are running this summer. They are working on launching a CNA program this year and co-location of the San Gabriel Valley AJCC.</p> <p><b>Covina-Valley:</b> Ryan Maddox - anticipating a full return K12 in the fall. Adult school classes are running in person. Masks are required for the classroom, but not- campus mask free.</p> <p><b>Hacienda La Puente:</b> Micah Goins – Greg Buckner is on vacation this week. Campus is in summer session. Nothing has changed for the current COVID protocol. Superintendent may discuss separate protocols for K12 and Adult programs. He asked if the members were involved in this type of process</p> <p><b>Pomona:</b> Miguel Hurtado - Not conducting summer session. They will be back in person for the fall. In anticipation of relocating next year, he visited the Palomares campus, the new planned home for the adult education program. The campus will sub-divided for multiple district programs.</p> <p><b>Mt. SAC</b> – Madelyn Arballo – The campus officially open July 1<sup>st</sup> with a staggered return up students. A full return is expect for students this fall. There are several full ESL classes running at this time. Campus requirements for vaccinations are evolving for students.</p> <p><b>Rowland:</b> Rocky Bettar – They held a drive-through graduation ceremony on June 8. Summer session 5 weeks. Fall face to face. It will be open to public. Classes are set up 14-1 with desk shields, mask are not required at this time. As a sign of whether the community will return -the city recreation department had over 17,000 ups through the adult school and Saturday registration for youth programs had over 600 people in person.</p> <p><b>Baldwin Park:</b> Veronica Valenzuela – Currently in the middle of summer session. Select classes are running in person. She hopes they will open fully for the fall. The school board meeting tomorrow and they will find out for more information, otherwise July is quiet and they are preparing for fall. There is a conversation regarding different protocol for K12 and adult ed. There may be challenges related to union bargain units.</p>

3. 2020-21 YTD Barriers to Employment Data	Ryan showed the Q4 YTD <b>Draft</b> Barriers To Employment (BTE) data for July 1, 2020 – June 21, 2021 from CASAS TE. Final data is due in CASAS August 1. Given our traditional populations, he suggested that the reported numbers may be significantly lower than the actual numbers served. Equity measures could be based on BTE data cross-referenced with gender and ethnicity information. As these are WIOA defined barriers, there may be more focus on this information in the future by the state and the feds. He encouraged members to periodically review site level Barriers to Employment data, discuss implications, and collection procedures with staff.
4. Member WIOA Continuous Improvement Plan (CIP) Alignment	Ryan thank the members for sending their Continuous Improvement Plans (CIP), now required by the California Department of Education for schools receiving WIOA Title II funds. He created an alignment chart of the member goals. The chart is in today’s meeting documents folder. He would like convene a new group to group to draft the new consortium 2022-25 three-year plan inclusive of these goals and activities. He shared the key points he saw in the plans. Focus ranged from one goal to three goals by members and included key strategies to accomplish those goals. They included increasing Educational Functional Level outcomes, improving persistence, and increasing High School Diploma/Equivalency attainment. Strategies outlined included: Teacher training on reviewing related CASAS instructor reports, Professional Learning Community (PLC) development, instructional program development and delivery (Stand Out, Newsela, Canvas, etc.), National Reporting System (NRS) data, data analysis at the instructor level, Technology training, Student Academic Planning, and Transition support.
5. CAEP Update	Rocky shared that AB 1491 is off the table for now (primarily focused on excessive consortium carryover). The possibility for adult education to receive a high COLA amount. There will be a CAEP webinar this Friday, June 25, 2021 @12pm with updates. Ryan asked members to keep an eye out for the draft of the 2021-22 Annual Plan which is due on August 15 <sup>th</sup> .
6. CDE CTE Leadership Development Institute	Ryan gave an overview on this opportunity, shared thru Micah Goins at HLP. The 2021-22 Career Technical Education (CTE) Leadership Development Institute. He spoke with Steve Pinning (ret. administrator), manager of the program. It is 1-year long with 12 meetings and sponsored by the California Department of Education. Facilitation is through Palm Springs USD. There 30 slots available and had 90 applicants last year. Deadline to apply is June 30, 2021. This is great opportunity for schools with CTE programs to have campus administrators or coordinators participate. The application is simple and only requires one letter of recommendation. In review applicants, they consider the level of impact an individual will have on the school CTE program. CDE reimburses all travel costs. The brochure with the application is in the meeting folder.
7. Work Groups Update	<p>Ryan shared the following Workgroups Update:</p> <p>Barriers to Employment Data was shared in all workgroups to begin the conversations on identifying and supporting those students. There is general concern as to whether or not students will return to campuses in the fall.</p> <p>ESL – The topic came out to determine how we can identify and provide a higher level of assistance for students who may have transferable education and training from home countries, i.e. evaluate degrees, etc.</p> <p>ABE/ASE – In looking at program data and based on conversations, numbers may be underreported and participants were advised to double-check data capture of HSD and equivalency completion in CASAS TE.</p> <p>CTE – EDD Employment updates, MCS and Goodwill AJCC updates and opportunities were provide in meetings.</p> <p>Data workgroup – reviewed YTD Barrier to Employment data, capture of outcomes was stressed as we approach the end of the year, especially for HSD/HSE.</p> <p>BPACE is shifting to the ASAP data system and appreciate support from other members.</p> <p>Question came up on who can capture the HSE outcome – training site or testing center</p>

	(unclear). Ryan Maddox said only 8 people tested for HiSET. Larger numbers in GED. Rocky had 15 students for GED. His teachers are pushing more for the HiSET.
8. AJCCs- San Gabriel Valley MCS and Pomona Goodwill Partner Meetings	Ryan stated that our two local AJCCs have solid participants in our related workgroups. He requests schools have representatives to participate in their meetings also. There is always an opportunity to promote programs and learn about opportunities in the region – especially if you don’t have the co-location yet. They will also send out programs flyers to their contacts. As noted earlier, SGV Goodwill AJCC is close to co-location agreement with Bassett. If members need their meeting information to check with him.
9. WDACS WIOA Partners Meeting (Recap) (6/4/21)	There was good information for members that need I-TRAIN approval for CTE programs, allowing those students who are eligible for state training funds to attend and use them at your school to pay for programs and supplies. He noted there was a community organization that presented, offering an independent high school diploma program. This indicates that we have to do a better job of promoting and collaborating. WDACS/AJCCs have LA County employment/internship opportunities for adults. They include access to training wage supplements and subsidized employment opportunities. The meeting was recorded. There is a recap document with web links in today’s meeting folder.
10. News and Review – Update	Ryan stated that we are still working on collecting articles, N&R is following up with members for article cleanup and to look for the draft soon.
11. Consortium Conference Review 5/20/21	Ryan shared the evaluation of the Spring 2021 Consortium Professional Development Conference. The theme was “ <i>Supporting Equity in Adult Education Environments</i> ”. The goals were to highlight the topic of equity and begin conversations about what this look like at our schools for our staff and students. There were 84 attendees online. 53 Participants completed the Google Form evaluation. The evaluation summary is in today’s meeting folder. Likert scales were used where indicated with 5= excellent and 1=poor. The average rating for the sessions was 4.55. Participants embraced concepts presented and indicated beginning strategies to support equity development on the campuses. Ryan mentioned the Hacienda La Puente has made some major shift in the counseling focus after participation in equity training. Micah went on to share they have hired more counselors to support students, focusing more on case management-addressing financial, circumstantial and characteristic barriers.
12. Delete the Divide (LA County technology access and program)	Ryan was informed about this effort by Maritza Dubie-Urbe, Assistant Director of the LA County Workforce Development Board. She said this is an effort adult education should be connected with. He spoke with Mark Colton, coordinator of the program. This effort was approved this year by the Los Angeles County Board of Supervisors to address the digital divide for the most impoverished residents of the county. They are targeting teens and young adults age 12-24, but will also have a referral system in place for adults 25 and over. They are allow to register for the program based on their address (geotagged based Ryan asked members visit the site to get familiar with the program. We will be in communication as they move forward. The goal is for our schools with computer training programs to be to point of referral for those interested individuals. Mark share an event with the National Hot Rod Association in Pomona on July 30. Flyer is in the meeting folder.
14. Adjourned:	<b>3:00 PM</b> No meeting in August 2021 Returning in September.

**NEXT MEETING: Monday, July 19, 2021 Online Via Zoom 1:00 - 3:00pm**

**WEBSITE: [www.mtsac-rc.org](http://www.mtsac-rc.org)**