



TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Minutes

For

Board Meeting of the Executive Board

August 15, 2024

Compton College

1111 E. Artesia Blvd.
Compton, CA 90221

TRI CITY ADULT EDUCATION REGIONAL CONSORTIUM

Executive Committee

Doi Johnson, Representative

Yvonne Rodriguez, Ed.D., Representative

Lynell Wiggins, Representative

Shamell Wilson, Representative

We connect education and workforce training to create family sustaining careers.

Tri City Adult Education Regional Consortium



Paramount Adult School
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Paramount, CA 90723
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<u>EXECUTIVE BOARD</u>
DOI JOHNSON, <i>Representative</i>
YVONNE RODRIGUEZ, Ed.D, <i>Representative</i>
LYNELL WIGGINS, <i>Representative</i>
SHAMELL WILSON, <i>Representative</i>

REGULAR MEETING OF EXECUTIVE BOARD

Minutes

August 15, 2024

The Executive Board will meet in a virtual Open Session after the Study Session, which starts at 2:00pm via Zoom. Closed Session may be conducted in accordance with applicable sections of California law.

In compliance with the Americans with Disabilities Act, those requiring special assistance to access the meeting room, to access written documents being discussed at the Board meeting, or to otherwise participate at Board meetings, please contact Iris Fernandez, Compton College Adult Education Program Specialist at 310.900-1600 x2788, or ifernandez@compton.edu. Notification of at least 48 hours prior to the meeting will enable the Consortium to make reasonable arrangements.

- I. **Call to Order – 3:43pm**
- II. **Mission Statement** - *We connect education and workforce training to create family sustaining careers*
- III. **Roll Call**
 - a. Doi Johnson – absent
 - b. Dr. Yvonne Rodriguez – present
 - c. Lynell Wiggins - present
 - d. Shamell Wilson – present
- IV. **Approval of Agenda**
 - a. Motion – Lynell Wiggins
 - b. Second – Shamell Wilson
 - c. Vote – 3:0
- V. **Approval of Minutes**
 - a. June 7, 2024 Board Meeting with identified edit
 - i. Motion – Lynell Wiggins
 - ii. Second – Shamell Wilson
 - iii. Vote – 3:0
- VI. **Reports from Representatives, Fiscal Agent and Project Manager**
 - a. Representatives: Reports on conferences attended, scheduled meetings or other training or informational activities related to the Consortium.
 - i. **Compton Adult School** – Doi Johnson
Program Updates: No report given
 - ii. **Compton Community College District** – Lynell Wiggins
Program Updates: We are ramping up and getting prepared for this year. Our summer cohort of the Careers For A Cause (C4C) social services pre-apprenticeship training in homeless services just ended. There are 22 graduates interviewing and seeking placements in property management, residential homes, case management and various other areas. With the number of employment opportunities available, I would like to see us consider developing the C4C curriculum to engage our

learners across the Consortium. **New Partnership**

Opportunities: At today's LA Regional Consortium meeting, I learned about a new initiative with the Department of Healthcare Access and Information. They are looking to get more people into [certified wellness coach](#) pathways, which is very similar to what we are doing in the social services pre-apprenticeship. The difference is that it is more of a pathway to becoming clinically licensed in areas like behavioral therapists and behavioral health aids. The state of California is establishing an amazing program where your organization will receive funding and will be reimbursed for the cost you incur for educating people and helping them obtain a certificate. I will update you when I have more information and think this would have been a great pathway for our ELL grant. The link is in the chat. This would have been great to have as one of our pathways in the ELL grant.

iii. **Lynwood Community Adult School** – Shamell Wilson

I am glad to see everybody and looking forward to a great year with Tri-City. **Program Updates:** We are just opening our new school year. There are no new programs this year; however, we do have some new curriculum. This will be the first year our high school diploma program is going to be 100% at EdGenuity. We are going to an online platform for our high school diploma, and teachers are being trained. This is new for us as most of our students have taking the program face-to-face. We did have a small group that did an online program, but for the first time, all teachers will be using the online platform. We will be tracking the progress. **Celebrations and Milestones:** Teachers arrived back Monday, and we participated in a week of professional development and training. During the week, we also had a partners and staff barbecue, where we invited all our advisory partners over a meet and greet to kick off the school year, that went over nicely.

iv. **Paramount Adult School – Dr. Yvonne Rodriguez**

Celebrations and Milestones: Sharing a photo taken at our recent graduation on July 11th. We had about 130 participants including 31 who completed the medical assistant program; about 30 who completed the phlebotomy program; 27 who went through the interview and are now US citizens; and about 20 high school equivalency students. It was a fun event and nice to see one new superintendent in attendance.

Program Updates: Our campus is preparing for this school year and our students come back after Labor Day.

b. **Fiscal Agent:** Paramount Unified School District – Dr. Y. Rodriguez

i. Budget Update

At this time, a Smarte report could not be distributed because it does not reflect the most recent amounts. Our fiscal office is rectifying this matter. In the meantime, the current financial report is being shared detailing the expenses that occurred.

There is some carryover and at this time, I would encourage everybody to look at how we want to spend that or use that carryover because of some of the other expenses that we have from this year. Currently from 23-24, we have \$77,167 carryover. It is up to the group whether to leave it there and use it for some of the significant expenses that we are going to have this year. Two significant expenses are the \$62,496 for Study.com, as well as for our project manager. In addition, we will have to spend money if we decide to continue with Graduate Communications to maintain our joint Tri-City website. So that is one of the things for us to think about and come to our decision in a future meeting. **CAEP Allocation**

Amendment: There was a 1.07% COLA increase that was given to the Consortium, which was an additional \$23,362. An allocation amendment was submitted in NOVA and an email was sent to all Members on August 14th detailing how that money was allocated according to the percentages in our MOU. Please review and go into NOVA and approve the amendment.

- c. **Project Manager:** Anderson & Anderson Enterprises –
ELL Healthcare Pathways: The three approved proposals for Planet Creative Enterprises, myOneFlow and Study.com were submitted for PUSD Board approval. Based on the conversations from the Study Session, we will put together a regional effort to launch the pathways. More agencies are being added to the asset map in anticipation of connecting them to the myOneFlow platform and have a supportive service partners list ready to upload. **Partnership Communications:** The Compton AJCC is under new management and the transition is challenging. We are discussing initiating a MOU, connecting students to their services so we can leverage some funding there, access supportive services and resources, collect employment data for our completers and become an employer partner for their level one, level two, and Elevate programs, which will allow local employers to have youth ages 14 to 24 gain valuable work experience at your campuses. **Program Updates:** Documents are being uploaded to Basecamp including the new meeting calendar, the ELL Healthcare Grant documents, i.e., workplans, budgets, participant costs, and drafts of processes. **CAEP Deliverables:** The Annual Plan is being uploaded into NOVA with your edits and will be awaiting your electronic approval. **Grad Communications:** We are preparing next steps for the website and marketing and options for a contract renewal. The pay-per-click campaign ended on July 31st with a significant increase in the number of new users. Major interest was in ESL, CTE programs, and high school diploma programs.

VII. Hearing Section: Request to Address the Tri City Executive Board – Agenda/Non-Agenda Items

Persons wishing to address the Board should sign in on the optional sign in sheet that is located on the table by the door. Speakers will be called in sequence during the Hearing Sections, which is limited to one hour and each speaker to one presentation of three minutes unless the Board wishes to waive the time limit. Those who have a group concern are encouraged to select a spokesperson to address the Board.

Persons wishing to address the Board on a specific agenda item at the time the item is under discussion are limited to three minutes each and will be called to speak following the staff comments and prior to the Board's discussion and taking action.

VIII. Information Items

These items are intended to keep the Board informed on various matters that do not require formal action by the Board.

a. Upcoming Deadlines, Deliverables, Training and Other Important Dates:

- i. **August 9, 2024** – High School Equivalency and Proficiency Summer Convening – Los Angeles
- ii. **August 15, 2024** – 2024-25 Annual Plan due in NOVA
- iii. **September 1, 2024** - 22/23 and 23/24 Member Expense Report due in NOVA (Q4)
- iv. **September 1, 2024** - 24/25 Certification of Allocation Amendment due in NOVA
- v. **September 26-27, 2024** – CAEP Consortium Directors' Event 2024
- vi. **September 30, 2024** - 22/23 and 23/24 Member Expense Report certified by Consortia in NOVA (Q4)
- vii. **September 30, 2024** - 24/25 Member Program Year Budget and Work Plan due in NOVA
- viii. **September 30, 2024** - End of Q1
- ix. **October 28-30, 2024** – CAEP Summit at Oakland City Centre Marriott
- x. **October 30, 2024** - 24/25 Member Program Year Budget and Work Plan certified by Consortia in NOVA
- xi. **October 31, 2024** - Student data due in TOPSPro (Q1)
- xii. **October 31, 2024** – Employment and Earnings Follow Up Survey
- xiii. Other

IX. Expenditure Items

These items are intended for the board to review, representing expenses to be made on behalf of the Consortium by the member agencies. The Board may further discuss these expenditure items at a Study Session or submit them as an Action Item for the following Board Meeting.

- a. There are no Expenditure Items for this meeting

X. Conference Items

These items are presented for advanced planning and to assist the Board in establishing further agenda items. The Board may, however, take action on the following:

- a. Fiscal Agent attendance at CAEP Director’s Event out of consortium funds

XI. Action Items

These items are presented for action at this time. Some may have been reviewed by the Board at a previous meeting under the Conference Items section of the agenda.

- a. Fiscal Agent attendance at CAEP Director’s Event
- b. Motion – Lynell Wiggins
- c. Second – Shamell Wilson
- d. Vote – 3:0

XII. Board Meeting Calendar

Any additions to or changes in the next Regular Meeting and/or special meeting calendar and agenda will be discussed.

- a. Tentative agenda items for next Study Session on September 5, 2024.
- b. Tentative agenda items for next Board Meeting on September 19, 2024.

XIII. Next Meeting

- a. Thursday, September 19, 2024 at 2:00pm at Compton College

XIV. Adjournment at 4:13pm

- a. Motion – Shamell Wilson
- b. Second – Dr. Yvonne Rodriguez
- c. Vote – 3:0