

# Advance Lake Tahoe Adult Education Consortium

08/11/16

10:00am – 12:00pm

**LTCC Board Room  
and Conference Call:**  
888-450-4821  
Passcode: 990370

**Facilitator:** Michael Ward

**AE Director:** Frank Gerdeman

**Partners:**

Bob Albrecht, Maxine Alper, Amber Aneloski, Marilyn Ashlin, Don Ashton, Susan Baker, Rich Barna, Tina Barna, Aaron Barnett, Janelle Blocher, Rich Bodine, April Boyd, John Brase, Kristin Brinks, Jeremy Brown, Jason Buckingham, Denise Castle, Angelo Clelan, Scott Craig, Christopher Croft, Jane Flavin, Alexis Foley, Lisa Foley, Laura Fruitman, Sue Gochis, B Gorman, Bob Grant, Holly Greenough, Pat Harnett, Kathy Haven, Steve Heggen, Heidi Hill Drum, Chad Houck, April Kerwin, Matt Kosifas, Ivone Larson, Maria Luquin, Renae Lynch, Ed Manansala, George Marley, Moirahan Martin, Bill Martinez, Cindy Martinez, John Martinez, Wendi McCray, Barbara Mick, Katherine Miller, Sabrina Owen, Jenna Palacio, Randy Peshon, John Pillsbury, Chris Placke, David Publicover, Brandon Reed, Shane Reynolds, Brian Richart, Michelle Risdon, Andrea Salazar, Penny Shervey, Melinda Stearns, Kim Stephenson, Rebecca Strmiska, Gary Sutherland, Josh Sweigert, Amber Tanaka, Tessa Thomas, Treva Thomas, Tere Tibbetts, Lauren Tomaselli, Patrick Traynor, Pete Van Arnum, Michael Ward, Cheri Warrell, Brian Williams, Jenny Wilson, Jude Wood, James Woods

Present Call-in

## AGENDA ITEMS

Topic	Timing	Action Needed	Agreements/ Notes
1. Welcome, Introductions	10 min	Preview agenda, outline plan for the meeting, brief self-introductions	Michael welcomed the group and introductions were made. He announced that the 2016-'17 accountability plan is due on Monday and needs the network to complete a final review. Michael stated that a decision can be made on branding today and would like to end the meeting by checking in about meeting scheduling.
2. Director's Report	10 min	Updates and Information	Frank announced that the first Saturday HSE testing will occur on 8/27. One evening testing session per month will be added in September and each testing session will be offered in both Spanish and English. Frank announced that the Marketing and Outreach workgroup will be mapping out a plan for year '16-'17 during the September meeting.
3. Year 2 Plan review	15 min	Review updated plan based on the workshop input – objectives and performance outcomes	Michael reviewed the Year 2 planning priorities slide and what was asked of the consortium in year 2 and 3 and highlighted that instead of focusing on the old adult school model, the group has been building an adult 21 <sup>st</sup> century program linked to a system of pathways and career opportunities. Michael reviewed the AEBG/AB104 (7) program areas slide and highlighted area (4) and the need for adult providers to be involved in helping their children become proficient academically. He also highlighted

			<p>program area (5) and how this is a weak link in the current delivery system and a gap that needs to be filled.</p> <p>Michael reviewed AEBG/AB104- Objectives 3-7 slide. He stated that there needs to be a focus on pathways that move adult learners from one step to the next and gaps need to be closed. He emphasized the importance of accelerated learning and not making basic skills a barrier to advanced occupational participation, otherwise we will lose participants.</p>
4. Year 2 Plan final input/feedback	45 min	<p>Finalize approach, plans (including targets) for year 2 plan - submission to State on 8/15  <b>**update— submission due on 8/22</b></p> <ul style="list-style-type: none"> <li>• Network Questions to Screen for Value</li> <li>• Requirements for Effective “Hubs”</li> <li>• Big Shift moments – Jolts &amp; Lightning Bolts for Individual Advance</li> </ul>	<p>Michael reviewed the ADVANCE Year 2 Planning Matrix slide and stated that for outcomes, we should be investing in a system of stackable credentials, links to employment, and reviewed the (8) “P” Framework:</p> <p>People- Michael discussed people objectives and member target focuses for year 2. Jenny Wilson highlighted terms used when discussing HS diploma/credential—consensus to move to HS credential language. Michael pointed out specifics to South Lake Tahoe area—high rates of individual’s w/bachelor degrees or higher who are underemployed and also high rates of individuals who do not have high school credentials.</p> <p>Pathways-Michael reviewed the pathways objectives and the “no wrong door” approach to offer as many entry and transfer points for individuals as possible using a multi-hub approach to leverage resources. Jenny Wilson estimated 50 individuals attending WIOA orientations and stated that numbers may be increased with a new approach.</p> <p>Programs- Michael reviewed the programs objectives and stated that it is unusual to have the level of industry participation from the HTRR working group that is currently in place. He stated that the HTRR group has a goal of implementing the Culinary Academy in the fall, which will provide participants with industry recognized skill certificates.</p> <p>Michael challenged the group to reimagine what a one-stop might look like and encouraged the group to think about what services would be offered. He pointed out that the Tahoe CA/NV border is unique and cautioned when reporting NV students served through CA, unless through WIOA. He stated that WIOA will allow us to have a bi-state strategy in serving both states. Frank pointed out the importance of ensuring that participation mirrors the residential population, or more importantly, the workforce population. He stated that while it may be</p>

		<p>unrealistic that 100% of course offerings are in both Spanish and English, it needs to be fairly high (90% or so). Michael and Frank also stated that equity programs in other colleges have not been very robust and emphasized making sure equity is integrated with ADVANCE program goals/objectives.</p> <p>Products- Michael reviewed the products objectives slide and the importance of localizing and utilizing regional products (LaunchPath/Career Catalyst). He also emphasized the importance of the Marketing and Outreach group to create branding in a bilingual way.</p> <p>Promotion- Michael reviewed the promotions slide and noted the importance of not waiting for adult learners to find us through media/flyers/etc., but to take speakers/advising functions/etc. to worksites/community hubs.</p> <p>Partners- Michael reviewed the partners slide and emphasized the multi-hub network envision and the importance of giving hubs the tools, capacity, etc. to operate.</p> <p>Performance- Michael reviewed the performance slide and Jenna provided a quick overview of the work-experience program. Michael stated that an unduplicated number of students in the work experience program who can also be counted for the Adult Education grant needs to be determined. Jenna and Frank stated that they would work together on this.</p> <p>Michael stated that years 2 and 3 are focused on building the sectors of opportunity that are already offered in the community; year 4 and beyond will be more about sustainability. He stated that there should be a focus on providing more on-the-job training/work-based learning, connections to legitimate pre-apprenticeships, and that industry partners need to be involved in this.</p> <p>Jenny Wilson stated that the target number for Golden Sierra is 30.</p> <p>John Pillsbury asked if the consortium has looked at local industries in the medical/education field and if there was the intention to create pathways outside of HTRR. Frank stated that HTRR had been identified as most prominent sector; once we get systems in place in a replicable way, then able to export out. Frank also emphasized the importance of the advising process for all participants—even if they are not on the HTRR track.</p>
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			<p>Michael reviewed the pre-to-registered apprenticeship slide and a list of federally recognized apprenticeable occupations in South Lake Tahoe. Michael stated that he sees competency based as key for the group. For industry partners: Will you hire differently if registered? For workforce agency partners—could we use ETPL? The college has never been an ETPL provider; Frank stated that this could happen this year. Michael stated that he will rework the objective.</p> <p>Michael reviewed the loose network to “no wrong door” slide as a visual of progression and then skipped to the CommunityPro Suite slide due to time constraints.</p>
5. Community Pro Suite	15 min	Update on transactional data platform and initial plans for moving forward	<p>Frank announced that the College Board has consented to moving forward with CommunityPro Suite and we are at the stage where we can begin to design and implement the database. He stated that a 12-week process will begin of getting initial interested parties in a room to discuss MOU data sharing agreements, which will allow members to access single records of appropriate activities and utilize a transactional system that allows us to make real time referrals, not over assess clients, and decrease the likelihood of someone falling through the cracks. Frank stated that he has sent out an email to likely initial partners and encouraged other interested members to contact him. There will be an initial meeting next week to look at work flows and there is no cutoff date—if an agency is hesitant at the beginning, they can wait and decide to join later. He invited those interested to attend to learn more about the process. Frank emphasized that more members joining will create a more valuable system. See attached CommunityPro Suite PowerPoint for review.</p>
6. ADVANCE Logo	15 min	<p>Review current samples of ADVANCE Logo work from Charter</p> <ul style="list-style-type: none"> <li>• How Well Does the Preferred Logo “Advance” LTAEC Year 2 Objectives?</li> </ul>	<p>Jenna presented the revised logo versions in both English and Spanish to the network members. There was a group consensus that the color scheme be between 2-3 colors and in blues/greens. Group consensus that a door may not be recognizable to target audience and arrow is more universal. Group consensus for logo with single large arrow and to make bullets the same color as arrow.</p>

7. Next Steps – LTAEC Meetings 2nd Thurs	5 min	Action Items Review 16-17 Meeting Schedule and Workgroup Charters (to be refined at the Sept. Meeting)	-Discuss schedule of meetings for the year (both consortia and workgroups). -Charter working groups for the year with specific tasks. -Before the end of August, calendar evites will be sent out for meetings. -Update: Annual plan deadline has been moved to 8/22/16.
<b>MEETING ADJOURNED AT 12:07PM</b>			

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Present Call-in

AGENDA ITEMS

Topic	Timing	Action Needed	Agreements/ Notes
1. Welcome, Introductions	10 min	Preview agenda, outline plan for the meeting, brief self-introductions	Michael welcomed the group and introductions were made. Michael provided a brief overview of the history of ADVANCE up to present for new members and highlighted the vision to create a community driven system of adult education and workforce development without a reliance on the old version of an adult school. Michael introduced Brad Deeds as the new Dean of Workforce Development and Instruction, stated that he was the former State Director of Nevada, and Brad stated that he hopes to be connecting individually with partners in the near future. Michael reviewed the agenda and then turned it over to Frank for the Director's report.
2. Director's Report	10 min	Updates and Information	Frank announced that HSE testing has expanded and a regular schedule will be established starting this month. The second Monday of every month will be held at the FRC in Spanish, the second Wednesday will be held in English (possibly held at LTCC or another location within the community), and

			<p>the fourth Saturday will be held at LTCC in both English and Spanish. Frank added that testing will be offered at the jail and in Alpine County with a goal start date of late fall of this year.</p> <p>Marilyn Ashlin provided a quick update on two services offered through the Foundation for California Community Colleges, LaunchPath and Career Catalyst, which promotes work-based learning and supports regional collaboration. Michael encouraged Marilyn and Brad to connect.</p>
3. Year 2 Plan Implementation	15 min	Review objectives & performance outcomes for 2016/17 key assignments: consortium, workgroups, network hubs, LTCC staff	<p>Michael reviewed the year 2 planning priorities slide and specifically highlighted the importance of maximizing enrollment and decentralizing delivery point hubs to meet adult learners where they are (i.e. FRC, library, business sector). He reviewed the importance of mobilizing GFSF “like” advising in order to guide learners through these hubs and develop individualized pathway plans.</p> <p>Michael reviewed the charter of work, series of objectives and the (3) workgroups. <b>HTRR:</b> Michael highlighted the high level of engagement from industry partners, who make up 50% of the group. <b>Assessment &amp; Transition:</b> Alexis reviewed the function of the A/T group and the current focus of developing a shared orientation with WIOA/JOIN, Inc. partners. Frank added that school district partners will be providing parenting programs around new common core standards. Frank also highlighted that technology will soon support community relationship building—CommunityPro Suite will allow for real time sharing/ referring/ accessing and will help support the no wrong door/no slammed door approach. <b>Marketing &amp; Outreach:</b> Marketing as third group with the goal of communicating ADVANCE—other groups should be sending in requests for support to this group.</p> <p>Michael reviewed workgroup schedules for new members.</p> <p><b>Action Item:</b> Michael will re-send the link to the google document. Please send personal</p>

			email address to Nicole if unable to access with work email.
4. Workgroup 6 Month Charters	45 min	<p>Operationalize Year 2 Objectives:</p> <ol style="list-style-type: none"> <li>1. Review &amp; approve Workgroup Charters with Action Plans through January 2017</li> <li>2. Consortium Partners Action Plans</li> <li>3. Network Hub Requirements</li> <li>4. LTCC staff support plans</li> </ol>	<p><b>HTRR:</b> Michael reviewed the refined purpose of the group and objectives for the charter of work through January 2017.</p> <p>Josh reviewed the Culinary Boot Camp, a 40-hour course that will be offered in two structures—intensive (1) week and the second over (5) weeks. The (1) week intensive course will be geared towards those who are unemployed, new hires, and/or out coming high school students. The (5) week structure is geared more for those currently employed. Both will be launched mid-October with the hope of offering the (1) week option again in November. Josh reviewed the curriculum, which was developed with the help of an LTCC culinary instructor, and stated that they hope to have guest chefs and the ability to offer jobs at the end of each boot camp. Josh also reviewed the 21<sup>st</sup> Century Skills lesson content that will be incorporated into the courses in order to address work readiness and soft skills. Josh walked the group through the (5) month plan in the google doc.</p> <p>Justin stated that there are roughly 25 restaurants participating in the Restaurant Industry Group and that sharing well-trained staff amongst members may help keep staff full-time.</p> <p>Frank stated that ADVANCE can serve as the incubator for these programs and can run with any number of students. Brad supported these statements, adding that no restrictions allow the program to run, modify with industry feedback, and get people employed. Michelle Risdon stated that it is exciting to see a culinary program developed from industry up in order to best serve the needs of the employers in the region and to best prepare those entering the workforce. Michelle clarified for the group that these boot camps are not for credit programs that will result in certification badges and Michael added that</p>



the long term goal will be for participation in college programs. Michael requested an ongoing commitment to programs from industry members.

**Marketing & Outreach:** Michael reviewed the charter of work and emphasized that ADVANCE programs, like the boot camp, will be marketed as “scholarship programs” and not “free programs.”

Michael stated that collateral will be internally managed within the group and industry members will be asked to co-brand and shape content.

Michael reviewed the ADVANCE logo and sample letterheads and the idea to move in the direction of connecting separate organizations with the ADVANCE network without replacing any existing logos/brands/etc. **Assessment & Transition:** Michael used WIOA/JOIN, Inc./ADVANCE joint orientation sessions as an example where the Marketing workgroup will produce the flyer but will need content from JOIN, Inc. and WIOA to complete. Michael stated that the google doc link will include the work plan for ongoing months. Michael also noted the importance of incorporating an advising role into the Department of Equity, looking beyond specific events, and focus on pathways advising. Last, Michael stated that the group needs a professional development function and the ability to plan marketing and training in two month intervals so it is done timely.

Beverly asked if boot camp participants will be referred to joint information sessions, and Alexis confirmed that she will be making short presentations to the group. Michael asked how ADVANCE programs are being connected to Alpine and Amador counties, and Frank stated that we will be taking services directly to them and meetings to explore options are being scheduled.

Michael stated that work plans will be driving agendas and made a call to action for network partners to help get participants to the info sessions, boot camps, etc. Michael encouraged partners to advocate and

			navigate all potential participants towards ADVANCE programs.
5. Community Pro Suite	15 min	Implementing the “Backbone” system	Frank presented on CommunityPro Suite and stated that it allows all data systems to share information, interact with participants in real time, and supports and encourages integration. Frank asked members to contact him to complete data sharing agreements if interested in moving forward and reminded members that CPS supports WIOA requirements, is HIPAA and FERPA compliant, and will help avoid lost participants and slammed doors. There is no deadline to join.
6. ADVANCE Logo	15 min	Implementation and Use Guidelines	This agenda item was not discussed due to time limitations.
7. Next Steps – LTAEC Meetings 2nd Thursday	5 min	Action Items Review	<ul style="list-style-type: none"> <li>• Contact Frank regarding any CommunityPro Suite questions or to complete a data sharing agreement</li> <li>• Partners refer clientele to ADVANCE programs</li> </ul> <p><b>Workgroup Schedules:</b></p> <ul style="list-style-type: none"> <li>• HTRR Workgroup 1<sup>st</sup> Wednesday, 10am-12pm Aspen Room</li> <li>• Assessment &amp; Transition Workgroup 1<sup>st</sup> Wednesday, 12:30-1:45pm Aspen Room</li> <li>• Marketing &amp; Outreach Workgroup 2<sup>nd</sup> Thursday, 8:30-9:45am Board Room</li> <li>• ADVANCE LTAEC Network Meeting 2<sup>nd</sup> Thursday, 10am-12pm Board Room</li> </ul>

**ADJOURNED AT 11:53AM**

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Present Call-in

AGENDA ITEMS

Topic	Timing	Action Needed	Agreements/ Notes
1. Welcome, Introductions	10 min	Preview agenda, outline plan for the meeting, brief self-introductions	Michael welcomed the group and introductions were made.
2. Director's Report	10 min	Updates and Information about: a. Status of the Consortium and LTCC Hub b. Systems Update (e.g. Community Pro)	Frank provided the following updates: <ul style="list-style-type: none"> <li>Moving away from "adult education" and using "ADVANCE" language from now on. Traditional adult education focuses on basic skills and does not focus on advancing career or educational goals.</li> <li>HSE testing continues and monthly schedules have been published. Testing will be pushed out to Alpine in the New Year and testing will be available in the jail starting in Jan. /Feb. There will be a press release shortly announcing that the first examinee has completed all (5) tests and earned a HSE without having to drive to Placerville.</li> <li>LTCC will be dropping GED language from prep classes and replacing it with HSE.</li> </ul>

- The kick-off of the Culinary Boot Camp will start next week.
- CPS Updates- LTUSD will sign a data sharing agreement next week and Frank will continue to encourage additional community partners to do the same (WIOA, JOIN, Inc., HHS). Started the design, workflows/formats, personal profile phase. The goal is to finish building the system late fall and go live early January. If anyone is interested in learning more, contact Frank.

Michael asked the group if anyone has questions or hopes they would like to share about CPS:

- Angelo Clelan asked if felons would be hired and Frank stated that this is something that can be captured as a task for the network and create a quality assurance that eases perception. Shane Reynolds stated that this is two prong- 1. educate communities on hiring this population, and 2. prep them prior to release. Frank stated this also means bringing ADVANCE services to them before they are released. Michael stated that we need to look to the jails as a potential hub 6-12 weeks prior to release.
- Barbara Mick asked about Prop 47 and Frank stated that information like this can be shared in CPS so people have access to it and can educate staff/clientele.

Michael asked the group to share what getting partners enrolled and sharing data means to the network:

- Denise Castle stated that it is a virtual connection or a one-stop ability to stay connected immediately on a day-to-day basis.
- Jenny stated that she loves the idea of shared referrals, the reports it can generate, and being able to track through a variety of services.

Michael and Frank encouraged the group to think about how CPS would benefit industry

			<p>partners and asked Emily Sabbato to further discuss with Brandon Reed at the Beach Retreat. Frank stated that CPS will provide access to all of the supportive programs which makes it possible for employees to survive in the community. A partner value list for CPS to take to industry partners will be compiled.</p> <p>Tere Tibbets asked if a community partner list who have agreed to hire people through the Culinary Boot Camp exists and Frank stated that the MOU phase is waiting on the first round of the boot camp to finish.</p>
3. Year 2 Consortium Implementation	15 min	<p>a. Consortium Member Reports on Initiatives and Support Needs</p> <p>b. Network Enrollment Needs</p>	<p>Michael reviewed the year 2 implementation priorities slide, charter of work google document, list of objectives and partners. Michael prompted consortium partner to provide updates.</p> <p><b>LTUSD-</b> Bob Grant provided the following updates:</p> <ul style="list-style-type: none"> <li>• Home program designed to help parents help school aged children with common core curriculum. The program will provide food, childcare, and homework help for children and classes focusing on common core, family development programs, and help with building parenting skills for adults. They are contracting with the FRC to bring people to seminars and have hired a facilitator to help coordinate. The adult classes will use the badging method and will be able to give credit towards obtaining high school diplomas.</li> <li>• CTE Alignment- Hospitality Management program will be offered at Mount Tallac Continuation School with the hopes to expand to the high school next year. An instructor is currently being hired. Bob noted that on the business walks, employers preferred hiring local graduates and that students of Mount Tallac often stay in the Tahoe area once graduated. This program will be designed to make sure students can get a leg up through the system and make a smoother transition to employment.</li> </ul>

			<p>Frank stated that as this program is developed, it will be important to include input/feedback from properties who have robust training programs. Michael pointed out that this is a great opportunity to connect Josh with the teacher and class as ADVANCE develops the Guest Services Boot Camp. Frank and Brad will be visiting the High School next week and will set this in the agenda.</p> <p>Michael asked the group how network partners engage, support and refer to Bob's initiatives:</p> <ul style="list-style-type: none"> <li>• Jenny Wilson stated that WIOA can engage parents with employment and training programs. When children graduate, they can be connected to WEX and OJT.</li> <li>• Bob Grant stated that it is a dual strategy where they are helping kids but also connecting parents to the ADVANCE network.</li> <li>• Frank stated that it will be important to upload everything into CPS, whether the offering agency shares participant data or not.</li> <li>• Michael stated that each program may be touching different areas of the community and it will be important that referrals are being made by those who have established relationships with the clientele, and referenced Sabrina Owen and Tere Tibbets.</li> <li>• Barbara Mick stated that the programs she oversees (CalFresh, CalWorks, Medical) are big components of connecting individuals and families.</li> </ul> <p><b>EDCOE-</b> Gary Sutherland provided the following updates:</p> <ul style="list-style-type: none"> <li>• Key area of their focus is to integrate advising into their HSE program and that they now have a dedicated teaching staff for the program.</li> <li>• Fall will be spent determining how to implement testing beginning in January.</li> <li>• Programs offer high school diploma program at Mount Tallac and a</li> </ul>
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			<p>Culinary/HSE basic skills instruction in the jail.</p> <p>Michael asked the group for strategies to grow enrollment and implement a transition/advising component for EDCOE's programs:</p> <ul style="list-style-type: none"> <li>• Jenny will ask her supervisor if WIOA programs can serve those close to being released. Frank and Jenny will met to discuss implementing shared information sessions in the jail.</li> <li>• Barbara Mick stated that some programs end while those are incarcerated and others continue. She will connect with jail staff.</li> <li>• Frank stated that he will investigate if local job opportunities can be added into CPS.</li> </ul> <p><b>Alpine-</b> Cheri Warrell provided the following updates:</p> <ul style="list-style-type: none"> <li>• Providing parents/guardians a teacher at the education center four afternoons per week. They are struggling to get parents engaged and will try to partner with existing agencies that have programs in the community.</li> <li>• Hiring new Director for their preschool and will connect with preschool parents. Renae Lynch is connecting with the Opportunity School.</li> </ul> <p>Michael encouraged Bob and Cheri to connect on their curriculum/approach.</p> <p>Cheri asked for strategies on how to engage those who may have graduated and are not employed or in school. Frank stated that it will be important to build engagement through word of mouth with successful programs. Michael added that there needs to be a connection between learning and the actual workplace. Frank suggested bringing information to Alpine area restaurants who close seasonally. Denise suggested creating an annual employment base and that we need to fulfill outcomes that speak to a long-term career path.</p>
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<p>4. Workgroup Action Plans</p>	<p>45 min</p>	<ul style="list-style-type: none"> <li>a. 1<sup>st</sup> Quarter outcomes</li> <li>a. 2<sup>nd</sup> Quarter initiatives</li> <li>b. Network Partner Assistance</li> </ul>	<p><b>Assessment &amp; Transition Updates:</b></p> <ul style="list-style-type: none"> <li>• Alexis presented the shared information flyer and stated that the session will be a collaboration between ADVANCE, WIOA, Alpine and JOIN, Inc. Northern Nevada. Short orientations for each program will be provided and appointments will be scheduled with participants. Ideally, additional organizations will participate in the future as well (Barbara Mick's programs, etc.). This session will serve as a one-stop shop. The second half will go into a CASAS assessment for those interested. Soft launch on November 2<sup>nd</sup> at LTCC in the Aspen Room. Sessions will run twice per month in South Lake and one evening in Alpine. The Flyer is almost finalized and will be distributed once complete.</li> <li>• Personal Pathways Plans will be developed with those scheduling ADVANCE advising sessions and the process will be available in both Spanish and English. Tere Tibbets has been assisting with creating a bilingual format. Frank added that this is a rapid and flexible way to deploy planning versus the more rigid GFSF model.</li> </ul> <p><b>HTRR Updates:</b></p> <ul style="list-style-type: none"> <li>• Josh announced that the first Culinary Boot Camp will start next Tuesday. There are six registered and four or five in the pipeline. Scheduling limitations with the intensive (1) week model is creating a lack of participants. The ideal class size will be (12). Network partners—please send any interested individuals to Josh.</li> </ul> <p>Michael encouraged the Chamber to co-brand and distribute the Culinary Boot Camp flyers. Tere Tibbets will distribute as well.</p> <p>Frank emphasized that the Beach Retreat is paying staff to attend boot camp.</p> <p><b>Marketing and Outreach updates:</b></p> <p>Michael announced that a quarterly newsletter was discussed and that the workgroup will come back next month with a game plan for</p>
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			how this can be a tool used by network members.
5. Network Hubs	15 min	a. Resource Requirements b. Targeted Services and Demographics	
6. Building Network Capabilities	15 min	Professional Development priorities for 2016-17	Michael stated that this will be a focus of next month's meeting.
7. Next Steps – LTAEC Meetings 2nd Thurs	10 min	Action Items Review	<p>All:</p> <ul style="list-style-type: none"> <li>• Contact Frank with any questions or concerns about CommunityPro Suite.</li> <li>• Network partners continue to make referrals to ADVANCE services and programs.</li> </ul>
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AE Director: Frank Gerdeman

## Partners:

Bob Albrecht, Maxine Alper, Amber Aneloski, Marilyn Ashlin, Don Ashton, Susan Baker, Rich Barna, Tina Barna, Aaron Barnett, Janelle Blocher, Rich Bodine, Danielle Bogan, April Boyd, Peter Brinckerhoff, Jeremy Brown, Veronica Bruce, Jason Buckingham, Cristen Carnahan, Denise Castle, Angelo Clelan, Katlin Conley, Vickie Cottrill, Scott Craig, Christopher Croft, Aaron Darke, Brad Deeds, Ken Druley, Klaus Feyersinger, Jane Flavin, Alexis Foley, Lisa Foley, Laura Fruitman, John Fry, Frank Gerdeman, Sue Gochis, Bob Grant, Lt. Terrell Green, Holly Greenough, Pat Harnett, Kathy Haven, Steve Heggen, Heidi Hill Drum, Chad Houck, Matthew Kosifas, Ivone Larson, Beverly Lassiter, Hedy Lim, Maria Luquin, Renae Lynch, Bill Martinez, Cindy Martinez, John Martinez, Wendi McCray, Barbara Mick, Katherine Miller, Cristina Nunez, Sabrina Owen, Jenna Palacio, Randy Peshon, John Pillsbury, Chris Placke, David Publicover, Brian Quintanilla, Brandon Reed, Shane Reynolds, Michelle Risdon, Christen Rodriguez, Emily Sabbato, Andrea Salazar, Penny Shervey, Justin Sinner, Melinda Stearns, Kim Stephenson, Eric Sturgess, Gary Sutherland, Josh Sweigert, Amber Tanaka, Steve Teshara, Tere Tibbetts, Lauren Tomaselli, Patrick Traynor, Steve Turner, Michael Ward, Megan Waskiewicz, Cheri Warrell, Brian Williams, Doug Williams, Nichole Williamson, Jenny Wilson, Jude Wood

Present Call-in

## AGENDA ITEMS

Topic	Timing	Action Needed	Agreements/ Notes
1. Welcome, Introductions	10 min	Preview agenda, outline plan for the meeting, brief self-introductions	<p>Michael welcomed the group, introductions were made and partners reviewed what populations their programs serve. Michael reviewed the agenda and identified consortium and network partners for new members. Michael reminded the group that this group meets the second Thursday of every month and encouraged the group to start moving forward in developing stronger network hubs.</p> <p>Brad Deeds stated that consortium members attended the AEBG Summit and commented that ADVANCE is serving as a model for other consortiums in the State of California.</p>
2. Director's Report	10 min	<p>Updates and Information about:</p> <p>a. Status of the Consortium and LTCC Hub</p> <p>b. Systems Update (e.g. Community Pro)</p>	<p>Frank provided the following updates and information:</p> <ul style="list-style-type: none"> <li>AEBG Summit made clear how unique early integration has driven ADVANCE in comparison to other consortiums and provided examples (Culinary Boot Camps that included referrals from WIOA, restaurant and industry members, testing at FRC).</li> </ul>

			<ul style="list-style-type: none"> <li>• ADVANCE programs need continued support, access and collaborative space from network partners. Hubs in the community need to be created where adults recognize as a place to go when they are looking to advance or need assistance (FRC, Library, Live Violence Free).</li> <li>• ADVANCE needs network partner's assistance with branding and educating the community.</li> <li>• ADVANCE messaging needs to move completely away from using "Adult Education" language and move to career/education opportunities.</li> </ul> <p>Michael noted that the grant is reaching the half way point and emphasized the critical need to build systems and pathway models that will work to sustain the program.</p>
3. Year 2 Consortium Implementation	15 min	a. Consortium Member Reports on Initiatives and Support Needs b. Network Enrollment Assistance	<p>Michael prompted consortium members to provide updates:</p> <p><b>LTUSD-</b> Bob Grant provided the following updates:</p> <ul style="list-style-type: none"> <li>• HOME Program- Parent information symposiums are being set up to help adults help school aged children with their homework and be successful in school. A coordinator for the program will be hired next week. Family nights will be scheduled where food, childcare and homework help for children will be provided. Three classes will be provided, nine in each symposium, and parents choose three of the nine. A three prong approach will be used: 1. academic area where a credential teacher will explain common core, 2. family support area where a counselor/psychologist/social worker will facilitate parenting groups, and 3. An area to assist with areas identified by parents (i.e. time management, etc.) and how to cope. The program will be working in partnership with outside organizations as well (FRC), and working closely with Alpine County in order to replicate program.</li> </ul>

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|  |  |  | <ul style="list-style-type: none"><li>• CommunityPro Suite contract is going to the Board.</li><li>• Alignment with CTE programs—the high school has facilities built specifically for these programs.</li><li>• Working with LTCC for dual enrollment programs where high school students can earn college credits for free (Digital media, Culinary, GFSF) and make for a smoother transition from high school to post-secondary school.</li><li>• Bob introduced Vicki Cottrill who will be running the Hospitality Management Program. The 2-year program will start at Mount Tallac and it was noted that the business walks show they want to hire South Lake Tahoe graduates, but need them to strengthen their skills. This program will ideally move to the High School and be part of the culinary pathway in the future.</li></ul> |
|--|--|--|---|

Frank stated the importance of getting this information to network partners, specifically the Hospitality Management Program, to see if it meets their needs. Bob stated that direct internship opportunities will be available through Vicki's connections.

Michael asked how the information Bob provided can get to network partners in order to encourage contacts to take full advantage. Bob stated that CPS and a new Community Liaison hire will assist best with this.

Bob ended by stating that the HOME program will be offered at school and off-site (library, Bijou), is open to all who self-identify as a parent/grandparent/part of the family who cares for a child.

Michael asked industry partners if they could incorporate a question about 10-year plans as high school graduates enter the workforce completing the GFSF curriculum.

**EDCOE-** Gary Sutherland provided the following updates:

- The program at SLT Jail and Mount Tallac Continuation School have goals

			<p>to help individuals earn their high school diploma/HSE.</p> <ul style="list-style-type: none"> <li>• Most students in the evening program at Mount Tallac already have employment and recognize they are limited in upward mobility unless they obtain their high school credential. They also have the opportunity to take short-term online CTE certifications.</li> <li>• SLT Jail program offers short-term certificate programs in addition to HSE.</li> <li>• Programs have a small budget and it has been difficult to expand. There is a teacher in the evening who links those interested to LTCC in order to assist with a smooth transition.</li> <li>• The jail program refers to LTCC and the continuation school, as appropriate.</li> </ul> <p><b>Alpine-</b> Cheri Warrell provided the following updates:</p> <ul style="list-style-type: none"> <li>• In collaboration with LTUSD, a HOME program is being developed.</li> <li>• Parenting programs are available in the community.</li> <li>• With only 1,197 residents, Alpine faces a unique challenge of addressing a large percentage of children being raised by grandmothers.</li> </ul>
4. Workgroup Action Plans	45 min	<p>a. 2<sup>nd</sup> Quarter initiatives</p> <p>b. Network Partner Assistance</p>	<p>Michael reviewed the assistance that the ADVANCE Network may be able to address (i.e. connecting individuals and families to ADVANCE opportunities, driving enrollment by using established relationships with current clientele). Frank highlighted that the Beach Retreat referred two participants to the Culinary Boot Camp and are paying them wages to attend—an example of how programs are serving as a benefit to the community and participant.</p> <p>Michael asked network partners what resources will enable them to connect their organizations to other community organizations and discussed the idea of “re-tweeting.” He provided an example of the</p>

Chamber who is constantly reaching the community in all forms.

**HTRR-** Josh provided the following updates:

- The first intensive (1) week Culinary Boot Camp wrapped up on 11/9 with (9) graduates. The (5) week Boot Camp will wrap up next week with (3) completers.
- 1-2 more intensive (1) week Boot Camps will run before the end of the calendar year with Kirkwood hosting one, in collaboration with Amador county. Currently there is a cap of (12) participants when running the program in the LTCC kitchen. The high school may be another host site.
- Boot Camp attendees are being appropriately referred to other ADVANCE network services as well (i.e. HSE, shared information sessions).
- Focus will be on a guest services training by spring.

Frank announced that a bilingual Culinary Boot Camp is being developed and asked partners for bilingual/fluent chef or instructor referrals. Bill Martinez thanked Frank for considering this option. Michael acknowledged Josh for his work in delivering on the program.

**Assessment & Transition-** Alexis provided the following updates:

- Advising services were announced at the start of each Culinary Boot Camp. Spanish speakers who were interested in attending, but unable to enroll due to language barriers, scheduled advising sessions and continue to meet.
- Shared information sessions are launching this month and referrals from network partners are needed. For November and December they will run the second Wednesday of the month in partnership with JOIN, Inc., WIOA, HHS, and Alpine. Mini presentations will be made on opportunities available and participants will have the chance to

			<p>schedule an appointment with appropriate staff.</p> <ul style="list-style-type: none"> <li>• A Spanish only version of the shared information session will be offered in the New Year.</li> <li>• Space is needed outside of LTCC to host a shared information session in January that is centrally located and on the bus line. Please contact Alexis if network partners have space available.</li> <li>• The first Spanish examinee has completed her HSE and received her certificate. She will be enrolling in credit bearing courses in the winter.</li> </ul> <p>Frank added the participants in the first shared information session were low-level English proficiency and Alexis translated the entire process.</p> <p><b>Brad Deeds</b> provided the following updates:</p> <ul style="list-style-type: none"> <li>• A Career and Development Center will be funded, as proposed by Jenna, by the end of winter quarter at LTCC. This could piggy back on what ADVANCE is doing.</li> </ul> <p>Michael noted that this can be a standing agenda item and can be the bridge between CTE/pre-apprenticeship/ADVANCE programs.</p>
5. Network Hubs	15 min	<p>a. Resource Requirements</p> <p>b. Targeted Services and Demographics</p>	
6. Building Network Capabilities	15 min	<p>a. Professional Development priorities</p> <p>b. Prospective Advance Newsletter – Communicating Advance Opportunities and Outcomes with the Community</p>	<p>Michael started discussion around marketing and outreach messaging and newsletters and the idea of image shifting. Michael announced an added marketing work session on 11/22 from 1-4pm at LTCC to focus on how to best convey services, collaboration and integration are changing the lives of community members.</p>
7. Next Steps – LTAEC Meetings 2nd Thurs	10 min	Action Items Review	<p>All:</p> <ul style="list-style-type: none"> <li>• Referrals to ADVANCE programs and services</li> </ul>

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|  |  |  | <ul style="list-style-type: none"><li>• Contact ADVANCE staff with space that can be utilized for shared information sessions, boot camps, etc.</li><li>• Marketing work session will be held on Tuesday, 11/22, from 1-4pm in the Aspen Room at LTCC.</li></ul> |
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**ADJOURNED AT 12:02PM**

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# Advance Lake Tahoe Adult Education Consortium

LTCC Board Room and Conference Call:

12/08/16  
10:00am – 12:00pm

LTCC Board Room  
and Conference Call:  
888-450-4821  
Passcode: 441861

Facilitator: Michael Ward

AE Director: Frank Gerdeman

## Partners:

Bob Albrecht, Maxine Alper, Amber Aneloski, Marilyn Ashlin, Don Ashton, Susan Baker, Rich Barna, Tina Barna, Aaron Barnett, Janelle Blocher, Rich Bodine, Danielle Bogan, April Boyd, Peter Brinckerhoff, Jeremy Brown, Veronica Bruce, Jason Buckingham, Cristen Carnahan, Denise Castle, Angelo Clelan, Katelin Conley, Vicki Cottrill, Scott Craig, Christopher Croft, Brittani Curtis, Aaron Darke, Brad Deeds, Ken Druley, Klaus Feyersinger, Jane Flavin, Alexis Foley, Lisa Foley, Laura Fruitman, John Fry, Frank Gerdeman, Sue Gochis, Bob Grant, Lt. Terrell Green, Holly Greenough, Pat Harnett, Kathy Haven, Steve Heggen, Heidi Hill Drum, Chad Houck, Matthew Kosifas, Ivone Larson, Beverly Lassiter, Hedy Lim, Maria Luquin, Renae Lynch, Bill Martinez, Cindy Martinez, John Martinez, Wendi McCray, Barbara Mick, Katherine Miller, Cristina Nunez, Sabrina Owen, Jenna Palacio, Nicole Paulley-Davenport, Randy Peshon, John Pillsbury, Chris Placke, David Publicover, Brian Quintanilla, Brandon Reed, Shane Reynolds, Michelle Risdon, Christen Rodriguez, Emily Sabbato, Andrea Salazar, Penny Sherve, Justin Sinner, Melinda Stearns, Kim Stephenson, Eric Sturgess, Gary Sutherland, Josh Sweigert, Steve Teshara, Tere Tibbetts, Lauren Tomaselli, Patrick Traynor, Steve Turner, Michael Ward, Megan Waskiewicz, Cheri Warrell, Brian Williams, Doug Williams, Nichole Williamson, Jenny Wilson, Jude Wood

Present Call-in

## AGENDA ITEMS

Topic	Timing	Action Needed	Agreements/ Notes
1. Welcome, Introductions	10 min	Preview agenda, outline plan for the meeting, brief self-introductions	Michael welcomed the group and introductions were made. Network partners shared what they are most proud of looking back for 2016 and what they are excited about for 2017 in regards to the ADVANCE Network.  Michael noted that the Foundation for the California Community Colleges joined the ADVANCE Network and has continued to be active with the promise of what we can do together for the future. Marilyn Ashlin added that she views ADVANCE as a great model to share with the state.
2. Director's Report	10 min	Updates and Information about: a. Status of the Consortium and LTCC Hub b. Systems Update (e.g. Community Pro)	Frank provided the following updates:  CommunityPro Suite- a data platform that ADVANCE has invested in to share real time referrals and stay interconnected as a network to nurture information. By the end of next week, all consortium members will have signed on and the process to upload information to share will start.

<p>3. Year 2 Consortium Implementation</p>	<p>15 min</p>	<p>a. Consortium Member Reports on Initiatives and Support Needs b. Network Enrollment Assistance</p>	<p>Michael prompted consortium members to provide updates:</p> <p><b>EDCOE-</b> Gary Sutherland provided the following updates:</p> <ul style="list-style-type: none"> <li>• Over 46 students have graduated and they would like to increase classes from two to three nights per week, however, they are limited on funding. They do not want to put people on waitlists.</li> <li>• Individuals coming in have a high interest in obtaining their High School diploma.</li> <li>• 90% graduation rate from participants.</li> <li>• Staff who care and stay active in student's lives, active partners, and a rejuvenation of programs are all helping to drive enrollment.</li> </ul> <p>Michael and Frank stated that they have a commitment to no waiting lists.</p> <p>Michael highlighted the importance of closing the gap and connecting students to all existing services before they graduate, or dual enrollment. Frank agreed and added the importance of intentional outreach on the counseling/advising side before graduation. Michael encouraged a targeted ADVANCE hosted information session for Tallac graduates that includes work experience, employer participation, etc., in order to close the gap quickly. Frank asked if there is flexibility with the definition of credit and Gary confirmed that elective credits can be used for work experience. Consensus to hold an information session for this group during the first quarter of 2017.</p> <p><b>LTUSD-</b> Bob Grant provided the following updates:</p> <ul style="list-style-type: none"> <li>• There will be an HTRR teacher hired at Mount Tallac Continuation School/High School. This teacher will be going to different businesses to research local needs. Michael noted that this goal should be</li> </ul>
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			<p>revisited in the January network meeting.</p> <ul style="list-style-type: none"> <li>The Home program will start at the end of January and will run through June. Classes will also be offered at the FRC. A staff will be coming in with flyers/messaging, and will be conducting outreach to eligible families (i.e. Cafecitos).</li> </ul>
4. Workgroup Action Plans	45 min	<p>a. 2<sup>nd</sup> Quarter initiatives</p> <p>b. Network Partner Assistance</p>	<p>Josh provided the following HTRR updates:</p> <ul style="list-style-type: none"> <li>Additional Boot Camps will be on hold until January/shoulder season. Frank and Josh will be meeting with Camp Richardson for possible site usage.</li> <li>The Boot Camp will not be limited to the shoulder season with community collaboration and will not be restricted to the college schedule.</li> <li>Mobile set of culinary equipment was purchased (i.e. saucepans) in order to deliver Boot Camp at multiple sites.</li> </ul> <p>Alexis provided the following A/T updates:</p> <ul style="list-style-type: none"> <li>The next ADVANCE hosted information session be held on 12/14/16. We need referrals from network partners to help make them successful.</li> <li>Starting in January, sessions will also be offered on the 4<sup>th</sup> Wednesdays of the month at the SLT Library. Additional off-site locations will be included as well (FRC, Bijou, Alpine). Michael noted the importance of making programs accessible and thanked Katherine for the SLT library space. Bob Grant added that he would like to see information sessions held at parent night.</li> </ul> <p>Marketing &amp; Outreach updates:</p> <ul style="list-style-type: none"> <li>ADVANCE was offered the Spring catalog cover and (2) pages. Josh stated that the goal is to convey the main points that make up ADVANCE</li> </ul>

			<p>and what function/value it has to the community.</p> <ul style="list-style-type: none"> <li>Michael discussed avoiding collateral that is disguised with code words of how we talk to people who are underserved / disadvantaged. He emphasized using invitational language in the way we tell the story of ADVANCE so it becomes the community's ADVANCE.</li> <li>Frank emphasized to the network that we will not be using the "adult education" term in our language in the catalog or as a network.</li> <li>The group reviewed potential pictures to be used for the catalog.</li> </ul>
5. Network Hubs	15 min	a. Resource Requirements b. Targeted Services and Demographics	Michael reminded the network that ADVANCE has three years to build initial capacity and a vital and robust system that supports itself and supports learning at any door an individual may enter.
6. Building Network Capabilities	15 min	a. Professional Development priorities b. Prospective Advance Newsletter – Communicating Advance Opportunities and Outcomes with the Community	
7. Next Steps – LTAEC Meetings 2nd Thurs	10 min	Action Items Review	<p>All:</p> <ul style="list-style-type: none"> <li>Referrals to ADVANCE programs and services</li> </ul> <p>ADVANCE Staff:</p> <ul style="list-style-type: none"> <li>Schedule targeted information sessions (i.e. Tallac Continuation School, LTUSD parent night)</li> </ul>

**MEETING ADJOURNED AT 11:57PM**

Advance  
Lake Tahoe Adult Education Consortium  
LTCC Board Room and Conference Call:

01/12/17  
10:00am – 12:00pm  
LTCC Board Room  
and Conference Call:  
888-450-4821  
Passcode: 939115

**Facilitator:** Michael Ward

**AE Director:** Frank Gerdeman

**Partners:**

Bob Albrecht, Maxine Alper, Amber Aneloski, Marilyn Ashlin, Don Ashton, Susan Baker, Rich Barna, Tina Barna, Aaron Barnett, Janelle Blocher, Rich Bodine, Danielle Bogan, April Boyd, Peter Brinckerhoff, Jeremy Brown, Veronica Bruce, Jason Buckingham, Cristen Carnahan, Denise Castle, Angelo Clelan, Katelin Conley, Vicki Cottrill, Scott Craig, Christopher Croft, Brittani Curtis, Aaron Darke, Brad Deeds, Ken Druley, Klaus Feyersinger, Jane Flavin, Alexis Foley, Lisa Foley, Laura Fruitman, John Fry, Frank Gerdeman, Sue Gochis, Bob Grant, Lt. Terrell Green, Holly Greenough, Pat Harnett, Kathy Haven, Steve Heggen, Heidi Hill Drum, Chad Houck, Matthew Kosifas, Ivone Larson, Beverly Lassiter, Hedy Lim, Maria Luquin, Renae Lynch, Bill Martinez, Cindy Martinez, John Martinez, Wendi McCray, Barbara Mick, Katherine Miller, Cristina Nunez, Sabrina Owen, Jenna Palacio, Randy Peshon, John Pillsbury, Chris Placke, David Publicover, Brian Quintanilla, Brandon Reed, Shane Reynolds, Michelle Risdon, Christen Rodriguez, Emily Sabbato, Andrea Salazar, Penny Shervy, Justin Sinner, Melinda Stearns, Kim Stephenson, Eric Sturgess, Gary Sutherland, Josh Sweigert, Steve Teshara, Tere Tibbetts, Lauren Tomaselli, Patrick Traynor, Steve Turner, Michael Ward, Megan Waskiewicz, Cheri Warrell, Brian Williams, Doug Williams, Nichole Williamson, Jenny Wilson, Jude Wood

**AGENDA ITEMS – MEETING CANCELLED DUE TO EXTREME WEATHER EVENT**

Topic	Timing	Action Needed	Agreements/ Notes
1. Welcome, Introductions	10 min	Preview agenda, outline plan for the meeting, brief self-introductions	
2. Director's Report	10 min	Updates and Information about: a. Status of the Consortium and LTCC Hub b. Systems Update (e.g. Community Pro)	
3. Year 2 Consortium Implementation	15 min	a. Consortium Member Reports on Initiatives and Support Needs b. Network Enrollment Assistance	
4. Workgroup Action Plans	45 min	a. 2 <sup>nd</sup> Quarter initiatives b. Network Partner Assistance	
5. Network Hubs	15 min	a. Resource Requirements b. Targeted Services and Demographics	
6. Building Network Capabilities	15 min	a. Professional Development priorities b. Prospective Advance Newsletter – Communicating Advance Opportunities and Outcomes with the Community	
7. Next Steps – LTAEC Meetings 2nd Thurs	10 min	Action Items Review	

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# Advance Lake Tahoe Adult Education Consortium

LTCC Board Room and Conference Call:

02/09/17  
10:00am – 12:00pm

LTCC Board Room  
and Conference Call:  
888-450-4821  
Passcode: 417221

**Facilitator:** Michael Ward

**AE Director:** Frank Gerdeman

**Partners:**

Bob Albrecht, Maxine Alper, Amber Aneloski, Marilyn Ashlin, Don Ashton, Susan Baker, Rich Barna, Tina Barna, Aaron Barnett, Janelle Blocher, Rich Bodine, Danielle Bogan, April Boyd, Peter Brinckerhoff, Jeremy Brown, Veronica Bruce, Jason Buckingham, Cristen Carnahan, Denise Castle, Angelo Clelan, Katelin Conley, Vicki Cottrill, Scott Craig, Christopher Croft, Brittani Curtis, Aaron Darke, Brad Deeds, Ken Druley, Klaus Feyersinger, Jane Flavin, Alexis Foley, Lisa Foley, Laura Fruitman, John Fry, Frank Gerdeman, Sue Gochis, Bob Grant, Lt. Terrell Green, Holly Greenough, Pat Harnett, Kathy Haven, Steve Heggen, Heidi Hill Drum, Chad Houck, Matthew Kosifas, Ivone Larson, Beverly Lassiter, Hedy Lim, Maria Luquin, Renae Lynch, Bill Martinez, Cindy Martinez, John Martinez, Wendi McCray, Barbara Mick, Katherine Miller, Cristina Nunez, Sabrina Owen, Jenna Palacio, Randy Peshon, John Pillsbury, Chris Placke, David Publicover, Brian Quintanilla, Brandon Reed, Shane Reynolds, Madelyn Rios, Michelle Risdon, Christen Rodriguez, Emily Sabbato, Andrea Salazar, Vanessa Santora, Penny Shervey, Justin Sinner, Sabrina Siino, Melinda Stearns, Kim Stephenson, Eric Sturgess, Gary Sutherland, Josh Sweigert, Steve Teshara, Tere Tibbetts, Lauren Tomaselli, Patrick Traynor, Steve Turner, Michael Ward, Megan Waskiewicz, Cheri Warrell, Brian Williams, Doug Williams, Nichole Williamson, Jenny Wilson, Jude Wood

Present Call-in – Barbara Mick, Gary Sutherland, Cheri Warrell, Jenny Wilson

## AGENDA ITEMS

Topic	Timing	Action Needed	Agreements/ Notes
1. Welcome, Introductions	10 min	Preview agenda, outline plan for the meeting, brief self-introductions	<p><b>Preview Agenda Focus Questions:</b></p> <ul style="list-style-type: none"> <li>What are everyone's project enrollment targets and what are the ADVANCE partners' needs from now until the end of the fiscal year?</li> <li>How can we begin to accelerate enrollment via Network Hubs?</li> <li>How can we bring together an integrated seamless approach? For instance, how do we make Adult Education a conduit to integrated for credit academic preparation - while certificates and badges are valuable, they are not as valuable as college degrees (over the lifetime of a community member). How can the ADVANCE Network afford everyone this opportunity, without one offing programs?</li> </ul>

			<p><b><u>Introductions and burning platform issues:</u></b></p> <ul style="list-style-type: none"> <li>• Bob Grant introduces Madelyn Rios to the Consortium. Madelyn has been hired to spearhead the HOME parent education program.</li> <li>• Bill Martinez updates the Consortium about a community movement to address inclusion and immigration concerns.</li> <li>• Dean Brad Deeds reminds the Consortium that AEBG funds do not discriminate between citizens, documented and undocumented individuals. AEBG funds are here to serve the community and to lift up community members and families.</li> </ul>
2. Director's Report	10 min	<p>Updates and Information about:</p> <p>a. Status of the Consortium and LTCC Hub</p> <p>b. Systems Update (e.g. Community Pro)</p>	<p><b><u>Director's Report:</u></b></p> <ul style="list-style-type: none"> <li>• Frank Gerdeman reports the CA State Finance Department's legislative language and intent to provide "ongoing" funding to state consortia.</li> <li>• Policy shift in use of funds now includes apportionment generating students, as long as students are assessed using a federally recognized assessment tool.</li> </ul>
3. Year 2 Consortium Implementation	15 min	<p>a. Consortium Member Reports on Initiatives and Support Needs</p> <p>b. Network Enrollment Assistance</p>	<p><b><u>LTUSD:</u></b></p> <ul style="list-style-type: none"> <li>• <b>Updates:</b> delays in program roll out due to extreme weather, but now ready to get things going in March 2017. Sending out a parent survey to gauge parent needs and interest. Intend to include ADVANCE at the first session so parents are aware of ADVANCE pathway planning. Goals to incentivize programming through linking coursework with credit towards a diploma.</li> </ul>



- **Needs:** Logo and branding; translating HOME documents into Spanish language; instructors for workshops on reading (perhaps Janelle Blocher), or meditation (perhaps Veronica Bruce), or on any other topics that can support Tahoe parents.

**EDCOE:**

- **Updates:** Tremendous success working with ADVANCE to expand programming more. 27 graduates last year, this year 41 students are registered. Weather causes a barrier for getting to school. 10 students are parents who can benefit from the HOME and can potentially earn credit towards a Diploma. Excitement moving forward!
- **Needs:** Expand into a new location, potentially the County Library. Attend the EDCOE Graduation and support student achievement. Graduation is scheduled for June 9th @ 10am graduation at STHS.

**Alpine County Office of Education:**

- **Updates:** Teacher with the Native American Community helping teach parents. Parent participation night scheduled for March 2<sup>nd</sup>, focus on academic, social and behavioral type workshops.
- **Needs:** Cherrie meets with her group next week and will ask her group what the Network can do for them to be helpful and supportive.

**LTCC:**

- **Updates:** LTCC is going after strong workforce money to build pathways beyond ADVANCE, ie. the ADVANCE

			<p>Culinary Boot Camp could serve as the first 40 hours of an entry level culinary course at the credit level. This would be the same plan for a Guest Services Boot Camp and the development of an AA in Hospitality Management. In regards to Recreation, Wilderness Education at LTCC is a pretty solid program to build upon – currently have a part time faculty with the intent to use strong workforce dollars to expand into a full time faculty. By expanding Wilderness Education, students are prepared for pathways into public safety, search &amp; rescue, the forest service, fire and more. LTCC intends to re-vamp the Culinary Arts program. In addition to fully revamping culinary, LTCC intends to fully revamp the Computer Information and Science Program for pathways into Cyber Security and becoming a Tech Entrepreneur. Tech Entrepreneur would encompass business, marketing and communications. Tech Entrepreneur would tie in with pathways at STHS.</p>
4. Workgroup Action Plans	45 min	a. 2 <sup>nd</sup> Quarter initiatives b. Network Partner Assistance	<p><b><u>HTRR:</u></b></p> <ul style="list-style-type: none"> <li>• Polishing up Culinary Boot Camp to run in Spring Season.</li> <li>• Creation of a Spanish-speaking Culinary Boot Camp to pilot in the Spring.</li> <li>• Creation of a Guest Services Boot Camp to pilot in the Spring.</li> </ul> <p><b><u>Assessment &amp; Transition:</u></b></p> <ul style="list-style-type: none"> <li>• Creation of an ADVANCE Orientation process that</li> </ul>

			<p>includes: <b>(1)</b> snapshot of what ADVANCE is all about, <b>(2)</b> participant assessments, and <b>(3)</b> begin crafting a participant's pathway plan with meaningful program referrals.</p> <p><b>M&amp;O:</b></p> <ul style="list-style-type: none"> <li>• LTCC Spring Catalogue Cover Story shared with the Consortium. Cover story features ADVANCE!</li> <li>• Plans for developing a Newsletter that would communicate to 3 crucial audiences (external facing towards prospective partners; internal facing towards current partners and members; participant facing towards prospective participants).</li> </ul>
5. Network Hubs	15 min	a. Resource Requirements b. Targeted Services and Demographics	<ul style="list-style-type: none"> <li>• EDC Public Library as a possible location for expanding EDCOE's Adult Diploma Program.</li> <li>• FRC as a location to install Burlington English for additional access to participants.</li> </ul>
6. Building Network Capabilities	15 min	a. Professional Development priorities b. Prospective Advance Newsletter – Communicating Advance Opportunities and Outcomes with the Community	<p>Plans for developing a Newsletter that would communicate to 3 crucial audiences (external facing towards prospective partners; internal facing towards current partners and members; participant facing towards prospective participants).</p>
7. Next Steps – LTAEC Meetings 2nd Thurs	10 min	Action Items Review	<ul style="list-style-type: none"> <li>• Invite members, partners and participants to STHS to begin filming testimonials for commercials for outreach on Lake Tahoe TV.</li> </ul>

Advance  
Lake Tahoe Adult Education Consortium  
LTCC Board Room and Conference Call:

03/09/17  
10:00am – 12:00pm

LTCC Board Room  
and Conference Call:  
888-450-4821  
Passcode: 326873

Facilitator: Michael Ward

AE Director: Frank Gerdeman

Partners:

Bob Albrecht, Maxine Alper, Amber Aneloski, Marilyn Ashlin, Don Ashton, Susan Baker, Rich Barna, Tina Barna, Aaron Barnett, Janelle Blocher, Rich Bodine, Danielle Bogan, April Boyd, Peter Brinckerhoff, Jeremy Brown, Veronica Bruce, Jason Buckingham, Cristen Carnahan, Denise Castle, Angelo Clelan, Katelin Conley, Vicki Cottrill, Scott Craig, Christopher Croft, Brittani Curtis, Aaron Darke, Brad Deeds, Ken Druley, Klaus Feyersinger, Jane Flavin, Alexis Foley, Lisa Foley, Laura Fruitman, John Fry, Frank Gerdeman, Sue Gochis, Bob Grant, Lt. Terrell Green, Holly Greenough, Pat Harnett, Kathy Haven, Steve Heggen, Heidi Hill Drum, Chad Houck, Matthew Kosifas, Ivone Larson, Beverly Lassiter, Hedy Lim, Maria Luquin, Renae Lynch, Bill Martinez, Cindy Martinez, John Martinez, Wendi McCray, Barbara Mick, Katherine Miller, Cristina Nunez, Sabrina Owen, Jenna Palacio, Nicole Paulley-Davenport, Randy Peshon, John Pillsbury, Chris Placke, David Publicover, Brian Quintanilla, Brandon Reed, Shane Reynolds, Madelyn Rios, Michelle Risdon, Christen Rodriguez, Emily Sabbato, Andrea Salazar, Vanessa Santora, Craig Schmidt, Penny Shervey, Justin Sinner, Sabrina Siino, Melinda Stearns, Kim Stephenson, Joan Stine, Eric Sturgess, Gary Sutherland, Josh Sweigert, Steve Teshara, Tere Tibbetts, Lauren Tomaselli, Patrick Traynor, Steve Turner, Michael Ward, Megan Waskiewicz, Cheri Warrell, Brian Williams, Doug Williams, Nichole Williamson, Jenny Wilson, Jude Wood

Present Call-in

AGENDA ITEMS

Topic	Timing	Action Needed	Agreements/ Notes
1. Welcome, Introductions	10 min	Preview agenda, outline plan for the meeting, brief self-introductions	<p>Frank welcomed the group and partners made brief introductions and program updates:</p> <ul style="list-style-type: none"> <li>Jenny Wilson stated that WIOA Title 1 has been connecting w/high schools, workability groups, pathways to DOR, seniors, and is focused on connecting employers with prospective employees.</li> <li>Renae Lynch reports a huge increase with job openings in Alpine, more resume workshops are being held, and working with behavioral health to implement a new program in the near future (Getting ahead while getting out of poverty). WIOA/information sessions will be held in Alpine in the near future, would like a college rep. present.</li> <li>Alexis reports that she will be meeting the welfare to work team next week to learn more about their case management process.</li> <li>Matt from JOIN, Inc. reports that Nevada is a “boom town” right now and is working to bring more soft skills into training, along</li> </ul>

			<p>with resume/writing. Reports a wide range of clientele demographic.</p> <ul style="list-style-type: none"> <li>• Shane with LTCC ISP program reports five students will graduate with honors in the spring, 40 new students this quarter, discussion of bringing 21<sup>st</sup> century skills to ISP students in the working camp who will be released within two years. Frank added that the 21<sup>st</sup> Century Skills will be incorporated into the guest boot camp.</li> <li>• April reports they are moving forward with the Medical Assistant program at Barton and it is very popular. NA program development in process and will connect with Jenna once up and running.</li> <li>• Bill from FRC announced that Burlington English is now available in their computer lab through ADVANCE connection. Also reports that last Monday the FRC held an immigration forum where there was standing room only and legal aids available for questions. Last, on April 8<sup>th</sup> there will be attorney's available to process information for immigration status. There are 58 one-hour time slots available (priority to 96150 zip), event through FRC, hosted by LTCC. Bill will email a flyer to Nicole for network distribution.</li> <li>• Kathryn from SLT Library reports having a table at the first high school HOME night.</li> <li>• Veronica Bruce reports that she was present at HOME night and that there was a solid turn out.</li> <li>• Craig reports to be new at Tahoe Chamber, from Mammoth Lakes, and will be implementing an online customer service training program used in Mammoth in May. Frank added that content will be changed/built on, and will be vetted in hospitality boot camp. Goal of preferential hiring, other perks once participants complete. Craig also announced that Jude Wood (B&amp;G Club) would like to develop an entrepreneurship program for 11-13 y/o's and is looking for funding. Craig stated that self-employment is a reality in this area and needs to be addressed early on to show as viable option.</li> </ul>
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			<ul style="list-style-type: none"> <li>Jenna w/Work Experience reports bridge building with LTCC and workforce and gearing up with SLTHS sports medicine/Barton partnership for career exploration, college credit.</li> <li>Justin w/the Chamber stated that workforce development/attraction is the number one issue in this community and is working hard to develop workforce/bring in new employment. Business Expo event will be held on March 30<sup>th</sup>—30 first time businesses \$15 in advance.</li> <li>Marylin Ashlin presented briefly on Launchpath and Career Catalyst.</li> </ul> <p>Frank announced that workgroup reports will be conducted on a quarterly basis and the network meeting will have a more of a professional development focus on a monthly basis.</p>
2. Director's Report	10 min	<p>Updates and Information about:</p> <p>a. Status of the Consortium and LTCC Hub</p> <p>b. Systems Update (e.g. Community Pro)</p>	<p>Frank reported on the following:</p> <ul style="list-style-type: none"> <li>A national webinar, Knowing Your Rights as a DACA Student, will be shown at LTCC tomorrow. If valuable, will be pushed out to the network.</li> <li>Offered FRC support with April 8<sup>th</sup> event, if needed.</li> <li>ADVANCE will fund an instructor for a level 1 ESL and Citizenship class next quarter. Students should enroll through LTCC as normal. Spanish version of Citizenship class will be offered in the summer for specific groups. Bill emphasized the need for this.</li> <li>ADVANCE is sending a team to DC for a National Apprenticeship conference (Jenny Wilson, Matt Kosifas, Amber Aneloski, and Josh Sweigert). They will present to network when they return.</li> <li>Last fall at the statewide AEBG Summit, Dr. Pastor presented on the impacts of immigration with a focus on integration. Frank is working with his office to bring him to South Lake to do a presentation for network partners, community members, and LTCC. Will most likely be held at LTCC on May 17th.</li> </ul>

<p>3. Year 2 Consortium Implementation</p>	<p>15 min</p>	<p>a. Consortium Member Reports on Initiatives and Support Needs b. Network Enrollment Assistance</p>	<p>Cheri Warrell made the following program updates for Alpine county:</p> <ul style="list-style-type: none"> <li>The first parent participation (HOME) night was very successful. Twenty parents attended, they had dinner, a raffle, and childcare available. There was separate sessions throughout the evening for different age groups—they had a presenter from SLT on cyber safety, behavioral health and self-esteem, bullying, math homework help, Google doc's, and how to get ready for high school. Their HOME night was held at Diamond Valley High School and they plan to survey parents for feedback, debrief, and schedule future sessions.</li> </ul> <p>Frank made the following program updates for LTUSD:</p> <ul style="list-style-type: none"> <li>HOME program kickoff night was 3/8 and had 17 parents in attendance. They had dinner, a raffle, an ADVANCE overview presentation and registration, and childcare. Math homework help was the main focus for parents. Kathryn from the Library sat in and reports that the workshop was well received by parents. LTUSD will run two more this year, and next year will be an ongoing series.</li> </ul> <p>Josh and Frank made the following Marketing &amp; Outreach Updates:</p> <ul style="list-style-type: none"> <li>ADVANCE is the cover story for LTCC's spring catalog, reviewed current swag and noted both English and Spanish versions.</li> <li>Producing a print and online version focusing on meaningful outcomes for participants.</li> <li>Jenna added that there will be a call to action/save the date for upcoming partner events.</li> </ul> <p><b>Action Item</b>—please send events and community program updates to Nicole and include name of program and when/where taking place.</p> <ul style="list-style-type: none"> <li>Craig from the Chamber asked that the newsletter is shared with their organization.</li> <li>Usage recommendations—network partners please consider using “a member of” / “powered by” ADVANCE. Positive group consensus.</li> </ul>
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4. Workgroup Action Plans	45 min	a. 2 <sup>nd</sup> Quarter initiatives b. Network Partner Assistance	<p>Frank began group discussion around CommunityPro Suite and made the following announcements:</p> <ul style="list-style-type: none"> <li>• The primary value to network partners is the referral system.</li> <li>• Currently training partners as end users (Jenny Wilson, WIOA / John Pillsbury, DOR)</li> <li>• The beauty of the system is that it provides real time access to a student's path.</li> <li>• CPS is HIPPA and FERPA compliant and access depends on a user's role and "row." DC has been using this for 2 years and 9 consortia in CA have purchased and are moving forward with the system.</li> <li>• Currently CPS is only partner facing and learner facing will be rolled out in summer.</li> <li>• As a new, early user, we have the ability to make adjustments/requests as a network to tweak our service.</li> </ul> <p>Frank asked how partners see CPS benefiting their customers/clients/organization:</p> <ul style="list-style-type: none"> <li>• Jenny Wilson stated that she's an advocate for the system and believes it is an invaluable tool to track clients</li> <li>• Jenna stated that she believes it can be a great tool to use for recruitment and internships.</li> <li>• Frank stated that job openings could be treated like a potential service where committed participants can connect with committed employers.</li> <li>• Marilyn stated that she believes CPS is a great tool that can assist staff in providing highly individualized case management.</li> </ul> <p>Frank emphasized that CPS will never replace existing databases.</p>
5. Network Hubs	15 min	a. Resource Requirements b. Targeted Services and Demographics	<p>Professional Development will start to be incorporated into monthly meetings.</p>



6. Building Network Capabilities	15 min	a. Professional Development priorities b. Prospective ADVANCE Newsletter – Communicati ng ADVANCE Opportunities and Outcomes with the Community	
7. Next Steps – LTAEC Meetings 2nd Thurs	10 min	Action Items Review	April- Jeff DeFranco May- Sabrina Owen- ACES presentation June- please email any interests

# Advance Lake Tahoe Adult Education Consortium

LTCC Board Room and Conference Call:

**04/13/17**  
**10:00am – 12:00pm**  
**LTCC Board Room**  
**and Conference Call:**  
**888-450-4821**  
**Passcode: 557539**

**Facilitator:** Michael Ward

**AE Director:** Frank Gerdeman

**Partners:**

Bob Albrecht, Maxine Alper, Amber Aneloski, Marilyn Ashlin, Don Ashton, Susan Baker, Rich Barna, Tina Barna, Aaron Barnett, Janelle Blocher, Rich Bodine, Danielle Bogan, April Boyd, Peter Brinckerhoff, Jeremy Brown, Veronica Bruce, Jason Buckingham, Cristen Carnahan, Denise Castle, Angelo Clelan, Katelin Conley, Vicki Cottrill, Scott Craig, Christopher Croft, Brittani Curtis, Aaron Darke, Brad Deeds, Ken Druley, Klaus Feyersinger, Jane Flavin, Alexis Foley, Lisa Foley, Laura Fruitman, John Fry, Frank Gerdeman, Sue Gochis, Bob Grant, Lt. Terrell Green, Holly Greenough, Pat Harnett, Kathy Haven, Steve Heggen, Heidi Hill Drum, Chad Houck, Kyle Jones, Matthew Kosifas, Ivone Larson, Beverly Lassiter, Hedy Lim, Maria Luquin, Renae Lynch, Bill Martinez, Cindy Martinez, John Martinez, Wendi McCray, Barbara Mick, Katherine Miller, Cristina Nunez, Sabrina Owen, Jenna Palacio, Randy Peshon, John Pillsbury, Chris Placke, David Publicover, Brian Quintanilla, Brandon Reed, Shane Reynolds, Madelyn Rios, Michelle Risdon, Christen Rodriguez, Emily Sabbato, Andrea Salazar, Vanessa Santora, Penny Shervy, Justin Sinner, Sabrina Siino, Melinda Stearns, Kim Stephenson, Joan Stine, Eric Sturgess, Gary Sutherland, Josh Sweigert, Steve Teshara, Tere Tibbetts, Lauren Tomaselli, Patrick Traynor, Steve Turner, Michael Ward, Megan Waskiewicz, Cheri Warrell, Brian Williams, Doug Williams, Nichole Williamson, Jenny Wilson, Jude Wood

Present Call-in

## AGENDA ITEMS

Topic	Timing	Action Needed	Agreements/ Notes
1. Welcome, Introductions	10 min	Preview agenda, outline plan for the meeting, brief self-introductions	Michael welcomed the group and introductions were made.
2. Director's Report	10 min	Updates and Information about: a. Status of the Consortium and LTCC Hub b. Systems Update (e.g. Community Pro)	Frank made the following announcements: <ul style="list-style-type: none"> <li>ADVANCE's work around building pre-credit badge level/micro certificates was pulled from the annual legislative report as a program highlight for the State (not every group was recognized for a best practice). ADVANCE continues to be unique as most groups are traditional adult schools / community colleges.</li> <li>Goal to incorporate more community professional development during the network meetings. Next month, Jeff DeFranco will present and will be looking for input and feedback. Please complete survey if you have not already: (<a href="http://bit.ly/2iPV7qS">http://bit.ly/2iPV7qS</a>)</li> </ul>

<p>3. Year 2 Consortium Implementation</p>	<p>15 min</p>	<p>a. Consortium Member Reports on Initiatives and Support Needs b. Network Enrollment Assistance</p>	<ul style="list-style-type: none"> <li>• Frank reviewed current ADVANCE program offerings and schedule, the no wrong door approach, and explained that a formalized entry process is now necessary as participant numbers are increasing.</li> <li>• Frank reviewed the importance of assessing and how it fits into our work with participants and the planning process (early goal setting, make sure appointments can be kept by participants, etc.). Assessments will be in reading (25 questions) and math (50 questions), and ESL Reading for ELL learners. Group assessments will allow for a more efficient process and will allow partners to easily refer as a stand-alone service. Brad stated that these assessments are called TABE and TABE CLAS-E (ESL). The TABE CLAS-E is currently being piloted with the LTCC ESL program.</li> <li>• Frank explained that by September, the onboarding process should be running smoothly.</li> <li>• Frank reviewed the May calendar and programs that are directly serving students. This is for informational purposes only and dates are still being firmed up—please do not hand this out.</li> <li>• Culinary Boot Camp—may run one in June at the high school, if the need and demand is there.</li> <li>• Guest Service Boot Camp- Goal is to run one the week before Memorial Day and will include the Guest Service Peak Performer program. The boot camp will be used to vet the PPP program and then will be opened up to the community. The first component of PPP takes approximately 40 minutes to complete, it is free, online, and teaches everything South Shore on customer service. The second component allows the participant</li> </ul>
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to choose a focus (retail, dining, lodging), and go through a series of questions. A certificate of completion will be awarded at the end. Goal of preferential hiring / .25 raise increase for current employees. Possible monthly “peak performer” recognition to start raising community awareness. Michael commented on the parallel process of raising the bar for customer service AND ADVANCE participants.

- Edmentum is an online, self-paced program where participants can work on reading, math, etc., for high school completion prep. The program can augment classes, can be used as a stand-alone program, or supported labs at LTCC.
- TASC is the brand of High School Equivalency test being used. Around 30 tests have been taken, including examinees from Tallac, CCC, JTC, and is being used to supplement for High School Diplomas as well. Veronica Bruce asked about translating adult experiences into credit towards a high school diploma and Frank stated that he will be working with EDCOE and the school district to build a much more flexible and robust approach to earning a high school credential. Brad added that LTCC is partnering with the DOC to offer online Criminal Justice courses for employees.

Activating CPS:

- CommunityPro Suite has been purchased, agreements have been signed, but activating is getting the network engaged and using the data platform. The system is more than data storage—it allows for real time transactional referrals.
- Two levels—need to convince the county/state to allow data to be transferred behind the scenes,

allow end users at agencies (WIOA Jenny and DOR John P. are close to being set up as end-users). There will be a training set up this summer for CPS—any agency that would like end user access accounts in order to make more comfortable by fall.

- Michael asked what it would cost the network to not engage with CPS and Frank responded by saying we will remain in the days of participants falling through the cracks and not being able to collectively and individually show the positive impacts of our work.

Michael asked the group if they had any doubts/struggles with CPS—

- Barbara Mick from HHS brought up being HIPPA/FERPA compliant. Frank stated that CPS vendor is spending more time in CA to clear some of these potential barriers— (8) other consortiums have signed on to use the system.
- Frank—CPS does not increase workload and does not replace existing database systems. Agencies can buy-in at the level they are comfortable with.

Michael began discussion around AEBG program areas and the need to check-in with program areas for updates—

- Katherine at the Public SLT Library reports to receive ongoing ESL referral requests and directs to LTCC ESL, FRC, and now ADVANCE. Some are regular library users and others use library as first step. Community HUB is located at library as well—will invite public health nurse to network meetings, as she is documenting referrals regularly.

Michael asked group to discuss how we can better ensure follow through when a referral is made—

			<ul style="list-style-type: none"> <li>• Frank—use a computer kiosk to enter individual information for a direct referral.</li> <li>• Katherine included having a phone available to call ADVANCE staff and leave a message and/or a direct link through the website to send an email.</li> </ul> <p>Michael noted that six months ago, the network would not have been able to have this conversation—not how do we drive your traffic here, but how do we drive traffic to you and activate as much community participation as possible.</p> <ul style="list-style-type: none"> <li>• Alexis added that ADVANCE is already at the SLT Library once a month for info sessions—helpful to add drop-in hours at the end of each session? ADVANCE office hours at the library</li> <li>• Michael—another forecasted component—adults at work—opportunity for expansion, fully integrated WIOA Hub co-located with ADVANCE Career Center at LTCC</li> <li>• Michael—4<sup>th</sup> program area, helping children with homework, launched HOME program in South Lake and Alpine. 25 families attended in Alpine and 17 families in South Lake. Cheri W. from Alpine added that they also have basic skills support at the Washoe Education Center and opportunity was to empower parents by supporting them with tools to help their children educationally.</li> <li>• Sabrina Owen reviewed the Mental Health Wellness program—open to the public, daily from 1-4pm. Mental health can start early and make it difficult to continue through the educational system. She highlighted that ADVANCE staff held an info session w/wellness group, led group activities, and also had a participant go through the Culinary Boot Camp. Beneficial for</li> </ul>
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clients to develop positive social skills in groups outside of wellness.

- Frank announced that more programming for adults with disabilities is an area for significant growth (DOR, AIM, etc.). In June, ServSafe program for adults with disabilities. How does ADVANCE offer additional programming for this population and help the college better interact with this population? Michael—treat single instance successes as big wins

Michael asked Dean Deeds to give an update on CTE, the growth for strong workforce funding, and how he sees this unfolding for the end of the year—

- Deeds just met with the new LTCC President and spoke mostly about Advance—use this group as lever and community engagement portal for the college
- Sees positive momentum in connecting everything we do to CTE for credit at the college
- Funds from strong workforce—flexible, more/better CTE, performance measures align with AEBG/WIOA, connect to labor market with most impact in this area and start revamping/expanding/introducing four key programs and include pre-apprenticeships, apprenticeships, and internships.
- Revamping will require strong industry involvement and deliverable in multiple modules.
- Goal—Culinary Boot Camp will turn first 40-hours for Culinary 102, etc., same for hospitality
- Expand employability skills and bake into all programs

Michael emphasized importance of building a system around engagement, advising, connecting, supporting, and advancing individuals built around institutional capacities. We do not yet have Advance

			<p>registered apprenticeships—CA will embrace adopting these systems, but we need a ground up approach and build into graduated system of work experience, internships/externships, etc. Develop programs to high standards and create a system for community members to grow into their best opportunities. Once we hit all seven areas, we will have achieved our final goal—Michael referenced Advance calendar to show how much activity is already in progress.</p>
4. Workgroup Action Plans	45 min	a. 4 <sup>th</sup> Quarter initiatives b. Network Partner Assistance	<p>Consortium Member Reports—            HTRR Updates &amp; Insights:</p> <ul style="list-style-type: none"> <li>• Survey for guest services boot camp went out to retail, restaurant, and hospitality partners to rank top soft skills for anyone working with the public.</li> <li>• Craig from the Chamber noted that this justifies need for Peak Performance Program, industry appreciates collaboration</li> <li>• Brad asked what student population would benefit most from employability skills—Shane stated ISP. Jenna suggested incorporating into Work Experience credit since ISP students are already enrolled with WEX.</li> <li>• Josh added that 21C/soft skills should be a mandatory course that all students who have to enter into WEX, college, incoming student, etc. Michael encouraged integrating 21C curriculum into a work experience environment.</li> <li>• Discussion around integrating 21C curriculum into context of work environment, otherwise it won't stick with participants</li> </ul>
5. Network Hubs	15 min	a. Resource Requirements b. Targeted Services and Demographics	



6. Building Network Capabilities	15 min	a. Professional Development priorities b. Prospective ADVANCE Newsletter – Communicating ADVANCE Opportunities and Outcomes with the Community	Frank made the following announcements RE: ADVANCE newsletter— <ul style="list-style-type: none"> <li>Printed version / online version</li> <li>Entry point to ADVANCE is really about what is available—let end user drive their connection to that—will include photos, quotes, links.</li> </ul>
7. Next Steps – LTAEC Meetings 2nd Thurs	10 min	Action Items Review	Next Meeting—May 11 <sup>th</sup> at 10am

**MEETING ADJOURNED AT 12:03PM**

Advance  
Lake Tahoe Adult Education Consortium  
LTCC Board Room and Conference Call:

05/11/17  
10:00am – 12:00pm

LTCC Board Room  
and Conference Call:  
888-450-4821  
Passcode: 253502

Facilitator: Michael Ward

AE Director: Frank Gerdeman

Partners:

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Present Call-in

AGENDA ITEMS

Topic	Timing	Action Needed	Agreements/ Notes
1. Welcome, Introductions	10 min	Preview agenda, outline plan for the meeting, brief self-introductions	<p>Michael welcomed the group and introductions were made. Michael made the following announcements—</p> <ul style="list-style-type: none"> <li>ADVANCE is an adult education workforce development program funded by AEBG.</li> <li>Four voting members include EDCOE, LTCC, Alpine, and LTUSD plus a broad network of community partners since June of 2014</li> <li>LTCC is the fiscal agent and program hub of ADVANCE program</li> <li>Michael reviewed agenda for the today's meeting</li> </ul> <p>Leslie Mix from Tahoe Roads Project—</p> <ul style="list-style-type: none"> <li>Focused on the Y area—reaching out to anyone working with Spanish speakers.</li> <li>Provided maps/flyers to provide advance notice for</li> </ul>

			which roads will be impacted as we go through the construction season
2. Director's Report	10 min	<p>Updates and Information about:</p> <p>a. Status of the Consortium and LTCC Hub</p> <p>b. Systems Update (e.g. Community Pro)</p>	<p>Frank provided the following updates:</p> <ul style="list-style-type: none"> <li>• Team went to conference in DC and will provide a robust report in June 2017</li> <li>• CCAE Conference in Long Beach—Frank, Alexis, Nicole attended</li> <li>• WIOA National Convening in San Diego—Frank attended and saw a fair amount of TANF and Community College staff in attendance</li> <li>• Two culinary boot camps kicking off in next 4 days—first offsite at Heavenly California Base lodge. Steve Turner made this happen. Monday, two week, 40-hour session in Spanish. Sal Delgado, Executive Chef at LT Vacation Resort hotel will be the instructor</li> <li>• In June, Guest Service Academy Boot Camp to include peak performance. Craig- will be complete in June and can run through it at the next meeting. Frank- include slide on college as well as natural fit for incumbent workers.</li> <li>• 3-year grant, will start the third year. Trailer bill language includes “ongoing” language, no longer a grant. State is committed to deliver adult education and workforce development services.</li> <li>• Michael- rolling funding 15/16 funds good until December 28<sup>th</sup>. 16/17 funds good until end of this year</li> </ul>

			<ul style="list-style-type: none"> <li>• State has gone to a single reporting platform—we need four members to report data/use of CPS is critical to that</li> <li>• CommunityPro Suite- up and running, bringing in their staff this summer for 2-day summit with 9 consortia who purchased to talk about what works, moving forward. Connected, do training (1-day) for end-users. Michael- incorporate HR/incumbent workers? Frank- we will work w/Chamber and engaged partners to see who is ready.</li> <li>• Save the date- Dr. Manuel Pastor will talk about social mobility, changing demographics, economic shifts. Very engaging speaker at last AEBG Summit. Great opportunity to hear about an engaging speaker.</li> </ul>
3. Year 2 Consortium Implementation	15 min	a. Consortium Member Reports on Initiatives and Support Needs b. Network Enrollment Assistance	<p>President Jeff DeFranco thanked the group for creating an opportunity to speak and discuss how to partner and better serve the local workforce. He shared some of the things he has heard during his first 100 days—</p> <ul style="list-style-type: none"> <li>• What role does the play in economic development and serving the community. Met w/a handful of local business partners and CEO's—desire for 2-year program in hospitality management, more than a dozen times. Industry focused.</li> <li>• Desire to expand wilderness education program. Recreation based currently. Build out leadership/small business side.</li> <li>• Culinary- ongoing presence, made compliments about CUL</li> </ul>

			<p>BC- pre/post testing. A lot of synergy in this area. (3 things that continue to come up).</p> <ul style="list-style-type: none"> <li>• More workforce certifications—desire for more short-term certificates that employer will recognize/use for resume/etc., increased wage/preferential hiring.</li> <li>• Promise program to south shore—made available to high school seniors, come to college for first year, promise of first year complete tuition covered. A lot of different models (Folsom- city pays, etc.)</li> <li>• Future of south shore/college depends on affordable housing. ½ students on campus than in 2011. Housing seems to be #1 hurdle. Same for employees. College cannot solve this, but can be a player in this (land, support initiatives).</li> </ul> <p>President DeFranco asked the group for feedback on (3) questions—</p> <ol style="list-style-type: none"> <li>1. What are the strengths of this institution? What are we doing that we should maintain or grow? <ul style="list-style-type: none"> <li>• Craig- positive to reach out to industry members instead of just creating programs</li> <li>• Sabrina- dual/concurrent enrollment, student taking college courses as well as high school courses</li> <li>• Partnerships with the 4-year colleges (University Center on campus, existing with Sierra Nevada college- Global Business degree, next year: Psychology/Ski Resort degree, met w/Sac state/US Davis/Chico State to bring in additional partners).</li> <li>• Amber- partnerships w/CCC, ISP, CA DOC partnerships, Vet</li> </ul> </li> </ol>
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			<p>Center, serving a variety of groups.</p> <ul style="list-style-type: none"> <li>• Jenna- Good neighbor policy, reduced tuition fees w/Nevada students—expand this to Carson- strong population of students at Western NV College and LTCC. Legislation—agreement Incline/Stateline come to college as quasi residents- pay middle tuition (93 instead of 183). Not reciprocal with Western Nevada College at this time. Legislation allows for this, but not sure how implemented? Michael- cannot channel students between here and Western Nevada. Establishing clear reciprocity strengthens enrollment.</li> <li>• Bob- critically important partner with K-12 school system. Increasing enrollment, increases LTCC enrollment.</li> </ul> <p>2. Are there any current practices organizations should stop doing?</p> <ul style="list-style-type: none"> <li>• Jenny Wilson—from workforce training perspective, get programs on ETPL list. Jenny cannot send people here unless they are on that list. WIOA can only send participants into training that has been vetted by the state. Once on list, fees/program charges, WIOA can pay for. Especially as certificate programs are built. Ex: Fire Science, 8k per individual. Jeff- pathway to this? Yes, Frank will connect.</li> <li>• Dr. Traynor- partnerships are a great strength, extreme shortage of teachers in CA. Capacity to provide teaching credential certificate. Michael- strength of Sierra College-</li> </ul>
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			<p>another reason to partner. Next year- 2-year teaching program at LTCC. Also, Sac state, teacher education is primary program discussing- 4 year degree w/credential</p> <ul style="list-style-type: none"> <li>• Bill- w/immigrant community, large population of documented/undocumented students— can only take classes that are noncredit. How to have undocumented/doc. not pay out of state fees, how can we get them access to education that will continue to live in the area. Barriers that are larger than Lake Tahoe. Access to education for immigrants. Including groups in conversation who are at risk, under enrolled, underemployed, etc.</li> <li>• Bob- make clear what the minimum qualifications are for teaching, which will bring more students to the college.</li> </ul> <p>3. If you were the new president, what would you do?</p> <ul style="list-style-type: none"> <li>• Justin Sinner- focus on campus housing</li> <li>• Jenna- increase housing units (based on housing survey- Jeff, master plan for 300. Frank- focus on community housing, not just on campus housing. Is private developer the only way? Serve needs of community as well as college.</li> <li>• Transportation- more regular schedule, leverage relationships. Michael- met w/TTD, adapting transit system to program/services available rather than time based schedule.</li> <li>• Madelyn- Safety related issues when classes get out late</li> <li>• Janelle- develop more extensive overseas arm. Bring</li> </ul>
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			<p>in more international students. Able to keep comprehensive offerings by pulling in international students.</p> <ul style="list-style-type: none"> <li>• Leslie- UNR developed international pipeline w/Mexico. Contact them for more info.</li> <li>• Amber- make sure we are bringing in some of the things ADVANCE is doing in a non-credit way to a credit way. Work-based learning/hands on training/soft skills that will instantly increase wages of local population and bring people into for-credit word at college. Frank- Dean Deeds is already looking at how to make the Culinary Boot Camp become first 40 hours of credit course.</li> <li>• Bob- marketing w/department of education so people come up to college and marketing with CDE to attract system leadership to recognize the needs of education.</li> <li>• Michael- CCC would give more \$ to grow capacity to serve, then support programs through consortium partners. Still competitive, but being told we are under participating (not getting all of the money we can get).</li> </ul> <p>Michael—what are the needs/gaps of our community—work readiness and the ability to show up and be consistent. Business walks from last year—critical focus on work readiness interfering with adults being able to participate in career development. Strategic plan is not just to put people in boot camps, but jobs, lead to careers.</p>
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<p>4. Workgroup Action Plans</p>	<p>45 min</p>	<p>a. 4<sup>th</sup> Quarter initiatives b. Network Partner Assistance</p>	<p>Consortium Members Reports— LTUSD, Bob Grant made the following updates/announcements:</p> <ul style="list-style-type: none"> <li>• Finished 3<sup>rd</sup> HOME night. The first was at STHS, second at Bijou, and last at Magnet School</li> <li>• 40 families attended</li> <li>• Considering a parent center to include resource/program info in one place and possibly holding workshops. Please contact Madelyn Rios for ideas or suggestions to make more effective</li> <li>• Frank asked how we start measuring impacts of programs. Madelyn stated that hoping to have parent center dialed in by September in order to roll out for school year so parents know what to expect. Michael will put this on June agenda for strategy ideas.</li> <li>• STHS Culinary Arts program catered last event—great for parents to see. Sabrina Owen added that the jail culinary program does a great job as well and to look at collaborating for future events.</li> </ul> <p>EDCOE will update at next meeting. Alpine County updates—</p> <ul style="list-style-type: none"> <li>• (1) Parent HOME night, planning to add a second before the end of the year</li> <li>• Teacher in native community is working with individuals. One enrolling at LTCC and one enrolling in Culinary Boot Camp.</li> <li>• Frank would like to bring an instructor to Alpine County by this summer</li> </ul>
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5. Network Hubs	15 min	a. Resource Requirements b. Targeted Services and Demographics	<p>HTRR Updates—</p> <ul style="list-style-type: none"> <li>• Culinary Boot Camp starting this weekend, piloting Spanish language course</li> <li>• Guest Services—1<sup>st</sup> week in June, predominately based on 21<sup>st</sup> Century 10 Employability Skills, self-examination based, Tahoe knowledge, and Peak Performance will be the introduction. Will wrap up with written exam and 3-5 role playing scenarios. Provides badging in a stackable way</li> <li>• DC Conference presentation in June</li> </ul> <p>Transition updates—</p> <ul style="list-style-type: none"> <li>• If anyone has any interest in boot camps, Burlington English, etc., rolling out a new orientation process to pitch pathway planning. Provide a full snap shot of ADVANCE, network programs, and assess in math and reading. Dates of upcoming sessions will be distributed.</li> <li>• Pathway planning intention to review goals, barriers, bigger picture, and meaningfully prescribe a plan.</li> </ul> <p>Marketing &amp; Outreach updates—</p> <ul style="list-style-type: none"> <li>• Reviewed first newsletter, 42% open rate</li> <li>• Number one link is to webpage, second is combined schedule and data page, followed by the main story, HOME program and then secondary story</li> <li>• Next story—apprenticeship model and highlighting what's new</li> <li>• Quarterly distribution, next one in July and will continue to do event blasts and film</li> </ul>
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			<p>testimonials for the next Culinary Boot Camp.</p> <ul style="list-style-type: none"> <li>Jenny Wilson asked about partner events—provide information to ADVANCE and they will be included</li> </ul> <p>Michael asked the group to think of (2) key things—1. What has been learned, and 2. Where might we go in the coming year with apprenticeship. We need this college fully enrolled and solvent, or the community will suffer.</p> <p>Frank added that 44% of all Boot Camp / HSE Completers have enrolled in college classes</p>
6. Building Network Capabilities	15 min	<p>a. Professional Development priorities</p> <p>b. Prospective ADVANCE Newsletter – Communicating ADVANCE Opportunities and Outcomes with the Community</p>	<p><b>Sabrina Owen, El Dorado County Mental Health: Presentation on Adverse Childhood Experiences (ACES), and ability to transition to self-sufficiency.</b></p> <p><b>ACES:</b></p> <ul style="list-style-type: none"> <li>Study done by a doctor out of Kaiser Permanente. Began by weight loss study—realized other issues were coming up as weight loss occurred. Bigger study come out of this—San Diego, 17k people participated, mostly white, college educated, employed individuals.</li> <li>Looked for types of ACES. (1) point per category if occurred in childhood.</li> <li>Looked at stress/life course, individuals who had a higher number of adverse experiences had more difficulties in life. You can be resourceful and resilient.</li> <li>Starts to have impact in school, kids in chronic stress affects their brain development and impacts immune system. Kids w/a score of 0, only 3% have learning/behavior programs. ACES 4 or higher, 51%. Score of 3, 3x likely to experience</li> </ul>

			<p>academic failure, etc. ADHD in some cases trauma.</p> <ul style="list-style-type: none"> <li>• If ACES score is 4 or higher, higher risk for depression, suicide, etc. (see increased health risk)</li> <li>• 2/3 of ACES had at least 1—87% likely to have more than one ACES</li> <li>• How do ACES affect our society—Michael- CDC- info graphic. Life expectancy and economic toll. HOME program where serving families, become aware of other issues in the home. Critical is yellow band—productivity loss from ACES on adult performance. Opportunity is to not simply recognize good/weak performers, identify how all performers can be better if we can meet more complete needs. Challenge- how might this group do this without having to adopt the therapy model.</li> <li>• Sabrina- reviewed impaired worker slide.</li> <li>• #1 disability- depression (slide)</li> <li>• Self-medicating on the street—how do we all figure out a way to address this</li> <li>• Idea- circle of people you come into contact with on a daily basis: what if we figure out a way to support the people in our circle. What if intervene early—link to right service/people/go to first appointment. Bracelets- doing it through schools/community/info what to say, what not to say. Be that support in your circle.</li> <li>• Frank—assessment in Sabrina’s office? Yes</li> </ul>
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			<ul style="list-style-type: none"> <li>• Sabrina- working w/complex trauma, hard to reach populations</li> <li>• Build resiliency focus when learning about ACES, focus now working w/high school on how to do this. <ul style="list-style-type: none"> <li>○ Traynor- see great investments when intervene early, have them in early learning center.</li> <li>○ Michael- Tuesday at high school, forum at STHS. How do we make you less uncomfortable talking with friends/family/neighbors. How do we normalize the conversation in the community, without relying on diagnosis. Our opportunity is to expand how we talk about students with all levels of needs. Sabrina- “you matter” is significant (depressed, anxiety). Reinforcing this message.</li> </ul> </li> </ul>
7. Next Steps – LTAEC Meetings 2nd Thurs	10 min	Action Items Review	Next Meeting: Thursday, June 8 <sup>th</sup> at 10am
<b>MEETING ADJOURNED AT 12:00PM</b>			

Facilitator: Michael Ward

AE Director: Frank Gerdeman

**Partners:**

Bob Albrecht, Maxine Alper, Amber Aneloski, Marilyn Ashlin, Don Ashton, Susan Baker, Rich Barna, Tina Barna, Aaron Barnett, Janelle Blocher, Rich Bodine, Danielle Bogan, April Boyd, Peter Brinckerhoff, Jeremy Brown, Veronica Bruce, Jason Buckingham, Cristen Carnahan, Denise Castle, Angelo Clelan, Katelin Conley, Vicki Cottrill, Tammy Cornelison, Scott Craig, Christopher Croft, Brittani Curtis, Aaron Darke, Brad Deeds, Ken Druley, Klaus Feyersinger, Jane Flavin, Alexis Foley, Lisa Foley, Laura Fruitman, Caleb Fry, John Fry, Frank Gerdeman, Sue Gochis, Bob Grant, Lt. Terrell Green, Holly Greenough, Pat Harnett, Kathy Haven, Steve Heggen, Heidi Hill Drum, Chad Houck, Kyle Jones, Matthew Kosifas, Ivone Larson, Beverly Lassiter, Hedy Lim, Maria Luquin, Renae Lynch, Bill Martinez, Cindy Martinez, John Martinez, Wendi McCray, Barbara Mick, Katherine Miller, Cristina Nunez, Sabrina Owen, Jenna Palacio, Randy Peshon, John Pillsbury, Chris Placke, David Publicover, Brian Quintanilla, Brandon Reed, Shane Reynolds, Madelyn Rios, Michelle Risdon, Christen Rodriguez, Emily Sabbato, Andrea Salazar, Vanessa Santora, Penny Sherve, Justin Sinner, Sabrina Siino, Melinda Stearns, Kim Stephenson, Joan Stine, Eric Sturgess, Gary Sutherland, Josh Sweigert, Steve Teshara, Tere Tibbetts, Lauren Tomaselli, Patrick Traynor, Steve Turner, Michael Ward, Megan Waskiewicz, Cheri Warrell, Brian Williams, Doug Williams, Nichole Williamson, Jenny Wilson, Jude Wood

**Present** Call-in

**AGENDA ITEMS**

Topic	Timing	Action Needed	Agreements/ Notes
1. Welcome, Introductions	10 min	Preview agenda, outline plan for the meeting, brief self-introductions	<p>Michael welcomed the group and stated the following—</p> <ul style="list-style-type: none"> <li>Today is the third anniversary of the launch of a network that became ADVANCE. Opportunity as a marketing committee to help in annual planning workshop to look at backend strategies—what is the backend story?</li> <li>Amazing success and results that will be discussed more today—Michael prompted group with three questions to answer while making introductions— <ol style="list-style-type: none"> <li>This past year has been exciting/worrisome because...</li> <li>This coming year is exciting/worrisome because...</li> <li>I want us to become...</li> </ol> </li> </ul> <p>➤ Justin Sinner—we are one of the most exciting endeavors I have been a part of. Staff has exceeded their knowledge of how to</p>

			<p>communicate to industry partner...excited to watch it grow.</p> <ul style="list-style-type: none"> <li>➤ Jenny Wilson—WIOA serves the entire county, thanks to ADVANCE. WIOA services expanded to more of the community. So many ways we can create sustainable and resilient collaboration within the community.</li> <li>➤ Frank—we have gone from serving 0 to over 400</li> <li>➤ Michael—upcoming Annual Strategic Planning in July. Chance to not only add enrollees, but also leap frog forward. Not just building lives for individuals with specific needs, but also leading community transformation.</li> </ul>
4. Director's Report	10 min	<p>Updates and Information about:</p> <ul style="list-style-type: none"> <li>a. Status of the Consortium and LTCC Hub</li> <li>b. Systems Update (e.g. Community Pro)</li> </ul>	<p>Frank made the following updates/announcements—</p> <ul style="list-style-type: none"> <li>• State commissioned CLASP to do an 18-month study, Prosperity through Partnership. Highlight of study—use AEBG to drive a comprehensive career pathway system. Speaks to our success, future opportunities, and a reminder to not become another adult school.</li> <li>• Michael noted that there is a serious dialogue going on over this funding to not go backwards towards the traditional adult school model. ADVANCE has stayed out front to create the model for the state.</li> <li>• CommunityPro Suite—umbrella data and referral system that allows for real time transactional referrals and customer/client interactions. CPS does not replace existing systems but allows access to relevant information. (9) other consortiums have purchased the system and an end user</li> </ul>

			<p>training will be offered in August.</p> <ul style="list-style-type: none"> <li>• Dr. Pastor Event, May 17<sup>th</sup> from 9am-12pm at LTCC</li> <li>• ADVANCE will be bringing in training around 21<sup>st</sup> Century Employability Skills training in September. Soft skills/core skills, basis for Guest Service Academy BC. Josh, Frank, and Shane are all certified to instruct classes. More information to come.</li> <li>• ADVANCE has served over 400 students to date</li> </ul>
5. Year 2 Consortium Implementation	15 min	<p>a. Consortium Member Reports on Initiatives and Support Needs</p> <p>b. Network Enrollment Assistance</p>	<p>Annual plan revision slide—</p> <ul style="list-style-type: none"> <li>• Michael asked how the network can best prepare individuals transitioning in the community—enormous opportunity for planning.</li> <li>• Bill Martinez highlighted bringing services to meet people where they are at (FRC, library, etc.)</li> <li>• Michael announced Annual Planning Workshop on July 13<sup>th</sup> from 8:30am-12pm. Network will convene from 8:30am-10:30am, then the consortia will meet from 10:30am-12pm. Complete plan is due by August 15<sup>th</sup>.</li> <li>• Opportunity to expand, grow, and scale resource capacity to enhance work experience, which will expand to apprenticeship, critical focus.</li> <li>• State will pay us if we can show people are growing (CommunityPro).</li> <li>• New World of Work 21<sup>st</sup> Century Employability program—enormous opportunity to address greatest challenges.</li> </ul>



			<ul style="list-style-type: none"> <li>• Accelerating basic skills and instruction and how college addresses remedial skills</li> <li>• Come prepared—Michael will provide some prompts to come with to build out consortia work plans / same with hubs (FRC, library, etc.).</li> </ul>
6. Workgroup Action Plans	45 min	a. 4 <sup>th</sup> Quarter initiatives b. Network Partner Assistance	<p>Consortium member updates— LTUSD, Bob Grant &amp; Madelyn Rios provide the following updates:</p> <ul style="list-style-type: none"> <li>• Last HOME night was in May, currently focusing on next school year—possibly school based parent centers to get targeted program help. Teachers would leave homework ahead of time to prepare parents to work with their children.</li> <li>• Frank—taking better advantage of CTE program sites—short-term, meaningful certificates, expand boot camp concept from LTCC. ADVANCE can remain the incubator, allow LTCC and STHS to take over.</li> <li>• Michael—high schools can drive curriculum development at college level by anticipating how we form skills.</li> <li>• Madelyn—senior projects were last week and many interested in shop/mechanical engineering. Michael—move to idea that vocational programs are equivalent or better than academic pathways</li> </ul> <p>EDCOE updates—</p> <ul style="list-style-type: none"> <li>• Adult education program—expanded to 3 days per week to meet demand.</li> <li>• Meeting today to discuss expansion with current program</li> <li>• Over 50 high school graduates</li> </ul>

			<p>Alpine County updates—</p> <ul style="list-style-type: none"> <li>• More plans to include additional HOME events next year. Parents wanted more—restructuring, looking at 1:1 support to help parents help their children and will expand into Diamond Valley School.</li> <li>• Goal to bring college classes to Alpine County by summer/fall</li> </ul>
7. Network Hubs	15 min	<p>a. Resource Requirements</p> <p>b. Targeted Services and Demographics</p>	<p>HTRR updates, provided by Josh—</p> <ul style="list-style-type: none"> <li>• Culinary Boot Camp off-site at Heavenly California Base Lodge. Excellent using an actual kitchen off-site.</li> <li>• Guest Services Boot Camp will start on Monday. Boot Camp ran in Spanish as well—local head chef who moved up from dishwasher, with strong cultural understanding.</li> <li>• Guest Services Boot Camp—28-hours, based on core-skills in 21<sup>st</sup> Century curriculum (communication, awareness, social and cultural diversity, etc.). Frank added that the Peak Performance online program will be vetted during this first run—eventually it will be available to anyone through an online format.</li> <li>• Josh added that we have the ability to start planning boot camps 3-6 months ahead.</li> <li>• Josh presented on DC Conference—attended Apprenticeship Forward. The challenge—industry are facing worker shortages and individuals are unable to attend college and accrue heavy debt. In 2020, only ¼ of jobs will require a four-year degree. Apprenticeships are the answer—active guidance and mentorship with a significant</li> </ul>

			<p>time commitment (1 1/2 – 2 years). Josh reviewed the recommendations slide.</p> <ul style="list-style-type: none"> <li>• Michael pulled up an apprenticeable occupations slide related to HTRR sectors. Not creating from scratch, but building upon industry recognized agreements, and then accelerate. Michael proposed new workgroup for this focus.</li> <li>• Frank—confirmed that the network is in consensus to create new workgroup.</li> </ul> <p>Transition updates, provided by Alexis—</p> <ul style="list-style-type: none"> <li>• Focused on folling out short-term boot camps, ESL program partnerships, and promoting pathway planning.</li> <li>• Frank—waited until this year to emphasize pathway planning because we had to build pathway pieces.</li> <li>• Alexis- flow to and through the network. Three part onboarding RAP (Registration, Assessment, Planning) process. Session I- overview of network, pre-assessment, session II- assessment to highlight challenge areas to inform pathway process. Session III- 1:1 appointment to discuss career and education goals. Divided into a 3-part process to determine who is ready to keep appointments, commit to a schedule. Scheduled boot camps further out in order to better plan with participants.</li> <li>• Process is applicable if you are incarcerated, unemployed, underemployed, etc. Mobilizing networks of support for people to accelerate.</li> </ul>
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8. Building Network Capabilities	15 min	a. Professional Development priorities b. Prospective ADVANCE Newsletter – Communicating ADVANCE Opportunities and Outcomes with the Community	Michael—marketing needs will be weaved into July workshop. Thanked the college/consortium for building systems of support that live beyond us.
9. Next Steps – LTAEC Meetings 2nd Thurs	10 min	Action Items Review	Next meeting—Annual Planning Workshop, July 13 <sup>th</sup> at 8:30am in the Aspen Room.

**MEETING ADJOURNED AT 11:56AM**