

7/17/20

Member Leadership Team

Present: Brad Deeds, Bob Grant, John Rice, Matthew Strahl, Gary Sutherland, Frank Gerdeman

1:30 – 3:00 pm

Zoom

<https://cccconfer.zoom.us/j/7510079598>

AGENDA ITEMS FLESH OUT NOTES BASED ON CONVERSATIONS IN MEETING

Topic	Timing	Approach or Action Needed	Agreements/ Notes
1. Welcome	20 mins	Welcome and member updates	
2. Director's Updates	25 mins	<ul style="list-style-type: none"> ▶ Budget Update(s) ▶ Program Updates ▶ Foundation for Community College Option Update ▶ Annual and Work plan(s) 	<p>Frank covered the following items: Confirmed final funding levels for 20-12 (as of Governor's June 29th signing of state budget) which "restored" most of the May Revise cut and kept programs funded at 19-20 levels. Thanked the members for quick approval in NOVA.</p> <p>Start of development work on a stand-alone Advance website which would be more appropriate and responsive to the services, programs and needs of the consortium. This will include the ability to construct more workforce facing pages as well as Apprenticeship specific pages to better support that growing work (and better integrate into Tahoe Career Connect).</p> <p>Sierra College course/certificate/degree information will also be added to Tahoe Career Connect starting this fall which will broaden the relevance of that site but expand awareness to the entire Basin of all programs available on the CA side of the Basin.</p> <p>Brief discussion of potential EDCOE spaces in South Lake that might be useful for resumption of additional services if LTCC campus access remains limited due to COVID-19.</p>

			<p><i>Gary will research and provide a listing of possible sites to Frank.</i></p> <p>The team continues to face increased needs from existing clients/students and are preparing for another wave of new/potential enrollments due to recent roll backs in the local economy.</p> <p>Provided update on continued research of taking advantage of Career Catalyst (potential employer of record –EoR - through the Foundation for Community Colleges out of the Chancellor’s office). Per last meeting, looking at using part-time temp contract for Program Assistant as a pilot. Basically entails replacing an existing temp contract with a services contract with Career Catalyst as EoR. No open opposition to having Frank continue to explore and bring back specifics, details and possible proposal to the group. Brad withheld comment in support or opposition until more info available and would need to discuss with LTCC leadership before taking an official stance on this action. Brad also commented on the value of the relationship to the college as the “host.”</p> <p>Annual plan due August 15, member work plans and budgets due Sept 30. <i>Frank will have draft in NOVA and shared by end of July so time left to edit/revise before approvals needed.</i></p>
<p>3. New Items</p>	<p>30 mins</p>	<ul style="list-style-type: none"> ▶ Boot Camp(s) ▶ Ski Lift Apprenticeship ▶ Member Issues 	<p>Interested in partnering with LTUSD on support for “remote” or hybrid boot camps (including bay access and filming support) Tim also working on small-engine state-wide for Cs. Culinary exploration for Cs work in August. Brad is interested in anything we learn from this initial work and additional collaboration between Advance and LTCC around</p>

			<p>better practices for distance/remote CTE.</p> <p>Lift Maintenance Manual in review with John at Sierra-at-Tahoe and recent sent to James Grant at Heavenly, Vail. Frank and Scott McCoubrey are gearing up to work with LTCC (specifically, Clinton Culp, wilderness faculty) to begin work on a “train the trainer” curriculum to help senior mechanics learn the skills needed to be successful trainers and mentors for piloting as an Advance “course” until it can be shepherded through LTCC curriculum approval process (like we did with the Culinary Boot Camp). May be funding through Tahoe Prosperity Center to look at additional course work and program detail design.</p> <p>Bob mentioned hiring new K-12 SWP (Kim Carr) which will help improve pathways and expand not just internships for students but externships for teachers (and help continue to move LTUSD forward on many fronts, including, competency-based learning)</p> <p>Frank ended with a quick recap of 2019-20 focused on successes in service delivery and outcomes and a short ‘walk” through some more grad photos</p>
4. Next Steps	10 mins	Next meeting - September 18 1:30 – 3:00 pm	

9/18/20

Member Leadership Team

Present: Steve, John P., Gary, Matt
Absent: Brad, John R., Bob

1:30 – 3:00 pm

Zoom

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AGENDA ITEMS

Topic	Timing	Approach or Action Needed	Agreements/ Notes
1. Welcome	20 min	Welcome and member updates	<p>Quorum present (4 of the 7 members in attendance)</p> <p>Alpine County is planning a return to in-person instruction at Diamond Valley and Bear Valley (which has seen a significant increase in numbers due to relocations to vacation homes) Current plan is on or about October 12.</p> <p>DoR remains incredibly busy, especially reconnecting with those who disconnected in Mar/Apr. Seeing an increase in college outcomes on the North Shore – in part due to stronger K-12 ties and programming with Sierra College.</p> <p>Chamber is partnering with other organizations on the Resiliency Fund and gearing up for the upcoming political season.</p> <p>EDCOE is returning to in-person on October 5 and the Pearson testing center has been open and operating for about a month. Also mentioned that EDC HHSa has been really helpful in their efforts in Placerville.</p>
2. Director's Updates	20 min		<p>Frank reminded the group about the upcoming Tahoe Rising Economic Summit and that as a sponsor, we have enough tickets for interested Board members for this 3 day (2-hours per day) virtual event. He also mentioned that he will be facilitating the panel discussion on October 14th with panelist Manny Lamarre from WestEd and Tahoe's own Dr. Jaime Orr.</p>

▶ General Updates

New furniture and additional safety measures (partition walls, hand-sanitizer stations and more isolated testing “pod” are in place in the 2311 office. Staff have returned for one half day shift a week which has allowed us to increase some testing and face-to-face support for those most in need (and not connected to technology or internet).

The return to a full-time program assistant has resurfaced and Frank is working on getting that process in place with LTCC HR with an intended start date of early November. This is the refill of the position vacated by Nicole when she became a full-time Navigator and that has been filled on a part-time basis by Charlotte. In other personnel news, Scott has announced that he and his wife will be relocating to Arizona later this fall – given the remote work environment and what remains to be done with ski lift maintenance, Frank is looking to keep Scott on payroll through early December and then shift to contract work (as needed) after January 1st. In lieu of immediately refilling this position, Frank requested to utilize contract work with Scott to assist with keeping the lift program build moving and to look at adding a part-time Navigator to increase our bi-lingual capacity and address the continuing growth in demand for services and support.

▶ 20-21 Budget Presentation/ Update

Frank presented the consortium CAEP budget by category (attached) which, after the initial reduction of the May revise, was actually level funded from last year. This means that we can level fund LTCC and are able to slightly increase the amount allocated to EDCOE to \$65,000. It also looks like this year we can separate the consortium (ADVANCE)

			<p>budget from the LTCC member budget in NOVA which is the beginning of more transparent reporting.</p> <p>In terms on non-CAEP funding, we will continue to have a contract with Golden Sierra for Title I services though we saw a reduction from \$68,000 to \$42,000 due to across the board cuts at the Workforce Development Board level and a \$15,000 annual contract with Sierra College/California Conservation Corps for our work with the local Corps facility.</p>
<p>3. New Items</p>	<p>30 min</p>	<ul style="list-style-type: none"> ▶ Member Annual Plans including budget presentations for funded members ▶ Action Item Office at 2311 Lake Tahoe Blvd 	<p>Gary presented the EDCOE budget which continues to be focused on supporting the program run by Sue Baker which provides local adult learners a path to a high school diploma (we had 23 graduates through this partnership this past June).</p> <p>LLTCC was unable to attend.</p> <p>20-21 Member Budgets and Annual plans will be entered into NOVA by the end of September. Review is available in real-time on NOVA and Frank will review with the group at the November meeting.</p> <p>Given the continued closure of campus and the uncertain timeline for a return to on-campus offices and services, Frank asked the Board to extend the informal arrangement with the landlord through end of the academic year (June 30, 2021).</p> <p>Board approved 4-0</p>
<p>4. Next Steps</p>	<p>10 min</p>	<p>Next meeting - November 20 1:30 – 3:00 pm</p>	

11/20/20

Member Leadership Team

Present: Steve Teshara, John Pillsbury, Gary Sutherland, Matt Strahl

1:30 – 3:00 pm

Zoom

<https://cccconfer.zoom.us/j/7510079598>

AGENDA ITEMS

Topic	Timing	Approach or Action Needed	Agreements/ Notes
1. Welcome	20 min	Welcome and member updates especially related to COVID impact on facilities/ programs	Each organization presented updates to COVID related operations. Alpine has closed down again due to rising numbers around Woodfords and Hung A LeI Ti community. EDCOE continues to offer testing in Placerville.
2. Director's Updates	20 min	<ul style="list-style-type: none"> ▶ General Updates 	Frank gave a brief tour of the new Advance website as well as an introduction to the new Emsi tool, SkillsMatch . This will help us focus adult learner pathways by capturing existing skills and aligning to courses, certificates, degrees and jobs – could also play a significant role in the emerging world of credit for prior learning.
3. New Items	30 min	<ul style="list-style-type: none"> ▶ Review member annual plans and budgets in NOVA ▶ Member Issues 	<p>Frank gave an overview of all funding streams, not just CAEP funds, that flow into the Advance operating budget(s). This includes an annual contract with Golden Sierra for WIOA Title I services (\$41,000 this year, back to \$68,000 next year for operations/staffing plus \$32,000 for client support) as well as ongoing technical assistance funds through a contract with Sierra College and the California Conservation Corps (\$15,000/year)</p> <p>The group also discussed the possibility of increasing the Board membership to 9 voting members – this would likely include an additional organizational</p>

			appointment and a client/student/alum rep.
4. Next Steps	10 min	Next meeting – January 15, 2021 1:30 – 3:00 pm	

1/15/21

Member Leadership Team

Present: Bob Grant, Michelle Risdon, Gary Sutherland, Matt Strahl, John Rice, Steve Teshara

1:30 – 3:00 pm

Zoom

Note Take: Frank Gerdeman

<https://cccconfer.zoom.us/j/7510079598>

AGENDA ITEMS

Topic	Timing	Approach or Action Needed	Agreements/ Notes
1. Welcome	30 min	Welcome and member updates especially related to continued COVID impact on facilities/ programs	Updates from members on general COVID issues – Gary Sutherland reported that ECOE testing center remains open and operational – they have been able to offer 41 testing days since September with over 100 test takers. Bob Grant announced that he is now serving as an elementary principal and that he is retiring at the end of June of this year – LTUSD is in the process of hiring a new Director of Secondary Education. Bob will be talking to the District about replacing him on this group as we move through the spring. LTCC began an initial administration of 55 vaccine doses to essential and critical staff through an arrangement with local County Sheriff’s office and emergency services. Winter quarter remains predominantly online with some EVE (enhanced virtual education) and hybrid courses. Too early to tell if spring quarter will allow for an expansion of more hybrid courses. Michelle Risdon informed the group that the LTCC Board has undertaken a project to improve service to adult learners (especially working adults) that includes new policy and procedures around credit for prior learning. More as the project moves forward. Matt Strahl let the group know that Diamond Valley is re-opening this week and that about

			85% of the staff have been vaccinated.
2. Director's Updates	20 min	<p>General Updates: Navigation Numbers SkillsMatch look 2 Apprenticeship(s) Partnership Resource Practicum Student</p>	<p>New website is live https://advance-learnearngrow.org/</p> <p>Frank gave a brief presentation on 19-20 Navigation numbers that illustrate the breadth (and growth) of this specific service.</p> <p>1400+ individual appointments 1500+ hours of direct one-on-one service (virtual and in-person) @300 individual clients</p> <p>This is in addition to onboarding, assessment, high school credential services/labs, online curriculum support, testing, and other services.</p> <p>Frank reminded members that 2nd quarter expenses due end of January/early February. Also introduced the new platform for Ski Lift Maintenance apprenticeship – plan is to have one/two of current lift employees with Sierra-at-Tahoe begin piloting the process and platform. Frank will set up a time to run John Rice through the system first and then intro to likely candidates at Sierra.</p> <p>The team will be joined by a grad student (Grace Davis) from Middlebury Institute in Monterey from end of January through early May. Her work will include creation of at least two courses designed to support English language learners – one for the students themselves and one designed to help front-line supervisors learn enough workplace Spanish to enhance communication with non-native English speaking employees.</p>

3. Annual Plan(s)	20 min	Update on current year and begin discussion of next year	A reminder that it is that time of year to begin thinking about annual plans and how they might impact allocation(s). Per the Governor's initial budget, we should see a consortium increase of 1.5% (or \$13,000+ wide)
4. Board Composition	10 min	Continue discussion from Nov. meeting about adding a final 2 members – one community, one program/client/alum	FG asked members to submit suggestions for new membership keeping in mind diversification of the LT. Also mentioned he had a potential client rep in mind. The goal would be to formally add at the March or April meeting with participation beginning with the first meeting of 21-22.
5. New Items	5 min	Member Issues	Nothing brought to the group
6. Next Steps	5 min	Next meeting – March 19, 2021 1:30 – 3:00 pm	

3/19/21

Member Leadership Team

1:30 – 3:00 pm

Present: Brad Deeds, Gary Sutherland, Steve Teshara, John Rice, Matt Strahl, John Pillsbury

Zoom

Note Taker: Frank Gerdeman

<https://cccconfer.zoom.us/j/7510079598>

AGENDA ITEMS

Topic	Timing	Approach or Action Needed	Agreements/ Notes
1. Welcome	25 min	Welcome and member updates especially related to ongoing COVID impact on facilities/ programs	<p>Members provided updates including the following “highlights” directly related to consortium work:</p> <p>EDCOE – Vacancies continue to be an issue and Gary S announced that he is retiring at the end of this academic year. Will work on setting up a meeting with Mike to discuss transition.</p> <p>LTCC – Brad D shared some updates on expansion of counseling services at LTCC to include a career-focused position and the upcoming move of the Disability Resource Center (DRC) from its current second floor location to the first floor as part of the ongoing college “upgrade.” Also, some ESL courses will return to on-campus offerings in the Spring as the college continues to phase back into on-campus operations.</p> <p>Alpine COE/USD – only county in yellow tier. Will revisit idea of small-engine repair, likely in the early Fall.</p>
2. Director’s Updates	15 min	General Updates:	<p>DoR close to replacing JP – more as I learn more</p> <p>Grad student practicum has started and is currently working on basic computer and Spanish for supervisors courses as well as some language review of student facing policies (LTCC). The computer basics course could be integrated into a controlled return of F2F courses for ESL students in the Spring quarter (possible as a special topic or simply an Advance offering this year before moving into the college ‘space’)</p>

			<p>BuildEd entrepreneurship curriculum coming –the first design meeting is next week. Two “courses” – one focused on starting and operating a business and one focused on using an entrepreneurial mindset to progress within a career. FG mentioned that TPC was underwriting the cost of getting both courses translated and deliverable in Spanish.</p> <p>Piloting Lift Maintenance at Sierra (3 to start and our first non-incumbent worker meeting Monday). John R mentioned that he has shared some of the preliminary work with the SkiCalifornia group which is interested in further exploration and possibly signing on to use. More as that develops.</p>
<p>3. Board Composition</p>	<p>15 min</p>	<p>Potential review of new organizational members based on recommendations for the Leadership team</p>	<p>TPC (others – what organization provides solid service and/or connection to the Hispanic community, FRC is stretched thin, others?)</p> <p>Client/Student rep – FG is working on getting Sal DeGado to consider that role, at least as the initial member. Another current client might be interested in taking on the role after some development opportunity (thinking Leadership Tahoe)</p>
<p>4. New Items</p>	<p>30 min</p>	<p>21-22 Allocations Five-year Retrospective Transition plan(s) Other</p>	<p>FG shared draft 21-22 budget (attached) including recommended member allocations. Couple of notes – FG is not recommending the replacement of Scott McC at this time – based on current work, might make more sense to increase navigator capacity by 0.5 (with an emphasis on bi-lingual staff to help with CM’s caseload) and consider increasing salary for the next Director (at time of hiring, not for current Director). Also pointed out that there was funding to keep the current off-campus space even after LTCC office re-open. This allows us to maintain improved access to western end of town and could connect to future Community Hub at Sugar Pine Village.</p> <p>Working on a Retrospective and will be reaching out to each of you individually for input as well. Steve T and John P both</p>

			<p>remarked that this would also be a valuable resource in informing the broader community about our work and help solicit feedback on what the next five years could/should look like as well prove useful when the time comes to search for a new Director.</p> <p>Board member transitions, structure transitions, director transition</p>
<p>5. Next Steps</p>	<p>5 min</p>	<p>Next meeting – May 21, 2021 1:30 – 3:00 pm</p>	<p>Homework – what do you want ADVANCE to look like in 5 years.</p> <p>What is important to maintain? To “evolve? To protect?</p> <p>FG to bring draft 5-year Retrospective Info to May meeting, along with current job description (to include current salary range). Brad D to share where other positions at LTCC are ranged (with similar responsibilities).</p>

5/21/21

Member Leadership Team

1:30 – 3:00 pm

Present: John Pillsbury, Bob Grant, John Rice, Matt Strahl (had to leave @ 2:15pm)

Unable to Attend: LTCC Rep (Brad Deeds/Michelle Risdon), EDCOE Rep (Gary Sutherland), Tahoe Chamber Rep (Steve Teschara), and LTUSD incoming Rep (John Simmons who will replace the retiring Bob Grant beginning in July)

Zoom

Note Taker: Frank Gerdeman

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AGENDA ITEMS

Topic	Timing	Approach or Action Needed	Agreements/ Notes
1. Welcome	25 min	Welcome and member updates especially related to ongoing COVID impact on facilities/ programs	<p>John R mentioned NSAA and Ski California discussion around our lift apprenticeship program efforts</p> <p>Bob G on LTUSD wrapping up (four days still and Wednesday as an invite day) and CTE “contact” at elementary level next year, John Simmons will take the District seat on this group</p> <p>Matt S also on wrapping up school year, phase 2 on new HVAC, kitchen hood, etc (compliance). Boot Camps could open in the fall and shuttle can be restarted</p> <p>John P community updates – new DoR Case manager hired and also shared the sad news of recent spate of ODs, including at least one fatality. Points to the rapidly growing need for behavioral and mental health services. Stigma remains an issue for broader awareness</p>
2. Director’s Updates	30 min	General Updates	<p>Frank covered the following updates:</p> <p>NSAA Article on our Ski Lift Maintenance pilot was included in the NSAA Spring Journal and is available on the ADVANCE website (on the ADVANCE in Action page),</p>

			<p>BuildEd launch (first course 7 participants and self-paced coming this summer),</p> <p>Relaunch of our collaborative website with the Tahoe Prosperity Center –Tahoe Career Connect went live two weeks ago. A more intuitive experience and should be easier for any Basin resident to navigate and take advantage of the resources listed on career, education, and training opportunities</p> <p>WIOA Annual Monitoring – no findings and no concerns</p> <p>We’ve been written into an AHSC grant with Related California for the Sugar Pine Village project (\$100K direct to us, another \$100K to Golden Sierra but likely a local training opportunity)</p> <p>TimelyMD – LTCC has contracted with them to provide students access to on-call behavioral and mental health support. We were able to add Advance clients and that should begin to go online sometime in June.</p> <p>Plan is to retain the 2311 lake Tahoe Blvd office space even as we anticipate a return to campus as it allows us to more easily met clients until campus is fully open and accessible, disperse staff, and offer easier access to the west end of our community.</p>
<p>3. New Items</p>	<p>30 min</p>	<p>Preview 5-year Retrospective Data</p> <p>21-22 Annual Planning and Beyond:</p> <ul style="list-style-type: none"> • <i>What do you want ADVANCE to look like in 5 years?</i> • <i>What is important to maintain?</i> 	<p>Frank covered a few of the early key points and program highlights from the past five years (See attached)</p> <p>Assigned as homework for the group. Share out at the next meeting</p>

		<p><i>Evolve?</i> <i>Protect?</i></p> <p>Budget revisit</p>	<p>No update from May revise so this will be addressed when (if) total allocation changes for PY21-22</p>
4. Next Steps	5 min	<p>Next meeting – July 16, 2021 1:30 – 3:00 pm</p>	<p>General agreement that July meeting will be in person and Bob Grant and Gary Sutherland will be invited so we can officially thank them for their time on the Leadership team (both are retiring end of June). Meeting adjourned at 2:35 pm</p>