

7/16/21

Member Leadership Team

Present: John Rice, John Pillsbury, Matt Strahl, John Simons

Note Take: Frank Gerdeman

1:30 – 3:00 pm

Zoom

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

AGENDA ITEMS

Topic	Timing	Approach or Action Needed	Agreements/ Notes
1. Welcome	25 min	Welcome, including new representatives (LTUSD and EDCOE) and member updates	Most updates centered on the struggle to find employees and that connection to shortage of housing. Welcomed John Simons, Director of Secondary Education w/LTUSD, who has replaced the recently retired Bob Grant as the District Rep. (Slow start and abbreviated meeting due to lack of initial quorum which occurred at @ 1:50 pm with the arrival of John S.)
2. Director's Updates	20 min	General Updates (plus request headshots and title info from new member reps)	<p>Frank provided a general budget update and the additional increase now that the Budget has been signed. Final consortium allocation is \$952,966 which is @ \$23,000 higher than the January budget. Most of this will go to cover the end salary increases for staff that resulted from end of 20-21 negotiations (an across the board 5% for the ADVANCE team) without having to reduce planned spending in other areas. Once the final figures for 20-21 are available in the QSS system, Frank will provide another update on actual carry forward (current budgets are conservative estimates).</p> <p>Frank also discussed plans to engage a regional marketing/publishing group to help prepare an official Five-Year Retrospective. This will not only share key data points but also help us gather and share impact</p>

		<p>Leadership Team expansion – vote on adding an additional organizational member and a student member</p>	<p>stories form individuals, partners, and the greater community.</p> <p>Leadership team will add two new members – one will be a student/alumni rep while the other “seat” will be used to help diversify the make up of the current group (organizational or individual). Tere Tibbetts was mentioned as one possibility.</p>
3. New Items	30 min	<p>Follow up discussion on group “{homework”</p> <ul style="list-style-type: none"> • What do you want ADVANCE to look like in 5 years? • What is important to maintain? Evolve? Protect? 	<p>Given the small number of attendees, this was pushed back to a future meeting. Group discussed the possibility (and logic) of folding this idea of the “next five years” into the Retrospective work mentioned earlier.</p> <p>John P asked that we add program update by staff members to future agenda items. Will start with September meeting</p>
4. Next Steps	5 min	<p>Next meeting – September 10 or 24, 2021 1:30 – 3:00 pm</p>	<p>Discussed moving to 2nd or 4th Friday to avoid conflict with LTCC Board packet prep. Frank will see if one is better for the college and then new date will be shared for September meeting (and moving forward)</p>

21-22 Budget - ADVANCE CAEP

	760	761	762	Total
Revenue	\$ 952,966.00	\$ 55,000.00	\$ 90,000.00	\$ 1,097,966.00
Expense				
1000	\$ 10,000			\$ 10,000
2000	\$ 285,371	\$ 15,206	\$ 30,000	\$ 330,577
3000	\$ 161,865	\$ 9,500	\$ 7,500	\$ 178,865
4000	\$ 25,650		\$ 10,000	\$ 35,650
5000	\$ 254,080	\$ 30,294	\$ 42,500	\$ 326,874
6000	\$ 5,000			\$ 5,000
7000	\$ 211,000			\$ 211,000
	\$ 952,966	\$ 55,000	\$ 90,000	\$ 1,097,966
Balance	\$ -	\$ -	\$ -	\$ -

20-21 Budget - ADVANCE Other

	750 - GS	768 - Misc	Total
Revenue	\$ 68,000.00	\$ 52,000.00	\$ 120,000.00
		\$ 35,000.00	
		\$ 17,000.00	
Expense			
1000			\$ -
2000	\$ 42,337.00		\$ 42,337.00
3000	\$ 25,466.00		\$ 25,466.00
4000		\$ 45,000.00	\$ 45,000.00
5000	\$ 197.00	\$ 7,000.00	\$ 7,197.00
6000			\$ -
7000			\$ -
Total	\$ 68,000.00	\$ 52,000.00	\$ 120,000.00
Balance	\$ -	\$ -	\$ -

Notes

768 - Total for source coded
 768 - is carry forward from 20-21
 768 - Contract with CA Conservation Corps

9/24/21

Member Leadership Team

1:30 – 3:00 pm

Present: Steve Teshara (Chamber), Carey Buchanan (EDCOE), Matt Strahl (Alpine), Dr. Michelle Risdon (LTCC), John Simons (LTUSD)

Zoom

Guest: Nicole Paulley-Davenport

Note Take: 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	Welcomed Carey Buchanan as the new representative from EDCOE. Carey has replaced Gary Sutherland and in addition to her work overseeing adult education, is also responsible for the education programs at County facilities in SLT (the jail and the JTC). Dr. Risdon shared updates on the kick-off to fall quarter at LTCC which had been pushed back a week due to the Caldor Fire. She also shared the link to this year's State of the College Address and information on a number of recent grants received by the college.
2. Program Update(s)	15 min	Nicole Paulley-Davenport will provide overview and info with a focus on the WIOA Title I work	After a brief background piece by Frank on history of contract/relationship with Golden Sierra, Nicole Paulley-Davenport presented on the WIOA title program impact at the client level (see attached presentation notes)
3. Director's Updates	20 min	General Updates Leadership Team expansion – updates New meetings 2 nd Friday every other month	Continued to provide emergency support during the evac (but limited as we also had to take care of each other). Working with a couple of the other ongoing relief efforts – STRA and 800 Number examples Retrospective project is moving forward – initial staff and partner storyboarding complete and I'll be able to share a rough outline of

			<p>what we are hoping to produce early next week (may also involve some one-on-one calls with Leadership members). Michelle R. suggested us to look at impact beyond clients to their families, workplace, etc. – will be sure to include that as we build the narratives.</p> <p>Believe we have a student member - finding time to sit down and talk/onboard more difficult by the recent events but hope to make an official “nomination” at the next meeting. In lieu of adding a new “organizational” seat we could add a member representing traditionally underserved populations – Tere Tibbetts was mentioned as a possibility, Frank will reach out and talk with her about interest.</p>
4. New Items	25 min		N/A
5. Next Steps	5 min	Next meeting – November 12, 2021 1:30 – 3:00 pm	Adjourned at @2:30 pm

- **How it works:** Our WIOA funds are available to support adults 18 and over in South Lake Tahoe and Alpine County, and I get referrals in various ways—
 - Directly from Charlotte, our Program Assistant and HSE Test Administrator, who provides onboarding for new referrals
 - From another Navigator within our team
 - Direct referrals from the County HHSA, Alpine HHSA, or Alpine Native TANF offices
 - Or other direct referrals from partners like Lake Tahoe Community College

- **General Needs / Supports:** With WIOA Title I funding, we are able to support eligible individuals with their career/education goals—sometimes that means using funds to cover the tuition of an education or training program, but it can also mean using funds for supportive services to ensure individual success in their employment or education plan. Frank asked that I share some participant and program examples that highlight how we are able to our funds:
 - When WIOA funds are used towards someone’s tuition, the program must be on an approved provider list. Since receiving the WIOA funds in July of 2018, Frank has been able to add a number of LTCC programs to this list, including the Fire Academy, Culinary Arts certificate, and an Early Childhood Education certificate. While most individuals have their tuition covered by the CA Promise Grant and/or Pell grants, some do not qualify and some are out-of-state residents.
 - 1. Lilliam S.- Alpine County resident working at Early Learning Center. Needed college level courses to keep position and increase rate of pay. WIOA covered out-of-state tuition, supplies, and reimbursed mileage.
 - 2. Leo G.- Zephyr Cove resident, current EMT, participating in the Fire Academy. Needed support offsetting out-of-state tuition rates- WIOA was able to cover 50% of his tuition.
 - We have also been able to use WIOA funds to cover training and education programs outside of LTCC. These programs also must be on an approved provider list, and if not, can go through the process of being added.
 - We have had several individuals go through the Commercial Driver’s License training at Western Truck School in Sacramento, as well as the Desert Truck School in Sparks. Mileage reimbursement, meal reimbursement, and hotel stays were available to individuals.
 - Medical Billing and Coding out of Western NV College, Online Web Development and Coding through Coding Dojo, Boat Captain’s License through Mariner’s Learning System
 - WIOA Title I funds can also be used to set-up Work Experience sites, which look like paid internships to the participant, or On-the-Job training plans where a site

has committed to hire a participant, and WIOA funds can be used to subsidize their wages for an agreed upon training period.

- Tahoe Production House has been a great Work Experience site to work with. The owner has now worked with (2) of our participants for the entire 19-week maximum duration of the program, and has trained, supervised, and mentored each person. WIOA is able to act as the employer of record and pay the participant minimum wage, up to 40-hours per week. While TPH does not hire individuals as part of their immediate team, she has contracted with one specific individual, who was also a mutual DOR client, and continues to offer guidance to him with his ongoing projects.
- LTCC's Child Development Center participated in an OJT through WIOA— participant who was exploring career options and also needed employment. Hired as CDC Aide and WIOA subsidized her wages for about 6-months while she went through her training period and continued her ECE at the college. Not only were her wages subsidized, but she also set regular goals with her supervisor, and was able to better understand what her future pathway options could be if pursuing ECE as a career. This was great for both the employer and the participant, who was really trying to figure out her passion. The participant ended up graduating with her AA and started her bachelor's degree in the fall at California State University, Sacramento, and plans to work towards her teaching credential as well.
- One of the more flexible ways that we can use WIOA funding is through Supportive Services. Just as it sounds, supportive services funds can be used to pay for program materials/supplies, such as in the Fire Academy where required gear and textbooks can run upwards of \$1,600, as well as for other various costs like interview clothing. Supportive Service funds have always been helpful, but especially during the pandemic. WIOA allowed us to support a number of individuals with limited monthly rent, utility bills that were not covered by other community resource programs, and other basic needs.
- The last thing that I will share is that we also have a good relationship with JOIN, Inc., a job-training agency in Carson City, who is the NV counterpart to our WIOA program. We will at times refer to one another, as appropriate, and are currently working together to support an individual entering the culinary field. He started culinary courses on Monday at LTCC, and since the culinary certificate is on the approved WIOA provider list, JOIN is covering his out-of-state resident tuition and ADVANCE provided college navigation support and covered the cost associated with the American Culinary Federation apprenticeship program.

Questions...

11/12/21

Member Leadership Team

1:30 – 3:00 pm

Present: Brad Deeds – LTCC, Carey Buchanan – EDCOE, John Pillsbury – Community
Guest – Meredith Crosby
Note Take: Frank Gerdeman

Zoom

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AGENDA ITEMS

Topic	Timing	Approach or Action Needed	Agreements/ Notes
1. Welcome	25 min	Welcome and member updates	<p>Carey – lots going on at EDCOE across multiple programs but of special note, a new platform/ program is coming to both the Placerville and South Lake Tahoe jails that would integrate online resource access to students in their education programs. Frank offered to share Traitify with EDCOE programs and will find time to provide an overview and site setup with Carey.</p> <p>John P – gave a bit of his backstory with DoR for Carey’s benefit. He remains a staunch advocate for PWD population and the community at large. Also has an invaluable breadth and depth of experience which remains critical to our own successful service delivery.</p> <p>Brad – focused on start of Fall quarter with more in-person offerings and a re-opened campus. Also discussed ongoing challenges to providing robust and effective ESL and high school equivalency prep support and the planned June 2022 retirement of Maxine A (LTCC’s long-time ESL Coordinator). We will add some work time to a future meeting to help him brainstorm how we might leverage existing work and funding around opportunities that always exist with position turnover. Brad talked briefly about Incarcerated Student</p>

			<p>Program (ISP) and given some of the changes happening at the county level there appears to be an opportunity to revisit ISP in the SLT facility. Carey mentioned that she had already talked with Shane R (ISP Director at LTCC) about some changes that seem favorable to figuring out how to better support learners.</p>
2. Program Update(s)	20 min	<p>Meredith on college transitions (including CA Conservation Corps)</p>	<p>Frank gave a brief intro to our college transition/support focus with some basic data – first year of operation 11 (or @10%) of total also enrolled in college courses 2019-20 saw 86 (or 40%) of total enrolled in college courses and even during the 20-21 Virtual PY 47 (24%) enrolled</p> <p>Meredith Crosby from the staff team presented (see attached notes). Brad appreciated the individual stories she used to illustrate our work and would like us to work on an update for the LTCC Board, Frank mentioned that it is part of the plan with the creation and publication of our five-year retrospective, so sometime after early February (planned completion date of the 12-page publication) would make the most sense as far as timing for an LTCC presentation.</p>
3. Director's Updates	20 min	<p>Budget updates</p> <p>General Program Updates</p>	<p>No real budget updates at this time Frank also covered the following items:</p> <p>Program Area Reporting due 12/1 – EDCOE needs to enter hours (fiscal is complete) and Frank can help</p> <p>Still seeing Increased use of online platforms and more sharing across partner(s), including access to online learning for SLT Jail (and Placerville)</p> <p>Apprenticeship update – especially culinary (West Shore Café)</p> <p>TASC sunsets December 31 moving to HISET early January</p>

4. New Items	20 min	<p>Calbright discussion</p> <p>Transition planning(?)</p>	<p>Frank asked for approval from the group to explore the possibility of “inviting” Calbright to find ways to collaborate/partner with the Consortium (they are the only non-CAEP affiliated CC in the state). Those present felt this was worthwhile and could be advantageous to both organizations. Frank will work on starting that conversation and add updates to future meetings.</p> <p>Tied to 5-year retrospective, three-year plan and preparing for eventual Director departure</p>
5. Next Steps	5 min	<p>Next meeting – January 12, 2022 1:30 – 3:00 pm</p>	<p>Meeting adjourned at 2:45 pm</p>

ADVANCE Board Presentation – 11/12/21

- Started providing support for all Corps Members looking at college pathways, primarily enrolled in Work Experience
 - Expanded with the creation of General Conservation Certificate- 15 Forestry Corps members selected through an application to attend college while working for the California Conservation Corps. California Promise Grant and CCC pay for members schooling. Members earn their GCC within a year time frame while simultaneously working on their AA/AS pathway. Within the next year and a half many of them will transition to the new LTCC Forestry Degree.
 - Callum Mckee story. GCC, was hired on as a C1 at California Conservation Corps. Will receive his AA in History from LTCC and is transferring to Humboldt State University for Fall 2022 semester.

- Navigating with college bound participants
 - While we are partnered with our local community college, Lake Tahoe Community College, we can connect our clients to almost any school/program that meets their specific need(s)
 - Examples: CCV APL course – credits to transfer into LTCC for AA pathway
 - To better understand and navigate credit for prior learning or assessment of prior learning procedures took the CAEL Assessment of Prior learning course.
 - California Conservation Corps members enrolled in Sierra College EMT program
 - California Conservation Corps member one credit shy of an AS degree at LTCC. Look into online options at Truckee Meadows, Western Nevada College and Sierra College for PHS-205 and then transfer credit award into LTCC for AS degree in Environmental Science.

- Detailed navigation support on college career pathways: Employability certificates, Certificates (GCC), AA/AS pathway, AA/AS-T pathway, trade school, apprenticeship, work-based learning.
 - Detailed support and instruction in college enrollment steps: OpenCCCApply, California Promise Grant, FASFA, Cranium Café navigation and scheduling of counseling appointments, walk through of educational plan, enrollment into classes via Passport, ordering books through online LTCC bookstore platform.

- Work seamlessly with college departments for support and delivery of warm hand-offs.
 - Examples: Disability Resource Center, EOPS/Equity programs, assessments to determine appropriate general education requirement placements in Math and English, Tutors

- COVID forced a pivot ensuring participant’s basic needs were met but it also expanded the options through more virtual learning across the entire system.
 - More adults looking to gain skills in non-traditional pathways
 - Utilizing new tools like Skillsmatch and Skillabli to streamline work experience to college credit- Skillabli matches experience to LTCC course outcomes. In future this could pave the way for assessment of prior learning or credit for prior learning. At the very least it

gives participants a starting place for their college pathway goals for individuals with extensive work experience.

- Our Transition Navigator positions and duties served as the foundation for the California Conservation Corps Career and Pathways Transition Navigator positions-14 navigators at Centers statewide. (now into their second year of operation)
- The relationship has also resulted in almost \$100,000 in direct contracted revenue (not a fee for service)