



VCAEC Regular Meeting Minutes

March 4, 2022

Virtual Meeting

Meeting from 1:00 pm - 3:00 pm

Participants:

Facilitator: Greg Hill, Jr., WestEd

Recorder: Kathy Walker, WestEd

Member Representatives: Sean Abajian (P); Laurie Arnold (A); Marty McGrady, Admin Del. VCOE (A); Robin Gillett (P); Kathy Greaves (P); Amber Henrey (P), Andrea McNeill, Admin Del. Fillmore (A); Cynthia Herrera (A); Holly Correa, Admin. Del. VCCCD (P); Alex Mejia-Holdsworth (P); Alan Penner (P); Mike Sanders (P); Diana Batista, Admin. Del. Conejo (A); Carolyn Vang-Walker (P)

Guests: Antonio Apodaca, Education Outreach Literacy Manager VC

Meeting Called to order at 1:06 PM by Greg Hill, Jr. with the approval of Mike Sanders, VCAEC Chair

OPENING PROCEDURES

- Welcome and introductions

PUBLIC COMMENT

- None

VCAEC Norms read by Mike Sanders

- Create Space for Multiple Voices
- Give and Receive Grace
- Be Present
- Practice Active Listening
- Ask Questions
- Keep it “in the family”
- Respect Colleagues’ Time & Communicate Issues as they arise
- Be Open to Differences of Opinion and Ideas
- Adopt a “Yes, and” Mentality
- Always, Always, Always Respond to Kathy

GENERAL ANNOUNCEMENTS / UPDATES

- **WDB Share-out.** Carolyn shared the AJCC will be opening to the public soon, noting that all member agencies must establish MOU with AJCC, adding that some, but not all, have already done so. VACE is providing services in the form of Google academy and an embedded Job Developer. Carolyn shared the P2E program at VACE is nearing completion, that the recent Manufacturing Round table was attended by Alan, Sean, Holly, and Carolyn, and that the AJCC has launched a

hotline for Ventura County small employers to connect and find out more information about programs and potential candidates for hire.

- **Digital Upskilling Project.** Greg shared that Ventura Digital Upskilling Project will be looking to adult schools to potentially help develop curriculum and pilot. The project is being led by the EDC and is based on a [similar initiative implemented in Sacramento](#). Greg indicated that he will share information about the project and ways member agencies might participate as it becomes available.
- **Guest Speaker,** Antonio Apodaca, Education Outreach & Literacy Manager for Ventura County. [Apodaca presented on the READ Adult Literacy Program and other services support adult education and family engagement within Ventura County](#). Programs serving adults are delivered in conjunction with Ventura, Simi Valley, Port Hueneme, and Ojai libraries. They have core funding for their services. Additional funds come from credit unions, businesses, nonprofits, municipalities, and grants. In addition to discussing partnership opportunities, such as referrals to and from adult education programs and tutoring, Apodaca also shared information about other resources available to adult learners. One example of successful collaborations included providing scholarships to HS graduates to VACE CTE programs. Also discussed [Lifelong Kindergarten: Cultivating Creativity through Projects, Passion, Peers, and Play](#), which Apodaca offered to make available to members. Alex Mejia-Holdsworth indicated she would like a copy.

CONSENT AGENDA

- Approval of VCAEC Minutes, 2/4/22
- Fillmore would like to add the following classes: Auto-Mechanic class, Paraeducator class, Translation and Interpretation certification, and soft-skills for clerical and office managerial positions. Additionally, the positions will require supplies, furniture, and materials. No additional funds are requested.

Motion 1

Motion to approve the Consent Agenda by Mike Sanders and Seconded Alan Penner

Motion by Mike Sanders

Second by Alan Penner

All present - Yes | Opposed - None | Motion Passed

Note: Robin was not available for this vote and Laurie Arnold was absent

DISCUSSION

See also agenda ([slideshow](#))

- **Reauthorization of Teleconferenced Meetings Pursuant to AB361.**
After discussion it was decided that VCAEC would approve a re-authorization from 3/4/2022 - 4/1/2022, stating that due to the COVID-19 VCAEC would continue to hold virtual meetings for the next 30 days.

Motion 2

Motion to approve reauthorize teleconferenced Resolution pursuant to AB361 for one more month.

Motion by Mike Sanders and Second by Sean Abajian

Yes - S.Abajian, R.Gillette, K.Greaves, A.Henrey, H.Correa, A.Mejia-Holsworth, A.Penner, M.Sanders, C.Vang-Walker |

Opposed - None | Motion Passed

Absent: L.Arnold

- **Q2 Expenditures Review.** Discussion of [Q2 member expenditures](#). Kathy Walker shared that the CAEP office has indicated that the state is looking at possibly requiring 15% carryover. No decision has been made at this time. She added that members should review their allocations during this next quarter to be sure they have enough funds to carry them through the end of the fiscal year.
- **WDBVC Information and Communication Technologies (ICT) Working Group Round Table Sector Meeting.** ICT Working Group meeting is scheduled for March 8, 2022 at 3pm via Zoom. The purpose of WDBVC working groups is to clarify the needs of sector employers, identify program gaps we need, and support regional programs that will meet the needs of job seekers and employers. Members were [encouraged to RSVP](#) and to participate.
- **Senate Bill 71 (SB-71).** Discussion of potential impact / opportunity provided by SB-71, which authorizes individuals convicted of criminal infractions to satisfy community service hours by participating in High School, General Education classes, college courses, adult literacy, or ESL and vocational programs.
- **CAEP Three-Year Planning Support / WestEd Scope of Work.** Greg requested supplemental resources to support the VCAEC three-year planning effort, and if approved, to append these to 2022-23 Technical Assistance contract. Total cost estimated at \$242,286, of which \$30,000 may be subsidized through existing contract, leaving a total requested amount of \$212,286 See [proposed Scope of Work for details](#).

Motion 3

Motion to approve the proposal as listed by Mike Sanders and seconded by Alan Penner

All present - Yes | Opposed - None | Motion Passed

Note: Laurie Arnold was not present at this meeting

- **Future Agenda Planning.** Discussion of the new governance plan, program / classes matrix, and WDBVC board objectives and key results will be added to the April meeting.

- Add discussion of new governance plan, program / classes matrix, and WDBVC board objectives and key results to April meeting

Motion 4

Motion to adjourn meeting by Mike Sanders and Second by Sean Abajian

All present - Yes | Opposed - None | Motion Passed

Meeting adjourned at 3:00 pm