



VCAEC Regular Meeting
Minutes - approved 2/3/2023
January 13, 2023

Meeting held via Zoom
Meeting from 1:00 pm - 3:00 pm

Participants:

Facilitator: Greg Hill, Jr., WestEd

Recorder: Kathy Walker, WestEd

Member Representatives:

Sean Abajian **P**; Laurie Lary **P** (Marty McGrady, Admin Del. VCOE N/); Leticia Carabajal **P** (Ramona Villavicencio, Admin Del. Oxnard); Robin Gillette **P** ; Amber Henrey **P** (*Cynthia Frutos, Admin Del. Fillmore*)
Dr. Cynthia Herrera **A**; Alex Mejia-Holdsworth **P**; Alan Penner **P**; Mike Sanders **P**; Carolyn Vang-Walker **P**
(Sean Bell, Admin Del. VACE)

Meeting Called to order at 1:07 pm by Greg Hill, Jr. with the approval of Mike Sanders, Chair

OPENING PROCEDURES

- Norms read by Carolyn Vang-Walker
- Welcome
- Roll Call - member introduced themselves

PUBLIC COMMENT - No Public Comments

ACTION ITEMS

- [Teleconferenced Meetings Pursuant to AB361](#) - Continue Virtual meeting or meet face-to-face? (Note: State Emergency is due to end the end of February 2023)

Motion 1

Motion to approve continued Teleconference Meeting from 1/13 to 2/3/2023.

Motion by Alan Penner and Seconded By Robin Gillette

All present - Yes | Opposed - None | Motion Passed

Present: S.Abajian, L.Lary, L.Carabajal, R.Gillette, A.Henrey,
A.Mejia-Holdsworth, A.Penner, M.Sanders, C.Vang-Walker

Absent: C.Herrera

- **Guest Speaker** - Jill Shaffer, UniteUS. Unite US - a closed-loop resource and referral network that is driven by the community. They are a tool to coordinate services with area providers. They create a network of service providers. You are able to send a referral within a short time. WDB is also a hub for referrals going out. Using this tool you can also

- Several members don't seem to receive their personal zoom link. Greg to research if there is another way he can send the invite. It was requested that the zoom link be included in the calendar invite.



showcase your ability to service someone in a more complete capacity. It's not just referrals but coordination of services. Jill is willing to do training on their platform. Client privacy is a priority. Once you are on the platform you only need first and last name and birthdate. You will get an email when a referral arrives.

- All you need to do is fill out the partner information form.
- Question - Is there a plan to have a cost and what would it be? UniteUS is funded by Kaiser, Blue Cross, in addition to others so cost is depending on the funders and investors. Non-profits always free - schools receive 25 free licenses,

GENERAL ANNOUNCEMENTS / UPDATES

Shout out to Leticia for a great PD for all. Once recording is available Kathy will send to members (Leticia will send to Kathy)

- **WDB - Carolyn Vang-Walker**
 - WDB was awarded \$750,000 of a 1 million dollar grant for P2E 2.0
 - WDB also received ARPA to provide SkillUp Ventura County Program (Metrix Learning-Michael Greenlow) 93% have computers in Ventura County and 89% have broadband access. Once-time funds, 12/0224-12/2026 to provide free virtual training to help job seekers anywhere in Ventura County to upgrade skills and train for certificates. 100 industry certifications will be accessible via mobile devices and some will be held in Spanish. They indicated that their placement rate is 70%; however, they did not have their completion numbers available.
 - 2022-23 Strategic Priorities
 - Increase support to job seekers with barriers to employment
 - Develop and implement regional ICT work-based learning pathways.
 - Expand the performance dashboard to track customers served by all WDB-VC programs
 - Develop marketing strategy to expand awareness of WDB-VC services and resources.
 - Expand employer engagement to support employers in the region who need a ready workforce and place job seekers,
 - Analyze WDB board governance
 - Embed diversity, equity, and inclusion throughout existing policies, programming and representation and bring forth necessary revisions in these areas.

- *Jill will send Kathy info to send to members. - sent to members*



- Tri Counties Building and Construction Trades Council offering pre-apprenticeship training. Free North America's Building Trades Union using MC3 Multi-core Curric. New classes started Jan. 4th.
- November unemployment rate 3.7%
- Regional land Local Plan for 2021-2024 making modifications.

- **Ventura County Transit - Sean Abajian**
 - Free bus ride system is in place. Students can use Ventura County Transportation District public transit for free. Just need to show their Adult School ID

- **[AB1491](#) & [VCAEC Carryover By-Law Revision](#).** No new information at this time

- **Capital Outlay Requests.** SICE and VACE's Capital Outlay requests approved by the CDE/CAEP office with no further information requested.

- **[CTE Program Requirements](#).** Members were reminded that the state has specific parameters around establishing new CTE courses, and that they need consortium approval

- **Digital Upskilling Update.** Laurie thanked schools participating in the pilot. Alan would like to get the course outline to use for marketing the spring class. Laurie will provide a folder next week for members to see what the spring program will look like. She also shared that the VCOE site Website has links to assessment
 - Shared folder has a Teacher handbook in addition to "everything under the sun".
 - Planning at the end of January for April / May classes
 - ESL program may be a 30 hours program
 - Thank you from Leticia to Laurie and Erika for all of their help.

- Greg to send results of Marketing survey to Alan Penner

- Alan is serving on a WASC at Chaffey College and could share out about their transitions at February or March meeting

CORRESPONDENCE / EVENTS CALENDAR

* Member agency deliverables

** Consortium deliverables

- [2022-2023 VCAEC Meeting Schedule](#)

January 2023

- **Jan 31:** Student Data due in TOPSPro (Q2)*

CONSENT AGENDA

- Approval of VCAEC Minutes, 12/2/22



- New Program in Ojai
 - [Life and Career Planning Class](#)

Motion 2

Motion to approve the minutes from 12/2/2022 Board Meeting and New Life and Career Planning Class for Ojai Adult School

Motion by Sean Abajain | Seconded Leticia Carabajal

7 present - Yes | Opposed - none | 1 abstained - Motion Passed

Note: Carolyn abstained from voting on the minutes as she was not present at the December meeting. In addition Cynthia Herrera was absent and Mike Sanders had left the meeting at this time

DISCUSSION

- [LAO Funding Model Proposal](#)
 - Legislative Analyst office has been involved in writing several policy reports on adult education. They are independent of CDE and Chancellor's office. The LAO is recommending adult schools receive base funding at a rate of approximately \$6,000 per student, in addition to incentive funding based on performance and a dedicated allocation supporting consortium activities. It was also noted that some of the adult ed action groups may be looking into and trying to get ahead of any decisions based on the LAO report.
- **Teacher Credentialing.** Kathy reviewed the information and resources that she has received from the CAEP office and from VCOE regarding instructor credentialing. It appears that all Adult Ed programs must have a credentialed instructor. There are instances where an agency might be able to use a non-credentialed person as a reference or to provide guidance / oversight on a short-term basis but would still need a credentialed instructor as a teacher of record for the class. See also:
 - [CAEP Office Initial response](#)
 - [Follow-Up CAEP response](#) (also includes information from VCOE)
 - [VCOE AE Credentialing Information](#)
 - [California Commission on Teacher Credentialing 2016](#)
- **Preparing for [Annual Plan Check-up](#).** Members were asked to review their Annual Plan strategies and be prepared to address this at the February VCAEC Board meeting.
- **Transition Specialist.** Leticia Carabajal indicated that Oxnard Adult School and Oxnard Community College have entered into an MOU to

- Greg and Kathy will Continue to follow-up on the LAO funding models

- Research the use of EC 45256, 45256.5 & 45258



provide counseling services on the Oxnard Adult School Campus.

*Requested by Leticia Carabajal

Motion 3

A motion to adjourn was made by Leticia Carabajal and seconded by Sean Abajian

All Present Yes | Opposed None | Motion passed

Note: Laurie Lary and Mike Sanders were not present for this vote.

Meeting was adjourned at 2:57 PM

Laurie Lary and Mike Sanders were not available for this vote.

- Alan is serving on a WASC at Chaffey College and could share out about their transitions at March or April meeting

VCAEC

