

Rio Hondo Region Adult Education Consortium Coordinating Council

Meeting Minutes September 22, 2016

1) Opening

The regular meeting of the Rio Hondo Region Adult Consortium Coordinating Council Meeting was called to order at 1:10 PM on September 22, 2016 at Rio Hondo College at El Rancho Adult Education Center by Tracie Zerpoli.

Present

Debbie Roberts, Chuck Collings, Deborah Kerr, Eileen Stear, Edward Zuniga, Trina Cardona, Devon Monson, David Kauffman, Kirk Kain, Yolanda Emerson, Tracie Zerpoli and Maria Elena Martinez.

2) Round Table

- a) David Kauffman- Goodwill will be hosting a Job Faire on 12/7/16 from 10:00 AM – 1:00 PM. A person came from Walmart Warehouse to let them know they are hiring seasonal workers. Goodwill is looking for dislocated workers to assist in their training. Goodwill has training money for Youth.
Edward Zuniga – introduced himself as Interim Superintendent/ Asst Superintendent of Human Resources.
Trina Cardona – Counselor/Administrator.
Yolanda Emerson – introduced Gary Jimenez as the new transitional counselor. She has also hired a 50% Prog. Mgr for adult students.
Chuck Collings – His classes are full. Frances and Suzanne have had their hours increased to serve adult students.
Deborah Kerr – Book Faire will be hosted next week. New electrician class is full and a waiting list is also full. The class is 18 weeks, they are currently two weeks into the class. They are hoping for a 9 weeks class. They are working on certification. Construction Trades class to start the first of the year. ESI is full and has a huge waiting list. Kirk from SASSFA asked about the construction class.
Eileen Stear – Program director for consortium. She stated she was the information funnel and the tree killer.
Tracie Zerpoli - stated the ROP served Santa Fe Springs, Pico Rivera and Whittier. She stated that she served high school students and a small portion of adults.
Deborah Kerr – congratulated Yolanda on the new buildings.

3) Approval of Minutes

Deborah made a motion of approval of minutes with corrections (from 9/22 to 8/22 and for “Counselors” to non-credit) for August 8, 2016. Yolanda seconded the motion. Motion passed.

4) Action Items (was item # 5)

- a) Yolanda stated Professor Carlos did a credit/non-credit workshop. She said he wanted to come back and do a non-credit workshop, possible college credit. Maybe a workshop for counselors, students, or apprenticeship programs. Deborah asked who his target audience was. Yolanda said he could do anything we wanted him to do. Tracie asked how the event was funded. Yolanda stated the RHC would fund. Chuck

stated he had attended the workshop. He stated the speaker's knowledge was vast and he stated the speaker gave the history of adult schools. He stated he gave a powerful explanation of adult schools. Deborah and Chuck thought it would be a good idea to do again for the teachers. Deborah wanted to know the date and content. Yolanda said it could be a half day workshop tailored to adults. Yolanda said she would get further information and share with the group. All noted that Friday's were the best day for workshop. Chuck suggested a list of topics be given to members. It was stated that adult students were the primary target. Deborah asked that it not be a college view only but serve others. Tracie asked for Yolanda to send a save-the-date-flyer to everyone.

5) Informational Items

- a) Eileen presented the current MOU and proposed changes on a second sheet under "funding structure. Eileen read the recommended changes from the Work Group Meeting to Coordinating Council. Debbie explained the need for a mechanism to move allocations within the consortium members. Yolanda asked who will monitor the funds. Debbie went on to explain as she monitors the program directors funds whoever receives the allocation is then responsible for tracking allocations. Yolanda asked who was tracking. Eileen explained that direct funding means each district will track all funds they receive be it directly through AEBG or another district. Debbie continued to explain to her direct funding and how it is to be reported and spent. Deborah made a motion to approve the amendment to the MOU. Chuck seconded the motion. Motion passed; Yolanda abstained. Tracie said she had received a blast notification that 16/17 funding had been delivered to the Los County Office of Education and payments will be coming in. She stated that July/August would be coming in together and then monthly payments would be received. Tracie stated she would forward the email to everyone.
- b) Maria Elena introduced herself. She distributed copies and gave her fiscal report for 15/16. She then again explained the need to cover \$2,942.37 in overage to ERAEC for consortium wide activities. She stated there was a small amount of money left over from the Program Managers funds of \$1,792.00 held by Whittier Adult School and RHC also has a carry-over from 15/16. A discussion followed. Yolanda made a motion for \$1,792.00 to come from the program manager's carry-over from 15/16 and \$1,150.37 to come from RHC's carry-over from 15/16 to cover ERAEC marketing overage for 15/16. Deborah seconded the motion. Motion passed. Debbie asked the Consortium for a letter to present to her Board with an explanation. Eileen to send letter to Debbie.
- c) Eileen began discussion of the 15/16 Data & Accountability. Discussion of how to move money to RHC as they are the fiscal agents for 15/16. Tracie stated the money could not be moved over as the allocations would be coming in monthly allotments. Eileen and Maria Elena stat that maybe there were two pots of money. Discussion continued. Debbie made a motion for Tri0Cities to relinquish allocation on a regular basis to RHC for a total of \$62,272.00. Deborah seconded the motion. Motion passed.
- d) AEBG Summit, Consortium Activities: Tracie stated that Tri-Cities would not be able to reimburse for more than she received monthly, as that was how the funds would be disbursed. Debbie stated that Eileen's would come out of the Program Managers funds.
- e) Maria Elena stated that the 15/16 Data & Accountability were due on 12/10/16. She asked Eileen to send the three bullet guidelines from a past webinar. Eileen will send to all. Maria Elena stated they had until Dec. 2017 to spend money. This will be

placed on the next Work Group Meeting for further discussion. Work Group Meeting changed to Oct. 11, 2016, 1:00 PM in room 501. Coordinating Council Meeting is Oct. 27, 2016 at 1:00 PM in room 901.

Tracie suggested hiring a company to collect data per AEBG's requirements. Also, to present a common language. Yolanda liked the idea of having vendors present.

6) Other Items

- a) No additional items.

7) Adjourn

Yolanda made motion to adjourn. Chuck seconded the motion. Motion passed. Meeting adjourned at 2:39 PM.

Next meeting: Work Group Meeting

Date: October 11, 2016

1:00 PM, Rio Hondo College at El Rancho Adult Education Center

Room 501