

# Advance Lake Tahoe Adult Education Consortium

06/09/16

10:00am – 12:00pm

**LTCC Board Room  
and Conference Call:**  
888-450-4821  
Passcode: 147700

**Facilitator:** Michael Ward

**AE Director:** Frank Gerdeman

**Partners:**

Bob Albrecht, Maxine Alper, Amber Aneloski, Marilyn Ashlin, Don Ashton, Susan Baker, Rich Barna, Tina Barna, Aaron Barnett, Virginia Berry, Rich Bodine, April Boyd, John Brase, Kristin Brinks, Jeremy Brown, Jason Buckingham, Denise Castle, Angelo Clelan, Scott Craig, Christopher Croft, Lt. Eslick, Jane Flavin, Alexis Foley, Lisa Foley, Laura Fruitman, Sue Gochis, B Gorman, Bob Grant, Koko Green, Holly Greenough, Pat Harnett, Kathy Haven, Steve Heggen, Heidi Hill Drum, Chad Houck, April Kerwin, Ivone Larson, Maria Luquin, Ed Manansala, George Marley, Moirahan Martin, Bill Martinez, Cindy Martinez, John Martinez, Wendi McCray, Barbara Mick, Katherine Miller, Sabrina Owen, Jenna Palacio, Nicole Paulley-Davenport, Randy Peshon, John Pillsbury, Chris Placke, David Publicover, Brandon Reed, Shane Reynolds, Brian Richart, Michelle Risdon, Andrea Salazar, Melinda Stearns, Kim Stephenson, Rebecca Strmiska, Gary Sutherland, Josh Sweigert, Amber Tanaka, Tessa Thomas, Treva Thomas, Tere Tibbetts, Lauren Tomaselli, Patrick Traynor, Pete Van Arnum, Michael Ward, Cheri Warrell, Brian Williams, Jenny Wilson, Jude Wood, James Woods

Present Call-in

**AGENDA ITEMS**

The meeting was called to order at 10:03am

Topic	Timing	Action Needed	Agreements/ Notes
1. Welcome, Introductions	15 min	Preview Agenda, Brief Updates	Michael welcomed the group, previewed the agenda and introductions were made.
2. AE Director's Report	10 min	Updates and Information	Frank announced that all three program staff have been on boarded and thanked community members for being involved with interviews. HSE Testing- Frank announced that the first TASC tests will be administered on June 29 <sup>th</sup> . The test has a paper/pencil version which will be important for future development with testing in the jail. Testing will start in Alpine County in September/October and an ongoing schedule will be created. Once completed, examinees will receive a HSE certificate through the state of California. Frank noted that this will be Dr. Virginia Berry's last meeting, as she is retiring at the end of the month, and thanked her for her work. Frank reviewed the calendar of due dates with the group (see attached PowerPoint), highlighted that the year two plan is due August 15 <sup>th</sup> and emphasized the importance of the July 14 <sup>th</sup> planning meeting to get input and engagement from partners. Frank also pointed out that the report to the legislature is due in September and it will be important to make sure they have the numbers necessary to feel good about

			<p>continued funding. Michael provided the following comments—1. The group should be aware that Alpine is still rolling out year one funding through this calendar year, 2. Although there are no students enrolled yet, it will be important to prepopulate outcomes for the end of 2017 at the July 14<sup>th</sup> planning meeting, and 3. Projecting that there will be a flood of money through CTE, WIOA, and other partner channels in the coming year. The group has the opportunity to be well positioned to take advantage of these potential resources and should get frameworks/processes/messaging/outreach/etc. with industry partners in place. Michael emphasized the value of action planning for year two and that we need the whole network back together in order to be successful.</p>
<p>3. Workgroup Reports</p>	<p>45 min</p>	<p>Review/Preview 6 month Review/Report on workgroup activity and pending action items</p> <ul style="list-style-type: none"> <li>• HTRR</li> <li>• Assessment &amp; Transition</li> <li>• Marketing &amp; Outreach</li> </ul>	<p><b>HTRR Workgroup-</b> Dr. Virginia Berry reviewed progress from the last six months and what's next for the group. She noted that there has been excellent participation from the restaurant and industry partners, especially with the Lodging Association and Tahoe South Restaurant Coalition. Tahoe Food Service Academy continues to be developed and the new HTRR Coordinator, Josh Sweigert, was hired and will work with Eric Cambria to work with industry partners to get curriculum settled for a projected start date for late fall to meet winter hiring needs. A survey will be sent out to determine the best delivery to meet both student and employer needs. Effort will continue to be put into badges (GFSF, 5-Star Guest Service training, etc.) and collaboration is needed with the Marketing and Outreach group to make sure students and employers are aware of the programs and buy-in from the community is reached. Alexis will be attending a GFSF training and will adapt the curriculum into a more feasible program for adult learners; multiple delivery options will be the goal. Jenna will continue to work on finding internship/pre-apprenticeship sites for students to apply the skills learned in the workplace after training. Virginia reviewed the pathway sheet and its tiered approach, highlighting that there is no wrong door with the HTRR program.</p> <p>Michael prompted the group to think about consistent branding opportunities (Advance Culinary Academy?) and encouraged workgroups to send these questions to the Marketing &amp; Outreach group. A discussion began around Advance and whether or not the future of the program should be integrated with college level programs, one system, to support to wrong door/no</p>

wrong exit. Frank stated that the non-credit side is much more flexible and Michelle stated that there may be advantages in keeping them separate. Michael noted a study he read about the failure of certificate programs to produce career advancement due to a lack of industry buy-in. He encouraged continued close collaboration with partners, MOU's, and Virginia added that certificates earned by participants will list the skills and abilities gained through each program.

**Assessment and Transition-** Frank focused on work that has been completed in three key areas: 1. Crafting the job description for the Transition Coordinator. Frank thanked network partners in the workgroups for engaging in the process and thanked members of the community for sitting in during the hiring process (Brandon Reed for the HTRR position and Bill Martinez for the Transition Coordinator). 2. Frank emphasized working towards more consistent processes and not overdoing it for clients and reviewed the Advance Services Menu. He asked partners to add their organization's programs and service and stated that Alexis will review the list to get the level of detail needed and will be contacting partners who still need to add their program information. 3. Looking at how we can use technology and data to better ensure that individuals are not slipping through cracks in the system. Frank presented Community Pro Suite to the group (See PowerPoint). The database follows the WIOA and AEBG requirements and is fully HIPAA and FERPA compliant. The program would not replace existing systems and allows for collaboration/integration at levels needed across agencies (i.e. common intakes/releases in system, data matching). Everyone who agrees to share data will have access (levels of access will be defined locally). Frank also highlighted that the system would give us a mechanism to count students who cross over to Nevada to work (cannot count currently, no system in place).

The group was positive about moving forward with Community Pro. Frank answered group questions and confirmed that the system can be built according to our local needs.

Michael stated that this could be an opportunity for the Transition workgroup to move people in an accelerated way, move from analytics to predictive analytics, and point people in the direction of their

			<p>best outcome. Michael emphasized an outcome driven system—call CommunityPro “My Advance?” The system has this flexibility.</p> <p><b>Action Item:</b> Fill out the <a href="#">Advance Service Menu</a>.</p> <p><b>Marketing &amp; Community Outreach-</b> Frank stated that the group has been primarily focused on naming, branding, messaging, and the idea of learn and earn that ties the local and national movement from good intentions to measurable outcomes for participants. The Images/shot list is in a Google doc and last week the RFP for the Advance logo was released with the goal of having mock ups available for the group to view at the July 14<sup>th</sup> planning meeting. Jenna discussed the group developing a toolkit to help workgroup partners communicate Advance to potential students and employees. Resources will be available online and developed in Spanish and English. Josh will work on getting the preliminary draft started, and once developed, the group will take a deeper dive into a community outreach strategy.</p> <p><b>Action Item:</b> Develop preliminary toolkit and bring to July 14<sup>th</sup> meeting.</p>
<p>4. July Year 2 Planning Workshop</p>	<p>20 min</p>	<p>Walk through layout and focus of the July 14<sup>th</sup> meeting – creating the Year 2 plan – Network Partners input on content, process, logistics and maximizing participation</p>	<p>Michael emphasized the importance of the July 14<sup>th</sup> planning meeting. Targets need to be set and there needs to be enough time to craft a plan of action—goal to have 90% of the plan done by the end of July 14<sup>th</sup> meeting. Ideally all partners should be participating and Advance staff need to conduct outreach to partner list. Group consensus to hold the meeting in the Aspen room, if available, from 8am-12pm, with lunch provided from 12-12:30pm. Michael asked that consortium partners come prepared with their program recommendations/outcomes that they would like to attain, not just curriculum, but how many completers, etc., and to use the planning time as an opportunity to tweak plans and make them more concrete. Michael stated that he would like a draft agenda with specific tasks listed for everyone to go out before the meeting. Michael emphasized framing outcomes as clearly as possible and went over suggested priorities (max. enrollment, decentralize services, mobilize GFSF, strengthen metrics, professional development); asked group for additional areas of focus. Bob Grant suggested adding the Community Pro Suite system to start discussing specifics, Michelle suggested reporting/summarizing from other partners and programs that don’t fit into main focus of workgroups but are still apart of the</p>

			<p>plan (literacy programs, supporting parents, etc.), budget implication strategies, EMSI data to present to frame potential impacts (CTE side), partners come in with estimates of participation.</p> <p>Michael encouraged partners to invite anyone who can help produce the best year 2 plan.</p> <p><b>Action Items:</b> Advance staff conduct outreach to full contact list and make personal invites.</p>
5. Open Agenda	20 min	Discussion of issues or questions from Network Partners	Due to time constraints, this item was not discussed.
6. Next Steps – LTAEC Meetings 2 <sup>nd</sup> Thurs	10 min	Action Items Review July 14 Workshop expectations	All: Attend Year 2 Planning meeting- July 14 <sup>th</sup> , 8am-12pm, lunch provided from 12-12:30pm.

**MEETING ADJOURNED AT 12:03PM**