

Advance
 Lake Tahoe Adult Education Consortium
 LTCC Board Room and Conference Call:

10/13/16
 10:00am – 12:00pm
 LTCC Board Room
 and Conference Call:
 888-450-4821
 Passcode: 760291

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, Janelle Blocher, Rich Bodine, Danielle Bogan, April Boyd, Jeremy Brown, Veronica Bruce, Jason Buckingham, Cristen Carnahan, Denise Castle, Angelo Clelan, Scott Craig, Christopher Croft, Brad Deeds, Ken Druley, Klaus Feyersinger, Jane Flavin, Alexis Foley, Lisa Foley, Laura Fruitman, John Fry, Katelin Gannon, Frank Gerdeman, Sue Gochis, Bob Grant, Lt. Terrell Green, Holly Greenough, Pat Harnett, Kathy Haven, Steve Heggen, Heidi Hill Drum, Chad Houck, Matthew Kosifas, Ivone Larson, Beverly Lassiter, Hedy Lim, Maria Luquin, Renae Lynch, Bill Martinez, Cindy Martinez, John Martinez, Wendi McCray, Barbara Mick, Katherine Miller, Cristina Nunez, Sabrina Owen, Jenna Palacio, Randy Peshon, John Pillsbury, Chris Placke, David Publicover, Brian Quintanilla, Brandon Reed, Shane Reynolds, Michelle Risdon, Christen Rodriguez, Emily Sabbato, Andrea Salazar, Penny Shervey, Justin Sinner, Melinda Stearns, Kim Stephenson, Eric Sturgess, Gary Sutherland, Josh Sweigert, Amber Tanaka, Steve Teshara, Tere Tibbetts, Lauren Tomaselli, Patrick Traynor, Steve Turner, Michael Ward, Megan Waskiewicz, Cheri Warrell, Brian Williams, Doug Williams, Nichole Williamson, Jenny Wilson, Jude Wood
 Present Call-in

AGENDA ITEMS

Topic	Timing	Action Needed	Agreements/ Notes
1. Welcome, Introductions	10 min	Preview agenda, outline plan for the meeting, brief self-introductions	Michael welcomed the group and introductions were made.
2. Director's Report	10 min	Updates and Information about: a. Status of the Consortium and LTCC Hub b. Systems Update (e.g. Community Pro)	Frank provided the following updates: <ul style="list-style-type: none"> Moving away from "adult education" and using "ADVANCE" language from now on. Traditional adult education focuses on basic skills and does not focus on advancing career or educational goals. HSE testing continues and monthly schedules have been published. Testing will be pushed out to Alpine in the New Year and testing will be available in the jail starting in Jan. /Feb. There will be a press release shortly announcing that the first examinee has completed all (5) tests and earned a HSE without having to drive to Placerville. LTCC will be dropping GED language from prep classes and replacing it with HSE.

- The kick-off of the Culinary Boot Camp will start next week.
- CPS Updates- LTUSD will sign a data sharing agreement next week and Frank will continue to encourage additional community partners to do the same (WIOA, JOIN, Inc., HHS). Started the design, workflows/formats, personal profile phase. The goal is to finish building the system late fall and go live early January. If anyone is interested in learning more, contact Frank.

Michael asked the group if anyone has questions or hopes they would like to share about CPS:

- Angelo Clelan asked if felons would be hired and Frank stated that this is something that can be captured as a task for the network and create a quality assurance that eases perception. Shane Reynolds stated that this is two prong- 1. educate communities on hiring this population, and 2. prep them prior to release. Frank stated this also means bringing ADVANCE services to them before they are released. Michael stated that we need to look to the jails as a potential hub 6-12 weeks prior to release.
- Barbara Mick asked about Prop 47 and Frank stated that information like this can be shared in CPS so people have access to it and can educate staff/clientele.

Michael asked the group to share what getting partners enrolled and sharing data means to the network:

- Denise Castle stated that it is a virtual connection or a one-stop ability to stay connected immediately on a day-to-day basis.
- Jenny stated that she loves the idea of shared referrals, the reports it can generate, and being able to track through a variety of services.

Michael and Frank encouraged the group to think about how CPS would benefit industry

			<p>partners and asked Emily Sabbato to further discuss with Brandon Reed at the Beach Retreat. Frank stated that CPS will provide access to all of the supportive programs which makes it possible for employees to survive in the community. A partner value list for CPS to take to industry partners will be compiled.</p> <p>Tere Tibbets asked if a community partner list who have agreed to hire people through the Culinary Boot Camp exists and Frank stated that the MOU phase is waiting on the first round of the boot camp to finish.</p>
<p>3. Year 2 Consortium Implementation</p>	<p>15 min</p>	<p>a. Consortium Member Reports on Initiatives and Support Needs b. Network Enrollment Needs</p>	<p>Michael reviewed the year 2 implementation priorities slide, charter of work google document, list of objectives and partners. Michael prompted consortium partner to provide updates.</p> <p>LTUSD- Bob Grant provided the following updates:</p> <ul style="list-style-type: none"> • Home program designed to help parents help school aged children with common core curriculum. The program will provide food, childcare, and homework help for children and classes focusing on common core, family development programs, and help with building parenting skills for adults. They are contracting with the FRC to bring people to seminars and have hired a facilitator to help coordinate. The adult classes will use the badging method and will be able to give credit towards obtaining high school diplomas. • CTE Alignment- Hospitality Management program will be offered at Mount Tallac Continuation School with the hopes to expand to the high school next year. An instructor is currently being hired. Bob noted that on the business walks, employers preferred hiring local graduates and that students of Mount Tallac often stay in the Tahoe area once graduated. This program will be designed to make sure students can get a leg up through the system and make a smoother transition to employment.

Frank stated that as this program is developed, it will be important to include input/feedback from properties who have robust training programs. Michael pointed out that this is a great opportunity to connect Josh with the teacher and class as ADVANCE develops the Guest Services Boot Camp. Frank and Brad will be visiting the High School next week and will set this in the agenda.

Michael asked the group how network partners engage, support and refer to Bob's initiatives:

- Jenny Wilson stated that WIOA can engage parents with employment and training programs. When children graduate, they can be connected to WEX and OJT.
- Bob Grant stated that it is a dual strategy where they are helping kids but also connecting parents to the ADVANCE network.
- Frank stated that it will be important to upload everything into CPS, whether the offering agency shares participant data or not.
- Michael stated that each program may be touching different areas of the community and it will be important that referrals are being made by those who have established relationships with the clientele, and referenced Sabrina Owen and Tere Tibbets.
- Barbara Mick stated that the programs she oversees (CalFresh, CalWorks, Medical) are big components of connecting individuals and families.

EDCOE- Gary Sutherland provided the following updates:

- Key area of their focus is to integrate advising into their HSE program and that they now have a dedicated teaching staff for the program.
- Fall will be spent determining how to implement testing beginning in January.
- Programs offer high school diploma program at Mount Tallac and a

Culinary/HSE basic skills instruction in the jail.

Michael asked the group for strategies to grow enrollment and implement a transition/advising component for EDCOE's programs:

- Jenny will ask her supervisor if WIOA programs can serve those close to being released. Frank and Jenny will meet to discuss implementing shared information sessions in the jail.
- Barbara Mick stated that some programs end while those are incarcerated and others continue. She will connect with jail staff.
- Frank stated that he will investigate if local job opportunities can be added into CPS.

Alpine- Cheri Warrell provided the following updates:

- Providing parents/guardians a teacher at the education center four afternoons per week. They are struggling to get parents engaged and will try to partner with existing agencies that have programs in the community.
- Hiring new Director for their preschool and will connect with preschool parents. Renae Lynch is connecting with the Opportunity School.

Michael encouraged Bob and Cheri to connect on their curriculum/approach.

Cheri asked for strategies on how to engage those who may have graduated and are not employed or in school. Frank stated that it will be important to build engagement through word of mouth with successful programs.

Michael added that there needs to be a connection between learning and the actual workplace. Frank suggested bringing information to Alpine area restaurants who close seasonally. Denise suggested creating an annual employment base and that we need to fulfill outcomes that speak to a long-term career path.

4. Workgroup Action Plans	45 min	<ul style="list-style-type: none"> a. 1st Quarter outcomes a. 2nd Quarter initiatives b. Network Partner Assistance 	<p>Assessment & Transition Updates:</p> <ul style="list-style-type: none"> • Alexis presented the shared information flyer and stated that the session will be a collaboration between ADVANCE, WIOA, Alpine and JOIN, Inc. Northern Nevada. Short orientations for each program will be provided and appointments will be scheduled with participants. Ideally, additional organizations will participate in the future as well (Barbara Mick’s programs, etc.). This session will serve as a one-stop shop. The second half will go into a CASAS assessment for those interested. Soft launch on November 2nd at LTCC in the Aspen Room. Sessions will run twice per month in South Lake and one evening in Alpine. The Flyer is almost finalized and will be distributed once complete. • Personal Pathways Plans will be developed with those scheduling ADVANCE advising sessions and the process will be available in both Spanish and English. Tere Tibbets has been assisting with creating a bilingual format. Frank added that this is a rapid and flexible way to deploy planning versus the more rigid GFSF model. <p>HTRR Updates:</p> <ul style="list-style-type: none"> • Josh announced that the first Culinary Boot Camp will start next Tuesday. There are six registered and four or five in the pipeline. Scheduling limitations with the intensive (1) week model is creating a lack of participants. The ideal class size will be (12). Network partners—please send any interested individuals to Josh. <p>Michael encouraged the Chamber to co-brand and distribute the Culinary Boot Camp flyers. Tere Tibbets will distribute as well.</p> <p>Frank emphasized that the Beach Retreat is paying staff to attend boot camp.</p> <p>Marketing and Outreach updates:</p> <p>Michael announced that a quarterly newsletter was discussed and that the workgroup will come back next month with a game plan for</p>
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			how this can be a tool used by network members.
5. Network Hubs	15 min	a. Resource Requirements b. Targeted Services and Demographics	
6. Building Network Capabilities	15 min	Professional Development priorities for 2016-17	Michael stated that this will be a focus of next month's meeting.
7. Next Steps – LTAEC Meetings 2nd Thurs	10 min	Action Items Review	All: <ul style="list-style-type: none"> • Contact Frank with any questions or concerns about CommunityPro Suite. • Network partners continue to make referrals to ADVANCE services and programs.

ADJOURNED AT 12:04PM