**Consortium Meeting Notes: August 14th, 2023**

9:00 a.m.  to 12:00 p.m.

**Hybrid Meeting:** FACE Center, Morgan Hill

**Zoom link**: https://gavilan-edu.zoom.us/j/85465309719?pwd=QWYrUUhnZ2Y0djF4UUdMeEIvMXY5QT09

(Link to role description [here](https://docs.google.com/document/d/1wCeM5A7xM_3Oxv1o_3L1_Kv5CanmZaDhrGSsFP91eng/edit))

**Roles:**

Facilitator: Claire Grissom

Timekeeper: Greg CamachoLight

Equitable Voices Monitor: Abel DeLeon

Process Observer/Parking lot: Dean Sweeney

**Meeting Norms:**

* 1. Keep student success at the forefront of the decision making and focus.
  2. Come prepared for the meeting.
  3. Begin and end on time.
  4. Be fully present, engaged and solution focused.
  5. Conversation is a natural way humans think together, and we expect it to be messy at times.
  6. Treat each other with respect and assume noble intentions.

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1. Call to Order:
   1. Roll Call: Roll Call: Rosio Pedroso, Consortium Director; Susan Sweeney, Dean Career Education, Workforce and Educational Partnerships (Gavilan College); Jose Franchi (Gilroy Unified School District); Claire Grissom, Coordinator of College and Career Readiness (San Benito HSD); Corina Sapien, Director of Family and Community Engagement (MHUSD), Abelardo De Leon, Coordinator of Equity Programs (MHUSD). Guests: Lawrence Thoo Strategic Engagement Manager at Work2future (Workforce Devleopment Board for Santa Clara County) and Ms. Jiminez, CAP Specialist at Gavilan College
   2. Public Comments:  **No public comments**
2. Presentation by
   1. Ms. Jimenez, Career and Academic Pathways (CAP) Specialist (Career Specialist) provided an overview of her job duties and responsibilities which include preparing all student (including undocumented and adult learners) to enter workforce or transfer to further postsecondary; and includes collaborating with departments and faculty to create incentives for student participation and maintaining a culture of empowerment and equity. Mr. Franchi of Gilroy Unified School district identified two major needs for their students after graduation which were financial aid and trade opportunities. Mr. De Leon indicated that one of the barriers for their students at Morgan Hill Adult School was need for adequate child care in order to attend adult education classes and counseling for transition into workforce or Gavilan College. Morgan Hill staff noted they don’t’ know what they don’t know and look forward to partnering with Ms. Jiminez. Ms. Jimenez is willing to make herself available for career exploration via a presentations or on-on-one consultation.
   2. Mr. Thoo provided an overview of Work2future. He indicated they serve 8 cities including Morgan Hill and Gilroy and all the county’s unincorporated areas and reach three-quarters of the counties up to Stanford University. The City of San Jose is the workforce development boards fiscal agent and Mr. Thoo is a technically a city employee. The major serves as the board its’ chief elected official. The Workforce Board is a creature of the Federal and State governments and exist to provide workforce development services to the community. The Federal legislation that creates the board is the Workforce Innovation and Opportunity Act (WIOA). Their two primary customers are businesses, particularly employers and job seekers. The workforce development board has been fairly distant from the South County since the onset of the pandemic, and they are just beginning to re-establish a physical presence in the South County again. They do have one career advisor in south county, Shawn Morazo. Mr. Thoo will provide her contact information. She is housed at the County Social Services Building in Gilroy. The board works collaboratively with community colleges and a host of non-profit organizations such as the American Job Centers and One Stop. The board is working closely right with the Morgan Hill Chamber of Commerce to re-establish a presence with businesses, and they are also reaching out to the Gilroy Chamber of Commerce to do the same. Soon, they hope to provide a South County job fair. Ms Sapien offered to host the Job Fair. Mr. Thoo noted that barriers to employment include jobs that gear towards higher education and the cost of living.

Mr. Thoo reviewed job seeker programs funded by the federal government and include:

* + 1. Dislocated workers-for those who recently lost their job or switching careers.
    2. General adult programs- adults who have been out of the workforce for a long time or adults coming into the workforce for the first time.
    3. Youth-a twin focus to promote education and facilitate entering the job market and includes paid work experience at Santa Clara’s living wage standards (fully subsidized wages). There is an in school (enrolled in community college) and out of school (enrolled in k-12 setting ie GED) component to the program.

Mr. Thoo noted that the board also provides labor force data. Ms. Pedroso asked if the board would be willing to support the Ell Healthcare Pathways Grant and Mr. Thoo agreed. He mentioned the board is in the process of convening the healthcare provider industry such as hospitals, medical offices community clinics and so forth in the county to encourage the industry to take a collective look at what the workforce challenges are that the industry faces and engage in joint problem, solving, with community partners. However, this process will probably take some time and may not align with the grant’s timeline.

Mr. Thoo clarified for Dean Sweeney, that in order for the board to fund individuals seeking to enroll in the Dental Assisting Program, the course needs to be uploaded to their system (employer provider training list). If Gavilan is looking at cohorts of students, then it is not necessary as the state give the college a pass on enrollment fees.

* 1. Ms. Pedroso noted the importance of making this contact as the consortium will need to have labor market data in general for programming but specifically for Healthcare Pathways grant. Ms. Pedroso also suggested that members review their student’s career goals to better align and gear them towards available resources and programs. Dean Sweeney mentioned Gavilan has contracts with Santa Clara, San Benito and Monterey Workforce Development Boards.
  2. Dean Sweeney suggested we determine what program we want to move forward with. Ms. Pedroso mentioned Mr. Camacho-Light suggested targeting the Migrant Education Parents as potential participants.

1. Discussion Items
   1. Approve prior meeting minutes (July meeting notes)
      1. Dean Sweeney motions to approve the meeting notes with corrected item. Ms. Grissom seconds. Motion passes unanimously.
      2. Corrected item: Mr. DeLeon and not Ms. Sapien presented Morgan Hill’s expenditure plan.
   2. 2021-22 Overage -Expenditure Plan Updates
      1. Morgan Hill- Mr. De Leon indicated progress is moving along to use funds. They are looking at staffing.
      2. San Benito- Ms. Grissom indicated they are waiting for MOU approval as they have the class and space to institute a welding class.
      3. Ms. Pedroso suggested for next meeting, members have a list of what they have expended, what is pending and what may not be feasible to accomplish.
   3. 2022-23 Overage- Ms. Pedroso asked that members be prepared to share how 2023-23 will expend overage funds. review their next month. Ms. Pedroso suggested members think about items that are needed across the consortium.
      1. Gavilan College ($142,712.00 or 22%)
      2. Morgan Hill (estimated to be $176,814 or 31%)
      3. San Benito (estimated $42,674 or 38%)
   4. 2023-24 Allocation amounts (Ms. Pedroso) -
      1. Ms. Pedroso confirmed MOU’s were received.
         1. Gavilan $689,803 or 39% (5% for director)
         2. Gilroy $336,058 or 19%
         3. Morgan Hill $61,054 or 35%
         4. San Benito $123,811 or 7%
   5. Annual Plan available in NOVA: Ms. Pedroso reviewed the plan with members. Members noted some changes and provided additional information about targets for year 2.
      1. Dean Sweeney motions to approve the one-year plan. Ms. Grissom seconds. Motion passes unanimously.
   6. Members annual budget and workplan (due Sept 30)
      1. Ms. Pedroso reviewed the potential consortium wide expenses listed below and outlined two possible ways to pay for these items where there is not shift in the percentage distribution of funds received as listed below or shift funding percentages.
         1. Pay directly from overage portions of the expenses or use pass through account (7000) with members identifying what they would be willing to pay for.
         2. Or provide a one lump sum each year back to Gavilan to cover these expenses.
      2. Estimate: $304,000 or 17% of annual consortium allotment
         1. Director, part-time no benefits $64,000
            1. Ms. Pedroso to provide summary of salaries. Members expressed current compensation is appropriate.
         2. Supplies/food/printing/mtgs $10,000
         3. Promotional materials/catalog/radio/etc. $30,000
         4. Countywide counselor $200,000
         5. Other budget items discussed included: tbd
            1. Website update and maintenance
            2. Summer programs/workshops
            3. Professional development
            4. Consultants (CTE/short-term vocational)
         6. Process for allocation needed (ie. Off the top or intra member redistribution via budget amendment)
      3. Consortium members discussed identifying a consortium bucket of expenses that will be consistent across time. Several additional comments were made about the consortium wide expenses and noting them in the bylaws. Further discussion is needed.
   7. Health Care Grant proposal ([google folder](https://drive.google.com/file/d/1tQBNTDgriGKH1l_mnAEK2dP14KDFricJ/view?usp=drive_link))
      1. Members agreed to schedule a meeting to further discuss the grant.
      2. Next meeting set for August 28th at 10 to 12.
   8. Bylaws ([google document](https://docs.google.com/document/d/1J-DOogXLTVDOgPGR3IoGcAUAo_f4Um4C/edit?usp=sharing&ouid=116650776564384616714&rtpof=true&sd=true))
      1. Members suggested approving sections of the bylaws at each meeting.
      2. Ms. Pedroso suggested approving Section 1 to 3 at the next meeting.
      3. Members discussed including a section on how funds will be redistributed and suggested identifying how much consortium wide funding is needed and setting that aside, then ensuring Gilroy’s program is appropriately funded and after doing so, distributing the funds according to established percentages. Items such as the counselor funding would also need to be added to the bylaws. More discussion is needed.
      4. Ms. Pedroso will investigate how the 5% director position came to be.
      5. Short term funding needs to be determined including increasing Gilroy’s funding internally without changing funding percentage distributions
      6. Develop a long-term system to redistribute funding that takes into account consortium wide expenses.
      7. Internal system that separates funding for fiscal agent (consortium wide activities) and programing
   9. Morgan Hill needs assessment update 
      1. Mr. De Leon shared that approximately 103 participants completed the online survey.
         1. Key takeaways
            1. Majority female, close to 80%
            2. Language split almost 50%
            3. Close to 40% were unemployed.
            4. 31% were making $2,500 or more a month and 32% were making 0$0 to $499 a month- representative of income gap in Morgan Hill.
            5. Educational goals: about 50% workforce and education
            6. Industry to work in: 23% Education, 18% Manufacturing, 16% Health Science.
            7. Certification: 21% Other, 20% HVAC, 15% Engineering Technology and Culinary
            8. Time of classes and child care were barriers identified by participants.
            9. Interesting open-ended comments
            10. Recognized they need to market more and better
         2. However, a full analysis of the data has not been completed and a full report will be represented at the next meeting.
2. Informational
   1. Quarterly Reporting: Upcoming Deadlines
      1. **Aug 15:** Annual Plan for 2023-24 due in NOVA \*
      2. **Sep 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q4)
      3. **Sep 1:** 22/23 Certification of Allocation Amendment due in NOVA
      4. **Sep 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q4) \*
      5. **Sep 30:** 23/24 Member Program Year Budget and Work Plan due in NOVA
      6. **Sep 30:** End of Q1
      7. **Oct 30:** 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA \*
      8. **Oct 31:** Student data due in TOPSPro (Q1)
      9. **Oct 31:** Employment and Earnings Follow-up Survey
   2. CAEP Summit October 24-26, Universal City. [Register here](https://summit.caladulted.org/Registration/) 
      1. $450 Early Bird (8/25/2023) $550 after
   3. HSE convenings: Registration link: [2023 High School Equivalency and Proficiency Summer Convenings (eventsforce.net)](https://uk.eventsforce.net/scoe/frontend/reg/thome.csp?pageID=375&eventID=3&traceRedir=2)
      1. Sacramento—Monday, August 7
      2. Red Bluff—Tuesday, August 8
      3. Contra Costa—Wednesday, August 9
      4. Fresno—Thursday, August 10
      5. Ventura—Tuesday, August 15
      6. Pomona—Wednesday, August 16
      7. Riverside—Thursday, August 17
      8. San Diego—Friday, August 18
3. Member Updates
   1. Member updates
   2. Other upcoming agenda times
      1. Members report out enrollment and TopsPro data/numbers
   3. Upcoming meetings 9 am to 12pm
      1. September 1st at Gavilan College
      2. October 2nd at Face Center, Morgan Hill
      3. November 6th at Gavilan College
      4. December 4that Face Center, Morgan Hill
      5. January 8th at Gavilan College
      6. February 5th at Face Center, Morgan Hill
      7. May 4th at Gavilan College
      8. April 8th at Face Center, Morgan Hill
      9. May 6th at Gavilan College
      10. June 3rd at Face Center, Morgan Hill
      11. (no meeting in July)
   4. Other items to consider.
4. Mr. De Leon motioned to end the meeting. Ms. Grissom second. Meeting adjourned at 11:58.