****Los Angeles Community College District

CalWORKs Directors Meeting

Friday, September 26, 2014

Minutes

ATTENDEES: Blanca Barajas (LASC), Rey Garcia (LACC), Gina Chelstrom (ELAC),

Sorangel Hernandez (LACCD), Angela Aghajanian (LAMC), Ellie Rabani (LAVC), Claudia Velasco (Pierce), Cecelia Schumake (WLAC), Linda Cole (LATTC), and Dr. Felicito “Chito” Cajayon.

WELCOME: Blanca extended a warm welcome to Claudia Velasco, the new CalWORKs Director at Pierce College.

MINUTES: Minutes were read silently and approved as submitted. It was agreed that every effort will be made to email minutes within two weeks after the meeting.

BUDGET REPORT: Sorangel distributed the Budget Expense Report. She reported:

* It reflects commitments and expenditures as of 9/24/14.
* SBWIB Invoices: Corrections to the July invoice are complete and the revised invoice has been emailed to the campuses for review and authorization. Whenever possible, please return approved invoiced within two days of receiving them. Some campuses need to increase funds for work study. Please execute BTA’s ASAP.
* Please ensure that all unallocated funds have been distributed.
* DPSS Personnel Schedule: The personnel schedule can be modified. With the anticipated salary and COLA increases, all of the campuses will, possibly, need to revise this form.
	+ Linda advised that the certificated employee increase (4% salary/ .85% COLA) has been agreed upon and will be retroactive to July 1, 2014.
		- The classified employee agreement is still pending.
		- It is not recommended that DPSS funds be used for hourly employee salaries.
		- The $1500 HRA is still be negotiated; must decide before the end of open enrollment.
* The monthly DPSS invoicing will be automated effective October, 2014

WORKFORCE DEVELOPMENT UPDATE: Dr. Cajayon reported the following:

* LACCD will be hosting the WIOA forum on November5th.
* In order to accommodate the current need, SBWIB, WIA, WIOA, and other interested community partners are maximizing public funding through collaboration, integration, and sequentially supporting college campus programs.
* CalWORKs can enhance vocational training opportunities without disrupting benefits and services; these are additional educational options.
* USC Covered: the first contract, last year, focused on sharing information. This year (funding started three weeks ago) will focus on enrollment. This project has the support of the Trustees.
* AB86 – Adult Education: This program recently received a $500 million make-over.
* Los Angeles, Burbank, Glendale, and Culver City will be involved in redesigning ADT by 2015. The focus is noncredit education.
* The college system is lobbying to maintain control of the ADT vocational education component.
* There are five basic components ESL, Basic Skills, apprenticeship, short term CTE, and services for the disabled.
* The next six weeks are critical, CalWORKs is needed at the table.
* The draft proposal is expected to be completed by January 2015.
* Campus protocol will be respected. Administrators will be informed and the CalWORKs participation will be requested.
* Accreditation 2016: All nine campuses and the District Office will be completing the process simultaneously. It is a phenomenally, chaotic timeframe: minutes and signatures; program reviews for CalWORKs, and performance measures are needed to determine the quality of service.
	+ Blanca offered the organizations support and applauded his efforts.
	+ Ellie expressed her appreciation for the District and other external partners in their effort to collaborate in this area.

SPECIAL GUEST: Dr. Karen Ravago, Research & Reports Director, Affordable Care Act Records, Research, Operations, & Education Programs at USC

Dr, Ravago stated that various organizations have received funding to promote Covered California. Last year, thirty students were hired, county-wide, to promote awareness. This year the focus will include outreach, with an emphasis on be on Medi-Cal and Covered California enrollment. The research will focus how health affects academic achievement.

* Open – enrollment begins in November.
* Training consist of ten, one hour, online modules. Upon successful completion of training, background check, and fingerprinting, the participant will be a certified Covered California counselor. Bilingual applicants preferred.
* USC will be responsible for interviewing and hiring.
* Salary: $11 per hour paid/bilingual, $13 per hour; paid by USC
* Projected recruits/campuses: four to five campuses; 10 to 15 hours per week.
* You will need to allocate a dedicated work area, specific time of day.
	+ Dr. Cajayon reiterated that we must defer to campus administrators for authorization and other specifics.
	+ Blanca inquired whether or not the District would be contracting USC for a work study agreement.
* Each campus has a unique population (example: Pierce is Farsi and Valley is both Farsi and Spanish).
* Sorangel will share our contact information with Dr. Ravago.

SPECIAL GUESTS: Robert Sainz, Assistant General Manager, Economic & Workforce Development, City of Los Angeles and Greg Burks, Director of Workforce Development Adults Department

Mr. Burks stated that this collaboration, integration, and leveraging of resources involves a sequence of services to serve a college based population. This is the second largest workforce development organization nationwide.

Restructuring the program began two years ago and involves:

 Using technology to increase numbers

 Focusing on vulnerable populations

 Improve collaborations with strategic partners

 Target goal of 45,000 people.

 Train a minimum of 4500

 Integrate delivery service module into thirteen centers

 Need to leverage resources

Colleges can offer training

National emergency grant offers specific services to a particular population

Expand services through partners and linkages.

Worksource centers must enroll and provide services regardless of outcome

Dr. Cajayon: As a major partner in increasing enrollment, how can we enhance without duplication?

 Response: Through sequential support. We can offer enhanced job placement.

Rey: Our existing Post Limit Participants (PTL) would benefit from this program; this has the potential to expand our work study program.

Ellie: We do not have the funding for job development, can you provide us with a job developer?

 Response: The WorkSource Center has an employment team.

Mr. Sainz pointed out that there are WorkSource Centers at LACC, LATTC, and a youth employment center at LAHC.

* The target population is CalWORKs.
* This is about integrating additional resources with WorkSource, not a duplication of services.
* Jobsla.org is an active job search
* They must enroll with WorkSource
* There are e-learning referrals available for qualifying applicants.
* Staples is the largest employer of “2nd chance” applicants.

Linda: This could be a challenge. It proposes co-enrollment and a conflict between education and employment. Most students will elect employment which means our program numbers and completion rates will decrease. How do we collaborate without compromise?

Response: This would not be exclusively for CalWORKs participants. Eighty percent of college students work; PTL’s and graduates would benefit from the program, as well as, eligible youth. It’s about coordinating and sequencing services. There are funds available for OJT, work study, customer service training, and unsubsidized employment.

Ellie: Rey and I are working on a three year grant and need the support of DPSS, Luther Evans. Can you help us with this?

Chito: Let me know what you need and I will contact him.

BREAK

DISTRICT OFFICE PROFESSIONAL DEVELOPMENT: ~~Sorangel indicated that she is willing to conduct training in SAP and procurement.~~

ACCREDITATION: Sorangel stated that she did not get a response back from all of the colleges regarding the survey she sent. She will resend to the colleges that did not respond by next Wednesday. She reported that:

The final draft should be ready by November.

Still need to create an action plan. Assessment needs to be created by 2015; and accreditation in 2016. Dr. Cajayon would like to schedule two hour campus visits during the month of October. The sign-up/calendar was circulated.

OPENINGN MONTHLY MEETINGS TO OTHER CW STAFF: After much discussion, the general consensus was that other than invited guests, the meetings should be for Directors and Coordinators. If those individuals are not available for an extended period of time, a designee would be appropriate.

DISTRICT OFFICE POSITION: Blanca reminded us that we need to finalize our position on funding Jesus Encinas position. We need the DO’s projected budget in order to move forward. Ceci and Blanca volunteered to draft the letter. This is not a displacement. It is a funding change that will result in a savings of approximately $40, 000. To date, as reported by Sorangel, his duties include creating accreditation binders, tracking budget documents, and verifying invoices.

CCCCWA: Angela gave an overview of the upcoming CCCCWA Drive-in Training: Team Building, legislative updates, and information on SSSP. Angela has available copies of Portrait of Success, if anyone is interested. Cecelia advised the group that the 2014 edition is being revised. If your campus was featured and was missing a photo or the story needs to be edited, you will be receiving information, very soon, regarding how to re-submit. Also, 2015 applications will be available in January.

STAFF DEVELOPMENT: We agreed to reserve January 23, 2015 for staff development.

NEXT MONTHLY MEETING: We discussed the possibility of rescheduling the October meeting. We agreed to meet on October 31st as scheduled. We will include campus updates in our next meeting.

STATE ADVISORY: Rey explained how we can include the self-referred students and the requirements. Blanca will request a District-wide TANF list. Rey stated that Mt. SAC receives an auto email each time a CalWORKs participant enrolls at their college. The CalWORKs felony exemption has been repealed. The new County survey could create a misinterpretation of service.

CWETEP: The next meeting is on September 29th

ADJOURNMENT: The meeting was adjourned at 12:25PM

NEXT MEETING: *Friday, October 31, 2014*

