****Los Angeles Community College District

CalWORKs Directors Meeting

Friday, October 31, 2014

Minutes

The meeting was called to order at 9:25 a.m.

**ATTENDEES**: Blanca Barajas (LASC), Mercy Yanez, (LAHC), Sorangel Hernandez, (LACCD, Claudia Velasco (Pierce), Dr. Cajayon (LACCD), Cecelia Schumake (WLAC), Gina Chelstrom (ELAC), and Rey Garcia (LACC)

**WELCOME**: Blanca extended warm greetings to all and congratulations to Region 7 for a successful CCC CWA Drive-In Training Event.

**MINUTES**: Minutes were approved as submitted.

**CONTINUING BUSINESS**

 **ACCREDITATION**: Dr. Cajayon reiterated that while on our individual campuses we are complying with accreditation requirements, it is important that we connect and interact with the District and vice versa and that we document such collaboration. In order that we become more familiar with the accreditation process, Dr. Cajayon recommended that we attend the various accreditation workshops that are available, as well as, participate on an evaluation committee. Certificates are issued at the completion of the workshops. As reported, by Dr. Cajayon, to date:

* He has visited two of the nine campuses.
* The report is 90% drafted; self-evaluation is almost three inches thick.
* The District is still in the process of updating the website.
* Agendas should reflect the mission statement.
* He will share the accreditation check list with us at a later date.

Blanca stated that several years ago CalWORKs was going to assist in updating their District website but efforts were interrupted. She emphasized the importance of our involvement in the accreditation process and that it would remain on our agenda as “Continuing Business.”

**. 5 DISTRICT POSITION**: Due to a lack of documentation and other possible concerns, it was in our best interest to continue to fund the .5 District position until the end of this fiscal year (6/30/15).

Mercy stated that a recent email communication regarding MMR’s had created a hostile working environment in her office. She was able to resolve the issue.

Dr. Cajayon recommended that in order to regulate and monitor future communications, Sorangel should be copied on all communications.

**STRATEGIC PLANNING**: Dr. Cajayon explained that there was a need for an expanded awareness of CalWORKs and an alignment of external entities with the District office. Workforce development needs to increase the number and types of training available to people in need. This can be accomplished by integrating sequential opportunities and benefits. There are also professional development opportunities available, when SB734 deploys in 2015. CalWORKs needs to be poised to report its best practices in the area of work study:

* How do we track? We need to evaluate this process.
* Are we using technology to track?
* We need to become new and improved.

Mercy: We need a district-wide job developer. We do not have the funds or the resources to maintain a job placement center. How can we leverage our resources to get a job developer?

Dr. Cajayon: We leverage our numbers. WorkSource has a job development system already in place, as well as, dress for success and other resources.

Mercy: Technical support at the District level is much needed to improve case management. As we move forward to address all of these issues, it is very important you be aware and considerate of our demanding schedules.

Dr. Cajayon: Our efforts are not to encroach upon other areas. District technology department along with a world of industry technology can meet and share strategies that will complement the innovative needs of CalWORKs. The focus should be guided by meeting accreditation requirements. Our efforts must be correctly framed.

Gina: Is there funding available for adjunct counseling through SSSP?

Mercy: SSSP is performance based funding. CalWORKs has to be at the SSSP table to ensure equitable representation. Student equity relates to the support services of students who would be marginalized. All of these programs interrelate. The approval date for the individual campus plans is November 19th.

**BREAK**

Blanca: We need to revisit our CalWORKs counselors getting together quarterly.

* Adjunct counselors need CalWORKs training.
* College will not get counseling funding for CalWORKs in the SSSP allocation without them.

**BUDGET REPORTS:** Sorangel reported that she has not, yet, received information on the final budget allocation for 2014- 222015 from Jason Orta. However, Child Care does reflect the various deductions.

Gina requested an explanation of how we pay the CDC.

Rey: Los Angeles County pays for child care. We are not obligated to the CDC funds. You can use the funds to support another area of your program. City CDC collaborates with Crystal Stairs for additional funding. We, also, have a MOU with our CDC. This a statewide issue that needs to be addressed by the Advisory Board because it implies supplanting of funds.

 Blanca agreed to send a copy of the Board Rule regarding the CDC and CalWORKs funding.

 Sorangel, also, stated that:

* All 2014-2015 Budget Plans were due at the District by noon, on November 13th. Remember to have Chris Mora review your plan before submission.
* Your budgets should be 25% spent.

Rey: Jason has approved all allocations for 2014 -2015.

**SBWIB**: Sorangel reported that the SBWIB contract has been amended and approved with new commitments.

* She will email an alternate contact for David Nelms.
* Please respond within two to three days of receiving requests to authorize payment.

**NEW BUSINESS**

**CAMPUS VISITS**: For those campuses that have not been visited please advise your availability via email. Please respond within the next two to three days.

**NOVEMBER 5:** Dr. Cajayon has a meeting with WIOA and other community partners.

**PROGRAM PLANS:** All 2014 – 2015 Program Plans must be submitted to Ana White ASAP. Send to her (PDF); she needs approximately four to five weeks to process. Email them to her and cc: Sorangel. Sorangel will coordinate with her on picking up the signed copies.

**BUDGET PLANS:** All 2014 – 2015 Budget Plans are due at the District no later than November 13th. They must be approved by accounting before Ms. Gordon will sign.

Claudia explained that she is having difficulty getting her year-end-report approved due to $12K expenditure of equipment that was reported as office supplies. Blanca stated that if she knows where it should have been reported, then it’s just a matter of changing it in SSARCC. She also stated that Claudia may need to print her final report and obtain signatures all over again. She was advised to report back to Chris.

**SIS UPDATE:** Per Blanca, Angela will be organizing a conference call to discuss the updates. There is a SIS meeting called by Betsy Regalado scheduled for December 1, 2014 at the District Office.

**CALWORKs MASTER CALENDAR:** Blanca has suggested that we create a district-wide calendar so that we can support each other’s events.

**SAP TRAINING**: Wednesday, December 3rd is our tentative date. Staff may be included; please advise the number of attendees per campus. Sorangel will check with Angela regarding her availability to assist with the training.

**WINTER 2015 PROFESSIONAL DEVELOPMENT:** All agreed that Dr. St. Claire’s presentation at the recent CCC CWA Drive-In Training was excellent. The suggested topic is building professional relationships to promote better case management. The date is Friday, January 16, 2015 and Heemanshu Bhagat will be presenting.

**SPRING 2015 CALWORKs CONFERENCE**: We need early planning. Let’s start thinking about presentations and location. Also, Blanca, suggested that we honor our staff. Gina and Rey have volunteered their campuses. Mercy has some motivational beads that would make a nice give-away; she will bring them to the next meeting.

**FACT SHEET**: Blanca suggested that we need a LACCD fact sheet. Each campus can help develop it. Similar to the one that EOP/CARE have.

**CCC CWA UPDATE:** Cecelia reported the following:

* Chancellor’s office has yet to draft the language for the CalWORKs category. The Association has decided to take the lead.
* Registration is open for the April 2015 conference in San Diego. Register ASAP. Early bird registration is in March and requires payment in full for the discounted rate.
* The SoCal Drive-In was an overwhelming success. There were 85 attendees.

**STATE ADVISORY COMMITTEE REPORT:** As reported by Rey, the next meeting is December 5th. The Title V language must be carefully crafted so as not to pigeon-hole our future efforts.

**LAC5:** There is no information regarding contract negotiations. At the next LAC5 meeting, Aarin Edwards is going to demonstrate the software that she and some her colleagues have developed for their CalWORKs program. It interfaces with PeopleSoft.

**COLLEGE UPDATES:** Rey will send information regarding a free cell phone service for low income families. ELAC has promoted this service, as well.

Meeting adjourned at 12:31 p.m..