****Los Angeles Community College District

CalWORKs Directors Meeting

Tuesday, June 24, 2014

Minutes

**ATTENDEES:** Dr. Felicito “Chito” Cajayon, Blanca Barajas, Abbey Klein, Kaman Ng, Cecelia Schumake, Angela Aghajanian, and Sorangel Hernandez.

The meeting was called to order at 1:07 p.m. by Chairperson, Blanca Barajas. She advised us that Angela would be arriving a little later.

**SPECIAL BUSI NESS**

* Welcome, Sorangel Hernandez, our new LACCD CalWORKs Coordinator. She has worked at ELAC and LAHC and has experience with several specially funded programs. Sorangel has a working knowledge of LACCD accounting protocols, SAP, DEC, and PCR. She is planning to run in the upcoming Long Beach Marathon and we will be cheering for her every step of the way.
* Congratulations to Rey Garcia our newly elected 2014 – 2015 LAC-5 Chair.
* Congratulations to Kaman Ng as the newly assigned CARE and CalWORKs Coordinator at LAHC.

**CONTINUING BUSINESS**

 **BUDGET REPORT:**

Blanca informed us that Angela worked with Sorangel familiarizing her with the budget and the various accounts.

As reported by Sorangel:

* SBWIB is current up to April; May is pending.
* Sorangel distributed past date invoices and will email June.

 **CLOSEOUT ACTIVITIES:**

* All commitments must be cleared and orders received by June 30th.
* There is an additional $47,000 of unallocated funds. Sorangel and Chito will be meeting with Jose Mendez to discuss the specifics and will report back at a later date.
* Overtime for Angela Aghajanian is included I in the District Office Budget Report. However, Chito advised us that written documentation of Bobbi Kimble’s approval of the overtime is necessary. There is nothing in the minutes that clearly state that she approved the overtime. He requested that everyone who was privy to conversations with Bobbi Kimble regarding her authorizing overtime to those individuals who had temporarily assumed additional duties of the vacant District CalWORKs position, please send him a memo to that affect, as soon as possible.
* Some colleges were recently awarded additional funds which have not yet been allocated. BTA’s are needed to move the funds.
* Sorangel stated that WLAC Child Care reflects an unallocated $10,500.
* Sorangel will advise us of the name to contact to have commitments released.
* Abbey clarified the State Chancellor’s Office 5% return rule. It is 5% of the combined total of child care, program funds, and work study. She will forward everyone a copy of the email she received from Cris Mora.
* Blanca stated that the District Office needed to submit the “person of contact/contract manager” information to the County.

**NEW BUSINESS**

**Contract Renewal – State & DPSS**

Abbey reported that she and a couple of other (non-LACCD) colleges had been requested to swap TANF expenditures with Prop 98. According to her conversation with Jason Orta, the Chancellor’s Office had not been appropriately applying TANF funds. CalWORKs funds should be spent first and then TANF. Pierce and the other colleges had been selected because they had returned the most money to the Chancellor’s office. There is concern regarding how this change will affect future funding and the labor-intensive efforts involved in issuing JV’s to reverse these expenditures. Abbey is requesting a waiver for issuing JV’s and permission to issue a Salary Distribution Detail Change. Chito stated that he will speak with Ute regarding the waiver and permission to issue a SDD.

**SBWIB Update**

As reported by Chito, SBWIB will be receiving additional funding for training. We need more short-term, not for credit courses and cohorts to appear in I-Train. The funding will be available July 1st with the point of contact being the One Stop Centers. Any training not paid for by GAIN can be supplemented by SBWIB.

Blanca requested written information be forwarded to the other directors. Chito stated that he would forward her the information.

**2014 – 2015 LACCD CalWORKs Directors Chair**

Blanca suggested that an email be sent to the various Directors, announcing the election results. All agreed that the information was in the minutes and that would suffice.

**2014 – 2015 Hosting Calendar**

Blanca circulated the hosting calendar for the upcoming year.

**CalWORK’s Directors Summer Retreat (August 2014)**

It was suggested that we combine the regular August directors meeting and the retreat. Suggested dates included 2nd or 3rd week in August (as well as, August 11 – 14; 18 or 21); it will be an all-day event; and possibly at a private venue. The DO budget will cover staff development.

Suggested venues: Castaways, Luminarias, Holy Spirit Retreat House, Japanese Garden, and Descanso Gardens.

Blanca will send an email to the Directors polling the dates. The following individuals volunteered to check on venues:

 Blanca: Castaways and Luminarias

 Angela: Descanso Gardens

 Abbey: Japanese Gardens and Ellie

Blanca suggested that the theme be goal setting and capturing the feeling of renaissance.

Possible topics:

* Showcase Chito’s CalWORKs video
* Branding (with a focus on enhancing program visibility and reducing the stigma associated with the program)
* Proactive ways to change the hearts and minds of others:
* Blanca suggested recognizing best student worker, best collaborator, and work study supervisor.
* Relationships
* Mini-conference for students
* Leadership Training (HB’s program)
* Professional Development
* Increase retention and persistence (collaborate with the County tutoring services)
* Create an academic and personal success cohort with the County related to counseling and support services for family stabilization

**Comments – June 5th LAC-5 Training at ELAC**

There was a round table discussion the various workshops. Overall, the conference was well received and enjoyed by all.

**CalWORKs Added to Educational Code**

CalWORKs has been added to the Educational Code. This action could be the foundation for permanency.

**CCCCWA Update**

Angela reported that the Region 7 Representative position is available. She will email the voting information and it will be one vote per college.

There is a possibility the Association will be increasing 2015 registration fees.

**State Advisory Committee Report**

No updates available at this time.

**CWETEP**

Ana White emailed the minutes from the previous meeting.

**ADJOURNMENT:** The meeting was adjourned at 4:00 p.m.

Next meeting: Wednesday, July 30, 2014, 1:00 – 4:00 p.m.