****Los Angeles Community College District

CalWORKs Coordinators/Directors Meeting

Friday, September 25, 2015

9:15 a.m. – 12:00 p.m.

LACCD – 7th Floor Conference Room

**Minutes**

Attendees: LASC: Blanca Barajas WLAC: Cecelia Schumake

 LAHC: Dawn Reid LATTC: Linda Cole

 LAHC: Kaman Ng ELAC: Gina Chelstrom

 LACC: Rey Garcia LAMC: Angela Aghajanian

 LAVC: Ellie Rabani LACCD: Sorangel Hernandez

 Pierce: Claudia Velasco LACCD: Dr. Felicito “Chito” Cajayon

 Vice Chancellor Economic and Workforce Development

Guests: Arnold Jenner Blanshard, Director of Internal Audit, LACCD (45 minutes)

 Charlambos Ziogas, Director Accounting, LACCD

 Susan Bernardino, SFP Accountant, LACCD (Introduction)

**I. WELCOME**

Blanca Barajas began the meeting at 9:24 a.m. by welcoming everyone, including our guests. Introductions followed.

**II. GUESTS**

Arnold Blanshard and Harry Ziogas presented a PowerPoint on self-audits. New SFP accountant for the LA DPSS contract, Susan Bernardino, introduced herself and made herself available to the coordinators/directors to assist with the LA DPSS budget. She emphasized the importance of responding to her inquiries in a timely manner.

**III. APPROVAL OF MINUTES**

Minutes from the August 28, 2015, Strategic Planning Session were approved with minor corrections. Ellie motioned to approve the minutes and Sorangel seconded.

**IV. CONTINUING BUSINESS**

**Accreditation 2016**

Chito was not present. Sorangel presented on Chito’s behalf: Every college is writing a quality focus essay. He (Chito) requested that we all review the essay and get an understanding where our department falls into our student services areas as a whole.

Rey requested Chito’s presence for an event on his campus.

**Budget Report** (Sorangel)

Colleges should be at 20% expenditures on DPSS budget, expenses must be posted by the end of September or the expenses will not be charged to the budget. Once the reconciliation report for the first quarter is submitted, changes cannot be made.

For CalWORKs Child Care, the money has to be allocated to GL 5621000 as soon as possible, or accounting wont process.

Southwest and City did not post expenses in child care for the summer.

For DPSS, if any campus has new staff on the DPSS budget not previously reported, they must submit a revised personnel schedule and send a memo of explanation with it.

For the DPPSS budget, the staff that gets paid from this account and the Director will have to attend civil rights training again for this new contract.

**SBWIB**

Invoices for SBWIB are running a month behind. The invoices for the past month have being submitted and are awaiting approval signatures.

**IV. CONTINUING BUSINESS**

Sorangel passed the flier for the LACCD SAP training on October 30th from 12:00 – 3:00 p.m.

Angela mentioned that this is the same day as the DSPS training, and asked whether we should change the day. A vote was taken and the October 30th meeting for CalWORKs will still stand as the training for SAP has already been scheduled.

(Rey) We must revised the policies sent by DPSS and make any comments if necessary by Monday, October 28th.

(Blanca)The LACCD CalWORKs retreat will take place in January. A survey will be sent by Tuesday for directors and staff. Sorangel needs all the input by the following Friday; the day has already been scheduled for January 22, 2016, from 9:00 a.m. to 3:00 p.m.

Blanca explained that this retreat usually takes place in June but due to the fact that that is the busiest time of the year, in the last meeting it was decided to move the retreat to January.

A discussion on the retreat location took place, and a few places were suggested; however, Griffith Park will be the location. Angela’s suggested Descanso Gardens as a second location. $5,000 has been allocated for the retreat.

**V. NEW BUSINESS**

**District Coordination Projected Budget**

Sorangel disseminated the projected District Office CalWORKs budget for 2015-2016FY. She stated that overall, it’s much the same as it was for the previous 2014-2015FY. Angela’s understanding was that Jesus’ salary was going to stop on July 30, 2015. A discussion regarding Jesus’ salary took place whether he should or not continue his assignment with CalWORKs. After reviewing the funding elements, it was decided to leave his position as is.

A discussion also followed regarding the possibility of changing percentages on Sorangel’s assignment to maximize the funding (Prop 98 and LA DPSS), but we came to the conclusion that the possibility of going through the hiring process will involve too many changes with the possibility of adverse effects.

Sorangel stated that even if Jesus were to leave the position, she will still need to hire at least one part-time person to assist her with LACCD CalWORKs duties.

A vote took place and the final decision was to leave Jesus’ salary as is. For 2015-2016 fiscal year, there will be no changes to either Jesus or Sorangel’s assignments (funding-wise).

Sorangel handed out the district projection allocations for 2015-2016FY. Angela suggested that TANF district allocation be removed; TANF should not provide any funds to the District. Blanca suggested that the projection be made using the 95% that has already been allocated to colleges for the 2015-2016 year. Sorangel will change the projection and e-mail it to all of the colleges.

**E-117 Regulation (CalWORKs Child Care)**

A discussion through email has begun regarding the E-117 regulation on CalWORKs Child Care. We all agreed that there is a need to update and revise the regulation to reflect actual practices. We discussed what we are planning to do next and what will be the process. Blanca is proposing to have further discussion on the E-177. We voted to meet on Monday, September 28th, from 1:00 – 4:00 p.m. to discuss the changes and updates that need to be made to the regulation. The date will work for the majority of the directors as we were already planning to attend the CWETEP that got canceled.

Claudia suggested that the deans and/or vice presidents be removed from the LACCD CalWORKs listserve as it is our responsibility to update them on pertinent program information. We have a motion to revise the listserve and only have the directors and coordinators on it. A vote was taken and passed with all affirmative votes. Sorangel will inform Chito of the requested change.

The action items from the August 28th strategic planning session were reviewed.

Rey announced that Dr. Smith, Vice President of Student Services at LACC, has accepted to be the CSSO representative for LACCD CalWORKs. Blanca will contact Mr. Manzano to request Dr. Smith as the representative.

Elli suggested her Vice President of Academic Affairs, Karen Daar, at LAVC to serve as the CIO (Academic Affairs VPs) representative for CalWORKs.

**CalWORKs New Directors Training**

Blanca thanked Rey for the change made to the New CalWORKs Directors Training as this year’s training format was more productive than prior years. When Blanca spoke with Jason at the training to commend him on the revised training format, he mentioned that it was due to the suggestions made by Rey Garcia, Halina Jarso and Tim Wiley that changes were implemented. Blanca mentioned that LACCD CalWORKs should be proud of the representation and participation in the training; Cece from WLAC, Blanca from LASC and Sorangel from the District, served as presenters at the training sponsored by the State Chancellor’s Office. Blanca added that program visibility is important for us.

Rey will send us a template for students in work study that can request money for clothing, as LACC is able to make the process easier with the utilization of that form.

**Student Equity Proposals**

Blanca asked what colleges are planning to submit proposals for Student Equity funds. At the moment Southwest, City and Pierce mentioned they will be requesting money from equity to supplement their programs.

**Establishing CalWORKs Advisory Boards**

Blanca stated that is important for CalWORKs to establish CalWORKs Advisory Boards, although it is not mandated we do so by the State Chancellor’s Office. In addition to the added external support that can be provided to our programs, it will also support the issue of permanency. Rey added that LACC CalWORKs has and advisory board in collaboration with the EOPS Program and thus far, it has worked out well.

Angela proposed to increase the state allocation to include the food for CalWORKs directors meetings. Everyone voted in favor, we have quorum five campuses were present, city, mission, southwest, harbor and pierce. The budget allocation was increased to $600 at District to provide food on the CalWORKs meetings every month.

**Title IX**

Angela will forward us a link on child abuse report, is a mandatory report for the CalWORKs staff.

**VI. REPORTS/UPDATES**

**State Advisory Report**

CalWORKs at the CCCCO is moving locations which will affect the time when we will receive the letter reflecting the 2015-2016FY final allocations for CalWORKs.

Rey will send us all the notes he has from the Advisory Board meeting. He thanked Sorangel for Chito’s presence at the LAC-5 meeting to discuss WIOA.

He also talked about the fee waiver and how important it is to maintain the students informed on the fee waiver. He suggested having students sign a form after they are informed of the upcoming changes in the BOG.

Blanca adjourned the meeting at 1:00 p.m.

NEXT MEETING: Friday, October 30, 2015

Minutes respectfully submitted by Claudia Velasco.