



Regular Meeting Agenda
Date: May 19, 2022
Time: 3:00 p.m.
Zoom Meeting ID: 946 8691 2354

Available with both regional members via Zoom ID 946 8691 2354

<https://hancockcollege.zoom.us/j/94686912354>

Allan Hancock College, 800 S. College Drive, Santa Maria, CA 93455

Lompoc Adult School and Career Center 320 North J Street, Lompoc, CA 93436

Allan Hancock and Lompoc Unified Adult Education Consortium

Board Members: Dr. Sofia Ramirez Gelpi (AHC), Margaret Lau (AHC), Elaine Webber (LUSD), Brian Jaramillo (LUSD)

Meeting Chair: Dr. Sofia Ramirez Gelpi

1. **Call to Order**
2. **Roll Call & Establishment of Quorum**
3. **Approval of Agenda as Presented**
4. **Member Agency Reports**
 - a. Allan Hancock College – Dr. Sofia Ramirez Gelpi
 - b. Lompoc Unified Adult School – Elaine Webber
5. **Approval of Minutes/Record of Meetings**
 - 5.1 Approval of minutes from April 14, 2022, Meeting. ([Attachment A](#))
 - 5.2 Approval of minutes from April 21, 2022, Meeting. ([Attachment B](#))

6. **Public Comment and Entity Comment**

This section of the agenda is intended for members of the public to address the board on items involving regional Adult Education. Public comment not pertaining to specific agenda items is welcome under public comment. Testimony on specific agenda items will be welcome during consideration of the item by the Consortium Board.

7. **Discussion/Information**

8. **Action Items**

8.1 Resolution – AB 361 Flexibility for Remote Open Meetings

A recommendation that the Board adopt Resolution AB 361 for Remote Open Meetings to continue to meet virtually. Assembly Bill 361 provides local agencies with the ability to meet remotely during proclaimed state emergencies under modified Brown Act requirements. Without the adoption of the Resolution every 30 days, Consortium meetings revert to original Brown Act requirements and must offer public access to all physical locations where board members are gathered. ([Attachment C](#))

8.2 Consortium Three-Year Plan Approval

A recommendation to approve of the Consortium Three-Year Plan 2022-2025, which has been created from various regional economic and demographic data and from stakeholder input conducted in multiple manners. ([Attachment D](#))

8.3 Consortium Governing Documents Approval

A recommendation to approve the Consortium Governing Documents revision. ([Attachment E](#))

9. **Old Business**

10. **New Business**

11. **Adjournment**

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Marina Washburn at (805-922-6966 x 3588). Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.

*Public comment forms are available at the meeting. If you are unable to attend and wish to make public comment, contact Marina Washburn at (805-922-6966 x 3588). The CAEP Consortium Public Meetings are scheduled alternate fourth Thursdays of the month at 3:00 pm.

Zoom Topic: CAEP Meeting ID 946 8691 2354 Meeting URL: <https://cccconfer.zoom.us/j/94686912354>

Phone one-tap: US: +16699006833,,96046898402# or +12532158782,,96046898402#

Join by Telephone – For higher quality, dial a number based on your current location.

Dial US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 646 876 9923 or +1 301 715 8592

International numbers Skype for Business (Lync) <https://cccconfer.zoom.us/skype/96046898402>

Attachment A: April 14, 2022, Minutes



CALIFORNIA
ADULT EDUCATION
PROGRAM

Special Meeting Minutes

Date: April 14, 2022

Time: 3:00 p.m.

Zoom Meeting ID: 946 8691 2354

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Allan Hancock College, 800 S. College Drive, Santa Maria, CA 93455

Lompoc Adult School and Career Center 320 North J Street, Lompoc, CA 93436

Northern Santa Barbara County Adult Education Programs Consortium

Board Members: Dr. Sofia Ramirez Gelpi (AHC), Margaret Lau (AHC), Elaine Webber (LUSD), Brian Jaramillo (LUSD)

Meeting Chair: Dr. Sofia Ramirez Gelpi

1. Call to Order

Sofia Ramirez Gelpi called the meeting to order at 3:01 p.m.

2. Roll Call & Establishment of Quorum

Roll called with the following members present: Lau, Webber, Ramirez Gelpi.

All present: Quorum established; Absent: Jaramillo

3. Approval of Agenda as Presented

On a motion by Webber, seconded by Lau, the board approved the agenda.

Roll call vote: Ayes: Lau, Webber, Ramirez Gelpi. Noes: none; Abstentions: none

4. Public Comment and Entity Comment

No public comment or entity comment.

5. Action Items

5.1 Resolution – AB 361 Flexibility for Remote Open Meetings

On a motion by Lau, seconded by Webber, the board approved adoption of AB 361 for Remote Open Meetings to continue to meet virtually.

Roll call vote: Ayes: Lau, Webber, Ramirez Gelpi. Noes: none; Abstentions: none

6. Retreat/Workshop for Consortium Three-Year Plan

The Three-Year Plan was discussed for public input.

7. Adjournment 3:35

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Attachment B: April 21, 2022, Minutes



Special Meeting Minutes
Date: April 21, 2022
Time: 3:00 p.m.
Zoom Meeting ID: 946 8691 2354

Available with both regional members via Zoom ID 946 8691 2354
<https://hancockcollege.zoom.us/j/94686912354>
Allan Hancock College, 800 S. College Drive, Santa Maria, CA 93455
Lompoc Adult School and Career Center 320 North J Street, Lompoc, CA 93436

Northern Santa Barbara County Adult Education Programs Consortium

Board Members: Dr. Sofia Ramirez Gelpi (AHC), Margaret Lau (AHC), Elaine Webber (LUSD), Brian Jaramillo (LUSD)

Meeting Chair: Elaine Webber

1. Call to Order

Sofia Ramirez Gelpi called the meeting to order at 3:01 p.m.

2. Roll Call & Establishment of Quorum

Roll called with the following members present: Lau, Webber, Ramirez Gelpi.

All present: Quorum established; Absent: Jaramillo

3. Approval of Agenda as Presented

On a motion by Webber, seconded by Lau, the board approved the agenda.

Roll call vote: Ayes: Lau, Webber, Ramirez Gelpi. Noes: none; Abstentions: none

4. Public Comment and Entity Comment

No public comment or entity comment.

5. Action Items

5.1 Resolution – AB 361 Flexibility for Remote Open Meetings

On a motion by Lau, seconded by Webber, the board approved adoption of AB 361 for Remote Open Meetings to continue to meet virtually.

Roll call vote: Ayes: Lau, Webber, Webber, Noes: none; Abstentions: none

6. Retreat/Workshop for Consortium Three-Year Plan

The Three-Year Plan was discussed and requested to be added to the May meeting agenda as an action item.

7. Adjournment 3:25

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Marina Washburn at (805-922-6966 x 3588). Please make requests 48 hours prior to the meeting in order to make reasonable arrangements to ensure accessibility to this meeting.

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ATTACHMENT C: AB 361 RESOLUTION

A RESOLUTION OF THE EXECUTIVE BOARD OF THE ALLAN HANCOCK COLLEGE CONSORTIUM AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE GOVERNING BOARD OF THE CONSORTIUM PURSUANT TO BROWN ACT PROVISIONS.

WHEREAS, the Allan Hancock College Consortium is committed to preserving and nurturing public access and participation in meetings of the Executive Board; and

WHEREAS, all meetings of Allan Hancock College Consortium's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 — 54963), so that any member of the public may attend, participate, and watch the Consortium's legislative bodies conduct their business; and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the Consortium's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, an additional condition for meeting remotely is that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, Santa Barbara County Public Health Department recommends social distancing; and

WHEREAS, the Executive Board does hereby find that meeting in-person has caused, and will continue to cause, conditions within the Consortium Region that are likely to be beyond the control of services, personnel, equipment, and facilities of the Consortium, and desires to proclaim a local emergency and ratify the proclamation of state of emergency by the Governor of the State of California; and

WHEREAS, as a consequence of the local emergency, the Executive Board does hereby find that the Allan Hancock College Consortium shall conduct its meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph of subdivision (e) of section 54953; and

WHEREAS, Zoom links have been provided to ensure access for the public.

NOW, THEREFORE, THE EXECUTIVE BOARD OF Allan Hancock College Consortium DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Recitals. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Executive Board has reconsidered the circumstances of the state of emergency, and the following conditions exist:

The state of emergency continues to directly impact the ability of the members of the Consortium Board to meet safely in person; and

Local officials continue to impose or recommend measures to promote social distancing.

Section 3. Remote Teleconference Meetings. The Allan Hancock College Consortium is hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this

Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act. Meetings experiencing technical interruptions will be terminated and rescheduled.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption and shall be effective for 30 days, or such time the Executive Board adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Allan Hancock College Consortium may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Executive Board of the Allan Hancock College Consortium, this ____ day of 2022, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Sofia Ramirez Gelpi
Chair
Consortium Board

Date

Elaine Webber
Co-Chair
Consortium Board

Date

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Attachment D: Governing Documents

Bylaws of the Allan Hancock and Lompoc Unified Adult Education Consortium

ARTICLE I - NAME, PURPOSE, PRINCIPLES and FUNDING

Section 1 - Name

The name of the organization shall be **Allan Hancock and Lompoc Unified Adult Education Consortium (AHLUAEC)**

Section 2 - Purpose

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The purpose of the AHLUAEC is to implement the AB86 legislation via an established consortium and follow approved protocols and strategies. The AHLUAEC implements the comprehensive three-year plan developed through the AB86 Adult Education Consortium Grant/California Adult Education Program (CAEP) and revisions to the plan, as needed, to better provide adults in the region with the following programs specified within current legislation:

- Programs in elementary and secondary skills, including those leading to a high school diploma or high school equivalency certificate.
- Programs for immigrants in citizenship, ESL, and workforce preparation.
- Programs for adults, including, but not limited to, older adults, that are primarily related to entry or re-entry into the workforce.
- Programs for adults, including, but not limited to, older adults, that are primarily designed to develop knowledge and skills to assist elementary and secondary school children to succeed academically in school.
- Programs for adults with disabilities.
- Programs in career technical education that are short term in nature with high employment potential.
- Programs offering pre-apprenticeship training conducted in coordination with one or more apprenticeship programs approved by the Division of Apprenticeship Standards.

Individual Consortium members may contract with and/or appoint individuals, delegate tasks, and plan/execute spending in areas such as capital expense, personnel, operational, instructional, professional, etc. as needed to support achieving the consortium goals. Shared funding projects will be identified and accounted for between members within the state NOVA system.

AHLUAEC will ensure that the projects, activities, and strategies undertaken are aligned with the objectives of the legislation for the adult education program, and included in the AHLUAEC Three-Year Plan. Member agencies submit annual plans, budgets, and financial reports, including carryover funds status and planning, into the Nova system for certification. During the program year, annual plans that require budget amendment in the Nova system must be presented to the board for executive action that authorizes the uncertifying and recertifying process for such changes to be entered into the Nova system.

Section 3 - Guiding Principles

- The AHLUAEC places the highest value on students achieving their educational and career goals.
- The AHLUAEC strives to help improve the community by providing adults with educational pathways to the workforce, advancement within the workforce, skill building advancement, and higher education.
- The AHLUAEC works collaboratively and fairly to allocate financial resources and achieve efficiency in meeting the needs of AHLUAEC students.
- The AHLUAEC shares responsibility and accountability for all project and student outcomes.
- Adult education programs are open to all adults in accordance with current laws and regulations. The goal is to balance access and success.
- The AHLUAEC adheres to a transparent process of open and collegial communication.

Section 4 - Funding

- The AHLUAEC recognizes members have multiple revenue streams that directly or indirectly support the purpose of the AHLUAEC.
- The AHLUAEC recognizes that it will receive an annual allocation of funding from the California Adult Education Program (CAEP).
- The AHLUAEC will annually allocate funding for members in accordance with the law and the annual work plan/budget approved by the Executive Board.

ARTICLE II - MEMBERSHIP

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Section 1 - Membership

Membership in the AHLUAEC is governed by current California State legislation.

Section 2 - Participants

The voting members of the AHLUAEC are:

- Allan Hancock Community College District (AHCC)
- Lompoc Unified School District – Lompoc Adult School (LUSD)

Section 3 - Executive Board Representation

Each of the organizations in section 2 must have representation on the Executive Board by the 2 officials designated by their respective local governing boards or elected Superintendent. Additional representatives from each member organization may attend the Executive Board meetings. All members are expected to abide by the bylaws of the AHLUAEC.

ARTICLE III - MEETINGS

Section 1 - Executive Board Meetings

There will be a minimum of four quarterly meetings of the Executive Board annually, open to the public, and held at a time and location which will be designated by the Executive Board. At the first quarter meeting, the Executive Board may appoint a Chair and Vice-chair. At these meetings, the Executive Board will conduct business and receive reports on the activities of the Consortium members in relation to the annual and three-year plans and the budget and expenditures to date. Opportunities will be provided for public comment.

Board members unable to attend an Executive Board meeting in person may participate via Brown Act allowable means/technology in accordance with Brown Act regulations.

Section 2 - Subcommittee Meetings

Subcommittees may be created by the Board. Meetings of the members and invited partners shall be held as agreed, at a time and place designated by the Executive Board and in accordance with Brown Act requirements.

Section 3 - Special Meetings

Special meetings may be called by any member of the Executive Board and must be noticed at least 24 hours in advance and held in accordance with Brown Act requirements.

Section 4 - Notice of Regular Board Meetings

Regular meetings will be scheduled and noticed at least 72 hours in advance in accordance with the Brown Act requirements.

Section 5 - Quorum

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For meetings of the Executive Board, a quorum shall be a majority of the voting members. A four (4) member Executive Board requires three (3) members present to constitute a quorum. Meetings may still be held without a quorum for the purpose of presentation or discussion. However, no actions or voting may take place without a quorum.

Section 6 - Voting

Members shall attempt to reach decisions by consensus. However, if a clear consensus cannot be obtained, discussion shall continue until a decision can be reached by a majority vote. Proxy voting and absentee ballots are not permitted.

Annual Consortium Fiscal Administration Declaration (CFAD Budget) must be approved by consensus of all voting members as required by legislation.

ARTICLE IV - Executive Board

Section 1 - Role, Size, and Compensation

The Executive Board is composed of a total of four (4) voting members responsible for overall policy and direction of the Consortium.

The Executive Board will be composed of two (2) representatives from each of the two member agencies and designated by the local governing boards of each member organization or the Superintendent.

Section 2 - Officers and Duties

There shall be two officers of the Executive Board consisting of a Chair and

Vice-chair. Their duties are as follows:

The Chair shall preside at all meetings of the Executive Board, oversee preparation of the meeting agendas and supporting materials, and perform other duties, which may be assigned by the Executive Board.

The Vice-chair shall act as Chair in the absence of the Chair and shall perform such other duties as may be prescribed by the vote of the Executive Board.

Section 3 - Voting

Each Executive Board member will have one vote. In order to cast a vote, at least three of the four members of the Executive Board must be present. In case of a tie, the discussion will continue until the tie is broken or the matter is tabled for future consideration.

Summary of votes by participants:

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Allan Hancock Community College District	2 votes
Lompoc Unified School District Adult School	2 votes

All decisions under the jurisdiction of the Executive Board will be decided by a simple majority vote unless otherwise indicated in these by-laws.

ARTICLE V - COMMITTEES

Section 1 - Committee Formation

The Executive Board may create committees as needed. Committees will operate under the direction of the Executive Board and coordinated by a chair appointed by the Executive Board.

Section 2 - Committee Minutes

Any committee will keep regular minutes of its proceedings and make these minutes available to the Executive Board.

ARTICLE VI - FISCAL YEAR

The fiscal year of AHLUAEC shall run from July 1 to June 30.

ARTICLE VII - AMENDMENTS

The Bylaws may be altered or amended at a properly published meeting of the AHLUAEC by two-thirds of the total Consortium membership, provided that notice of the proposed change has been sent to each Consortium member at least 7 days prior to the meeting.

ARTICLE VIII - FISCAL AGENT or DIRECT FUNDING

The Executive Board may vote annually on whether to have a direct funding model or a fiscal agent model. If the fiscal agent model is selected, then each member will have an opportunity to offer to be the fiscal agent and propose how they will carry out the duties as fiscal agent. The Executive Board will then vote and select the member to be the fiscal agent.

Section 1 - Fiscal Agent

A fiscal agent acts as a banker. It processes expenses related to the AEP as agreed upon by the Executive Board. It certifies that the AEP expenditures have been prepared in accordance with applicable federal and state laws and regulations. It works with the Executive Board to implement fiscal decisions made by the Executive Board.

Approved: ALLAN HANCOCK AND LOMPOC UNIFIED ADULT EDUCATION CONSORTIUM

May 19, 2022.

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DRAFT

ATTACHMENT E: Three Year Plan

5/13/22, 3:28 PM

NOVA: CAEP Three-Year Plan: 2022-23 01 Allan Hancock College Consortium

California Adult Education Program Produced: 05/13/2022 08:28 AM PDT Elaine Webber

01 Allan Hancock College Consortium: Draft

Details

Consortium Information

Consortium Name:

01 Allan Hancock College Consortium

Consortium Short Name:

01 Allan Hancock

Address:

800 S. College Dr. | Santa Maria, CA | 93454

Website:

<https://www.hancockcollege.edu/caep/>

Funding Channel 2022-23:

Direct Funded

CAEP Funds 2022-23:

\$1,855,946

CAEP Funds 2021-22:

\$1,762,029

CAEP Funds 2020-21:

\$1,693,446



CALIFORNIA
ADULT EDUCATION
PROGRAM

Consortium Contacts

California Adult Education Program Produced: 05/13/2022 08:28 AM PDT Elaine Webber

01 Allan Hancock College Consortium: Draft

Details

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CAEP Funds 2020-21:

\$1,693,446



Consortium Contacts

Responsibility	Name	Email	Title	Phone
Primary Contact	Sofia Ramirez Gelpi	sgelpi@hancockcollege.edu	Dean, Academic Affairs	(805) 922- 6966 ext: 3325
Primary Contact	Marina Washburn	marina.washburn@hancockcollege.edu	Director	(805) 922- 6966 ext: 3588
Primary Contact	Elaine Webber	webberelaine@lusc.org	Principal	(805) 742- 3100

Member Agencies

Member Agency	Member Type	Contact	Phone
Allan Hancock Joint CCD	District	Dr. Sofia Ramirez Gelpi Ph.D.	(805) 922-6966 ext: 3325
Lompoc Unified	Unified School District	Lompoc Adult School and Career Center Elaine Webber	(805) 742-3100

Executive Summary

Executive Summary *

This three-year strategic plan aims to identify the opportunities for growth of existing educational programs, potential development of new programs, and regional opportunities for collaboration to serve the Consortium Region better.

The Allan Hancock and Lompoc Unified Adult Education Consortium (AHLUEC) or "Consortium" represents an area of about 2,100 square miles, with five chartered cities, several unique non-incorporated communities, and a diverse population. The Consortium is composed of two-member organizations: Allan Hancock College Joint Community College District (Allan Hancock College or AHC) and Lompoc Adult School and Career Center (LASCC), Lompoc Unified School District (LUSD).

The Northern Santa Barbara County Region is a diverse socio-economic area distinct demographically and economically from Southern Santa Barbara. While the Santa Ynez Valley region enjoys considerable wealth and prosperity, the more populated areas of the Consortium region (Santa Maria, Guadalupe, Lompoc) are characterized by struggling local economies, higher than average unemployment, low graduation rates, a large number of English as second language learners, low literacy rates and pockets of extreme poverty.

According to the State's CAEP regional demographic data, English language learners and adults without a high school diploma make up the largest single sectors of Northern Santa Barbara County's potential adult education population (27% and 26%, respectively, with some overlap). In addition, when combining the underemployed population and those potentially benefiting from upskilling, specifically looking at the population identified as having some to no college, the potential adult education population increases by an additional 57%.

According to the CAEP Data and Reporting Tool, the estimated adult population of the NSBC Consortium region is approximately 182,082 people. Santa Barbara County Association of Governments (SBCAG), in its Regional Growth

Forecast 2050 Santa Barbara County Report (1), projects the Consortium region's population to increase by 32% through 2050. Santa Maria is a top city in the South-Central Coast Region, leading in year-over growth. Regional demographic data compiled in by the CAEP Data and Reporting Tool shows that the Consortium features 26% of adults achieving less than a high school diploma, surpassing the statewide average of 18%. The region also features a high percentage of adults (17%) living in or near poverty.

Two areas where the consortium regional data exceeds state averages and indicates regional need include adults with no high school diploma and adults with limited English proficiency. Statewide, approximately 17% of adults have no high school diploma, compared to 25% of adults in the consortium region. Adults with limited English skills account for 9% of the population statewide but 16% of adults in the consortium region.

Assessment

Overview and Preparation *

Pre-planning included reviewing the current three-year plan and the multiple data indicators included in that plan. These data sources provided a diverse lens to assess the consortium region, including growth sectors and career pathways with viable living wages.

Current indicators were collected from sources including the following:

Workforce Development Board 2021-2025 Local Plan, Santa Barbara County Association of Governments (SBCAG) Regional Growth Forecast 2050 Santa Barbara County, BW Research Covid-19 Impact Report for Santa Barbara County, University of California Santa Barbara Impact Project 2021, U.S. Census Bureau Reports, Employment Development Department Projections, CAEP Online Reporting Tool.

Data from the above sources were compiled for review and helped build a comprehensive view to inform the Consortium of the following:

- Farm jobs are forecast to remain steady long-term. In this regard, the cannabis industry has the potential to be a source of continuing employment in this sector.
- Construction jobs are projected to increase as housing starts to recover, and long-term infrastructure spending surges.
- Computer and information sector jobs are projected to grow as internet activities surge.
- Professional and Business Service and Education and Health Care jobs will continue their above-average growth trends and account for a large share of future job growth in these forecasts.
- Government jobs are projected to grow but at a slower pace.
- The number of self-employed workers is projected to increase due to the gig economy.

Regional Alignment and Priorities *

Members of the Consortium collaborate on program implementation, development of career pathways, and industry sector strategies with a variety of partners, including chambers of commerce as well as local employers and agencies such as Santa Maria EconAlliance, Goodwill Industries, Workforce Collaborative, Santa Barbara Workforce Development Board, and Tri-Counties Regional Center Community Development. Consortium leadership participates in regional projects, most recently the America Recovery Plan (ARPA) Good Jobs Grant Project with Santa Barbara, San Luis Obispo, Fresno, and King Counties.

Evaluate the Educational Needs of Adults in the Region *

Assessing the needs of the Consortium involved various steps to understand the demographics, diverse customers, and needs of the Region and its respective communities.

1. Professionally Facilitated Stakeholder Retreats/Workshops: Members of the public, employers, agencies, and others attended multiple retreats (five) where participants were able to participate in brainstorming and provide meaningful input for the three-year plan as well as for the upcoming 12-month plan.
2. Local Stakeholder Employment Sector Input: Industry Needs surveys were distributed through the local chambers of commerce, yielding helpful information for consortium planning.
3. CAEP Three-Year Planning Self-Assessment Tool: This tool extracted essential data about the consortium region, its people, and its needs. The data from this tool helped the Consortium apply a lens to meaningful discussions leading to decisions for this plan.
4. Member Agency Surveys: Internal surveys for member agency staff, including continuous improvement committees, were conducted to obtain essential feedback helpful to the planning.
5. Local Workforce Development Meetings: Santa Barbara County Workforce Development meetings conducted with member agencies provided an additional layer of information for adult programming, regional priorities, primary growth areas in the labor market, economic challenges, and career pathway recommendations based on industry research.
6. United Ways of California The Real Cost Measure in California 2021 Tool. The Real Cost Measure factors the costs of housing, health care, child care, transportation, and other basic needs to reveal what it costs to live in California. In Santa Barbara County, for a family of four, the Real Cost Measure is \$94,909. The estimated gap for average households to cover the Real Cost Measure factors is now \$32,664.00. Families of four in the consortium region fall approximately 37% to 47% below what is needed financially to make ends meet when evaluating the Real Cost Measure factors. Adults struggling below the Real Cost Measure include 80% of adults with less than a high school diploma, 60% of Latino adults, and 50% of adults with a high school diploma.
7. Santa Barbara Workforce Development Board Local Plan 2021-2025: The Consortium used local data in this plan to build intentionality into the three-year plan and address barriers to employment as we seek to expand onramps to viable career pathways in our Consortium's Region.

All industries are experiencing an increase through 2028, with these being some of the fastest-growing occupational opportunities in Santa Barbara County:

- Business Support Services and Entrepreneurial occupations growth from 9,060 to 9,990 \$21.50 median hourly
- Community and Social Service occupations growth from 3,200 to 4,260 \$25.10 median hourly
- Computer occupations growth from 5,290 to 6,600 \$23.39 median hourly
- Education/Social Sector occupations growth from 3,000 to 3,290 \$20.61 median hourly
- Health Care occupations growth from 9,180 to 10,410 \$21.89 median hourly
- Industrial Truck & Tractor Operators occupations growth from 580 to 650 \$23.25 median hourly
- Maintenance and Repair Workers' occupations growth from 1,770 to 1,970 \$21.05 median hourly

Contributions by Entities *

The Consortium conducted five professionally facilitated retreat/workshop events to involve community members, staff, partner agencies, and employers. The consortium members conducted in-person and online surveys on the following:

- Local employers through the Region's Chambers of Commerce.
- Employer, agency, college, and adult education school staff at all levels.
- Students, including focus group interviews to review student needs and feedback.

Allan Hancock College and Lompoc Adult School partnered to ensure the broadest implementation of the above elements, designing surveys and feedback forms, implementing such tools within each organization, and providing an opportunity for ongoing improvement teams to review and provide comments/recommendations at the member agency level. Additionally, city offices within our Region, such as the City of Lompoc, Santa Maria, etc., assisted local employers with the survey implementation by facilitating connection to the area's largest employers. The Chambers of Commerce helped promote the surveys through their online newsletters and member updates.

Regional Service Providers

For each Member Agency service provider, enter the number of Participants in each program area.

Provider Name	Provider Type	Number of Participants in Program Area								
		ABE	ASE	ESL	El Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre-Apprenticeship
*Allan Hancock Joint CCD	Member Representative	118	2,788	1,754	0	205	0	1,502	0	0
*Lompoc Unified	Member Representative	186	212	213	0	0	0	96	33	0
Total Participants		304	3000	1967	0	205	0	1598	33	0

* Member Agency required to input number of Participants

For each service provider added, check the box in the program areas where services are provided.

Provider Name	Provider Type	Program Area Where Services Are Provided								
		ABE	ASE	ESL	EL Civics	AWD	K12 Success	Short Term CTE	Workforce Reentry	Pre-Apprenticeship
Lompoc Public Library	Community Organization	✓	×	✓	×	×	×	×	×	×
Santa Maria Public Library	Community Organization	✓	×	×	×	×	×	×	×	×
La Hermandad	Community Organization	×	×	✓	×	×	×	×	×	×
Dorothy Jackson Family Resource Agency	Community Organization	×	×	×	×	×	✓	×	×	×
Center for Employment Training	Business	×	×	×	×	×	×	✓	×	×
Central Coast Literacy Council	Community Organization	✓	×	✓	×	×	×	×	×	×
America's Job Center of California	Community Organization	×	×	×	×	×	×	×	✓	×
Workforce Development Board	Industry	×	×	×	×	×	×	✓	×	×

Evaluate the Current Levels and Types of Education and Workforce Services for Adults in the Region *

The tables above provides the types of services provided by each Member and by partner agencies.

Metrics: CAEP Barriers & Metrics

✓ Student Barriers

Adult Ed Metrics

- English Language Learner (AE 305 - Overall)

✓ **Progress:** Learn about skills gains in adult basic education, ESL, workforce preparation, and CTE programs.

Adult Ed Metrics

- Participants with Educational Functioning Levels Gains ESL (AE 400 - ESL)

× **Transition:** Learn about student transition into postsecondary education and college credit pathways.

× **Success:** Information on completion of diplomas, certificates, and college credit awards.

× **Employment and Earnings:** Access 2nd and 4th quarter employment, annual earnings, and earning gains data.

Consortium Level Metric Targets

* Mandatory for all consortia

Metric Set	Metric	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Target	2023-24 Target	2024-25 Target
All	*Number of Adults Served (AE 200 - Overall)	8,666			6,500	6,630	6,762
Student Barriers	English Language Learner (AE 305 - Overall)	1,959			1,469	1,498	1,528

Member Level Metric Targets

* Mandatory for all members

Allan Hancock Joint CCD (Reported by Allan Hancock District)

Metric Set	Metric	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Target	2023-24 Target	2024-25 Target
All	*Adults who Became Participants (AE 202 - Overall)	5,799			4,436	4,524	4,615
Progress	Participants with Educational Functioning Levels Gains ESL (AE 400 - ESL)	467			367	375	382

Lompoc Unified (Reported by Lompoc Unified Adult Education (LUSD))

Metric Set	Metric	2019-20 Actuals	2020-21 Actuals	2021-22 Actuals	2022-23 Target	2023-24 Target	2024-25 Target
All	*Adults who Became Participants (AE 202 - Overall)	513			430	438	447
Progress	Participants with Educational Functioning Levels Gains ESL (AE 400 - ESL)	68			56	66	76

Member Spending Targets

Member	Percent of 2019-20 Available Funds Spent	Percent of 2020-21 Available Funds Spent	Percent of 2021-22 Available Funds Spent	2022-23 Target	2023-24 Target	2024-25 Target
Allan Hancock Joint CCD	54%	0%	0%	40%	60%	60%
Lompoc Unified	100%	7%	0%	40%	60%	60%

Objectives

Address Educational Needs

Description of Objective *

The consortium will address educational needs of the AHLUAEC region by engaging in activities that support closing Gaps in Services and that leverage resources. The AHLUAEC is dedicated to achieving the diverse and changing needs of the region, providing services amid the new realities of economic and other changes ushered in by the Covid-19 Pandemic.

Addressing Gaps in Services

- Conduct quarterly review of student data from varied sources, including MIS and TOPS
- Conduct quarterly review of NOVA fiscal reporting
- Conduct annual economic and workforce analysis to determine shifts in the labor market, maintaining alignment with the local Workforce Development Board
- Continue to engage with local workforce focused partners such as EconAlliance, University of California Santa Barbara Regional Forecast Project, Cities of Lompoc and Santa Maria, and others
- Continue to engage with local employers and sector representatives in the region
- Continue to plan and create courses as possible to meet labor demands
- Continue to engage member agency continuous improvement committees to review updated labor information and to provide feedback and input on new trends/issues

Strategic Leveraging of Resources

In addition to conducting the activities listed in the Activities and Outcomes Section, Member agencies will engage in the following activities, leveraging resources of the region

- Maintain collaboration with Strong Workforce to identify pathway opportunities or changes in the region
- Work with partner agencies to provide wrap-around services such as rent/utility assistance, food, transportation, child care, etc.
- Expand opportunities for apprenticeship and internship programs
- Continue to engage member agency continuous improvement committees to review updated labor information and to provide feedback and input on new trends/issues
- Explore options to collocate programs/services on member agency sites and better support transitions
- Maintain a close collaboration with the local Workforce Development Board
- Expand opportunities to work with partner agencies and community organizations to obtain space and other resources to provide language and employment skills opportunities

Improve Integration of Services & Transitions

Description of Objective *

The following elements will improve Effectiveness of Services and Transitions for the regional consortium.

- Maintain improvement of processes for transitions between Lompoc Adult School and Allan Hancock
- Continue to involve school improvement committees annually to obtain problem solving input as well as timely feedback on emerging matters
- Identify and improve tracking issues for students transitioning to postsecondary and the workforce
- Implement activities and field trip opportunities that educate students about career options
- Continue to create opportunities for diverse guest speakers from consortium members, employers and other agencies
- Enhance counselor engagement with students to maximize services
- Initiate transition planning for students within specific proximity of program completion
- Implement semester reviews of student data from consortium member agencies

Student Acceleration

To enhance Student Acceleration, AHLUAEC will implement the following activities in addition to others identified in other Plan sections:

- Continue to involve school improvement committees annually to obtain problem solving input as well as timely feedback on emerging matters
- Continue efforts to align programs of study between Consortium members and foster effective student transitions
- Engage with Strong Workforce to establish additional programs of study to increase workforce transitions

Improve Effectiveness of Services**Description of Objective ***

Member Districts will engage in strategic, flexible activities to support Professional Development and Continuous Improvement toward meeting the new and unknown needs amid enduring Covid-19 challenges, improving the effectiveness of Services and Transitions of the Consortium Region.

Professional Development

Maintain focus on Professional Development by engaging in the following actions in addition to others:

- Continue to involve school improvement committees annually to obtain problem solving input as well as timely feedback on emerging matters
- Continue professional training that is focused on the needs of high-demand industry sectors and occupations
- Continue professional development in all CAEP program areas
- Continue and grow Professional Learning Communities with Best Practice training such as Data Analysis, Common Formative Assessments, etc.

Continuous Improvement

To sustain Continuous Improvement, the Consortium will engage in the following activities in addition to those detailed in other plan areas:

- Continue to involve school improvement committees annually to obtain problem solving input as well as timely feedback on emerging matters
- Continue ongoing member self-evaluation as implemented for processes such as WASC, WIOA II, and other agencies
- Maintain review and implementation of WIOA CIP plans for relevant agencies
- Continue WASC reaccreditation activities to ensure the highest levels of efficacy

Member Agency Plans

- Lompoc Adult School CIP goal to increase the percentage of ESL students achieving a gain of 2% over the identified baseline year
- Allan Hancock College goal to increase the percentage of ESL students achieving a gain of 2% over the identified baseline year

Activities & Outcomes

Activity Name *

Increase Number of Students Achieving Gain

Objective that Applies to this Activity

Address Educational Needs

Brief Description of Activity *

Member agency EL instructors will continue to meet in PLC with the goal of increasing the number of students achieving a level gain. For each semester, EL instructors will meet a minimum of four hours per month in PLC to review data and plans to improve student learning, creating collective teacher efficacy. Lead EL instructor and administration will conduct data skills sessions for 2 of the 4 monthly PLC hours to improve staff data skills.

Short-Term Outcomes (12 Months) *

Increase number of EL students achieving a learning gain by 2% over baseline year 2021-2022.

Intermediate Outcomes (1-3 Years) *

Increase number of EL students achieving a learning gain by 4% over baseline year 2021-2022.

Long-Term Outcomes (3-5 Years) *

Increase number of EL students achieving a learning gain by 6% over baseline year 2021-2022.

Proposed Completion Date

06/09/2025

Adult Ed Metrics and Student Barriers

- Progress: Participants with Educational Functioning Levels Gains ESL (AE 400 - ESL)

Responsible person(s)

Name
Elaine Webber
Sofia Ramirez Gelpi

Activity Name *

Student One on One Meetings for Improved Retention

Objective that Applies to this Activity

Improve Effectiveness of Services

Brief Description of Activity *

To improve students achieving a level to indicate learning gain status, instructors/counselors will conduct a one-on-one at semester intake and at benchmark testing events such as CASAS to establish and review student goals, testing outcomes, plans to improve performance, etc.

Short-Term Outcomes (12 Months) *

Improve number of students persisting achieving retention gain of 2% over baseline year of 2021-2022.

Intermediate Outcomes (1-3 Years) *

Improve number of students persisting achieving retention gain of 4% over baseline year of 2021-2022.

Long-Term Outcomes (3-5 Years) *

Improve number of students persisting achieving retention gain of 6% over baseline year of 2021-2022.

Proposed Completion Date

06/09/2025

Adult Ed Metrics and Student Barriers

- Student Barriers: English Language Learner (AE 305 - Overall)

Responsible person(s)

Name
Elaine Webber
Sofia Ramirez Gelpi

Activity Name *

Quarterly Meetings to Improve Services, Transition

Objective that Applies to this Activity

Improve Integration of Services & Transitions

Brief Description of Activity *

Consortium will conduct quarterly sessions to discuss and explore effective options that improve integration of services and transitions.

Short-Term Outcomes (12 Months) *

Increase transitions by 2% over baseline 2021-2022 transitions.

Intermediate Outcomes (1-3 Years) *

Increase transitions by 4% over baseline 2021-2022 transitions.

Long-Term Outcomes (3-5 Years) *

Increase transitions by 6% over baseline 2021-2022 transitions.

Proposed Completion Date

06/09/2025

Adult Ed Metrics and Student Barriers

- Progress: Participants with Educational Functioning Levels Gains ESL (AE 400 - ESL)

Responsible person(s)**Name**

Elaine Webber

Sofia Ramirez Gelpi

Funds Evaluation**Member Allocations and Expenditures**

Member Agency	Prior Year Total Leveraged Funds	Program Reporting Status
Allan Hancock Joint CCD	\$1,660,006	Certified
Lompoc Unified	\$830,047	Certified
Totals	\$2,490,053	2/2 Certified

Funds Evaluation *

The Consortium Governing Body meets regularly to discuss allocation of funds, recognizing the multiple funding streams of each Member, including such items as federal and local grants, Perkins, etc. With the region still impacted by Covid-19 and the related trends, the Consortium maintains its commitment to ensuring funds allocations that meet the community needs of the Consortium Region. Furthermore, the Consortium anticipates expanding pathways and services through upcoming grant projects such as the ARPA Good Jobs Grant.



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