

LAKE TAHOE ADULT EDUCATION CONSORTIUM

03/02/16

12:30pm – 1:45pm

Assessment & Transition Working Group (A&T)
Meeting Notes

**LTCC Aspen Room
 and Conference Call:**
 719-785-4469
 Passcode: 303818

Co-Chairs: Frank Gerdeman, Adult Ed Director
 Bob Grant, LTUSD

Facilitator: Michael Ward, HighBar Global

Recorder: Frank Gerdeman, Adult Ed Director

Partners: Bob Albrecht, Maxine Alper, Susan Baker, Rich Barna, Tina Barna, Aaron Barnett, Virginia Berry, Kristin Brinks, Jeremy Brown, Denise Castle, Angelo Clelan, Christopher Croft, Lt. Eslick, Lisa Foley, Laura Fruitman, Sue Gochis, Bob Grant, Holly Greenough, Pat Harnett, Kathy Haven, Chad Houck, April Kerwin, Ivone Larson, Ed Manansala, Bill Martinez, Cindy Martinez, Wendi McCray, Barbara Mick, Katherine Miller, Sabrina Owen, JRandy Peshon, John Pillsbury, David Publicover, Shane Reynolds, Brian Richart, Michelle Risdon, Kim Stephenson, Gary Sutherland, Amber Tanaka, Tessa Thomas, Treva Thomas, Tere Tibbetts, Patrick Traynor, Pete Van Arnum, Michael Ward, Cheri Warrell, Brian Williams, Jenny Wilson, Jude Wood

AGENDA ITEMS

Topic	Timing	Approach or Action Needed	Agreements/ Notes
1. Welcome, Introductions	5 min	Preview Agenda, Brief Updates	Frank Gerdeman, the new Director of Adult Education, introduced himself to the group and opened the meeting
2. Transition Specialist Role and Functions	25 min	Review LTCC Draft Job Description, add elements from Consortia samples collected	Frank briefly outlined the recent thinking and budget review that has resulted in the creation of two full-time and one part-time position dedicated to the block grant. Originally, expected work load related to the initiative was spread across existing LTCC positions, in an effort to maximize work focus, "pooling" the various assignments into dedicated positions seemed more effective and efficient. The positions identified were full-time HTRR/Work-Experience coordinator, a part-time Program Assistant and a full-time Transition Coordinator. Frank also shared some sample job descriptions for review and Michael moved into a facilitation of role identification for the Transition Coordinator. Key roles centered around relationships

			<p>with learners and community/partners; providing navigator support (initial, ongoing and follow-up) to learners; screen/inventory needs and refer as appropriate to LTCC, community partner, agency or service; serve as touch point for multiple points of entry, assist in review of processes among various entities.</p> <p>The group felt very strongly that this person would need to be bi-lingual in Spanish.</p> <p>Action Item: Frank will take this input and revamp the draft job description. This will include an approach of including mission and vision for the position (which may be a departure for traditional LTCC job descriptions).</p>
3. GFSF integration	10 min	Discuss integration of Get Focused Stay Focused approach in assessment and transition planning for adult services	The use of <i>Get Focused, Stay Focused</i> was briefly discussed in the context of the Transition Coordinator position. There was support in the group to envision steering all learners accessing adult education services to this resource (but not requiring at this time). This will remain an agenda item for future work group meetings.
4. Assessment Protocol – Based On Multiple Elements Approach	20 min	Discuss and resolve key elements to include for all Adult Ed Assessment services linked to pathways and enrollment	Again, this topic was touched upon in the position discussion. Part of the work could include examining tools and processes used by the various partners and begin to work toward a more consistent approach. This would be more process oriented as opposed to specific tools or instruments given the varied requirements, including two separate state governments.
5. Short Term Initiatives and Priority	10 min	Set workgroup agenda through June – Review Project Management Worksheet	Immediate need is to continue working on the job description and moving the hiring and eventual on-boarding process forward

6. Next Steps A&T Meetings – 1 st Wednesday	5 min	Action Items Review Apr. 6, 12:30am-1:45pm May 4, 12:30am-1:45pm June 1, 12:30am-1:45pm	See above.
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