

TTCCP Partner Meeting

Draft Meeting Minutes

TCOE, Granite Room

September 07, 2018 12-1:00 PM

In Attendance:

Margaret Alvord, Angela Adrian, Jennifer Comiskey, Noah Corp, Andy Fields, Travis Finch, Letty Garza, Veronica Kelley-Albiez, Paul York, Samantha Chilcote, Teckla Johnson, Sarah Supahan, Jill Richards, Fabio Robles, Bill Sharp, Carol Minor, Amanda Colegrove

By phone: Jim Underwood, Katie Van Pelt

1. Introductions for new members
2. Approve Minutes 080318 Partner Meeting (5 minutes)
 - a. Minutes approved unanimously
3. Announcements and Upcoming Events (5 minutes)
 - a. **All: meetings now on first**
 - b. **Katie: Change meeting dates and conference room reservations**
4. Old Business (5 minutes)
 - a. None
5. Review of Working Groups
 - a. Vision: Collaborate as a community to create career pathways for all Trinity County students as our future workforce
 - A. Partners to add to current work groups?
6. Working Group Updates (35 minutes)
 - A. Career Experience Program
 1. **Teckla report feedback from Cindy and Peggy on Southern Trinity needs and challenges**
 2. Overview of program, currently as THS, hoping to expand, developing process and documentation
 3. Hayfork has a senior project class, has had job shadowing components as part of that program,
 4. Veronica: excited moving forward, important to make businesses aware of mentorship component
 5. Currently, goals are individually set
 6. Theatre: last year 2 students, no guidance on what the school wanted in terms of skills and what they wanted them to do, Shasta said they would do a worksite visit but never saw a representative
 7. Pamphlet for businesses for guidance and stating goals beyond just X hours, almost a curriculum, does anyone want to help develop template , Veronica does, she will share with Working Group,

8. Letty: need to outline responsibilities of businesses (ie worker's compensation, etc)
 - a. still figuring out if high school can purchase insurance for paid internships
9. Shasta College: Worksite Learning website has all guidelines and forms
10. Businesses can have a conversation with insurance company about insurance and volunteers
11. Update on program efforts at this time
 - A. Outreach (Kaitlyn Drake list, business survey list)
- B. Kindergarten Readiness Program
 1. Sam: Follow through with HRN about how you contact people, data sources that are free to non-profit etc, WIC, Voter registration, Health and Human, Press Release, Hayfork Health Community, HRN
- A. Employer Questionnaire (Travis)
 1. **Jim: Need to do outreach to County heads about what we are doing, all county heads received a copy of the Business Questionnaire and responded favorably.**
 2. Data has been passed on to North State for further analysis
- B. TTCCP Website (Travis)
 1. Phone numbers for Sam and Teckla
 2. Logo approved
 3. Additions to website
 - a. **Sam: ensure PATH on website as a link, provide program update and blog entry on PATH website**
- C. Goals and Objectives (Jim)
 1. Updates on Goals and Objectives document since last meeting
 2. Sam: Send Goals and Objectives out to Partners after Steering Committee
- D. ACEs (Adverse Childhood Experiences) (Jaime, Tim, Sarah, Fabio)
- E. First Year College Community Connection (Sarah)
 1. Can we remove from agenda until group begins working?
- F. Life Skills and Job Readiness (Jim, Sarah, Travis)
- G. Jim
 1. **Add to Org Chart (possibly under School and Admin sector)- done (Sam)**
 2. **Teckla: Track**
 - Julie: will send her life skill materials to Teckla. Teckla can share with Travis and CTE**
 - Maria: will send information on 21st Century Skills curriculum**
 - Jaime: Report back on Life Skills effort in Hoopa and Red Bluff**
- H. Other:

1. **Transportation Action Team:** Investigate solutions to transportation challenges, such as driver's ed in schools or community, many children cannot get driver's license, expensive online and still need physical portion, many kids wait until they 18 because of insurance, class is 9 weeks but 2 year, Hayfork, Veronica, and Travis
 2. **Sam: Follow-up with Action Team about task, goals, timeline**
7. Future agenda items (5 minutes)
 - I. Topic of interest update
 - J. Potential for County wide job fair
 - K. Workman's Comp and insurance considerations
 - L. Partner with Trinity Transit for transportation issues or virtual study
 - M. Ways we can get all school districts more involved
8. Action Item Review (5 minutes)
 1. **Katie:**
 - a. **Change meeting dates and conference room reservations**
 2. **Teckla:**
 - a. **report feedback from Cindy and Peggy on Southern Trinity needs and challenges**
 3. **Jim:**
 - a. **Need to do outreach to County heads about what we are doing, all county heads received a copy of the Business Questionnaire and responded favorably.**
 4. **Sam:**
 - a. **ensure PATH on website as a link, provide program update and blog entry on PATH website**
 - b. **Follow-up with Transportation Action Team about task, goals, timeline (Travis, Veronica, Carol)**