

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

1102 Q STREET
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(916) 445-8752
<http://www.cccco.edu>



*CAN:
Phil, Chedva
KARIN M. Mikes
Lynn P*

Date: March 27, 2014
TO: Chief Executive Officer
FROM: Debra Jones, Dean
Economic and Workforce Development
RE: Grant Amendment

SYNOPSIS: Enclosed is your copy of a grant amendment to an Workforce and Economic Development Grant Agreement between your district and the Chancellor's Office of the California Community Colleges. This amendment has been approved by all parties.

ACTION REQUESTED: Please keep the grant amendment in your local audit files for this grant. Distribute copies of the grant amendment to appropriate personnel, as it indicates changes from the original grant agreement.

CONTACT PERSON: If you have any questions regarding the grant amendment, please contact Abbie Singleton in the Workforce and Economic Development Program at (916) 322-4285.

Enclosure(s)

cc: Chief Business Officer
Project Director
File

RECEIVED

MAR 31 2014

PRESIDENT'S OFFICE
RIO HONDO COLLEGE

**THIS FORM MAY NOT BE REPLICATED
AND UNDER NO CIRCUMSTANCES CAN THE LANGUAGE BE ALTERED**

BOG, California Community Colleges Chancellor's Office - 6870	DISTRICT USE ONLY	
	District (Grantee): <u>Rio Hondo CCD</u>	
	College: <u>Rio Hondo College</u>	

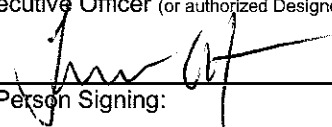
Grant Agreement-Amended		BOG-CCCCO USE ONLY	
AMENDMENT # 1		Grant Agreement No.: 13 - 156 - 004	
Workforce and Economic Development Division Deputy Sector Navigator: Health RFA# 13 - 156	Funding Fiscal Year		
	<u>2013-14</u>	Prior Amount Encumbered :	\$ <u>300,000</u>
		Amount To Be	:
		Total Amount Encumbered :	\$ <u>300,000</u>

On this 6th day of February 2014, the BOG, California Community Colleges Chancellor's Office and the aforementioned district hereby agree to amend this grant agreement as follows:

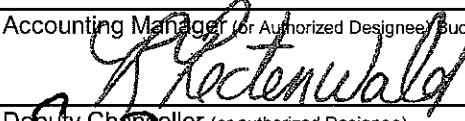
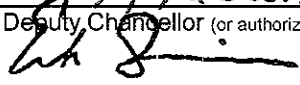
- * Performance in the funding period of July 9, 2013 through June 30, 2014 shall be extended to December 31, 2014. The final report must be submitted within 60 days of the grant ending date.
- * A revised workplan reflecting the new ending date is attached and made a part of this Agreement.

Funding under this grant is contingent upon the availability of funds, and is subject to any additional restrictions, limitations or conditions enacted in the state budget and/or Executive Orders that may affect the provisions, term, or funding of this agreement in any manner

All other terms and conditions remain the same.

GRANTEE	
Project Director: <u>Shari Herzfeld</u>	Total Grant Funds: \$ <u>300,000</u>
Signature, Chief Executive Officer (or authorized Designee)	
	Date: <u>2/11/12</u>
Print Name/Title of Person Signing: <u>Teresa Dreyfuss, Superintendent/President</u>	District Address: <u>3600 Workman Mill Road Whittier, CA 90601-1699</u>

STATE OF CALIFORNIA					
Project Monitor: <u>Robin Harrington</u>	Agency Address: <u>1102 Q Street, Suite 4554 Sacramento, CA 95811-6539</u>				
Item:	Object of Expenditure	Chapter	Statute	Fiscal Year	Amount
<u>6870 - 101 - 0001 (17)</u>	<u>3235 - 751 - 23505</u>	<u>20</u>	<u>2013</u>	<u>2013-14</u>	\$ <u>200,000</u>
<u>6870 - 680 - 0001</u>	<u>3235 - 751 - 40455</u>	<u>575</u>	<u>2012</u>	<u>2013-14</u>	\$ <u>100,000</u>
Total Amount Encumbered :					\$ <u>300,000</u>

Signature, Accounting Manager (or Authorized Designee) Budgeted funds are available for the period and purpose of the expenditures stated above	Date: <u>3/20/14</u>
	
Signature, Deputy Chancellor (or authorized Designee)	Date: <u>MAR 21 2014</u>
	
Print Name/Title of Person Signing: Erik Skinner, Deputy Chancellor	

Grant Number: 1 3 - 1 5 6 - 004

ANNUAL WORKPLAN

Objective Number*: 1.0

The Deputy Sector Navigator will work collaboratively in a network comprised of the statewide sector navigator and other Deputy Sector Navigators within the sector. The Deputy Sector Navigator will work collaboratively with the Chair and/or Co-Chairs of the Regional Consortia to align the needs of sector employers with the program and curriculum offered by colleges within the regional consortium. Additionally, the Deputy Sector Navigator will work with the Regional Consortium, and individual colleges within the region offering courses and programs within the sector, to develop faculty collaboratives, connect programs and employers, and promote and strengthen curriculum and program alignment.

Activities	Timelines	Responsible Person(s)	Performance Outcomes	Deputy Sector Navigator	In-Region Investment	Metric(s) No.
1.1. Attend Health Workforce Initiative (HWI) quarterly Health Advisory Committee meetings, HWI quarterly meetings and monthly conference calls to assist with statewide activities related to healthcare.	1.1. September 2013, January 2014, May 2014	1.1. Deputy Sector Navigator/ Coordinator	1.1. Project Director/Coordinator will participate in discussion and received information from Sector Navigator and HS Advisory Committee.	1.1. 100%	1.1. 0%	1.1. QS2
1.2. Attend regional consortium meetings to provide input related to the "Doing What Matters Initiative" related to healthcare.	1.2. July 2013 - June 2014	1.2. Deputy Sector Navigator/ Coordinator	1.2. Industry needs related to Healthcare presented to regional consortium CTE/EWD Deans as the need arises and reflected in minutes.	1.2. 100%	1.2. 0%	1.2. QS2 & QS4
1.3. Assist with the recruitment of healthcare providers for scheduled events in LA County.	1.3. July 2013, January & June 2014	1.3. Deputy Sector Navigator/ Coordinator/ Clerk	1.3. Business/Industry representative attend meeting related to specific occupations.	1.3. 100%	1.3. 0%	1.3. QS2
1.4. Continue partnership with the Academic Senate related to C-ID, TMC, PCAP, & Career Pathway/Articulation.	1.4. June 2014	1.4. Deputy Sector Navigator/ Coordinator	1.4. Representative from Academic Senate provides regular reports to educators/deans of health science.	1.4. 100%	1.4. 0%	1.4. QS2
		1.5. Deputy				

* Limit one (1) objective per page. List objectives according to numerical order, i.e., 1.0. Activities should have corresponding numbers (i.e., 1.1, 1.2, 1.3 . . .)

<p>1.5. Conduct countywide Nursing Advisory Committee and expand to include other health areas.</p>	<p>1.5. January 2014</p>	<p>Sector Navigator/ Coordinator/ Clerk</p>	<p>1.5. Nursing regional advisory committee meets and at least one other occupation from health care regional meeting held.</p>	<p>1.5. 100%</p>	<p>1.5. 0%</p>	<p>1.5. LI1</p>
<p>1.6. Provide technical assistance to the community colleges Health Science faculty through occupation specific meetings focused on program improvement and program alignment.</p>	<p>1.6. May 2014</p>	<p>1.6. Deputy Sector Navigator/ Coordinator/ Clerk</p>	<p>1.6. Conduct a minimum of two occupation specific meeting to focus on program improvement for at least one occupation.</p>	<p>1.6. 20%</p>	<p>1.6. 80%</p>	<p>1.6. LI1</p>
<p>1.7. Establish communication link with Health Sector Navigator & LA/OC Regional Consortium utilizing social media networks.</p>	<p>1.7. September 2013</p>	<p>1.7. Deputy Sector Navigator/ Coordinator/ Clerk</p>	<p>1.7. Communication network established and utilized to ensure frequent communication.</p>	<p>1.7. 100%</p>	<p>1.7. 0%</p>	<p>1.7. QS2</p>

Grant Number: 13 - 156 - 004

ANNUAL WORKPLAN

Objective Number*: 2.0
The Deputy Sector Navigator will work with employers, industry and labor organizations, and Workforce Investment Boards within the region to determine gaps in the workforce; promote integration of workforce training and employment; strengthen programs within the sector at regional colleges and high schools; provide incumbent worker training; promote opportunities for contract education and faculty professional growth; and thereby, promote and support growth of the sector within the regional economy.

Activities	Timelines	Responsible Person(s)	Performance Outcomes	Deputy Sector Navigator	In-Region Investment	Metric(s) No.
2.1. Assist with implementation of CWIB Health Workforce Development Council recommendations and findings.	2.1. June 2014	2.1. Deputy Sector Navigator	2.1. Healthcare programs to be revised expanded and/or developed in identified areas.	2.1. 100%	2.1. 0%	2.1. QS4
2.2. Participate in discussion of BOG Baccalaureate degree taskforce & strategize to increase BS Nurses in LA County.	2.2. September 2013, January 2014, May 2014.	2.2. Deputy Sector Navigator/ Coordinator	2.2. Outcome of discussions shared in regional advisory committee minutes.	2.2. 50%	2.2. 50%	2.2. QS4
2.3. Continue to participate in AB1295 Collaborative to facilitate career pathways and articulation between CC, CSU, and UC related in health programs.	2.3. May 2014.	2.3. Deputy Sector Navigator/ Coordinator & Health Faculty	2.3. Alignment of healthcare programs reported to regional advisory committee.	2.3. 30%	2.3. 70%	2.3. LI5
2.4. Assist with the implementation of Medical Assistant Revised curriculum.	2.4. January 2014	2.4. Deputy Sector Navigator & Medical Assistant Faculty	2.4. Disseminate information regarding Medical Assistant Curriculum revision at CCs offering or considering offering the program.	2.4. 20%	2.4. 80%	2.4. LI1
2.5. Identify at least one college in La County to deliver Ambulatory	2.5. November 2013	2.5. Deputy Sector Navigator	2.5. College identified and program implemented.	2.5. 20%	2.5. 80%	2.5. LI4

* Limit one (1) objective per page. List objectives according to numerical order, i.e., 1.0. Activities should have corresponding numbers (i.e., 1.1, 1.2, 1.3 . . .)

Care RN curriculum to meet new healthcare model.								
2.6. Expand AD Nursing regional advisory committee to include additional colleges and healthcare providers.	2.6. October 2013.	2.6. Deputy Sector Navigator/ Coordinator & Clerk	2.6. Nursing Advisory Committee Minutes record attendees and discussion.	2.6. 60%	2.6. 40%	2.6. QS2		
2.7. Initiate new health regional advisory committees to focus on areas of unmet industry needs.	2.7. September 2013	2.7. Deputy Sector Navigator/ Coordinator & Clerk	2.7. Health Advisory Committee Minutes record attendees and discussion.	2.7. 60%	2.7. 40%	2.7. QS2		
2.8. Build upon the LA City Chamber Health Convening meeting to develop strategies for meeting the needs of business/industry through CTE Transition/SB 70 Collaboratives as well as other strategies.	2.8. September 2013 & June 2014	2.8. Deputy Sector Navigator & Coordinator	2.8. Minutes record discussion and activities to be pursued during year.	2.8. 30%	2.8. 70%	2.8. QS2		
2.9. Facilitate/report strategies for working with high school health academies in LA County.	2.9. November 2013 & Nov. 2014	2.9. Deputy Sector Navigator & Coordinator & Clerk	2.9. Report made to LA/OC Regional Consortium.	2.9. 40%	2.9. 60%	2.9. MP10		
2.10 Provide teaching strategies workshop for nursing and allied health educators; K12, CC and industry	2.10 January 2014 & April 2014	2.10 Deputy Sector Navigator	2.10 Event sign-in sheets and evaluations of workshops	2.10 0%	2.10 100%	2.10 LI6		
2.11 Work with Sector Navigator and Center of Excellence to conduct survey to identify gaps in healthcare workforce	2.11 July 2014	2.11 Deputy Sector Navigator	2.11 Results of survey will be disseminated to regional stakeholders	2.11 100%	2.11 0%	2.11 QS2		

Grant Number: 1 3 - 1 5 6 - 004

ANNUAL WORKPLAN

Objective Number*: 3.0
Gaps within the workforce will be identified and prioritized and strategies developed and implemented using SB 1402 and/or SB 1070 funding. Examples of strategies to address workforce gaps include: creating community collaboratives, professional development opportunities, curriculum development, articulation of curriculum in a career pathway, career lattice, or in a system of stackable credentials, career guidance module development, seminars, workshops, and collaboration between faculty, with an outcome of integrating the needs of employers and addressing within the curriculum and programs the job skills and competencies required for employment and advancement.

Activities	Timelines	Responsible Person(s)	Performance Outcomes	Deputy Sector Navigator	In-Region Investment	Metric(s) No.
3.1. Prioritize program development needs unique to LA County as identified by the LA City Chamber Health Advisory and/or Intermediary Committee.	3.1. June 2014	3.1. Deputy Sector Navigator & Coordinator	3.1. Compiled list of programs to be revised/expanded or developed.	3.1. 50%	3.1. 50%	3.1. QS2
3.2. Assist with the alignment of prerequisite courses for other healthcare programs.	3.2. May 2014	3.2. Deputy Sector Navigator & Coordinator	3.2. Meeting minutes will reflect outcome of discussion.	3.2. 50%	3.2. 50%	3.2. QS4
3.3. Facilitate implementing strategies beginning at middle school through high school to ensure preparation of students for entry into healthcare programs without need for remediation.	3.3. November 2014	3.3. Coordinator/ Clerk & CTE Transition/SB 1070 Directors	3.3. A minimum of 2 strategies per consortium will be identified and shared at meeting & in writing.	3.3. 30%	3.3. 70%	3.3. LI1
3.4. Facilitate increased awareness related to career options in health care beginning in middle school through high school.	3.4. June 2014	3.4. Coordinator/ Clerk & CTE Transition/SB 1070 Directors	3.4. Where baseline data is available increase participation in health academies by 10 %.	3.4. 30%	3.4. 70%	3.4. LI1

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<p>3.5. Facilitate healthcare programs integrating the new models of health care due to the health care reform.</p>	<p>3.5. February 2014</p>	<p>3.5. Deputy Sector Navigator & Coordinator</p>	<p>3.5. Provide technical assistance toward curriculum revisions to reflect module of healthcare reform as identified by college.</p>	<p>3.5. 30%</p>	<p>3.5. 70%</p>	<p>3.5. LI6</p>
<p>3.6. Conduct professional faculty staff development workshops (e.g. Student Success Act 2012, Healthcare Reform, men/unrepresented groups in nursing/health care).</p>	<p>3.6. November 2014</p>	<p>3.6. Deputy Sector Navigator & Coordinator</p>	<p>3.6. Meeting sign-in sheets and evaluations of workshops.</p>	<p>3.6. 50%</p>	<p>3.6. 50%</p>	<p>3.6. LI6</p>
<p>3.7. Assist programs in LA County to develop strategies for new graduates related to Transition to Practice (new grad delayed hiring).</p>	<p>3.7. November 2014</p>	<p>3.7. Deputy Sector Navigator & Coordinator</p>	<p>3.7. Compilation of "Best Practices" to ensure increased placement rate.</p>	<p>3.7. 30%</p>	<p>3.7. 70%</p>	<p>3.7. LI1</p>

Grant Number: 1 3 - 1 5 6 - 004

ANNUAL WORKPLAN

Objective Number:** 4.0

The Deputy Sector Navigator will work with representatives of business, labor, and professional trade associations to develop and implement courses and programs to train incumbent workers in the regional industry sector. A key objective is to enable incumbent workers to become more competitive in their region's labor market, increase competency, and identify career pathways to economic self-sufficiency. Sector strategies may be implemented using articulated career pathways or career lattices and a system of stackable credentials. Curriculum will be offered through a variety of methods including credit, non-credit, or contract education depending on the needs of the employer.

Activities	Timelines	Responsible Person(s)	Performance Outcomes	Deputy Sector Navigator	In-Region Investment	Metric(s) No.
4.1. Utilizing the need for incumbent training as identified by LA City Chamber, deliver incumbent training/workshops (e.g. customer service and computer skills).	4.1. November 2014.	4.1. Deputy Sector Navigator	4.1. Customer Service workshops and CIT workshops offered.	4.1. 50%	4.1. 50%	4.1. LI1
4.2. Support professional development activities both state-wide and locally through organizations such as COADN.	4.2. May 2014	4.2. Deputy Sector Navigator/ Coordinator	4.2. Sign in sheets and evaluations available from all workshops delivered.	4.2. 20%	4.2. 80%	4.2. LI6
4.3. Participate in Medical Assistant model curriculum for Patient Centered Medical Home implementation.	4.3. June 2014.	4.3. Deputy Sector Navigator	4.3. List of faculty and program affiliation. Curriculum revisions submitted.	4.3. 10%	4.3. 90%	4.3. LI6
4.4. Convene Medical Lab Tech. faculty groups either regionally or on a state-wide basis to share best practices.	4.4. February 2014.	4.4. Deputy Sector Navigator/ Coordinator & Clerk	4.4. Sign in sheets and meeting minutes of convening.	4.4. 20%	4.4. 80%	4.4. LI6
4.5. Disseminate information regarding Broadband CEU for RN,	4.5. September 2013 & June	4.5. Deputy Sector Navigator	4.5. Brochure and emails to health care list serve in LA County.	4.5. 20%	4.5. 80%	4.5. LI6

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<p>Incumbent RN, and integrate into ADN Programs (e.g. Nurse Tim).</p>	<p>2014.</p>					
<p>4.6. Participate & share outcomes of 3CNAC Nursing Advisory Committee to LA area colleges.</p>	<p>4.6. December 2013 7 May 2014.</p>	<p>4.6. Deputy Sector Navigator</p>	<p>4.6. Emails of report of outcomes.</p>	<p>4.6. 100%</p>	<p>4.6. 0%</p>	<p>4.6. QS4</p>
<p>4.7. Continue to participate in pre-requisite & curriculum alignment working with industry advisory committees.</p>	<p>4.7. January & June 2014</p>	<p>4.7. Deputy Sector Navigator/Coordinator</p>	<p>4.7. Meeting minutes contain report of outcomes achieved.</p>	<p>4.7. 20%</p>	<p>4.7. 80%</p>	<p>4.7. QS4</p>
<p>4.8. Provide career awareness for health care employees interested in career mobility within the health care system.</p>	<p>4.8. November 2014</p>	<p>4.8. Deputy Sector Navigator & Career Counselors</p>	<p>4.8. Report of meetings and sign-in sheet of participants.</p>	<p>4.8. 50%</p>	<p>4.8. 50%</p>	<p>4.8. MP2</p>
<p>4.9. Participate with Health Sector Navigator to develop best practice protocols for partnering with WIBS to fund Allied Health training in the areas of: RN Specialty Certificates, CNA, LVN, & Medical Assistant.</p>	<p>4.9. May 2014</p>	<p>4.9. Deputy Sector Navigator/Coordinator</p>	<p>4.9. Compilation of protocols and list of individuals disseminated to.</p>	<p>4.9. 100%</p>	<p>4.9. 0%</p>	<p>4.9. QS4</p>
<p>4.10. Participate with Sector Navigator to develop other Health Science training programs for credit, non-credit, & contract education.</p>	<p>4.10. January & June 2014</p>	<p>4.10. Deputy Sector Navigator/Coordinator</p>	<p>4.10. List of courses/workshops developed and where delivered.</p>	<p>4.10. 80%</p>	<p>4.10. 20%</p>	<p>4.10 MP2</p>

Grant Number: 13 - 156 - 064

ANNUAL WORKPLAN

Objective Number*: 5.0
The Deputy Sector Navigator will collect and report data on all required accountability measures working with common metrics and accountability measures, and working with the statewide LaunchBoard initiative.

Activities	Timelines	Responsible Person(s)	Performance Outcomes	Deputy Sector Navigator	In-Region Investment	Metric(s) No.
5.1. Identify data and data sources for Health care programs to be reported on the LaunchBoard.	5.1. June 2014	5.1. Deputy Sector Navigator & Coordinator & Clerk	5.1. List of Data and sources compiled.	5.1. 100%	5.1. 0%	5.1. QS4
5.2. Work with the Sector Navigator and Regional consortia to develop a mechanism to identify and collect the data to ensure appropriate reporting to the CCCCO MIS System.	5.2. June 2014	5.2. Deputy Sector Navigator/ Coordinator & Clerk	5.2. Strategies identified for use by member colleges.	5.2. 100%	5.2. 0%	5.2. QS4
5.3. Conduct a staff development workshop for all stakeholders to ensure an understanding of the data needed and process to be utilized.	5.3. June 2014	5.3. Deputy Sector Navigator/ Coordinator & Clerk	5.3. Workshop held with sign-in sheets and evaluations.	5.3. 100%	5.3. 0%	5.3. QS4
5.4. Design a mechanism for local colleges/programs to review data collected to ensure accurate data is reported.	5.4. June 2014	5.4. Deputy Sector Navigator/ Coordinator & Clerk	5.4. Feedback from colleges regarding effectiveness of strategies developed.	5.4. 100%	5.4. 0%	5.4. QS4

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