

- 7. **Guest Speaker**—guest speakers share and present information to the group about their services and scope of services that are relevant to adult learners, and adult and career education.
 - a. Pamela Heston, Director of Employer Partnership, North Far North Workforce Development Consortium
- 8. **Member Updates-** Please fill out Google Sheet: [2004-2025 MLACE Monthly Member Update](#) (Discussion)
 - a. Member agency gives enrollment/TE updates, activities, wins, challenges, concerns, etc.
 - b. Program Review for Agencies for 2023/24 –activities and use of CAEP funds (one-time and annual allocation) to the consortium during the Program Review dates.

November-- Group 1 Program Review—HSD, GED, ESL, Citizenship	December-- Group 2 CTE Programs	February Consortium Level Review
Anderson Valley	Lake County Office of Education	MLACE office
Fort Bragg	Mendocino County Office of Education	
Lakeport	Mendocino College—SCT, noncredit CTE, non-credit courses, HSE	
Leggett		
Ukiah—HSD, GED, ESL, Citizenship, Jail Program		
Willits		

- 9. **Director’s Update** **(Discussion/Action)**
 Director will give updates/information on CAEP, MLACE and/or TE topics.
 - a. Data Sources: Data Vista and CAEP fact sheets
 - b. Self-Assessment tool for our Three year Planning
 - c. Community Partners’ Appreciation Luncheon in January— planning and activities
 - d. CAEP Events in 2025

- 10. **Strategic Team 3-Year Plan Update:** **(12-1pm)** **(Discussion)**
 Our facilitator, James Hayes, will be updating the consortium on the 3-year strategic team accomplishment, timelines and different activities that the consortium members will be involved in every month.

- 11. **Adjournment Time: First motion/Seconded/Approve:** **(Action)**

A. Reminders: Next Meeting Date and Time: *December 13, 2024 10-1pm*

CAEP Due Dates:

- **December 2024**
- **Dec 1:** July 1, 2023 to June 30, 2024 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 1:** 22/23, 23/24 & 24/25 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 22/23, 23/24 & 24/25 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2

January 2025

- **Jan 10:** MLACE regular meeting plus Community Partners' Appreciation Luncheon
- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

February 2025

- **Feb 28:** Preliminary allocations for 2025-26 and 2026-27 released by this date.

March 2025

- **Mar 1:** 22/23 and 23/24 and 24/25 Member expense report is due in NOVA. (Q2)*
- **Mar 31:** End of Q3
- **Mar 31:** 22/23 and 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q2) *