

Mendocino/Lake Adult and Career Education

(ML ACE) Month Meeting

Zoom meeting <https://cccconfer.zoom.us/j/7372469362>

January 10, 2025 from 10-1pm (Community Partners' Appreciation Luncheon after regular agenda)

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

In person location: LLRC 4210—Upper-Level Library/Learning Resource Center

Minutes

1. Call to Order Start time: 10:05 (Action)

2. Roll Call of Voting Members: Anderson Valley, Maggie Van Vogt (voting member); Fort Bragg, Gary Lewis (voting member); Lakeport, Jonna Weidaw (voting member); Mendocino College, Christy Smith (proxy voting member); Lake County Office of Education, Matt Russell (voting member); Mendocino County Office of Education, Tami Mee (voting member); Ukiah Adult School, Kris Swett (voting member), Willits, Arora Chavez (voting member); Suzanne Hewitt, Director of Nursing; Debra Polak, Vice-President of Academic Affairs; Kathy Kiely, Student success coordinator at Ukiah Adult School; David Gengoux, GED, Diploma, Citizenship teacher at Ukiah Adult School; Euline Olinger, Director of MLACE; Isaac Quintero, MLACE Administrative Assistant.
(Action)

3. Changes/ Modifications to the Agenda
First Motion: Jonna Weidaw Seconded by: Gary Lewis Ayes: 8 Nays:0 Abstain:0 Absent: 1 (Leggett Valley)
(Discussion/Action)

4. Consent (Action)
All consent items are acted upon by a single vote with no discussion, unless pulled from Consent and placed on the agenda as a regular item.
December 13, 2024, Minutes Roll Call vote First Motion: Tami Seconded by: Maggie Von Vogt
Ayes: 8 Nays:0 Abstain:1 Absent: 1 (Leggett Valley)
 - a. Anderson Valley
 - b. Fort Bragg
 - c. Lake County Office of Education
 - d. Lakeport
 - e. Leggett Valley
 - f. Mendocino College
 - g. Mendocino County Office of Education
 - h. Ukiah
 - i. Willits

5. **Overview of next 6 months** See link: [12 Month MLACE Schedule](#) (Discussion/Action) ML
ACE will highlight certain deadlines and members review upcoming events for the next 6 months.
Next meeting: *February 21, March 21, April 11, 2025, May 9, 2025 and June 9 2025*
6. **MLACE One time request and approval**
First Motion: Christy Smith Seconded: Matt Russell Ayes:7 Nays:0 Abstain:1 Kris Swett Absent: 1 (Leggett)
(Discussion/Action)
MLACE agency voting members submit one-time requests for programs and professional development according to criteria set by members in the one-time request rubric.
a. **UUSD—Two 2 Staff Personnel to CAEAA conference Feb 6-7, Sacramento Amount: \$3000**
7. **Member Updates- Please fill out Google Sheet: [2004-2025 MLACE Monthly Member Update](#) (Discussion)**
- Christy Smith-Our semester starts on January 21st.
 - Noncredit construction programs continue to bring in a healthy number of enrollments.
 - This is the second semester to the construction program that the 4 credit classes are out for enrollment like the photovoltaic specifically.
 - We also have the Computer Science noncredit classes in the adult school, and this consortium can help sustain those classes even with low enrollment by covering instructional cost if necessary.
 - Matt Russell we just hit 27 graduates for High School Diploma Students Enrolled at Lake County Adult School.
 - We will post a new position for a part time adult school teacher, because our enrollment is over 150 combined students.
 - Gary Lewis- I've been working with folks from North Bay construction Corps on a Pathway Apprenticeship program.
 - It will be available for students that are interested in the trade; I believe it will be an 8-week program where they take classes with tradespeople in different areas.
 - Debra Polak- Our new Lake Center Director will begin in February. We have plenty of classes being offered at the Lake Center this Spring semester.
8. **Director's Update [PowerPoint Presentation Slides 9 &14-27](#) (Discussion/Action)**
Director will give updates/information on CAEP, MLACE and/or TE topics.
A. MLACE Consortium Self-Assessment for our Three-year Planning B.
Three Year Planning update—James Hayes, consultant
- We are doing very well in the data collecting phase
 - We are getting a lot of things checked off.
 - We have a few more surveys that have gone out, please, if you haven't done them yet, please let us know your feedback.

- Kris Swett- February 21st will be the working retreat from 10 a.m.- 2:00 p.m.

9. Public Comments/ Correspondents --via Zoom

(Discussion)

MLACE welcomes public input. This agenda item is limited to matters that are under the jurisdiction of the ML ACE and are not listed elsewhere on this agenda. Comments are limited to three minutes per person, and 10 minutes per topic. Action on these matters is not allowed.

A. Acknowledgement of guests/community partners:

- **Buffey Bourassa**, Restorative Justice, [Inmate Services](#) – We are excited that we are still able to include high school diploma.
- We are still forming this restorative justice program.
- We have a milestone program, and that milestone credit program is where they can earn credits for attending classes and completing them.
- Participation is 8-12 weeks depending on what class they are taking.
- Our funding is from the inmate welfare fund, this is how we pay for our program, we don't have any grants at this time.
- We have 116 people attend the high school diploma program.
- We also had 44 show up for the college programming, and 18 completed the class.
- We had 4 enrolled in and agriculture class, and 4 that completed a Culinary Arts Management class.
- We had 14 students get their High School Diploma, and we are really proud of that.
 - Christy- If career point could support them when they begin and as they exit, this would be something significant in career planning.
 - Tami- What do the volunteers do?
 - Buffey- Our Volunteers are jail ministry, anger management, and Alcoholics Anonymous.
- **Derek Fiedler**, Project Manager for Build Program from North Coast Opportunities- Construction fundamentals program.
- As of right now we are exclusively in Lake County but we do want to make our way into Mendocino County
- We have 2 needs. We have case management. We're helping people that are homeless, in need of a job, and skills in order to get a job, and we also have the need to help people with housing challenges. This program takes care of both of these needs.
- We get to hire them directly as NCO employees, and this gets their foot in the door.
- We partner them with mentors that are partnering with housing agencies like Hope Center or Restoration House. This can then create a pathway into getting their own rentals.
- Right now, we just graduated a crew of 6.
- I am really proud to be a part of this program, and how it is better than ever. I am really looking forward to see where this will go and how it will grow.
- If you want to learn more please go to our website: www.ncoinc.org/build
- Our Primary grant is through the county, this helps us pay for staff and supplies for participants.
- We are always looking into other grants since our work is a growing request.

- If we can find more partnerships, we can fund more projects and help more people.
- **Jen Delgadillo Bevington**, Sonoma State, K16 collaborative-
- Our main partners are Mendocino College, LCOE & MCOE.
- We are interested in pathway development.
- We have expanded dual enrollment for students from rural and remote areas.
- This summer we will be offering six weeks of dual enrollment classes from all of Mendocino College center.
- Another thing we have done is, help schools get ready for the Golden Stat Pathways Funding.
- Both Lake County Office of Education and Lakeport Unified have received significant grants.
- **Kamlin Fasano**- Sutter Lakeside Health
- Our CEO Warner Thomas for Sutter Health is starting a next gen initiative to hire 5k-7k high school students and community college graduates withing the healthcare field by 2030.
- Out of that came and idea for a healthcare education, innovation and simulation center.
- What we landed on was a 3 prong community health approach. The 1st is a spark center which is like an Exploratorium fieldtrip based, exploring of healthcare careers for 4th-8th grades that will align with CA Science standards.
- 2nd is 9th-12th graders, both CTE healthcare pathways and adult education pathways as well, along with continuing education for current healthcare providers.
- 3rd prong is community outreach and community partners. This would allow our partners to come in and do things like lactation classes, CPR certification, babysitting so students can get a certificate.
- We want to open with 2 pathways to start building excitement, make those successful and then be able to expand.
- **Sita Williams**- Workforce Alliance of the North Bay
- We have on the job training where we can incentivize.
- Please let us know about your almost graduates, sometimes we can incentivize employers in placing these students in their workforce.
- There is funding so please talk to me.
- **Lisa Marie Benavides**- Workforce partnership manager for career point.
- My role is to convene partners and to increase offerings of services in our job centers.
- **Pamela Heston Bechtol**-
- We are working on going to the continuation schools, to see if employers can give some internships.
- We are also working on helping our underserved student population like the justice involved.
- We are talking about revamping a gardening project in juvenile hall.
- **Filemon Lara Lopez**, Career Hub Specialist at Mendocino College
- **Justin Gaddy**- Home hardening Program, Fire preparedness program.
- Disaster preparedness and disaster case management.
- **Suzanne Hewitt**- Director of RN program at Mendocino College.
 - We made some changes and as a result we have gotten a lot more local students who live in the area.
 - We are having more and more lake county students.

- The nursing shortage is going away locally at least for this year.

Shirley Johnson-I'm an instructor with the sustainable construction technology program.

- I teach sustainability overview online.

B. Presentations/flyers from:

C. Public comments received from:

10. Adjournment Time:12:10 First motion: Tami Mee /Seconded: Jonna Weidaw /Approved: Ayes:8 Nays:0
Absent: 1 (Action)

A.

B. Reminders: Next Meeting Date and Time: *February 21, 2025 10-1pm*

C. CAEP Due Dates:

January 2025

- **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) *

April 2025

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

May 2025

- **May 2:** CFAD for 2025-26 due in NOVA *

June 2025

- **Jun 1:** 24/25 Member Expense Report due in NOVA (Q3)
- **Jun 20:** CAEP Three-Year Plan Due
- **Jun 30:** 24/25 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4

Mendocino/Lake Adult and Career Education

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Ukiah CA 95482

In person location: LLRC 4210—Upper-Level Library/Learning Resource Center

Minutes [Dec 13 ZOOM Recording](#)

1. Call to Order Start time: 10:01 (Action)
2. Roll Call of Voting Members: Anderson Valley: Noor Dawood (voting member); Fort Bragg: Gary Lewis (voting member); Lake County Office Of Education: Matt Russell (Voting member); Lakeport Unified: Jonna Weidaw (Voting member); Leggett Valley: (absent); Mendocino College: Amanda Xu (voting member), Jackie Orozco (director, HEP Program); Mendocino County Office of Education: Tami Mee (voting member); Willits Unified: Arora Chavez (voting member); Ukiah Adult School: Kris Swett (voting member), Dave Gengoux, Kathy Kiely, Nikki Agenbroad; Director of MLACE/Facilitator, Euline Olinger; Minute taker, Isaac Quintero
3. Changes/ Modifications to the Agenda (Discussion/Action)
4. Consent (Action)

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November 8, 2024, Minutes First Motion: Kris Swett Seconded by: Jonna Weidaw Roll Call vote: Ayes:8 Nays: 0 Abstain: 0 Absent:1

 - a. Anderson Valley
 - b. Fort Bragg
 - c. Lake County Office of Education
 - d. Lakeport
 - e. Leggett Valley
 - f. Mendocino College
 - g. Mendocino County Office of Education
 - h. Ukiah
 - i. Willits
5. Overview of next 6 months See link: [12 Month MLACE Schedule](#) (Discussion/Action)

ML ACE will highlight certain deadlines and members review upcoming events for the next 6 months.
Next meeting: *January 10, 2025, February 21, March 14, April 11, 2025, May 9, 2025*

6. Public Comments/ Correspondents --via Zoom

(Discussion)

MLACE welcomes public input. This agenda item is limited to matters that are under the jurisdiction of the ML ACE and are not listed elsewhere on this agenda. Comments are limited to three minutes per person, and 10 minutes per topic. Action on these matters is not allowed.

A. Acknowledgement of guests/community partners:

- *Laura Tharpe- Career Advisor for North Bay Org Equus*
- *Buffy Bourassa- Restorative Justice Program Manager for Mendocino County Sheriff's Office*

B. Public comments received from:

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

- In April of this year, we held a Lake County Healthcare Education Summit
- We were able to get all of the universities in the room and representatives from other agencies like community-based organizations.
- We also had emergency responder personnel.
- There is a lot of need for community health care workers.
- We would like to build and fill the gaps in the community workforce.
- Megan Tunzi (mtunzi@mcoe.us) from Fort Bragg is a great partner and her and I are talking about how to bridge gaps between students and employment.
- For instance, there's a heavy equipment logging operation apprenticeship out of Shasta College. ○ That apprenticeship means free housing on site, automatic job placement, and they're getting paid while they're taking this apprenticeship.
- Northstatecareers.org is a great website for students to go and look.
- If you have students that are interested, please have them explore these opportunities because there is very limited placement, age bracket is 18 and up.
- This is a SPI program (Sierra Pacific Industries)
- Kathy- Is there a lot of people that have graduated and are looking for something in particular?
- Pamela- We are targeting everybody, even those who do not have a high school diploma.
- Kathy- I am looking into helping students who are healthcare workers and work in private homes that can benefit from furthering their education and exploring other opportunities without the need of a high school diploma.
- Pamela- Jen Bevington, I can connect you she is K16 Redwood Collaborative out of Sonoma State.
- Pamela- I recommend the CVC which they can enroll on college online even if they cannot be there in person.
- Euline- I will send out all of the resources that she mentioned for your reference.

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.
 - Amanda Xu-
 - Today is the last day of the semester, we are winding down and then getting ready to start the new semester.
 - We’ve had dual enrollment focused summer sessions at the centers for the last few summers, and we’re broadening it now.
 - This consists of a morning and an afternoon class, if you pass both, you get a \$300 stipend and free lunch included as well as a trip at the end of the semester. These are focused on transfer level courses.
 - We are coordinating in April a Native American cultural gathering at the Coast Center.
 - Jackie Orozco- [HSE Program Review](#)
 - It is very important to have a screening of the students so we understand how to guide them after they complete their HSE Certification.
 - About 65% of students are enrolled in BSK classes. (Basic Skills classes at MC)
 - About 95% of students continue to take college courses after HSE Graduation.
 - Euline- We definitely do need to make a collaborative effort in serving HSE students and their interests.
 - Matt Russell click to go to the document: [LCOE Program Review](#)
 - Activities: changes in personnel, programs, innovations, new methods of delivery, curriculum, etc.
 - High School Diploma program has expanded to having an office at Mendocino
 - College Lake Center.
 - Additional Program Assistant hired to support the High School Diploma program.
 - Additional funding source from the HCPI (Healthcare Program Initiative) for the CNA program have allowed us to be more flexible in acquiring curriculum and resources for the third cohort of CNA students.
 - Tami Mee click to go to the document: [MCOE Program Review](#)
 - Just like LCOE we offer a Medical Assistant Program
 - Our courses are preparation for state licensing exams
 - We prepare students for Phlebotomy state exam also.
 - Students can work as an MA without a certification if the physician is willing to hire you.
 - For Dentist Assistant we run two cohorts per year.
 - We have all 3 cohorts starting in January.
 - All of our Programs are fee-based, these are our main source of income besides one-time money from MLACE.
 - We recently purchased chrome books so our students can have better access to curriculum.
 - We are looking into accreditation so we can then offer resources of financial aid to students.
 - Career Point is a great partner because they give financial assistance to our students. So does the Tribal Health Clinic Consortium.

November-- Group 1 Program	December-- Group 2 CTE Programs	February Consortium Level Review
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Review—HSD, GED, ESL, Citizenship		
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
 - **January 10th is the best timing for our community partner’s luncheon.**
 - We can go ahead and add the approval of one-time funds in the agenda at this time.
 - We would like to invite community partners who have not been here before
- d. CAEP Events in 2025
 - **Note to Me: Create QR code and Flyer to distribute to community partner’s luncheon. (Google Form)**

10. Strategic Team 3-Year Plan Update: [PowerPoint Slides 12-27](#)

(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.

- We definitely want more survey responses but we are doing well so far.
- Next Steps:**
- Consolidate and analyze data from all surveys
 - Collect and crosswalk data from regional, local, and site plans to determine trends.
 - Produce a Needs assessment/Gap Analysis
 - We are going to look at the wants and needs to see if it is a consortium wide need. **Remember:**
 - MLACE must show how adult education can help solve regional needs.
 - Do this by creating strategies that solve those needs.
 - You Determine those needs by listening to others, researching plans and LMI, and receiving feedback.
 - January 24th-Reminder to touch base with community partners who assisted on Jan 10th.
 - Literacy and a high school diploma are the highest indicators that help people rise from poverty.
 - Best practice to get a response to surveys is to call non-persisters.

- A 3-page report will be provided to share with community partners instead of the full 59-page plan.

11. Adjournment Time: 12: 58 First motion: Kris Swett /Seconded by: Matt Russell /Approved: (Action)

A. Reminders: Next Meeting Date and Time: *January 10, 2025 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)*
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MLACE One-Time Project Funding Request

Instructions:

1. **Please fill out pertinent information on pages 1-3.**
2. **Please attach formal estimates/invoices from companies/agencies with your request forms.**
3. **Please submit in pdf format to ML ACE director on or before due date.**

MLACE One Time Proposal Rubric

Please use this rubric as your pre-submission checklist to review if your requests will be considered.

<p>Criterion 1: Does the request directly relate to ONE of these CAEP programs?</p> <p>CAEP programs required</p> <p>CHECK AT least ONE of these CAEP program areas:</p> <p>REQUIRED CRITERION</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adult Education (ABE, ASE, Basic Skills) <input type="checkbox"/> English as a Second Language (ESL) <input type="checkbox"/> Pre-apprenticeship training <input type="checkbox"/> Career and technical training <input type="checkbox"/> Adults training to support child school success <input type="checkbox"/> Older adults in the workforce <input type="checkbox"/> Services to adults with disabilities 	<p>Criterion 2: Does the request directly meet:</p> <p>Strategic Objectives and Goals? MLACE</p> <p>CHECK ALL THAT APPLY</p> <p>Must choose at least one</p> <ul style="list-style-type: none"> <input type="checkbox"/> By June of 2023, identify non-credit curriculum in the priority pathways of business, construction, and healthcare <input type="checkbox"/> Integrate Existing Programs and Create <i>Seamless Transitions</i> into postsecondary education or the workforce <input type="checkbox"/> Gaps in Services Response to Gaps Identified in the region <input type="checkbox"/> Approaches to Accelerate Students Progress toward academic or career goals Accelerated Learning <input type="checkbox"/> Collaborate in the provision of ongoing professional development opportunities for faculty and other staff to help them achieve greater program integration and improve student outcomes <input type="checkbox"/> Structures Leverage existing regional structures, including but not limited to, local workforce investment areas. 	<p>Criterion 3: Does the request directly improve:</p> <p>Student Performance Measures?:</p> <p>CHECK ALL THAT APPLY</p> <p>Must choose at least one.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Improved literacy skills <input type="checkbox"/> Completion of high school diplomas or their recognized equivalents <input type="checkbox"/> Completion of postsecondary certificates, degrees, or training programs <input type="checkbox"/> Placement into jobs <input type="checkbox"/> Improved job earnings <input type="checkbox"/> Improve Student enrollment, retention, persistence
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Important considerations when submitting a one-time request:

A. Definition of one-time proposal: Once every fiscal year

B. The request must meet TWO out of THREE criteria listed above to be considered for one-time funds.

- The requester must submit a one-time proposal form through the consortium members' programs/districts. • The same consortium member can submit, on behalf of each program– one proposal per fiscal year.
- Requests will be prioritized in these categories:
 - First priority: textbooks/supplies/equipment provided directly to students
 - Second priority: program sustainability (could include capital outlay):
- Definition and Process for capital outlay request
 - (including building improvements, rental space, leases, construction, vehicles, etc.)

- Capital outlay expenditures need to be submitted by the requesting Memberdistrict to the consortium’s governing board for review and approval.
 - The consortium will review, approve, and establish that the expenditures are aligned with the Consortium’s 3-year plan.
 - The consortium will send an informational email to the CAEP Office to inform them of the proposed expenditures.
 - Please refer to the Fiscal Management Guide pages 18-19. [CAEP Fiscal Management Guide Updated June 2021 \(5\).docx](#)
- Third priority: program enhancement and improvement
 - Members must use their own agency allocation first to ensure that the consortium member do not carry “excessive” carryover for the fiscal year.
 - Check with the director if marketing and advertising (flyers, brochures, etc) requests could be covered through MLACE website and Pacific Sky.
 - *C. Proposals will be reviewed on a first-come, first-serve basis throughout the fiscal/program year (4 x/year).*

[One time requests and proposal submissions reviewed at January, April, September, October ML ACE meetings.

Title of Project or Request: Professional Development California Adult Education Administrator’s Association (CAEAA) in Sacramento California

Date of Request: For February 6 and 7 2025

Total Cost: \$3500 for two staff: Principal and budget analyst

Consortium Member/ Organization: Ukiah Adult School

Other Partners: N/A

Contact Information: Kris Swett

Summary Description (1-2 Sentences): Kris and Nikki Agenbroad have been invited by MLACE director to this conference to learn more about the overall CAEP program in the legislative level and the fiscal level of operation. They will be learning about different consortia programs and how they leverage funding for their programs.

History/Need: Kris S and Nikki are relatively new to the world of Calif. Adult Education Program. This conference will expose them to the state level discussion plus hear different perspectives in

terms of how regions collaboratively work to run and sustain programs. Networking is a by-product of this conference.

Timeline of Request (funds must be spent within a fiscal year): Only conference time February 6-7.

Details of Request: See History and Summary above.

Funding Request Budget:

Object Code	Amount Requested	Explanation
1000 Instructional Salaries		
2000 Non Instructional Salaries		
3000 Employee Benefits		
4000 Supplies and Materials		
5000 Other Operating Expenses	\$3242	\$ 1621 person for registration fee, hotel, mileage, food.
6000 Capital Outlay		
7000 Other Outgo		
Indirect / Administration (Cost re: district's admin cost)* Required.		Subtotal of \$3242 With indirect: %% (=\$162.10) Total: \$3404.10 (round to \$3500)

NOTE: MLACE AGENCY MEMBERS: If approved, do not report one-time funds in expenses in NOVA

One-time On-going

Agreement to spend funds in accordance with AB 104 allowable uses and abide by MLACE rules, regulations, and reporting requirements.