

Mendocino/Lake Adult and Career Education

(ML ACE) Month Meeting

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

April 11, 2025 from 10-1pm

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

In person location: LLRC 4210 Upper-level Library and Learning Resource Center

Minutes ZOOM [Meeting Recording](#):

1. Call to Order Start time: 10:07 (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: Jonna Weidaw (voting member); Mendocino College: Amanda Xu (voting member); MCOE: Eric Crawford (voting member); Ukiah Adult School: Kris Swett (voting member); Willits: Arora Chavez (Proxy voting member) ZOOM; Joe Atherton Fiscal Agent & Director of Fiscal Services for Mendocino College; Dave Gengoux; Nikki Agenbroad (Action)
3. Changes/ Modifications to the Agenda Proposed by Euline: Swap items 7(one time) and 8 (Directors's Update) in April 11 Agenda.
Motion to approve the agenda: First Motion: Eric Seconded by: Kris Swett
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.
February 21, 2025 Minutes Roll Call vote: Ayes: 8 Nays:0 Abstain:0 Absent:1 Leggett Valley
Motion to approve minutes First Motion: Gary Lewis Seconded by: Noor Dawood
 - 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 2025-2026](#) (Discussion/Action)
ML ACE will highlight certain deadlines and members review upcoming events for the next 6 months.
Next meeting **May 9, 2025 and June 9 2025 (Monday) Next fiscal year: August 22, 2025**
Kris- Please send out all of the MLACE Meeting invites for the entire year ahead of time.

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:

Joe Atherton- Fiscal Agent & Director of Fiscal Services for Mendocino College

Dave Gengoux-GED & Citizenship Teacher at Ukiah Unified

Nikki Agenbroad- Budget Analyst Ukiah Unified School District

Kori Ebenhack- Dean of the Woodland Community Campus in Lake County.

Jackie Orozco- High School Equivalency Program Manager; HSE Coordinator.

b. Public comments received from: No public comments in this meeting.**7. One Time Request and Approval Motion to approve: Eric Crawford Seconded by: Gary Lewis****Ayes: 7 Nays: 0 Abstain: 1 Anderson Valley Absent: 1 Leggett Valley****(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.

• AVAS –Request for End of Year Celebration/Outreach for Fall**Total Request: \$2508**

- This event is for all of our students, from all of our classes. We found it is really helpful for reinforcing attendance and honoring our new citizens.
- This is covering the cost of classified employees for our c
- Noor, with indirect costs being added it is \$2508.
- Eric- Just to be clear, this will exhaust our one-time funds for this year?
- Euline-Yes.
- Kris- Can I ask about that process? So, if you suggest using the one-time funds from the college, should that be coming from you?
- Euline- I do not oversee the budget, Joe Atherton does.
- Joe- What we have done to be more flexible, is keep the one-time funds in the Mendocino College “bucket”.
- Nikki- When we do our quarterly expenditure reports, we do not report those one-time funds, they go under the college.
- Euline- Out of the 71 Consortia, there are two types of funding, there is a direct funding and then there’s a fiscal agent funding.

8. Director’s Update:**(Discussion/Action)**

Director will give updates/information on CAEP, MLACE and/or TE topics.

- CAEP Allocation—Preliminary for 25/26 in NOVA
- CFAD—Consortium Fiscal Administration Declaration Due May 2nd
 - i. Consortium must approve in NOVA on or before May 2nd

- MLACE Carryover Policy Revised
 - Joe- The one-time funding is ongoing and it exists to help programs within agencies. Even though they may not get a bigger allocation, they still have an opportunity to grow.
 - Euline- So what is the discussion that you want to have?
 - Matt- I'm talking about what is proposed in the CFAD, we don't have to accept that, we can change the way that allocation has happened.
 - Euline- Do you want to put that for a vote? What is your motion?
 - Matt-Money that was originally meant for Lake County students has left Lake County.
 - What I'm looking forward to is eventually having to make fund contributions to our programs.
 - When that amount of money has left Lake County, and I look at how much carryover the college has had...
 - Euline- The money did not go back to the college, it went to....
 - Matt-I know where it went, it went to MCOE.
 - Euline- It went to MCOE and LCOE.
 - Matt- Half of those funds that were in Lake County, and are no longer in Lake County.
 - Euline- Don't say Lake County because it was an organization; Kelseyville Adult School.
 - We voted on this.
 - Matt- I was not a part of those votes
 - Euline- Becky Walker was.
 - Joe- Even though it looks like we had a lot of rollover, but we didn't. We were spending that one year behind.
 - We want to spend it in a way that it will help us, not like give away the money.
 - Noor- I believe that it is important to periodically assess if there is an unmet need in the region and if there is an opportunity to shift funds towards that need.
 - Gary- I believe that this should be an allocation discussion instead of a COLA discussion. If there are agencies not using their allocation, then there should be a discussion about do we move some of those funds to where they might be more usable.
 - Kris-Anything that increases costs where we're outpacing COLAs, that's going to hurt us big time.
 - I think the Fall is a really bad time for reallocating, right now is the ideal time because of what I want to do next year, and this would be the time to talk about how things went this year.
 - Joe- Not in the fall, that would be ludicrous, but we begin planning in the Fall for the following year.
 - I don't think it is a good idea to move the allocation for 2025-2026 since people are already planning for that year.
 - Kris- We can hire in the summertime to get ready for programs in the fall. There's a lot that happens in the summertime and right now would be the time to move money around.
 - Joe-That is just too quick of a turnaround.
 - Nikki- I believe we should complete the 3-year plan and then revisit the allocations. It feels very backwards to me, and I think that we're getting trapped in their timeline.
 - Joe- It would be great if we could have a meeting in April and say "Hey, what do you think about our allocations?
 - If UAS wants to give LCOE 50K, so what happens now is that everybody comes and says "Hey, we need to reallocate our funds. Now it's locked for that year. Now that is their allocation.
 - That's kind of why we have the 40k plus in our one-time funds.

- Euline- The superintendent of LCOE, was really mean to me about this whole thing. I just want to acknowledge that, because he felt that Lake county money is Lake county money and should have stayed in Lake county. He didn't say that outright to me, but he has done some really unprofessional things to me. I hadn't said any of these things to anyone except Beth Hampson.
 - If LCOE wants to be part of our consortium, our consortium is about collaboration and cooperation. It has nothing to do with competition.
- Niki- I don't see Matt's comments as competition.
- Euline- I totally get it, but there is something behind that... I have received things, sly remarks.
 - I'm sorry Matt, It's not you.
- Matt- I don't know anything about that. I would agree that Money that was assigned to Lake County people should have stayed, and should stay in Lake County.
 - I agree with that, but I would not be rude about it and I don't think I have been today.
- Joe-These conversations are good to make sure we are continuing to be collaborative.
- Noor- We should have a plan on how we want to do our program review process.
- Euline- How will decisions be approved in our consortium? It's Consensus.
 - It seems that we do majority voting.
- To answer question #9 in the CFAD we post our meeting dates, meeting times, and where we are meeting. So anyone who sees this is free to join.
 - Maybe we should include what the process is when we ZOOM.
- Eric- Question 12 , second line down, on the CFAD, it says regularly, what is regularly? Weekly? Monthly? Annually?
- Euline-It is probably good practice to do so annually.
- Joe- I think we should make a motion to approve the CFAD. So if anyone has questions I can be here to answer them.

Motion to approve the CFAD First Motion: Noor Dawood Seconded by: Eric Crawford

Ayes:8 Nays:0 Abstain:0 Absent: 1 Leggett Valley. Discussion:

- The reason I brought up the COLA monies is because that's easier than changing everybody's allocation through like a review process.
- Joe- You would have to be okay with changing your base amount.
- Kris-I'm totally open to rediscussing how to reallocate things based on need.
- Joe-We've had this for 10 years and I think that we need to look at it hard and see if we do want to make a change in allocations without COLA.
- Matt- I'm going to need more people, so one-time funds is not going to be enough.
- Nikki- It's hard to bring that to a board and say "hey, invest in this for an ongoing and I'm bringing one-time funds to the table to cover".
- Joe- In your budget right now, is there any money in there that is not for salaries? Is it all salaries?
- Matt- No, there is some in there for other things.
- Joe- Maybe you can use those funds for salaries and then use one-time funds for supplies and start to grow slowly that way.
 - So is it a consensus?
- Matt-I'm not going to hold it up.
- Euline- I will be reaching out to Leggett Valley.

- Kris- Can I do that with you?
- Euline- I know they are in transition, and we don't just want to be like, okay let's remove them. Which we could since that is part of being an effective member.
- **(Consortium members read the CFAD out loud)**
- Matt- I don't want to make it any more restricted for that for other entities, just because we can't get our stuff together as the big giants in the room.
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- Matt- Having the college being the fiscal agent and also being the member over the 20% makes me uncomfortable because there is nobody else involved.
 - Not that I think anything weird is happening, it just makes me uncomfortable.
 - If we are making a policy, we have to think of everyone who that policy will affect today and in the future.
- Noor- Eventually at the end of the 2 years, there's the PAT which is going to be other people in the consortium.
- Matt- Who is the PAT?
- Euline- Anyone is welcomed to volunteer from the consortium.
- Euline- We as a consortium are already under technical assistance under CAEP.
- Noor- But we should design a PAT right? Isn't that what we're saying here?
- Kris- Does the director have to be somebody from the college?
- Euline- No but our history was that it was given to the fiscal agent, to assign someone.
- Kris- This is what I brought up earlier. That you unilaterally gave carry over money to the college.
 - You are acting as the director and the fiscal agent.
 - This carry over for years and years for \$400,000, and I'm not saying you would do this but a director could literally keep it off the agenda, over and over and over like it has; and never bring it to the table. We should have gone in to the process a long time ago with that carry over, but it's never made it to a point where we can do it.
 - There's a problem here, and I just want to echo what Matt is talking about.
 - I know there are reasons for it but if it was me doing it, I would almost guarantee that all these entities would come to the table and talk about it.
- **Euline-** I hear you but remember what Joe said, that we were going to have this program and pay our staff, pay all these things in the adult ed consortium with these monies.
- **Matt-** This is the problem that I'm trying to point out, If the college has been over for 2 years, we should have had a PAT for this whole year.
 - This whole conversation is uncomfortable because the fiscal agent, the MLACE Director, and the consortium member that has excessive carryover are the same entity.
- Noor- This is a potential conflict.
- Euline- We have had a PAT before.
- Noor- Have we?
- Euline- We had Beth Hampson, Christy, Joe, and Debra. It's been a couple... maybe 3 years ago.
- Matt- That makes me more uncomfortable, if we have already done this.
- Gary- What is the timeline from when the state passed the law on the 20%, when did the law change to say that if this wasn't met and a PAT was needed?
- Euline- 2023 we already knew the memo and that it would take effect in 2024.
 - We became out of compliance in 2024.

- Garry-Are you at fault right now if the plan was developed within the timeframe here right?
- Nikki- So being flagged one year is enough to have technical assistance from the state?
- Euline- yes, after Q4. They will continue to assist you until you have spent the down the 20%.
- **Garry- It feels like this particular issue with the college carry over is somewhat unique in that it was based upon a change in the law that was then addressed pretty quickly.**
- Noor- I believe that we can address this by adding some system.
 - Maybe it doesn't have to be a full-fledged PAT process but the college should have some accountability to the members of the consortium, just like you guys are checking in with me.
 - We have to follow our own rules, we have to create a PAT for the college.
- Amanda- I appreciate that we want to setup rules so when we're all gone we have people that can work it out well. It's not against anybody here personally, I don't think that there is a thought that anything was done behind the scenes inappropriately. I appreciate to have another set of eyes that can help us cross our T's and dot our I's.
- Gary- If there is a reporting requirement that way you take away that risk that somebody's hiding a carryover and not being open about it, which isn't happening, but it protects for the future.
- Jonna- So I just ran it through Chat GPT and said hey can you find some potential issues? And to see if it can give us some recommendations
 - 1st recommendation was to add a checkpoint in quarter 4 or Q1 of next year, requiring members to show measurable progress and reducing carryover.
 - 2nd recommendation was to define a timeline for the PAT, suggesting for a 90-day timeline for the PAT to complete the review.
 - 3rd one was is the voluntary return of funds is noncommittal.
 - and so, the phrase may elect to return the funds provides the flexibility, but could leave the consortium vulnerable
- Noor- if we decide to put that off, Maggie will be at the May meeting and I will be at the June meeting.
- Euline-Any issues? Or do you want to go out there and have a fist fight? No, I'm just kidding.
- Kris- I'm from south Valley continuation School, bring it on.

9. Member Updates-

(Discussion)

- Members agreed during the March meeting:
 - i. Monthly verbal report if member has any new information—no more than 5mins-report out per agency
 - ii. Will use the monthly verbal report as record of Member monthly update
 - iii. Annual Program Review in October, November and December.
 - iv. Annual Plan due on August 15—Euline will remind members in June
 - Euline- Due May 2nd?
 - Kris and Noor will not be attending the MAY meeting

10. 3-year planning Process and Tasks and Due dates

(Discussion)

- Group will go over 3-year plan template—focus on Section 3,4,5
- Activities for the 3-year plan should include current and near future
- Final Draft Reviewed before May 9th Meeting; final draft approved at June 9th Meeting

11. Workgroups

- Consortium members meet to discuss and strategize according to program area.
(Discussion)

12. Adjournment Time: 1:02 First motion: Kris Swett /Seconded by: Jonna Weidaw /Approve:
(Action)

A. Reminders: Next Meeting Date and Time: *May 9 2025 10-1pm*

B. CAEP Due Dates:


May 2025

- **May 2:** CFAD for 2025-26 due in NOVA *
- **May 9:** Consortium Monthly Meeting—final draft of 3-year Plan

June 2025

- **Jun 1:** 24/25 Member Expense Report due in NOVA (Q3)
- **June 9:** Consortium Monthly Meeting (Monday)—approve final draft if revision needed
- **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

PowerPoint Slide Show - [CAEP FY25-26 Preliminary Allocations & CFAD Overview (1)]



Reminder: Timeline/Deadlines

Deadline:	FY 2024-25 Deliverable
May 2, 2025	CFAD Certification due in NOVA
June 20, 2025	Three-Year Plan ❖ Must be submitted and approved by all members in NOVA
August 15, 2025	Annual Plan ❖ Must be submitted and approved by all members in NOVA
September 1, 2025	Certification of Allocation Amendments due in NOVA
September 30, 2025	<ul style="list-style-type: none"> • Member Workplan & Budget submission • Carryover Compliance Year 2 snapshot assessment
October 30, 2025	Consortium certification of all Member Workplan & Budgets
December 1, 2025	Member Q1 Expenditure Report

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