

Mendocino/Lake Adult and Career Education

(ML ACE) Month Meeting

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

August 22 205, from 10-1pm

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

In person location: MCM 1060 (Board Room McMillan Hall Admin Building)

AGENDA

1. Call to Order Start time: (Action)
2. Roll Call of Voting Members: (Action)
3. Changes/ Modifications to the Agenda (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.

June 9, 2025, Minutes Roll Call vote: Ayes: Nays: Abstain: Absent:

- 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 fiscal year: September 12 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:

b. Public comments received from:

7. **Director's Update:** (Discussion/Action)
 Director will give updates/information on CAEP, MLACE and/or TE topics.
 a. **Voting Member representative approval forms: one voting member plus 2 alternates**
 b. **July CAEP Allocation Memo**
 c. **CFAD Amendment due to COLA**
 d. **Propose to have Education to Employment Summit in Feb of 2026—hosted by MLACE, WANB Mendo and Lake, Employer Partnership and K12 Strong Workforce Program (K12 SWP)**
 e. **TE Data Consultant will continue until December 2025 or when PO ran out**
 f. **Isaac will give update on the MLACE website: mendolakeace.org**
 g. **Budget and Work Plan due September 30 in NOVA**
8. **Member Updates/Discussion** (Discussion)
 a. Annual Program Review Template Process and Structure
 b. Monthly verbal report if member has any new information—no more than 5 mins-report out per agency
 c. Will use the monthly verbal report as record of Member monthly update
9. **Future Topics of Discussion** (Discussion)
 a. Discussion to allow/restrict AI notetaker at MLACE meetings
 b. **Frequency and purpose of MLACE meetings**
 c. **Open to Members to propose topics or guest speakers for future discussions in the monthly meetings**
10. **Adjournment** Time: First motion/Seconded/Approve: (Action)
 A. **Reminders: Next Meeting Date and Time: September 12 2025 10-1pm MCM 1060**
 B. **Workgroup: opportunity for members to work on MLACE and program area discussions. (After regular meetings are adjourned)**

C. CAEP Due Dates: MLACE Schedule:

September 2025

- Sep 1: 23/24 and 24/25 Member Expense Report due in NOVA (Q4)
- Sep 1: 25/26 Certification of Allocation Amendment due in NOVA (optional)
- **September 12 2025—MLACE Meeting 10-1pm**
- **Sep 30:** 23/24 and 24/25 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** 25/26 Member Program Year Budget and Work Plan due in NOVA
- **Sep 30:** End of Q1

October 2025

- **October 10 2025—MLACE meeting 10-1pm**
- **Oct 30:** 25/26 Member Program Year Budget and Work Plan certified by Consortia in NOVA *
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

November 2025

- **November 14 2025—MLACE Meeting**

- **Nov 14:** Written Expenditure Plan (WEP)* Only for consortia who have exceeded 20% carryover.

December 2025

- **Dec 1:** 25/26 Member Expense Report Due in NOVA (Q1)
- **December 14, 2025—MLACE Meeting**
- **Dec 1:** July 1, 2024 to June 30, 2025 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
- **Dec 31:** 25/26 Member Expense Report certified by Consortia in NOVA (Q1)
- **Dec 31:** End of Q2


January 2026

- **January 23, 2026 MLACE Meeting**
- **Jan 31:** Student Data due in TOPSPRO (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

February 2026

- **February 27 2025 Hold for Education to Employment Summit 2026 (10-3pm—Ukiah)**
- **Feb 28:** Preliminary allocations for 2026-27 and 2027-28 released by this date.

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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