

Mendocino/Lake Adult and Career Education

(ML ACE) Month Meeting

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

June 9, 2025, from 10-1pm

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

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

Minutes 11:27 [Meeting Recording](#)

1. Call to Order Start time: 10: 03 (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); Leggett Valley: Hillary Magarrell; Mendocino College: Christy Smith (proxy voting member); Mendocino County Office of Education: Tami Mee (voting member); Eric Crawford (Director of Career and College Programs); Ukiah Adult School: Kris Swett (voting member); Willits: Mark Beebe (ZOOM) (Voting member); MLACE Director: Euline Olinger, MLACE Administrative Assistant: Isaac Quintero. (Action)
3. Changes/ Modifications to the Agenda Motion to approve the agenda: Tami Mee Seconded by: Mark Beebe Ayes:8 Nays: 0Abstain:0 Absent: MC (For this portion) (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.

May 9, 2025, Minutes Roll Call vote: Ayes:8 Nays: 0 Abstain:1 MCOE Absent:1 MC

Motion to accept the amendments from Eric given to Isaac for May 9th Minutes, First Motion: Jonna Weidaw, 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 fiscal year: August 22 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:

- Debra Polak- Mendocino College, Dean of Academic Affairs.
- Hillary Magarrell-Leggett Valley
- Jackeline Orozco- HEP Program Manager
- Nikki Agenbroad- Ukiah Unified Budget Analyst
- Dave Gengoux-Ukiah Unified, High School Diploma/Citizenship Teacher

b. Public comments received from:

No public comments were received.

7. Director's Update:

(Discussion/Action)

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

a. 3 -year plan draft—review and approve today

- Consortium members analyzed agency metrics and other information regarding the three-year plan.
- I'll have to ask James on what other consortia are doing when they don't have the actual numbers yet from the college.
 - The College does not use Tops Pro Enterprise, they use MIS Data.
- James Hayes did a lot of the heavy lifting, and he and I will be in communication. I'm sorry he did not come much in person, he did come twice, but again he had other responsibilities.
- I would like for us to go through it again today and I'll push the submit button tomorrow in NOVA, and then all consortium members will get a notification to certify.
- I will submit on Tuesday and you have until Thursday to certify.
- Matt- In this executive summary, at some point you added that Lake County was divided into two consortia.
- Euline- Is that correct?
- Matt- No, Kelseyville is in North Lake County and then Cobb should be deleted.
- Noor- I'm wondering if there's going to be a chance to go over some of the activities just to make sure.
 - Euline- We are just following the NOVA format. There are some things that we are not going to be able to do because we do not have the capacity or the resources; but we can address that in our annual plan.
 - Debra- So these are the overall consortium and then each member grabs what they can do in their annual. It's not that every agency participates in all of that.
- Euline- Nikki made a really good comment about what really is equitable access. So we changed that language in the plan.
- Noor- I mean if there are any activities that we don't end up implementing at all, is that bad?
- Nikki- One of the things we had talked about was wanting to have stuff like this in the plan that allowed us room to develop areas.

- Our thought was “even though we may not know exactly what the plan is for it going forward, we want it to be there, so we can start incorporating the potential.”
- On the activity about assessments, I just want to make sure that we’re all on the same page with that it found it’s way into the plan as one of the activities as a high priority, even though as a group, we had it really low.
- Euline- It was changed, it was put in a different objective.
- Kris- Okay, that is better wording already.
- Matt- I just want to make sure that the comment for South Lake County should get deleted. Just take off Cobb, because it’s half Kelseyville.
- Euline- Are we ready to approve?

Motion to approve Three-year Planning changes and submission: First Motion: Noor, Seconded by: Gary Lewis. Ayes: Nays: Abstain: Absent: 1 (Willits, absent for this section)

b. Annual Plan Template and Guidance now available

- The annual plan template is available through the link on my PPT.
- This plan will include 3 paragraphs. One is the achievements and the things that you have done previously. The second paragraph is your goal for 25-26. The third paragraph is to show that your goals and your activities are aligned with your budget and work plan for 25-26.
- Nikki- It does help getting these wrapped up in NOVA.
- Euline- Are you okay with those dates?
- (10 Minute Break)

8. Member Updates-

(Discussion)

a. Monthly verbal report if member has any new information—no more than 5mins-report out per agency

- **Willits, Mark Beebe-** In recent weeks, I have decided to resign my tenure at Willits, I have enjoyed being a part of this group.
- We are adding sections to Willits like an adult ESL Class and a Constitution class.
- They are interviewing for another superintendent today.
- **Anderson Valley-** We are starting our ESL Summer Classes and Citizenship.
- We have someone who is really amazing and is a full-time teacher.
- We may be moved to a different building in the campus.
- We have a new program specialist joining us, that is also an employee of the college.
- **Fort Bragg-** we just had our High School Diploma Graduation, we had 11 students graduate.
- **Our teacher for High School diploma, retired.** So we’re in the process of figuring out staffing for next year.
- Our citizenship program did not have anybody make it to the phase where expected, it is due to the environment that we are living in. We will move this to the Fall.
- **Lake County Office of Education-** All 14 of our Spring CNA students and all 11, MA passed their national exam.
- We finished last week with 104 High School graduates from both sections of Lake County.
- No, that's amazing and doing welcome sessions for fall, MA and CNA. We have our high school CNA program starting next week.
- **Lakeport:**

- We are rocking it, we had 35 graduates for our alternative education programs, which is more than 1/3 of our district seniors.
- We are starting our full healthcare immersion program next year for 11th and 12th graders through our continuation program. Everything is centered around healthcare, medical billing, EKG certificates, and other. Our goal is to pass them to MCOE or LCOE if they don't complete, to be able to continue on.
- This seems to be the growing place where many of our students can get work experience.
- We are doing our healthcare ELA writing institute... last week of June. It's going to be really amazing, it's a five-day program.
- **Leggett, Euline-** We are working with Leggett in revamping their High School Diploma.
- We have not voted on this but we were thinking of moving them to Community partners.
- I will have a further conversation with the new superintendent Hillary Magarrell.
- **Mendocino College:** We have a noncredit bilingual intro to auto, there is a student that is helping out translate.
- We had both Fiesta enrollment events in lake and in Fort Bragg.
- Debra- There are current cuts in the federal budget, we still do not know if their will be funding for the HEP program.
- We are committing to Jackie's position because of how important we think that program is.
- Jackie will be more involved in promoting and supporting noncredit courses.
- Isaac is becoming 100% funded by our college allocation
- We are looking in specifically in bringing back a non-credit citizenship class at the college.
- This would be a great way to leverage resources. We will continue to work with the consortium as we move forward.
- Debra- The citizenship class is an exploration like ESL, Citizenship.
- Jackie-We have 52 HEP and 18 HSE, graduating on the 22nd at 5PM in the Pomo Plaza.
 - We have a few results pending and we may end up graduating 25 students from HSE or maybe more.
- **Mendocino County Office of Education-** We had a Phlebotomy Cohort; all our students passed the exam. Our current DA cohort starts the 26th of this month. We had a lot of applicants for our phlebotomy course. We just started recruiting for our MA class, we currently have 23 students in that cohort.
- We have a new admin assistant: Holly Woodhouse.
- Not only I'm leaving at the end of June but our current admin secretary Sally Nevarez will be retiring.
- Erik- We applied for the HCP Grant, that was 391,000 dollars and then we got another grant of 450,000. These funds will help us renovate some of the CCC building.
- Our instructor is interested in offering a phlebotomy class for medical professionals so they can learn how to do that.
 - Also, if someone has been in the medical field for 15-20 years and have old techniques, this can help them learn the new stuff.
- Our DA program, the program will help us to offer Coronal polishing and dental radiation, which are the 2 courses that individuals need after they finish their DA class.
- Currently they have to go to Sacramento in order to get that, but now we are going to be offering it here.

- There was another grant that came up, it's called the Hybrid Training Program. We applied to this one while we waited to hear back from CMSP.
- Well, right after we were notified about CMSP, the Hybrid program let us know that we got that as well.
- We brought in 1.2 million dollars to bolster our programs. At the beginning of the year, we thought things were a little tenuous, now we see that we can make some good progress and bring in some new students and expand our programs.
- **Ukiah Adult School**- We had a High School Diploma graduation where 83 students graduated.
- The LVN program is in the last cohort before it moves to the College.
- We also opted out of WIOA, it was just a good time to make that cut, especially with me taking over the Independent Study Academy next year as well.
- We've decided to hire a fulltime person, because I wasn't sure how I was gonna serve people in the evenings. Ukiah Adult School Teacher, his name is Freddy Barris, who's an old friend of mine from South Valley. In the fall I will bring it to the consortium. If that does not work, then he will be doing the High School Diploma, just like Cathy Kiely was.
- When Ukiah has new hires, they will be given the applicants an opportunity for them to earn points towards an interview.
 - This is for Classified only.
- Another program is that we're also going to be retraining our paraprofessionals from the school district.
- Christy- So in our governance, if it hasn't changed, when you use your funding on something that's new, you got to bring it back to the consortium.
- Kris- We are doing the plan and getting to the details. I'll be bringing it to the consortium in the fall, if this is something that we're officially wanting to do.
- Christy- how are you hiring him before you've done that product?
- Kris- if that doesn't work out, he will be doing the high school diploma stuff just like Kathy was.
- Tami- This is a class that can help develop soft skills.
- Dave- We are offering Pearson view testing, in July and in August.
- The next Citizenship class is starting on the 18th of August.

b. Will use the monthly verbal report as record of Member monthly update

9. Topics of Discussion

(Discussion)

a. Discussion to allow/restrict AI notetaker at MLACE meetings

- Matt- They probably do not know that they have an otter assistant taking notes for them.
- I think that if they are not here, we should not allow them to use AI assistants.
- Jonna- I think that the otter AI, are personal notes, not official. The official notes are published in our website.
 - I use notetakers all the time, if I have any kind of audio issues, they allow me to go back and know where we are.
- Christy- Euline will follow up on this topic.
- Kris- If people do not confirm their attendance, then how do we know if their otter AI notetaker was not a coincidence?
- Debra- I think there are two different things.
- Euline- I can ask other consortia to see what they are doing with AI notes.

- Do we want to vote?
- Christy- It says discussion, if you want to vote, it would have to be added to the next agenda in August.
- Gary- We would need to be careful from removing AI notetakers from others since that can be a Brown Act violation.
 - Would we be limiting their access to the meeting?
- Debra- I think we are getting to involved in this discussion and we should move it to the next meeting.
- Euline- We will put it on the agenda for August.

b. State required Data in TopsPro (TE)—CAEP outcomes, student information, [Data Vista](#)

- TE is used to enroll and register data from students in adult schools.
- The college has MIS data, it is a different system.
- When these two information sources merge, they go to Data Vista. It will show where the data is from.
- You can go into your region and into the data coming from our consortium.
- Our Consultant Halyna Turchyn has been doing trainings, she has some money left over, she has agreed to continue working for us a little longer.

c. Members proposed topics or guest speakers for future discussions in the monthly meeting.

- Kris- Is there a better way in giving you input about what should be part of the agenda?
- Noor- I was wondering if it is more meaningful if as a group, we think together about future agenda items.
- Debra- One thing we need to be careful with is getting too ahead if the item is not part of the agenda.
- Kris- Also, two weeks ahead of time, please remind us what is in the agenda.
- Joe- Individually you can mention what you want to be included in the agenda.
- Euline- Standing item, to include future agenda items.
- Is it okay if I make a list of proposed topics?
- Noor- I think adding that agenda item to include future agenda items, that would be the time to add future topics.
- Jonna- Do you want anyone to be able to suggest agenda items? Or only Voting members
- Euline-Non-voting members can add anything during public comments.
- Noor- A couple meetings ago we started talking about... we haven't returned to that yet.
- I wonder if we can consider adding that to the August meeting?
- Whether we want to create a structure if having meetings, we can share ideas and resources and things that are happening in the different sites.
- Joe- When we adjourn the meetings, we can also do small workgroups to bring up anything additional.

10. Adjournment (email Joe) Time: 12:18 First motion: Noor Dawood /Seconded by: Jonna /Approved:
Ayes: 7 Nays:0 Abstain: 0 Absent: Leggett Valley (Action)

11. Consortium PAT team—stay after adjournment for PAT team meeting short meeting

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A. Reminders: Next Meeting Date and Time: *August 22, 2025 Monday) 10-1pm LLRC 4210*

B. CAEP Due Dates:

June 2025

- **Jun 1:** 24/25 Member Expense Report due in NOVA (Q3)
- **June 9:** Consortium Monthly Meeting (Monday)
- **Jun 20:** CAEP Three-Year Plan Due
- **Jun 30:** End of Q4

July 2025

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL (***Submit in TE by end 24/25 School year***) Most Adult Schools end before June 20th


August 2025

- **Aug 15:** Annual Plan for 2025-26 due in NOVA * (MLACE move this to end of June)

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
- **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

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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