



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

**7. Director's Update:**

**(Discussion/Action)**

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

- a. **WIOA—What it is and how closely connected to CAEP Programs**
- b. **Tops Pro Enterprise—CAEP statewide student management system**
- c. **Employment and Earnings Survey in TE-Quarterly submission**
- d. **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. **MLACE website hits and student inquiries per month**
- f. **Budget and Work Plan due September 30th in NOVA**

**8. Annual Program Area Review**

**(Discussion/Action)**

Members will participate in program area reviews by discussion, reflection and evaluation of program areas.

- a. **High School Diploma—discuss and evaluate program, challenges and gaps**
- b. **High School Equivalency—discuss and share information**
- c. **CAEP Policy on Program allocation changes**

**9. Member Updates**

**(Discussion/Action)**

- a. Monthly verbal report if member has any new information—no more than 5 mins-report out per agency (Will use the monthly verbal report as record of Member monthly update)

**10. Future Topics of Discussion**

**(Discussion)**

- a. **Open to Members to propose topics or guest speakers for future discussions in the monthly meetings**

**11. Adjournment**

**Time: First motion/Seconded/Approve:**

**(Action)**

**A. Reminders: Next Meeting Date and Time: *October 10, 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
<b>May 2, 2025</b>	CFAD Certification due in NOVA
<b>June 20, 2025</b>	Three-Year Plan ❖ Must be submitted and approved by all members in NOVA
<b>August 15, 2025</b>	Annual Plan ❖ Must be submitted and approved by all members in NOVA
<b>September 1, 2025</b>	Certification of Allocation Amendments due in NOVA
<b>September 30, 2025</b>	<ul style="list-style-type: none"> <li>• Member Workplan &amp; Budget submission</li> <li>• Carryover Compliance Year 2 snapshot assessment</li> </ul>
<b>October 30, 2025</b>	Consortium certification of all Member Workplan & Budgets
<b>December 1, 2025</b>	Member Q1 Expenditure Report

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## Mendocino/Lake Adult and Career Education

### (ML ACE) Month Meeting

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

August 22 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 1:32 Meeting Recording: [August Meeting](#)

1. Call to Order Start time: 10:05 (Action)
2. Roll Call of Voting Members: Anderson Valley, Noor Dawood (voting member); Fort Bragg, Gary Lewis (voting member); LCOE, (absent); Lakeport, Jonna Weidaw (voting member); ; Mendocino College, Jackeline Orozco (voting member); MCOE, Nicole Odell (proxy voting member); Ukiah Adult School, Kris Swett (voting member); Willits, Arora Chavez, ( alternate voting member); MLACE Administrative Assistant, Isaac Quintero; MLACE Director, Euline Olinger; (Action)
3. Changes/ Modifications to the Agenda moving item #9 to item #8 (Action)  
Motion to approve modified agenda: First Motion: Gary Lewis Seconded by: Arora Chavez
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:  
First motion: Kris Swett Seconded: Noor Dawood Ayes: 6 Nays:0 Abstain: 1 , Mendocino College; Absent: 1, LCOE
  - 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 fiscal year: September 12 2025**
  - The June meeting is on a Thursday, but we can change that. I don't want to push it too far back because some of you may be gone, let's talk about this next meeting in September.

## 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:

- **Dori Tanaka- Executive Director for Ukiah Valley Association for Habilitation (UVAH).**
  - *I have been away for a little over 2 years now. During that time, my work was to create an adult ED program for young adults with developmental disabilities at a non-public school in San Rafael.*
  - *Then, I got a call to see if I would come back. Now I'm looking forward to trying to take what I learned while I was gone and forming that new program, and try to bring it to UVAH.*
- **Christy Smith- Dean of Career Education**
- **Debra Polak- Vice President of Academic Affairs**
- **Sita Williams (ZOOM)- Community and Business Partnerships Officer for the Workforce Alliance of the North Bay.**
  - *We oversee the Career Point Job Centers in Lake and Mendocino.*
- **Dave Gengoux (ZOOM)- Citizenship & GED Teacher for Ukiah Adult school.**
  - *I wanted to announce to everybody that this next class started last Monday, but we still have room for citizenship.*
- **Pamela Heston-Bechtol (ZOOM)**

### b. Public comments received from:

## 7. Director's Update:

(Discussion/Action)

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

- **Voting Member representative approval forms:**
  - *One voting member plus 2 alternates if possible.*
- **July CAEP Allocation Memo**
- **CFAD Amendment due to COLA**
- **Halyna Turchyn is willing to continue to work with us as TE Data Consultant.**
  - *She is very generous; we have funds for her until December or until our PO runs out.*
- **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)**
- **Each agency would be putting in funds and help plan and organize this event**
  - *The purpose of this event is to help create awareness of the services available to the students. The goal is that we want them to have employment.*
  - *We are exploring the Ukiah Valley Conference Center because it's bigger.*
  - *Sita is welcoming any suggestions for things to focus on.*
  - **Euline-** *we're still kind of figuring out the different breakout sessions, table discussions, keynote speakers, things like that.*

- The objective of the event would be to partner and share the education programs and hear from employers what they need and hopefully incorporate that into our advising and processing.
- **Noor**- Euline from where will the funding come from?
- **Euline**- I can pull from different sources from our carryover.
- **Jonna**- Have we reached out to K16 collaborative or maybe CTE foundation to see if they want to be a part of it?
  - Sonoma county foundation is phenomenal, they are one of my prized partnerships.
- **Isaac will give update on the MLACE website: mendolakeace.org**
  - Members and the public can find the agenda and minutes under the **About** section of mendolakeace.org.
- **Budget and Work Plan due September 30 in NOVA.**
  - Just a reminder, the budget and work plan for 25-26 **is due September 30th.**  
We cannot enter any numbers in NOVA on our budget in Work 25-26 unless we have put in our Q4, and have been certified.

#### Member Updates/Discussion

(Discussion)

- Annual Program Review Template Process and Structure
- **Noor**- It's been a long time since we created the process and the group is almost entirely different, and so it would be helpful to all get on the same page.
  - Now we're at a different point. You know, it's like we're in a different stage in this consortium, and we might decide we don't need to use it that way anymore.
- **Gary**- I would be interested to see, like, where every member is feeling that they've got great things to share to use, and areas where, like, we're not really sure about what we're doing here.
- **Kris Swett**- Last meeting in June, I was talking about a program that I wanted to bring up. Yeah. And somebody in the group said I had to get that approved by the group to do that. Is that something that is in the CAEP language, or is that an internal process?
- **Euline**- We have an internal process and the CAEP policy, I will get you an answer.
- **Noor**- I think that having collaboration **be** the guided light for our program review.
- **Euline**- proposed the idea of simplifying the annual review. Possibly a google form or some kind of template.
- **Noor**- what if we had a workgroup after each MLACE meeting, to talk about specific program areas within the sites? The sites who offer these areas can present and share strengths and challenges.
- **Euline**- Adjourn and then workgroup?, okay.
  - We can begin this in October, the focus can be program by program instead of agency by agency.
  - And we'll start with high school diploma. Is that alright?

#### 8. Future Topics of Discussion

(Discussion)

- **Discussion to allow/restrict AI notetaker at MLACE meetings**
- **Gary**- There is nothing in place about denying access to those AI. We should be confirming that everybody in the meeting is comfortable with an AI bot being a part of it.
  - If there is somebody in the group who does not feel comfortable, then that should be honored, and then they should be restricted.
- **Euline**- Some consortium directors in our area have not made policies on this issue yet. Some, For instance, only those who are in attendance can use that AI note-taker. Other have said no.
- **Jonna Weidaw**- What if we use our own AI note-taker and there is only one AI and we offer this as a universal support?

- This way there are no discrepancies coming from multiple different AI note-takers.
- **Kris-** I agree, but we should be careful and make a disclaimer saying that the notes provided by the AI can contain errors.
- **Gary-** We should include “Please refer to the official minutes.”
- **Euline-** Not every consortium has a meeting every month. We are not told how many meetings we can have per academic year. We can talk about this next meeting.
  - I will make a list of the things where we need to meet to approve.
  - Next meeting in September we can talk about **frequency and purpose**. Are we are going to do quarterly, and release the other months for something else?
  - We can also talk about if once or twice a year our meetings can take place somewhere else.
- **Noor-** I do want to note that our meetings used to be shorter. They have evolved over time.

#### Open to Members to propose topics or guest speakers for future discussions in the monthly meetings

- **Euline-** next time we will start our program review discussion.
  - The group agreed that for these workgroups, meeting would be adjourned first and then work together.
- **Noor-** update on WIOA funds and if they have been disbursed for adult programs and how that will affect different programs.
  - **Jonna-** We're waiting to see what's really going to happen. We're still guaranteed these funds by law that have been re-said that have to be released, but we're also very hesitant about what the future could hold.
- **Euline-** We can be in the loop but we are not WIOA funded.

#### Member Updates/Discussion

- **Euline-** Dr. Odell, do you want to say anything about that CNA program starting in the fall?
- **Nicole Odell-** the CNA program that we're partnering with the high school has already started, and we are getting up and rolling with the Adult ed CNA program in the fall, and we are doing renovations on our facilities to have some upgraded facilities with a medical office and other things for both the CNA program and the medical assistant. We are super happy that this is moving along!
- **Jackie-** I have a few updates: Christy mentioned the beginning computer skills class at the Ukiah Adult School will be in Spanish and there is still room for more students. They will start on the week of Labor Day.
  - There is still opportunity for students who would like to enroll in ESL classes.
  - Also, the Lake Center has an English and Spanish in-person Basic Skills Classes.
  - There is also an online Basic Skills class in English.
  - Five of our High School Equivalency students obtained their certificate this summer.
  - One update from HiSET is that now the students who are taking official exams, have 6 opportunities per subject per year.
  - We are now testing center for High School Proficiency exam. This exam is for High School students who want to finish early. Now we do both Equivalency and Proficiency exams.
- **Jonna-** I'm just going to take an opportunity to brag about the K-16 Healthcare Curriculum Writing Institute that happened over the summer. It was a 5-day institute, and we had educators across both Mendocino and Lake County that, came together to meet again with healthcare industry professionals.
  - We were able to create, within 5 days, it's a full year-long English Language Arts, CTE, patient healthcare integrated curriculum.
  - the work is going to be completed at the end of September, and this is going to be open for free-use for everybody.



9. Adjournment Time: 12: 22 First motion: Kris Swett/Seconded: Gary Lewis /Ayes:7 Nays: 0 Abstain:0 Absent:1  
LCOE (Action)

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