

Mendocino/Lake Adult and Career Education

(ML ACE) Month Meeting

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

September 12, 2025, from 10-1pm

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

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

AGENDA Meeting Recording: [September](#)

1. Call to Order Start time: 10:06 (Action)
2. Roll Call of Voting Members: Anderson Valley, Maggie Von Vogt (voting member); Fort Bragg, Gary Lewis (voting member); Lake County Office Of Education, Matt Russell (voting member); Mendocino College, Jackeline Orozco (voting member); Mendocino County Office of Education, Eric Crawford (voting member); Ukiah Adult School, Kris Swett (voting member); Willits Unified, John Horton (alternate voting member); Isaac Quintero, MLACE Administrative Assistant; Euline Olinger, MLACE Director.
(Action)
3. Changes/ Modifications to the Agenda First Motion: Matt Russel, Seconded by: Eric Crawford, Ayes:5 Nays: 0, Abstain: 3 (Anderson Valley, LCOE, & MCOE) Absent: 0 (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.
August 22, 2025, Minutes Roll Call vote: First Motion: Gary Lewis Seconded by: Jackie Orozco Ayes:6 Nays:0 Abstain:2 (Anderson Valley & LCOE); Absent:0
 - 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 meetings: fiscal year: October 10 2025, November 14 2025, December 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 MLACE program 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:

- **Pamela Heston Bechtol-Director of Employer Partnerships**
- **Sita Williams- Community & Business Partnerships Officer for Workforce Alliance Of The North Bay.**
- **Jamie Alexander-Senior Director of Student Services for LCOE.**
- **Dori Tanaka- Executive Director of Ukiah Valley Association of Habilitation.**
- **Derek Fiedler-Project Manager at the BUILD training program with North Coast Opportunities.**

b. Public comments received from:

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**
 - This survey is now required quarterly by CAEP
 - Many students don't include their Social Security or TIN, but CAEP still wants to see if there has been an improvement in their education.
 - This 4-question survey can be sent in multiple languages, but we need to be specific so students don't think it is a scam.
- 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)**
 - **Pamela-** some of you were able to attend the Healthcare, Workforce Education Summit, very successful, big, big projects that I was so happy to have under the belt now.
 - the idea was to break down silos between education and industry, and get everybody in the room to talk about issues that they see, and, insurmountable problems, and kind of commit to work together to solve those problems.
 - This was a model and it worked, so now we want to do it for all industry, and have kind of the same thing. Have job seekers, students.
industry partners and education partners to talk about what are the specific needs in our district.
 - We would like for MCOE, LCOE, and MLACE to table at this event.
 - The idea is to identify all the training programs available within the private industry and from community-based organizations.
 - This will be held at Ukiah Convention Center on February 27th, 2026.
 - **Sita-** We're really looking forward to having these convenings so we can all get to know each other and create those connections from education to employment.
 - **Euline-** Yes, this event will be for job seekers, industry leaders, and our education partners of course.
 - **Pamela-** Industry partners are very hungry for this, they really want to know what's going on.
 - **Jonna-** We are seeing an issue in Lake, that most employers are not requesting a Job permit. This is an issue and we need to educate our industry partners on minor employment.

- We need to remind them that there are certain limitations that minor students cannot do, for example if they are under 16 years of age they cannot be climbing a ladder or operating a meat slicer.
- **Euline-** We'd love your attendance and participation. There will be no meeting in February, the summit will be the meeting for the month.
- e. **MLACE website hits and student inquiries per month**
 - Isaac shared a chart showing the statistics about MLACE website activity in the year 2024-2025.
 - English was 23 registrations and 1,360 visitors and Spanish was 2 registrations and 404 visitors.
- f. **Budget and Work Plan due September 30th in NOVA**
 - It's important to complete this on time because it can become back-logged and it can be difficult to submit last minute.

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.

- **Gary-** The thought was to move away from a numbers-based programming to more of what are we doing in our sites? What's working and what's not?
- **Maggie-** I think that it can be helpful for each agency to show numbers if we're trying to increase our enrollment by 10% or whatever that goal is, so that we can also have that be a piece.
- **Jonna-** Skilled deficiencies seems to be a reason or a barrier for students not to finish high school.

b. High School Equivalency—discuss and share information.

- There are two exams that people can use to obtain their high school equivalency. GED and Hi-SET.
- **Jackie-** when students walk into our office, they still ask for us to help them obtain their "GED". We utilize HiSET testing not GED, but people more commonly know the High School Equivalency as the "GED".

c. CAEP Policy on Program allocation changes

- CAEP outcomes are shown in TE, Literacy gains is captured in pre and post-test in CASAS.
- **Euline-** You've heard me talk about this for about a year now, there is a new funding formula they pay attention to enrollments, and CAEP outcomes.
- **Erik-** We don't do training in ESL or ABE so I don't think there will be much improvement.
- **Euline-** The CASAS pre-testing and post-testing applies to agencies with High School Diploma.
- **Matt-** We are trying to pre and post everyone.
- **Gary-** How do we know if the CASAS testing is at all valuable?
- **Matt-** Alicia, our program assistant went to the CASAS institute. She has seen the benefit of administering the skills test "Goals 1".
- **Euline-** I will ask Halyna more details about that.
- **Maggie-** We have to do a real convincing to other teachers because they feel like it's time-consuming and not helpful.
- **Matt-** I have been directed to use CASAS testing for our CTE programs. For some things it can be useful as a streaming tool.

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).

- **Gary-** Our big update is just that we've added a new teacher for our diploma. Our school diploma program is very bilingual, so we're excited to be able to start.

- **John Horton-** We have 8 students registered in the Adult School. Last year we graduated 9.
- **Erick-** CNA program, we are going to have interviews in the next two weeks. We are looking for 15 students.
- Shortly, we will be offering a registered dental assistant program. Students have to go to Sacramento or the bay area to get registered at the moment. Now they will be trained in house and registered as well.
- **Matt-** We've had our part time High School Diploma Teacher working over the summer. We have about 15 students graduate from the high school diploma already.

10. Future Topics of Discussion

(Discussion)

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

- **Euline-** I have some ideas for guest speakers that can present.
- OTAN is willing to come and present all their services and resources that they have.
- Do we want to Pilot a consortium wide High School Diploma program?
- **Sita-** I am happy to help with doing reports. If you are doing a presentation I can get you this information.
- **Pamela- Pre-apprenticeships.** We partner with other colleges like Shasta for the heavy equipment logger operator and accounting.
- **Sita-** What we are finding in the state is that once an apprenticeship is registered and approved, we can use WIOA funding to support these students enrolled.
- There is also technical assistance funding for folks

11. Adjournment (Action)

Time: 12:21 First motion: Christy Smith /Seconded: Eric Crawford /Approved:

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
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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