



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

b. Public comments received from:

7. **Guest Speaker** (Discussion/Action)
MLACE members welcome guest speakers on a variety of topics related to adult education including but not limited to curriculum, program, instruction, activities and state level adult education challenges.
A. OTAN—Outreach and Technical Assistance Network for CAEP—Anthony Burik, Coordinator, DE Learning Projects, [OTAN](#)
8. **Annual Program Area Review** (Discussion/Action)
Members will participate in program area reviews by discussion, reflection and evaluation of program areas.
a. **CTE Program Area review:**
 - Mendocino County Office of Education—Phlebotomy, Dental Assistant, Medical Assistant, CNA
 - Lake County Office of Education—Certified Nursing Assistant and Medical Assistant
 - Ukiah Adult School—Vocational Nursing (in transition to a credit and college-run program)
9. **Director's Update:** (Discussion/Action)
Director will give updates/information on CAEP, MLACE and/or TE topics.
 - a. CAEP Summit 2025 highlights—September
 - b. TE Admin Portal
 - c. CASAS pre and post testing for ABE/ASE, ESL
 - 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)
10. **Other 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)
11. **Future Topics of Discussion** (Discussion/Action)
Open to Members to propose topics or guest speakers for future discussions in the monthly meetings.
 - a. Item # 8 in the MLACE Policy and bylaws on carryover funds and Technical Assistance
 - b. Annual Review Process—Discussion on templates and presentation
12. **Adjournment** Time: First motion/Seconded/Approve: (Action)
 - A. **Reminders:** Next Meeting Date and Time: *December 12 2025 10-1pm MCM 1060*
 - a. Program Area Review: *High School Diploma and High School Equivalency*
 - b. Program Area Review in January: *Adults with Disabilities Program (UVAH)*
13. **Workgroup:** *opportunity for members to work on MLACE and program area discussions. (After regular meetings are adjourned)*
 - a. *PAT Team: Update on College Carryover –Written Expenditure Plan*

CAEP Due Dates: MLACE Schedule:

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 12, 2025—MLACE Meeting**
- **Dec 1st: 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 (One-proposal)**
- **Jan 31:** Student Data due in TOPS Pro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

February 2026

- **February 20, 2026--Meeting**
- **February 27 2025 Hold for Education to Employment Summit 2026 (9:30-3pm—Ukiah)**
- **Feb 28:** Preliminary allocations for 2026-27 and 2027-28 released by this date.

March 2026

- **March 13, 2026—MLACE Meeting**
- **Mar 1:** 25/26 Member expense report is due in NOVA. (Q2)
- **Mar 31:** End of Q3
- **Mar 31:** 25/26 Member Expense Report certified by Consortia in NOVA (Q2)*

April 2026

- **April 17, 2026—MLACE Meeting (One-Time Proposal; Approval of CFAD)**
- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

May 2026

- **May 15 2026—MLACE Meeting**
- **May 2:** CFAD for 2026-27 due in NOVA *

June 2026

- **June 8, 2026—MLACE Meeting**
- **Jun 1:** 25/26 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 25/26 Member Expense Report certified by Consortia in NOVA (Q3) *

- Jun 30: End of Q4

PowerPoint Slide Show - (CALADP FY23-25 Preliminary Allocations & CFAD Overview FY)



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	- 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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Mendocino/Lake Adult and Career Education

(ML ACE) Month Meeting

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

October 10, 2025, from 10-1pm

Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

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

October Minutes

* These minutes were prepared with the assistance of ZOOM AI companion and Summary; errors in AI-generated summaries and transcription are unavoidable even with remediation; Please review recording for 100% accuracy.

Meeting Recording

1. Call to Order Start time: 10:04 (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, Jaime Alexander (alternate 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 (Action)
 - LCOE withdrew Application for One-time funds. Item 7B will be removed from agenda.
 - Motion to Approve: Eric Crawford; Seconded by: Maggie Von Vogt Ayes: 8 Nays: 0 Abstain: 0 Absent:0
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.

First motion to approve September Minutes as they are now. First Motion Kris Swett, Seconded by: Gary Lewis Ayes: 8 Nays: 0 Abstain: 0 Absent:0

September 12, 2025, Minutes Roll Call vote: Ayes: 8 Nays: Abstain: 0 Absent:0

Summary: Minutes are too detailed, proposal to be changed into a more concise version, including summary, action taken (agreements), and next steps.

Agreements: First Motion to restructure meeting minutes to include summaries, agreements, and next steps: Maggie Von Vogt, Seconded by: Kris Swett Ayes: 8 Nays: 0 Abstain: 0 Absent:0

- a. Anderson Valley
- b. Fort Bragg
- c. Lake County Office of Education
- d. Lakeport
- e. Mendocino College
- f. Mendocino County Office of Education
- g. Ukiah
- h. 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: November 14 2025, December 12 2025, January 23 2026, February 20 2026, March 13 2026, April 17 2026, May 15 2026 and June 8 2026

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.

- **Acknowledgement of guests/community partners:**
 - **Yareli Macias- Director of Special Programs, for Ukiah Unified.**
 - **Dave Gengoux- GED/Citizenship Teacher at Ukiah Adult School via Zoom.**
 - **Hillary Magarrell- Superintendent for Leggett Valley Unified School District via Zoom.**
 - **Dori Tanaka- Executive Director of The Ukiah Valley Association of Habilitation.**
 - **Christina Sherick- Director of Curriculum and Instruction, Lakeport Unified**
 - **Sarah Walsh- ESL faculty/coordinator for Mendocino College**
 - **Christy Smith, Dean of Career Education, Mendocino College.**
- **Public comments received from: No public comments.**

7. One time Fund Requests/Proposal -- (Discussion/Action)
Consortium voting members present one-time request/proposal to consortium. One-time request forms must be filled out with quotes. Criteria and priority requirements in the one-time request form.

a. **Anderson Valley: Six (6) hotspots for students Cost: \$1660.10**

Summary: Anderson Valley did not account for this expense in their budget. Previous hot spots inherited by school district for student use need to be replaced because the battery life is poor and students are unhappy with device performance. Additional information was shared that Mendocino College offers hot spots to all college students.

Agreements: Motion to approve Anderson Valley's one-time funds, **First Motion:** Eric Crawford **Seconded by:** Gary Lewis. Ayes:7 Nays:0 Abstain:1 Anderson Valley Absent: 0

Next Steps: Anderson Valley will order new hotspots to improve internet access for students.

~~b. Lake County Office of Education: Pilot Paraprofessional training Cost: \$ 2625~~

8. Annual Program Area Review

(Discussion/Action)

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

a. ESL Update – From Sarah Walsh, full time ESL faculty/coordinator --[Presentation](#)

Summary: Sarah Walsh, the ESL coordinator/instructor, presented an overview of the ESL program at the college, highlighting its structure, enrollment, and recent developments. She discussed the program's two tracks (credit and non-credit), new transferable courses, and three non-credit certificates launched last year. Sarah emphasized the need to increase outreach, improve male student enrollment.

Next Steps: Continue providing free or low-cost resources like textbooks. Exploring dual enrollment options for the new Level 5 course and support launching new courses in Lakeport and Willits.

b. ESL program at the adult schools review –Anderson Valley, Fort Bragg and Ukiah Adult School [Fort Bragg and Maggie \(ESL instructor at John Dietrich Center\) Presentation](#)

Summary: Anali Caraballo is very helpful to the ESL program, and the Citizenship class a support and helping students register. Julie Rumble did not report any significant challenges in the Citizenship program. The meeting discussed ESL programs at Coastal Adult School, including ESL classes and Citizenship program at the John Dietrich Center. Gary explained that the programs are funded through CAEP-MLACE, with about \$27,000 allocated for the ESL program, covering part time salaries, materials, and administrative support. Maggie, who is a college employee and ESL instructor, was introduced as playing a key role in the programs. Maggie presented Coastal Adult School's offerings and budget allocation, highlighting their success in increasing student retention and citizenship numbers with involvement from the community.

- Challenges: Missed pre-testing in the fall so post-testing did not have scores to compare results.
- **Next steps:** Expand beginning offerings, Expand Summer offerings, student retention, student survey, and improving student recognition.

[Anderson Valley— Maggie Von Vogt Presentation](#)

Summary: Maggie presented on ESL and other offerings at Anderson Valley. She informed members on how CAEP funds are being used to run the programs at AVAS. Some strengths that were discussed were adequate, consistent staffing, increasing enrollment & retention trends, school-wide events and celebrations and collaboration with the college.

- **Challenges:** Intermediate ESL program missed pre-testing in Fall. The harvest season affected students' availability and attendance and ESL instructor availability.
- **Next Steps: Goals for 25/26:** improve student retention, ways to improve awareness of support services, and student recognition.

[Ukiah Adult School](#)

Summary: Chris shared updates from Ukiah Unified School District, noting challenges with instructor availability and the need to balance college and adult school offerings. The group discussed potential collaboration opportunities, including sharing resources and expertise between programs. They also touched on the importance of clear communication about program offerings to the community and the need to address barriers to student enrollment and retention.

- Challenges: Citizenship teacher Dave Gengoux shared that some laws are changing with USCIS; this may make it more difficult and intimidating for students to proceed.
- **Next Steps:** Ordering an OWL for ESL Classes; Increase promoting efforts in what is available at Ukiah Adult School. Improve dual enrollment opportunities for students wanting to take courses at Mendocino College.

9. Director's Update:--tabled at this time

Summary: Euline will share these with the group next meeting.

Next Steps: Include this portion in November's meeting.

(Discussion/Action)

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

- a. CAEP Summit 2025 highlights
- b. TE Admin Portal
- c. CASAS pre and post testing for ABE/ASE, ESL
- 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)

10. Member Update

(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)

Ukiah Adult School

- New Pilot for employment training opportunity will be offered regularly.
- This may become a certificate opportunity later.

UVAH

- Lifelong learning classes are now being offered.
- An effort is being made to become attractive to people with and without disabilities.

Willits

- We have 13 students enrolled in the High School Diploma Program.
- Citizenship program 2 student enrollments.

Lakeport Unified--

- Shared an internship and training opportunities offered by PG &E.
 - Aviation/drone opportunities.
 - PG &E has an educational program called: Power Pathway Program
 - PG & E is currently looking for other careers and educational partnerships.
 - PG&E wants to support students in their transition after high school.
 - Who can apply? Students who are 18 years of age and older with a high school diploma.
 - #1 barrier is class C driver licenses.
 - Jonna to send information about the PG&E Power Pathway program to consortium members.

MCOE--Eric

- Eric reported that they just finished interviewing applicants for first CNA cohort.
- Erick started networking with USIC underground utility installation program, new program in California.
- DA and Phlebotomy cohorts are open, now is the time to apply.
- CDA program in progress for Coronal Polishing and Dental Radiation.
- Eric Crawford to share more information about the USIC underground utility installation program at the next meeting.

Mendocino College

- Working on a BSK class in Covelo to help that population.
- Online BSK class has 10 student enrollments.
- We have 14 graduates for our High School Equivalency program.
- **Next Steps:** Sarah Walsh to explore dual enrollment options for ESL 213 with high schools.
- Sarah Walsh to work on a proposal for funding ESL textbooks for the next school year.
- Maggie to continue improving diagnostic testing procedures for ESL students to ensure pre-tests are completed within the testing window.
- Kris Swett to work with Sarah Walsh to address the application process barriers for ESL students enrolling in college classes.
- Kris Swett to explore offering more civic-style ESL classes and coordinate with other programs to learn from their approaches.
- Kris Swett to involve office staff in helping ESL students with the college application process.
- Kris Swett to work on providing childcare for ESL classes on Tuesdays.
- Isaac to continue outreach efforts and collect promotional materials from consortium members to share with the public.
- Euline to invite OTAN to the November meeting to share resources on high school diploma, high school equivalency, and ESL/civics.

11. Future Topics of Discussion

(Discussion/Action)

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

12. Adjournment

Time: 12:51 First motion: Jackie Orozco/Seconded by: Jonna Weidaw/Approve: All
(Action)

A. **Reminders:** Next Meeting Date and Time: *November 14, 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:

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