



Mendocino/Lake Adult and Career Education

(ML ACE) Month Meeting

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

December 12, 2025, from 10-1pm (Workgroup after adjournment) Mendocino College

1000 Hensley Creek Rd.

Ukiah CA 95482

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

Minutes Meeting Recording

1. Call to Order Start time: 10:04 (Action)

2. Roll Call of Voting Members: Anderson Valley, Noor Dawood (voting member), Maggie Von Vogt; Fort Bragg, Gary Lewis (voting member); LCOE, Matt Russell (voting member); Lakeport, Jonna Weidaw (voting member), Christina Sherick; Mendocino College, Jackie Orozco (voting member); MCOE, Eric Crawford (voting member), UUSD, Yareli Macias (proxy Voting Member, ZOOM), WUSD, John Horton (voting member), Euline Olinger (MLACE Director), Isaac Quintero (Administrative Assistant) (Action)

3. Changes/ Modifications to the Agenda

- Switch #9 to #10 Adjust the agenda to be able to move future topics of discussion before the annual program area. First Motion: Jonna Weidaw, Seconded by: Noor Dawood
- Ayes: 6 Nays:0 Abstain:0 Absent: 2 UUSD & Mendocino College. (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.

A. November 14, 2025, Adjustment to Minutes

Summary: Changes to point 11 in agenda for Nov. Adjournment should be 5 yeses and 2 absences: Motion to change #11,#12, . **First Motion:** Matt Russell **Seconded:** Noor Dawood **Ayes:6 Nays:0 Abstain:0 Absent: 2 UUSD, Mendocino College.**

- 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: January 23 2026, Short Meeting (1 hour) and Community Partners' Appreciation

Luncheon

February 27, 2026 (Education to Employment Regional Summit 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.

a. Acknowledgement of guests/community partners:

- Dave Gengoux, Ukiah Adult School Teacher.
- Christina Sherick, Director of Curriculum and Instruction.

b. Public comments received from: No Public Comments were given at this time.

7. Director's Update: [PPTX Presentation**](#) **(Discussion/Action)****

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

- a. **24/25 Annual Program Area Reporting in NOVA –What it is and who uses it**
- b. **TE Admin portal—create account as administrator**
- c. **Education to Employment Summit in Feb 27, 2026— open for registration and tabling**
- d. **North Far North CCAE Mini Conference Save the date March 9,10**
- **Summary:** The consortium discussed the responsibility of reporting in NOVA, the advantages of the TE admin portal, and arrangements to be made for the appreciation luncheon in January and the E2E Summit in February. This event will be a private event and will have a limit in attendance.
- **Next Steps:** The E2E flyer was asked to be shared with all the consortium members. Members were asked to table and continue to cooperate with the arrangements being made for the Education to Employment Summit taking place on February 27th, 2026.

8. 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)
- LCOE –
 - **Summary:** Matt Russell shared that all students in CNA cohort passed their certification test.
 - **Next Steps:** LCOE will continue to report member updates.

- Mendocino College:
 - **Summary:** If there are any inquiries of the LVN program, the website will have more detailed information soon. The BUILD program in partnership with SCT instructors will have their graduation on Wednesday Dec 17. Jackie has been doing outreach for non-credit and ESL classes in community events in Ukiah.
 - **Next Steps:** Mendocino College will continue to report member updates.
- MCOE:
 - **Summary:** MCOE has a health program graduation next Tuesday, Dec 16th. There is also an Open House Wednesday evening at MCOE facilities in Ukiah for new building.
 - **Next Steps:** MCOE will continue to report member updates.

9. 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

- **Willits Sanhedrin High School**
 - **Summary:** John expressed his experience of 5 years as a High School Diploma Teacher. He shared that transportation has been an obstacle for the students in Willits Adult School. John also shared that one of the strengths that they have is great communication between administration personnel and teachers. Yuliya Richly will continue to be the Principal for Willits Unified.
 - **Next Steps:** John will work with Isaac and Halyna to incorporate pre and post testing.
- **Ukiah Adult School (GED, HSD and Jail HSD Program)**
 - **Summary:** Dave Gengoux, teacher for Ukiah Adult School, shared that some of their challenges are student reliability and transportation. Due to the geographical area, transportation can be difficult to obtain for some students. Some students commute from Potter Valley, Redwood Valley, Lake County, and even Boonville. One of the biggest strengths is their perseverance, flexibility and availability to help people every day of the week.
 - **Next Steps:** Principal Kris Swett will present more in depth, at a later date, about the High School Diploma program that UUSD supports in our area.

b. High School Equivalency Program HSE [PPTX Presentation](#)

- **Basic Skills Classes in Ukiah, Lake Center, Coast Center and North County Center (Willits)**
 - **Summary:** The Mendocino College HSE program supports individuals 18 and older (and some 17-year-olds) in earning a High School Equivalency by offering Basic Skills classes, flexible weekend workshops, and practice tests. Students receive help transitioning to college courses, along with resources such as test vouchers, books, Aztec software, and graduation supplies. Program strengths include growing enrollment, strong retention, excellent tutors, flexibility, and high completion rates.
 - **Next Steps:** The HSE program will have a college orientation for its students on Wednesday January 7th.

10. Future Topics of Discussion

(Discussion/Action)

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

a. Discuss Frequency of MLACE meetings

- **Summary:** Consortium Members analyzed the schedule for 2026 with the possibility of adjusting MLACE meeting frequency. Most members agreed to continue to meet once a month with the exception of May and August, since these months are very busy for everyone.
- **Next Steps:** This will be an action item in January's meeting. Meeting and workgroup duration will also be voted on. A new meeting schedule will be made, keeping this and MLACE responsibilities in mind. Adding an agenda item for continuous improvement was suggested. This is to kindly remind the members of what they are working on.

b. Tops Pro Data –What are the components we need to make sure we have?

- **Summary:** Euline suggested to have the Admin Portal access and monitor closely EFL Gains. If Pre- and Post-testing is applied, we will maximize reportable CAEP outcomes.
- **Next Steps:** Consortium members will analyze where they can start to incorporate these recommendations.

11. Adjournment Time:12:29 First motion: Noor Dawood /Seconded: Eric Crawford /Approve: (Action)

A. Reminders: Next Meeting Date and Time: January 23 2026 10-1pm MCM 1060

a. Program Area Review in January: Adults with Disabilities Program (UVAH)

12. *Workgroup: opportunity for members to work on MLACE and program area discussions. (After regular meetings are adjourned)* (Discussion only)

A. High School diploma and HSE workgroup

Summary: The group spoke about Willits Citizenship Instructor, Mr. Alaniz, and discussed expanding educational offerings in Spanish, including Bright Thinker and potentially all curriculum. They considered allowing Anderson Valley students to enroll in BSK-501 and emphasized providing guidance for students with foreign degrees to revalidate their credentials. For those with only a high school diploma from countries like Mexico, the recommendation is to pursue a U.S. diploma or HSE certificate to qualify for financial aid and continue their education.

B. PAT Team: MLACE Policy on Carryover—Continue Discussion

a Mendocino College Voting member was not present during this time.

- **Summary:** The group continued to analyze the spend down plan that Mendocino College has as a consortium member. The fiscal agent was present to answer any questions, and the group adjusted the bylaws on carryover funds and reached an agreement.

CAEP Due Dates: MLACE Schedule:

- **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-time proposal) + Community Partners' Appreciation Luncheon**

- **Jan 31: Student Data due in TOPS Pro (Q2)**
- **Jan 31: Employment and Earnings Follow-up Survey**

February 2026

- **February 20, 2026—Meeting—Propose to Cancel**
- **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**



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CA 95482

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

Minutes for November 14 2025:

* These minutes were prepared with the assistance of ZOOM AI companion, AI-generated summaries are not 100% accurate. Please review recording for accuracy.

[Meeting Recording Part 1](#)

[Meeting Recording](#)

1. Call to Order Start time: 10:02 (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, ZOOM); 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.
3. Changes/ Modifications to the Agenda
 - Adding information on Item #11 about a potential grant (Discussion/Action)
 - Motion: Jonna Weidaw, Seconded by: Eric Crawford
 - Absent: (LCOE, only for this section)

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.

Approve Minutes for October: First Motion: Gary Lewis Seconded by: Jonna Weidaw Ayes: 7 Nays:0 Abstain:0 Absent: LCOE

October 10, 2025, Minutes Roll Call vote: Ayes:7 Nays: 0 Abstain:0 Absent: 1 (LCOE)

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: *December 12 2025, January 23 2026, February 20 2026, February 27 2026 (Education to Employment Regional Summit 2026, March 13 2026, April 17 2026, May 15 2026 and June 8 2026*

6. Public Comments/ Correspondents --via Zoom (Discussion)

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a. Acknowledgement of guests/community partners:

- Anthony Burik, ZOOM- OTAN Representative
- Joe Atherton- Director of Business Services
- Yarely Macias, ZOOM
- Dave Gengoux, ZOOM
- Pamela Heston Bechtol, ZOOM

b. Public comments received from: No public comments at this time.

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](#)

- OTAN Resources: [OTAN Resources Handout](#), [OTAN Professional Development Handout](#).
- **Summary:** OTAN representative Anthony Burik presented an overview of the organization's technology training resources and services, including Canvas implementation and professional development opportunities. There is training available in the OTAN website. Accessibility topics

were discussed to connect resources with everyone, regardless of circumstance or geographical address.

- **Next Steps:** Euline encouraged the members to join OTAN and make use of the resources and training available.

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 [PPT Presentation](#)- Phlebotomy, Dental Assistant, Medical Assistant, CNA**
 - **Summary:** Eric provided an overview of the programs, highlighting new developments such as the CNA program's successful launch and efforts to expand the DA program with additional state-approved classes. Challenges were discussed, particularly the difficulty in enrolling enough students for the DA program, and strategies to address this were suggested, including partnerships with local dental clinics. Eric also shared updates on funding, including grants received, and outlined future goals, such as offering additional certifications and increasing revenue through community training. The conversation ended with a discussion of upcoming events, including a grand opening of the remodeled classroom/lab on December 17th and graduation ceremony taking place on Dec 16th.
 - **Next Steps:** Submit applications for dental radiation, pits, fissures, sealants, and coronal polishing classes by January or February
 - Host Health Program graduation December 16th at Mendocino College Center for Performing Arts at 6pm.
- **Lake County Office of Education [PPT Presentation](#)-Certified Nursing Assistant and Medical Assistant**
 - **Summary:** Matt discussed the enrollment trends, process and success of their MA and CNA programs, as well as the adult school graduation numbers. One of the challenges is the formation of externship opportunities for the MA and CNA programs.
 - **Next Steps:** Continue to promote these programs and improve enrollment
- **Ukiah Adult School—Vocational Nursing (in transition to a credit and college-run program)**
 - **Summary:** Ukiah Adult School's last cohort for the LVN program is finally coming to a close. It was mentioned that the LVN program was moved to Mendocino College to help it run smoother and make use of the resources and personnel that the college can provide. A key takeaway is the longevity and consistency that this program has been made available to the community.
 - **Next Steps:** The LVN program will be transitioning to Mendocino College and will begin in the Fall of 2026.

9. Director's Update:

(Discussion/Action)

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

- a. **CAEP Summit 2025 highlights—September Presentation: [Director's Update](#)**
- b. **TE Admin Portal**
- c. **CASAS pre and post testing for ABE/ASE, ESL**



Summary: All sites that have High School Diploma and ESL were encouraged to start Pre & Post testing. This initiative has the purpose to help prepare and streamline student data reporting before the new proposed funding formula takes effect.

Next Steps: Members discussed whether Pre & Post testing is required and if so, how they are implementing this on their sites. Euline and Isaac offered their assistance to help train others to begin pre- and post-testing at these sites beginning next semester.

d. Education to Employment Summit in Feb of 2026—hosted by MLACE, WANB Mendo and Lake, Employer Partnership (Strong Workforce program), K12 SWP and K16 Collaborative.

- **Summary:** Pamela shared the flyer designed for the E2E Summit on February 27, 2026, which has registration information for the public. The group discussed tabling ideas as contributors for this event. LCOE was encouraged to attend especially because Lake County has many commuter students, job seekers
- **Next Steps:** The event committee will continue to plan the specifics for this event and will send out the invitation soon

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)

- **Summary**- Willits Unified shared that they have more enrollments in the High School Diploma Program.
- **Next Steps**- Members will continue to report brief verbal updates about what is happening in their agencies/site every meeting if possible.

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

- **Summary:** Matt informed the group that the PAT formed in May for Mendocino College, according to the proposed plan, the carryover will not be spent down by next Nov. The consortium discussed the possibility of making amendment or revisiting MLACE Policy on Carryover to ensure carry over funds policy is followed and current carryover are expended by November 2026.
- **Next Steps:** The group will continue this conversation in a later date ensuring a voting member for Mendocino College to be present.

b. Annual Review Process—Discussion on templates and presentation

- **Summary:** Kris suggested for the program review/presentation be the last item on the agenda so that members can continue in conversation after adjournment.
- **Next Steps:** Program review will be changed to be the last item on agenda so the group can continue to form a work group if desired after meeting adjournment.

12. Adjournment Time: 1:10 First motion: Kris Swett /Seconded: Matt Russell /Ayes:7 Nays: 0 Abstain: 0
Absent:1 (MCOE) (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 i The PAT team was informed of the Written Expenditure Plan submitted in NOVA and the technical assistance (check in) quarterly with CAEP-TAP.*
 - ii *Joe will bring numbers at the next PAT meeting that would show how much of the percent of the carryover will be spent by Quarter 3 ahead of November 2026.*
 - iii *Joe and Euline re-iterated that there is no penalty from the state for being over the carryover threshold and technical assistance as long as there is a written expenditure plan in place.*

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 ***
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January 2026

January 23, 2026, MLACE Meeting (One-proposal)

- **Jan 31: Student Data due in TOPS Pro (Q2)**
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February 2026

February 20, 2026—Meeting—will vote to cancel—members encourage to attend E2E Regional Summit •

February 27 2025 Hold for Education to Employment Regional Summit 2026 (9:30-3pm—Ukiah)

- **Feb 28: Preliminary allocations for 2026-27 and 2027-28 released by this date.**

March 2026

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April 2026

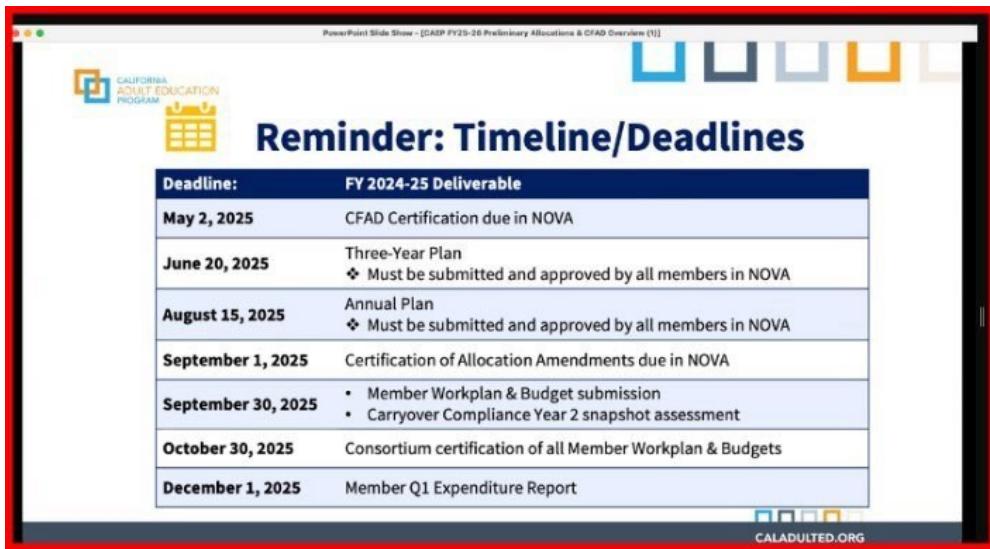
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Reminder: Timeline/Deadlines

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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