**Mendocino/Lake Adult and Career Education**

**(ML ACE) Month Meeting**

**Zoom meeting**  **https://cccconfer.zoom.us/j/7372469362**

**March 13 2026  from 10-1 pm (Members stay for workgroups after adjournment)**

**Mendocino College**

1000 Hensley Creek Rd.

Ukiah CA 95482

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

AGENDA

1.  **Call to Order** **Start time:** **(Action)**

2.  **Roll Call of Voting Members:** **(Action)**

3.  **Changes/ Modifications to the Agenda** **(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.  **January 13 2026, Minutes Roll Call vote:  Ayes: Nays: Abstain:  Absent:**
        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:***

    ***April 17, 2026 ( One-time proposal; CFAD approval)  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.  *Public comments received from:*

7.  **Items for approval and member votes:** **(Discussion/Action)**

a. **Voting members present one-time request and members vote to approve requests.**
  1. **Willits Unified for one teacher to NFN CCAE: $ 523.48**
b. **Vote to approve the ELL Healthcare Pathways Grant Application to CCCO-in NOVA**

8. **Director's Update:**                                    **(Discussion/Action)**

Director will give updates/information on CAEP, MLACE and/or TE topics.
a. **Education to Employment Summit  highlights**
b. **North Far North CCAE Mini Conference  highlights**
c. [ED Code on CAEP  Allocations](#) and [Consortium Fiscal Administration Declaration Process](#)
d. Short Summary of Brown Act Meetings

9. **Topics for Member Discussion:**
a. **Discussion on Discontinuance of programs and re-allocation of CAEP Funds**
b. **Review of [Summary of MLACE Activities and Outcomes](#)**

10. **Member Update:**
  **Member gives up to 3 minute each update on their agency's activities and events. (Discussion/Action)**

11. **Future Topics of Discussion**                                   **(Discussion/Action)**
  **Open to Members to propose topics or guest speakers for future discussions in the monthly meetings.**
  a.

12. **Adjournment**       **Time: First motion/Seconded/Approve:**                  **(Action)**

A. **Reminders:** **Next Meeting Date and Time: April 17 2026 *10-1pm MCM 1060***
  a. *Ukiah Adult School Annual Program Review*
  b. *CFAD Approval*
  c. *TE Data Review Workgroup*

B. *After Adjournment: All member working group: Summary of MLACE Activities and outcomes: #1-# 5*
  a. *What Activities are your agencies working on?*
  b. *What support can we give each other?*
C. *PAT working Group: Quarter 2 Expenditures and Carryover*

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**CAEP Due Dates:  MLACE Schedule:**

**March 2026**
- March 9,10—North Far North Mini CCAE Conference in Redding—Free
- 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 (TE Data Review)
- **May 2:** CFAD for 2026-27 due in NOVA *

**June 2026**
- June 8, 2026—MLACE Meeting ( EOY TE data and Annual Plan Summary from members)
- **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

No meeting in July 2026.

# MLACE Meetings August 2026 to June 2027

~~Aug 21ˢᵗ 2026—Possibly no Meeting ?~~

August 15 –Annual Plan due in NOVA

- **Sep 11ᵗʰ 2026—MLACE Meeting –One-time request proposals due**
  - **Sep 1:** 25/26 Member Expense Report due in NOVA (Q4)
  - **Sep 30:** 25/26 Member Expense Report certified by Consortia in NOVA (Q4) *
  - **Sep 30:** 26/27 Member Program Year Budget and Work Plan due in NOVA
  - **Sep 30:** End of Q1; NOVA carryover compliance snapshot taken at 11:59 pm

- **Oct 9ᵗʰ 2026—MLACE Meeting–( Annual Program Review, One-time request proposal approval)**
  - **Oct 30:** 26/27 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

- **Nov 13ᵗʰ 2026-- MLACE Meeting**
  - **Nov 14:** Written Expenditure Plan (WEP)* Only for consortia who have exceeded 20% carryover.

- **Dec 11 2026–MLACE Meeting–One time request due**
  - **Dec 1:** 26/27 Member Expense Report Due in NOVA (Q1)
  - **Dec 1:** July 1, 2025 to June 30, 2026 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium *
  - **Dec 31:** 26/27 Member Expense Report certified by Consortia in NOVA (Q1)
  - **Dec 31:** End of Q2

- **Jan  22ⁿᵈ 2027–MLACE Meeting-One-time request proposal approval**
  - **Jan 31:** Student Data due in TOPSPro (Q2)
  - **Jan 31:** Employment and Earnings Follow-up Survey

- ~~**Feb 19ᵗʰ 2027–MLACE Meeting**~~
- **Feb 28:** Possible Preliminary allocations for 2027-28 released by this date.

- **Mar 12ᵗʰ 2027–MLACE Meeting ( Review**
  - **Mar 1:** 26/27 Member expense report is due in NOVA. (Q2)
  - **Mar 31:** End of Q3
  - **Mar 31:** 26/27 Member Expense Report certified by Consortia in NOVA (Q2)*

**Apr 16ᵗʰ 2027—MLACE Meeting–ONe time request proposal approval**
  - **CFAD Review, vote and approval by Consortium members**
  - **Apr 30:** Student Data due in TOPSPro (Q3)
  - **Apr 30:** Employment and Earnings Follow-up Survey


- ~~**May 14 2027—MLACE Meeting—Possible No meeting?**~~
  - **May 2:** CFAD for 2026-27 due in NOVA *16


- **June 7ᵗʰ 2027—MLACE Meeting**
    - End of Program year (June 30th)
    - Submit End of Year DIR in TE (June 15ᵗʰ)
    - Submit Annual Plan Summary (2027)and Goals for 2028
  - **Jun 1:** 26/27 Member Expense Report due in NOVA (Q3)
  - **Jun 30:** 26/27Member Expense Report certified by Consortia in NOVA (Q3) *

**Jun 30:** End of Q4

**Mendocino/Lake Adult and Career Education**
**(ML ACE) Month Meeting**
**Zoom meeting** **https://cccconfer.zoom.us/j/7372469362**
**January 23, 2026, from 10-1pm (Short meeting and Community Partners' Appreciation Luncheon)**
**Mendocino College**
1000 Hensley Creek Rd.
Ukiah CA 95482
**In person location: MCM 1060 (Board Room McMillan Hall Admin Building)**

Minutes

1. **Call to Order**        **Start time: 10:02**                                                                     **(Action)**

2. **Roll Call of Voting Members: Anderson Valley: Maggie Von Vogt (voting member, ZOOM); Fort Bragg: Gary Lewis (voting member); Lake County Office of Education: Matt Russell (voting member); Lakeport: Jonna Weidaw (voting member); Mendocino College,: Jackeline Orozco (voting member), Christy Smith; MCOE: Eric Crawford (voting member); Ukiah Adult School: Kris Swett (voting member); Willits Adult School: Yuliya Ritchley, John Horton (voting member); MLACE Director, Dr. Euline Olinger; MLACE administrative Assistant, Isaac Quintero.**

3. **Changes/ Modifications to the Agenda**                                                     **(Action)**
   a. **Approval of Agenda**
   • **Motion To approve Eric Crawford , Seconded: Jackie Orozco**
   • **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.*
   A. **December 12, 2025, Minutes Roll Call vote: Ayes: 8 Nays: 0 Abstain: 0 Absent: 0**
   • **Correction needed to add Jackie Orozco's (voting member) title in Dec minutes.**
   • **Matt Russell would like to add that no Mendocino College voting member was present at the PAT team after adjournment.**
   a. **Motion To amend and approve Dec minutes: Jonna Weidaw Seconded: Gary Lewis**
      **Ayes: 7 Nays: 0 Abstain: 1 (Ukiah Adult School) Absent:0**
      a. **Anderson Valley (via Zoom)**
      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:***

*February 27, 2026 (Education to Employment Regional Summit 2026)*
  *Motion to Cancel February Meeting: Matt Russell Seconded by: Gary Lewis*
*Ayes:8 Nays: 0 Abstain:0 Absent:0*
*March 13, 2026, April 17, 2026, May 15, 2026, and June 8, 2026 (Monday)*

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. *Public comments received from: No Public Comments Received at this time.*
   b. *Guests:*
      - **Joe Aldridge-Superintendent of Fort Bragg Unified School District (via Zoom)**
      - **Yareli Macias-Director of Alternative Education & Special Projects for Ukiah Unified School District.**
      - **Dori Tanaka, Executive Director, UVAH**
      - **Christina Sherrick, Director of Curriculum Development, Lakeport Unified**

7. **Items for approval and member votes:**                                    **(Discussion/Action)**
   a. **Voting members present one-time request and members vote to approve requests.**
          1. **No submission at this time**
   b. **MLACE schedule of Meetings for August 2026-2027: Link here**
   - **Summary:** Some of members of the group emphasized the importance of maintaining the regular meeting schedule and holding each meeting as planned but one member (Ukiah Adult School) proposed meeting less times during the program years.
   - . Voting member Matt Russell suggested conducting a Brown Act training to address serial meetings, and voting members, and the group discussed that this was a good idea.
   - Additionally, member Kris Swett suggested moving consortium meeting locations so that  members are able to visit each other's locations.
   - **Next Steps: Reach out to CAEP-TAP for a presentation on** Brown Act training in March or April.
   - **Motion to remove the February 19, May 14th, and August 21st meetings in program year 2026-2027 by Gary Lewis and Seconded by Kris Swett. In sum, meetings will only be held for 8 out of the 12 months. September 11 2026, October 9th 2026, November 9 2026 and December 11 2026, January 22 2027, March 12 2027, April 16 2027, June 7 2027**
   - **Ayes: 8 Nays: 0 Abstain: 0 Absent: 0**

8. **Annual Program Area Review: (Dori Tanaka's Presentation PPTX)**
       **(Discussion/Action)**
       **Members will participate in program area reviews by discussion, reflection and evaluation of program areas.**
   a. **Adults with disabilities program through UVAH (Program sponsor: Ukiah Adult School)**
          1. **Dorianna Tanaka, J.D. Executive Director, UVAH**
   - **Summary:** Executive Director Dori Tanaka shared UVAH's goals and strengths, she discussed their use of CAEP funds (UAS' allocation) to partially fund teachers' salaries. She also discussed the struggles they have faced with employee turnover and the threat of losing Medicaid funding.  UVAH has been operating at a deficit but are

planning in slowly recovering from this. They will be pursuing remote learning opportunities and other funding sources.

- **Next Steps:** Dori Tanaka made herself available to answer questions if anyone is interested in knowing more of any of the programs that UVAH offers.

9. **Director's Update:**                                                                                            **(Discussion/Action)**
   Director will give updates/information on CAEP, MLACE and/or TE topics.
   a. **TE Student Data Integrity Report due end of January**
   b. **Education to Employment Summit in Feb 27, 2026— open for registration and tabling**
   c. [**One page summary MLACE activities and goals 2025-2028**](#) **–Review and Discuss next meeting**
   d. **North Far North CCAE Mini Conference Save the date March 9,10**
   - **Summary:** Euline shared that there is a lot of collaboration between North Far North and MLACE consortia.

10. **Member Updates**
    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)
    a. **Adding a Resource Location for UAS and MLACE –Kris Swett**
    - **Summary:** Ukiah Adult School would like to start planning on expanding their services by trying to find a location that they can rent or use as a way offer Ukiah Adult School and MLACE information in general. They would offer workshops there and UAS would staff it. UAS would like to begin a Pilot that could be scaled up based on results.
    - **Next Steps:** Christy Smith (MC alternative voting member) requested to have Ukiah Adult School Annual Program Review next meeting since Kris did not present in December as planned. UAS will present all their CAEP Programs including High School Diploma Program, GED, Pearson Test Center, Citizenship etc. at the next MLACE meeting.

    b. **Intent to apply for the CCCO-CAEP English Language Learner Healthcare Grant Round 3—Eric Crawford**
    - **Summary:** MCOE would be a strong host site for this opportunity because it is already providing eligible healthcare career pathways and has the necessary infrastructure in place. The funding pool is $55 million, with 25 grantees expected to be awarded—MLACE will be in the Tier Level one category: up to 1.5M in 3 years. The grant focuses on establishing centers for innovation and impact in health careers, meaning recipients will serve as central hubs that model effective training practices for healthcare workers with English Language support. The consortium will apply as a group with different agency members and partners collaborating to provide these programs.
    - **Next Steps:** The Grant writer will help complete and submit application for this grant before March 18th.

11. **Future Topics of Discussion**                                                                       **(Discussion/Action)**
    Open to Members to propose topics or guest speakers for future discussions in the monthly meetings.
    a. **Discussion on Discontinuance of programs per CAEP Policy—Mendocino College**
    b. **Review of allocation of CAEP Funds –LCOE**
       - **Summary:**
       - **Next Steps:** Add these items to next meeting's agenda in March.

12. **Adjournment**              **Time: 11: 34 First motion: Gary Lewis /Seconded by: Eric Crawford/Approved:** 8 Ayes
    **(Action)**

    A. **Reminders:** Next Meeting Date and Time: March 13 2026 *10-1pm MCM 1060*
       *Add other Reminders here*

**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 9,10—North Far North Mini CCAE Conference in Redding—Free
- March 13, 2026—MLACE Meeting
- **Mar 1:** 25/26 Member expense report is due in NOVA. (Q2)
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**April 2026**
- April 17, 2026—MLACE Meeting (One-Time Proposal; Approval of CFAD)
- **Apr 30:** Student Data due in TOPSPro (Q3)
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**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

*No meeting July and August 2026—consortium voted*

# MLACE One-Time Project Funding Request

**Instructions:**

1. **Please fill out pertinent information on pages 1-3.**

2. **Please attach formal estimates/invoices from companies/agencies with your request forms.**

3. **Please submit in pdf format to ML ACE director on or before due date.**

MLACE One Time Proposal Rubric

**Please use this rubric as your pre-submission checklist to review if your requests will be considered.**

| Criterion 1: Does the request directly relate to ONE of these CAEP programs? | Criterion 2: Does the request directly meet: | Criterion 3: Does the request directly improve: |
|---|---|---|
| **CAEP programs required.** | **Strategic Objectives and Goals?** MLACE | **Student** Performance Measures: |
| CHECK AT least ONE of these CAEP program areas: | CHECK ALL THAT APPLY | CHECK ALL THAT APPLY |
| **REQUIRED CRITERION** | **Must choose at least one.** | **Must choose at least one.** |
| Adult Education (ABE, ASE, Basic Skills) | ❒ By June of 2023, identify non-credit curriculum in the priority pathways of business, construction, and healthcare. | ❒ Improved literacy skills |
| ❒ English as a Second Language (ESL) | ■ Integrate Existing Programs and Create *Seamless Transitions* into postsecondary education or the workforce. | ❒ Completion of high school diplomas or their recognized equivalents |
| ❒ Pre-apprenticeship training | ■ Gaps in Services Response to Gaps Identified in the region. | ■ Completion of postsecondary certificates, degrees, or training programs |
| ■ Career and technical training | ❒ Approaches to Accelerate Students Progress toward academic or career goals Accelerated Learning | ■ Placement into jobs |
| ❒ Adults training to support child school success. | ❒ Collaborate in the provision of ongoing professional development opportunities for faculty and other staff to help them achieve greater program integration and improve student outcomes. | ❒ Improved job earnings |
| ❒ Older adults in the workforce | | ❒ Improve Student enrollment, retention, persistence |
| ❒ Services to adults with disabilities | | |

| | | ■ Structures Leverage existing regional structures, including but not limited to, local workforce investment areas. | |
|---|---|---|---|
| | | | |

*Important considerations when submitting a one-time request:*

*A. Definition of one-time proposal: Once every fiscal year*

**B. The request must meet TWO out of THREE criteria listed above to be considered for one-time funds.**

- **The requester must submit a one-time proposal form through the consortium members' programs/districts.**
- **The same consortium members can submit, on behalf of each program– one proposal per fiscal year.**
- **Requests will be prioritized in these categories:**
  - ○ **First priority: textbooks/supplies/equipment provided directly to students**
  - ○ **Second priority: program sustainability (could include capital outlay):**
    - ▪ **Definition and Process for capital outlay request**
      - ● **(including building improvements, rental space, leases, construction, vehicles, etc.)**
      - ● **Capital outlay expenditures need to be submitted by the requesting Member-district to the consortium's governing board for review and approval.**
      - ● **The consortium will review, approve, and establish that the expenditures are aligned with the Consortium's 3-year plan.**
      - ● **The consortium will send an informational email to the CAEP Office to inform them of the proposed expenditures.**
      - ● **Please refer to the Fiscal Management Guide pages 18-19.** CAEP Fiscal Management Guide Updated June 2021 _(5).docx
  - ○ **Third priority: program enhancement and improvement**
    - ▪ **Members must use their own agency allocation first to ensure that the consortium member do not carry "excessive" carryover for the fiscal year.**
    - ▪ **Check with the director if marketing and advertising (flyers, brochures, etc) requests could be covered through MLACE website and Pacific Sky.**
- ***C. Proposals will be reviewed on a first-come, first-serve basis throughout the fiscal/program year (4 x/year).***

⸨ One time request and proposal submissions reviewed at January, April, July or October ML ACE meetings.

**Title of Project or Request: Request for Professional Development Reimbursement to North Far North Mini CCAE Convening in Redding March 9, 10 2026 for the adult education teacher, John Horton.**

**Date of Request:  March 4 2026**

**Total Cost:  $498.55 + indirect cost (24.93)= $523.48**

**Consortium Member/ Organization: Willits Unified Sanhedrin Adult Education**

**Other Partners: N/A**

**Contact Information:  John Horton, Teacher  707-459-4801**
Summary Description (1-2 Sentences): This is a request to have our adult school teacher, John Horton, attend the North Far North convening to learn more about what other agencies in the region do to help their students enroll and complete their diploma certificates.

History/Need: Our CAEP funding does not allow for professional development for our teachers. And also due to the remoteness of our adult school and our county, we are geographically distant from more frequent professional development opportunities for adult ed teachers that other consortia have. Having this convening with other agencies in the North Far North will benefit John in his role as an adult education teacher.

**Timeline of Request** (funds must be spent within a fiscal year): **This event will take place March 9, 10 2026**

**Details of Request:**

**Funding Request Budget:**

| Object Code | Amount Requested | Explanation |
|---|---|---|
| 1000 Instructional Salaries | | |
| 2000 Non Instructional Salaries | | |
| 3000 Employee Benefits | | |
| 4000 Supplies and Materials | | |
| 5000 Other Operating Expenses | | Hotel and Mileage: S498.55 |
| 6000 Capital Outlay | | |
| 7000 Other Outgo | | |
| Indirect / Administration (Cost re: district's admin cost)* Required. | | $24.93<br>Total: 523.48 |

**NOTE: MLACE AGENCY MEMBERS: If approved, do not report one-time funds in expenses in NOVA**

One-time ___X_____     On-going _____

*Agreement to spend funds in accordance with AB 104 allowable uses and abide by MLACE rules, regulations, and reporting requirements.*