

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)

Minutes [Meeting Recording](#)

- Call to Order** Start time: 10:06 (Action)
- Roll Call of Voting Members:** Anderson Valley: Noor Dawood, Maggie Von Vogt (voting member, Zoom); Fort Bragg: Gary Lewis (voting member); LCOE, Matt Russel (voting member), Jaime Alexander (alternate); Lakeport Unified: Jenna Weidaw (voting member); Mendocino College: Christy Smith (Alternate), Jackie Orozco (voting member); MCOE: Eric Crawford (voting member); Ukiah Adult School: Kris Swett (voting member); Willits: Arora Chavez (Alternate), Yuliya Ritchley (voting member). MLACE office: Isaac Quintero, Administrative Assistant for MLACE/HSE, Euline Olinger, consortium director.
- Changes/ Modifications to the Agenda** First Motion: Eric Crawford, Seconded by: Gary Lewis (Action)
Ayes:8 Nays:0 Abstain:0 Absent:0
 - Item #9 discussion of discontinuance of programs is crossed off for March meeting. It will be moved to April's meeting.
 - Reallocation of CAEP funds, discussion, by LCOE will be left for item #9 in the agenda. (Discussion/Action)
- 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.

 - Matt Russell suggested a modification: look back to January recording, "I did not use the word serial" Change to "New voting members"
 - Modification: January Minutes will add meeting recording link to Minutes.
 - First Motion to accept modifications to January minutes:** Arora Chavez **Seconded By:** Christy Smith
- A. January 13 2026, Minutes Roll Call vote: Ayes: 8 Nays:0 Abstain: 0 Absent:0**
 - Anderson Valley
 - Fort Bragg
 - Lake County Office of Education
 - Lakeport
 - Mendocino College
 - Mendocino County Office of Education
 - Ukiah
 - Willits

5. **Overview of next 6 months** See link: [12 Month MLACE Schedule 2025-2026](#) (Discussion/Action)
MLACE 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**

- Jennifer Brennan/Northern Rural Energy Network
- Contact info Jbrennan@dbcteam.net 7073972107 northernren.org
 - New program of the Lake Area Planning Council
 - Administering energy efficiency programs in Lake County.
 - Installing high-efficiency heat pumps HVAC, and hot water systems, Insulation, weatherization, things that will reduce energy consumption in residential, commercial, public buildings, and ultimately will reduce people's bills.
 - We will get additional funding from 2028-2035.
- Dave Gengoux- Citizenship/GED Teacher at Ukiah Adult School.

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.

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

- a. **Voting members present one-time requests and members vote to approve requests.**
 - Motion to approve the one-time funding request by Willits Unified Sanhedrin Adult School for John Horton to attend the North Mini CCAE Convening in Redding for \$523.48.
 - First motion; Jonna Weidaw, Seconded by: Gary Lewis
 - Ayes:7 Nays:0 Abstain: Willits Unified Absent: 0
 - Motion Passed
- b. **Vote to approve the ELL Healthcare Pathways Grant Application to CCCO-in NOVA**
 - First Motion: Gary Lewis, Seconded by Jonna Weidaw
 - Ayes:8 Nays:0 Abstain:0 Absent: 0
 - Motion Passed.

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

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

a. **Education to Employment Summit highlights**

Summary: Job seekers had the opportunity to sit with employers and network directly, creating meaningful connections throughout the event. One student from Lakeport obtained 3 different leads and is already moving forward with an opportunity that arose from attending the summit. In total, the event welcomed 110 attendees, including 36 education partners, 12 community-based organizations, 17 workforce partners, 8 job seekers or students, 10 government leaders or staff, and 26 employers, many of whom hosted tables. Additionally, 8 attendees were identified with tribal affiliations. Notably, 15 businesses expressed interest in offering internships, and 17 employers indicated they are open to providing on-the-job training. There were custom wooden centerpieces made by Anchor Academy at Fort Bragg High School. These were given as gifts to those who attended.

Next Steps: Follow up with people who we connected with, to offer information about the programs offered by the consortium.

b. North Far North CCAE Mini Conference highlights

Summary: the question was asked what region is MLACE a part of. The group discussed the way the members and work groups that are invited to these events can vary. MLACE for CAEP is supposed to be part of the Bay Area region, but we have more in common with North Far North region which is our workforce regional affiliation.

Next Steps: Continue to network with other CAEP consortia in the different regions.

c. [ED Code on CAEP Allocations](#) and [Consortium Fiscal Administration Declaration Process](#)

Summary: The group reviewed CAEP Allocations and reviewed the education codes that the consortium uses. The group also spoke about how the 3-year plan aligns with the current allocations. The Director went over CFAD and NOVA consortium member responsibility. Members discussed that the annual plan is due August 15th. 2026 (everything approved in NOVA).

Next Steps: Members will continue to work along the guidelines of the 3-year plan and submit necessary information in NOVA.

d. Short Summary of Brown Act Meetings

Summary: The group reviewed documents that state Brown Act regulations to ensure they are following legal responsibilities.

Next Step: Schedule a training/meeting to learn more about current Brown Act regulations.

9. Topics for Member Discussion:

~~a. Discussion on Discontinuance of programs and re-allocation of CAEP Funds~~

- **Summary:** The group conversed on how the allocation of CAEP funds can be reallocated if needed to help support expanding programs in the consortium. There was expressed concern on how Mendocino College and the consortium can be more transparent with allocations and carry-over funds. Director Euline Olinger went over the points discussed by the group and mentioned to move forward with the discussion of reallocation of funds and carry over at a later time.
- **Next Steps:** Mendocino College suggested for April meeting, discussion to contain possible action. LCOE to present what they need to help support their programs. All other members to be prepared to participate in such conversation/action. There may be re- allocation of funds after the discussion and allocation amendment after the CFAD is approved. CFAD must be approved in the April meeting. Members to approve CFAD in NOVA before May 2nd (this year, by May 4th).

b. Review of [Summary of MLACE Activities and Outcomes](#)

Summary: The group viewed upcoming activities that need to be completed.

10. Member Update:

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

Summary: MCOE celebrated the graduation of its first cohort of CNAs last Friday, made possible through the HCP Grant, and is now exploring additional funding opportunities. LCOE may receive one more year of funding, while MCOE could receive two additional years. Mendocino College will publish its summer schedule for ESL and BSK

courses next week, and the centers have seen increased enrollment in such classes compared to previous years. Additionally, Fiesta Days are scheduled for May in both Lake and the Coast.

Next Steps: Possibly plan to participate in outreach in such events and continue to explore funding opportunities for CNA cohorts.

11. Future Topics of Discussion

(Discussion/Action)

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

a. Having a Brown act workshop.

Summary: Some future topics of discussion are looking at the need for LCOE and the possibility of a Brown Act workshop. Another topic of interest is listening to Ukiah Adult School's Annual program review for next meeting.

Next Steps: Preparing and including such topics in upcoming agendas.

b. Item 12B post adjournment is to be part of the agenda for next meeting.

Summary: This was moved due to not having enough time this meeting.

12. Adjournment (Action)

Time: 12:39 First motion: Matt Russell /Seconded: Eric Crawford: /Approved:
Ayes:7 Nays:0 Abstain:0 Absent: 1, Willits Unified

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. Workgroup did not meet for this: 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.

- Joe reported that it looks like we will be on target with our expenditure by Q4.
- MLACE Policy on Carryover of Funds—worked on revising language
- With assistance from Gary and others : [Revised Version of the MLACE Policy on Carryover Funds](#)

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 21 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 19 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 16 ~~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 7 2027—MLACE Meeting**

- End of Program year (June 30th)
- Submit End of Year DIR in TE (June)15
- 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