



Steering Committee Meeting Agenda

****Date:**** Monday, July 20, 2026

****Time:**** 1:00 PM to 3:00 PM

****Location:**** Mt. SAC School of Continuing Education
1100 Grand Ave. Building 40, Room 140
Walnut, CA 91789

****Meeting Documents Folder:****

https://drive.google.com/drive/folders/1b3zshG_BFHM0DD3R0MjBz-NgN6d81Yp1?usp=sharing

1. Welcome

- 1.01: Call to Order

Member Agency	Member Designee	Alternate	Alternate
Baldwin Park	☐ Veronica Valenzuela	☐ Andrew Stager	☐
Bassett	☐ Adder Argueta	☐ Angel Villalon	☐
Charter Oak	☐ Ivan Ayro	☐ Alayna Effinger	☐
Covina Valley	☐ Ryan Maddox	☐ Sita Rampershad	☐
Hacienda-La Puente	☐ Elbia Sarabia	☐ Micah Goins	☐
Mt. SAC	☐ Tami Pearson	☐ Madelyn Arballo	☐ Laura Perez
Pomona	☐ Miguel Hurtado	☐ Luis Rodriguez	☐ Jennifer Ramos
Rowland	☐ Mitchell Brunyer	☐ Stephani Garcia	☐ Ivette Alvarado Valeriano
Consortium	☐ Tischel Diaz	☐ Denise Lieu	☐ Ana Ramos
Guests/ Partners	☐	☐	☐
	☐	☐	☐

- 1.02: Introductions

- 1.03: Agenda Review

2. Approval of Minutes

- Approval of Minutes from June 15, 2026

Motion: _____ Second: _____ Vote: _____

3. Public Comment

Members of the public may address the Steering Committee on any item not on the agenda. Comments are limited to 3 minutes per speaker with no more than 20 minutes per topic. No action may be taken on items not listed.

4. Reports

- 4.01: Fiscal / Budget Report:

- 4.02: Grant Updates:

ELL Grant, Round 2

Board approved at Mt. SAC for Grant Extension Contract on July 8.

Budget and Outcomes Reports will be sent out at the end of July. Due August 14.

ELL Grant, Round 3

5. Action Items

- 5.01:

Recommendation: That the Steering Committee vote to approve and submit the 2026-27 CAEP 26-27 Mt. SAC Consortium Annual Plan in NOVA.

Summary: The Annual Plan, generally due mid-August, is considered the annual update of the Three-Year Plan. It highlights the objectives that members will be working on from July 1 to June 30 of the upcoming year and has some technical integrations with the Three-Year Plan in NOVA. All consortium members must approve the Annual Plan.

****Motion:**** _____

****Second:**** _____

****Discussion:**** _____

****Roll Call Vote:****

Member Agency	Yes	No	Absent	Abstain	Designee
Baldwin Park	☐	☐	☐	☐	_____
Bassett	☐	☐	☐	☐	_____
Charter Oak	☐	☐	☐	☐	_____
Covina Valley	☐	☐	☐	☐	_____
Hacienda-La Puente	☐	☐	☐	☐	_____
Mt. SAC	☐	☐	☐	☐	_____
Pomona	☐	☐	☐	☐	_____
Rowland	☐	☐	☐	☐	_____

- 5.02:

Recommendation: That the Steering Committee approve the adjusted member budget allocations for the English Language Learner (ELL) Healthcare Grant, Round 3, reflecting the final regional award amount and updated member participation.

Summary: The ELL Healthcare Grant Request for Application (RFA) invited proposals from California adult education consortia to establish Centers for Innovation and Impact in Health Careers. Funded

efforts are intended to supplement and align with California’s broader adult education and workforce development systems, as well as the Governor’s Master Plan for Career Education.

While our initial regional proposal requested \$5,000,000, the final state award notification designated a total of \$4,145,504 for our consortium.

To accommodate this funding reduction and maintain fiscal accountability, the proposed individual member allocations have been re-calibrated. Additionally, these adjusted figures reflect the formal withdrawal of one member agency from the funding schedule, as they will no longer be offering the Career Technical Education (CTE) program originally outlined in the grant application. The adjusted allocation schedule ensures the remaining funds are strategically distributed among participating members to successfully deliver the grant's core support layers.

****Motion:**** _____

****Second:**** _____

****Discussion:**** _____

****Roll Call Vote:****

Member Agency	Yes	No	Absent	Abstain	Designee
Baldwin Park	☐	☐	☐	☐	_____
Bassett	☐	☐	☐	☐	_____
Charter Oak	☐	☐	☐	☐	_____
Covina Valley	☐	☐	☐	☐	_____
Hacienda-La Puente	☐	☐	☐	☐	_____
Mt. SAC	☐	☐	☐	☐	_____
Pomona	☐	☐	☐	☐	_____
Rowland	☐	☐	☐	☐	_____

6. Discussion Items

- 6.01: Consortium Map Draft (Adder Argueta)
- 6.02: Adjusted CAEP member allocations for the 2026-27 program year due to the May Revise COLA increase.
The May Revise increases the COLA amount from 2.41% to now 2.87% requiring an adjustment to the previously reported allocations in the Consortium Fiscal Administration Declaration.
- 6.03: Continued discussion on the working draft of the proposed mission statement for the Consortium.
Review Stakeholder Feedback Adjusted draft
- 6.04: Discussion on ELL Healthcare Grant, Round 2
 1. Cohort date range
 2. Budget update
- 6.05: Continued discussion on the ELL Healthcare Grant, Round 3
 1. Discuss activities listed in application

Alayna to take point on AI Digital Literacy module creation workgroup

7. Informational Items

- 7.01: H.R.1. and Impact on Medi-Cal and Cal Fresh Recipients (Madelyn Arballo)

8. Reports

- 8.01: Manager Report
- 8.02: Attended Workshops/Conferences Debrief

CASAS Summer Institute

- 8.03: Member Updates

9. Closing Items

- 9.01: Next Steps / Assignments

Vote to approve adjusted allocations for CAEP at August meeting.

- 9.02: Future Meeting Dates

Steering Committee Meetings 2026-2027		
<i>3rd Monday of the Month 1:00 PM – 3:00 PM</i>		
Month	Date	Location
August	8-17-2026	Mt. SAC 40-140
September	9-21-2026	Mt. SAC 40-140
October	10-19-2026	Mt. SAC 40-140
November	11-16-2026	Mt. SAC 40-140
December	12-21-2026??	Mt. SAC 40-140
January	No Meeting	MLK Holiday
February	Retreat Choose Date at September Meeting	Mt. SAC 40-140
March	3-15-2027	Mt. SAC 40-140
April	4-19-2027	Mt. SAC 40-140
May	5-17-2027	Mt. SAC 40-140
June	6-21-2027	Mt. SAC 40-140

- 9.03: CAEP Due Dates

July 2026:

- **Jul 8:** ELL Grant, Round 2 Q4 Reimbursement Documents due to Consortium Manager.
- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL
- **Jul 20:** Vote to Approve and Submit 26-27 CAEP Annual Plan
- **Jul 20:** Vote to Approve New ELL Grant, Round 3 Allocations.

August 2026:

- **Aug 14:** Deadline for 25-26 outcomes report for ELL Grant, Round 2
- **Aug 14:** Soft Deadline for 25/26 Member Expense Report due in NOVA (Q4)
- **Aug 15:** Annual Plan for 2026-27 due in NOVA
- **Aug 17:** Vote to Approve Adjusted CAEP Allocations

September 2026:

- **Sep 1:** 25/26 Member Expense Report due in NOVA (Q4)
- **Sep 1:** 26/27 Certification of Allocation Amendment due in NOVA
- **Sep 30:** 25/26 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** 26/27 Member Program Year Budget and Workplan due in NOVA
- **Sep 30:** End of Q1; NOVA carryover compliance snapshot taken at 11:59 pm

- 9.04: Upcoming Workshops / Conferences / Trainings

Please share any upcoming events you have:

<https://www.caadultedtraining.org/>

1) **Apply to Join the 2026-28 Digital Leadership Academy (DLAC) Cohort**

Applications available now through August 10

<https://dlac.otan.us/>

2) **Final Allocation Webinar FY 26-27**

July 29, 2026, 11:00 AM – 12:00 PM

<https://www.caadultedtraining.org/CAEP/821?Type=10>

3) **California Statewide WIOA II Network Meeting**

August 04, 2026, 1:00 PM – 2:00 PM

<https://www.caadultedtraining.org/CASAS/9308?Type=12>

4) **HSE Convenings**

August 18 (Orange) & August 19 (Los Angeles), 9:00 AM - 3:00 PM

[https://uk.eventsforce.net/scoe/frontend/reg/thome.csp?pageID=5856&eventID=13&CSPCHD=001004000000aORqmDkfU7iyMDLVrLc\\$ksnxNsjkBk9qtY4P2e](https://uk.eventsforce.net/scoe/frontend/reg/thome.csp?pageID=5856&eventID=13&CSPCHD=001004000000aORqmDkfU7iyMDLVrLc$ksnxNsjkBk9qtY4P2e)

5) **2026 English Language Learner Healthcare Pathways Convening, Pathways with Purpose: Advancing ELL Programs for Impact and Sustainability.**

September 17, 2026, Irvine, CA

<https://sites.google.com/rescue.org/ellhpstatewideconvening/registration?authuser=0>

6) **CAEP Summit**

October 28-30, Santa Clara, CA

<https://summit.caladulted.org/>

7) **CCAES Southern-South Coast Regional Conference**

November 5-7, 2026, Palm Springs, CA

<https://ccaesouthcoast.regfox.com/south-coast-southern-section-fall-conference-2026>

- 9.05: Adjournment

Next Meeting: August 17, 2026, 1:00PM – 3:00PM
Mt. SAC School of Continuing Education
1100 Grand Ave. Building 40, Room 140
Walnut, CA 91789