



Steering Committee Meeting Minutes

****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 >>> 1:26 pm

Member Agency	Member Designee	Alternate	Alternate
Baldwin Park	X Veronica Valenzuela	☐ Andrew Stager	☐
Bassett	☐ Adder Argueta	X Angel Villalon	☐
Charter Oak	X Ivan Ayro	X Alayna Effinger	☐
Covina Valley	☐ Ryan Maddox	X Sita Rampershad	☐
Hacienda-La Puente	X Elbia Sarabia	X Micah Goins	☐
Mt. SAC	☐ Tami Pearson	X Madelyn Arballo	X Laura Perez
Pomona	X Miguel Hurtado	☐ Luis Rodriguez	☐ Jennifer Ramos
Rowland	X Mitchell Brunyer	☐ Stephani Garcia	☐ Ivette Alvarado Valeriano
Consortium	X Tischel Diaz	X 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: Veronica Second: Elbia Vote: 8 - 0

Not a roll call vote. All in favor? Count ayes. List in the minutes

Member Agency	Yes	No	Abstain	Absent	Designee Initials
Baldwin Park	X	☐	☐	☐	<u>__VV__</u>
Bassett	X	☐	☐	☐	<u>__AV__</u>
Charter Oak	X	☐	☐	☐	<u>__IA__</u>
Covina Valley	X	☐	☐	☐	<u>__SR__</u>

Hacienda-La Puente	X	☐	☐	☐	__ES__
Mt. SAC	X	☐	☐	☐	__LP__
Pomona	X	☐	☐	☐	__MH__
Rowland	X	☐	☐	☐	__MB__

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.

>>> Waiting for the contract from the Chancellor's Office & Madelyn just needs to sign it.

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.

>>> Change from Mt. SAC: Add>> increase access & resources for our students, to complete & get jobs, & we will increase expansion of employer engagement & partnerships with Workforces agencies. CT increase as well.

>>> Once it's submitted, it will unlock the 26-27 member budget. But the budget itself has not been updated yet and will not be submitted until next month's meeting. Narratives will be entered 07/21/26 but the money has be adjusted.

****Motion:**** Mitchell Brunyer (RACE)

****Second:**** Miguel Hurtado (PACE)

****Discussion:**** __ N/A _____

****Roll Call Vote:**** 8 - 0

Member Agency	Yes	No	Absent	Abstain	Designee
Baldwin Park	X	☐	☐	☐	_Veronica_____
Bassett	X	☐	☐	☐	_Angel_____
Charter Oak	X	☐	☐	☐	_Ivan_____
Covina Valley	X	☐	☐	☐	_Sita_____
Hacienda-La Puente	X	☐	☐	☐	_Elbia_____
Mt. SAC	X	☐	☐	☐	_Laura_____
Pomona	X	☐	☐	☐	_Miguel_____
Rowland	X	☐	☐	☐	_Mitchell_____

- 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:**** Elbia Sarabia (HLP AE)

****Second:**** Veronica Valenzuela (BPAC E)

****Discussion:**** __ N/A _____

****Roll Call Vote:**** 8 - 0

Member Agency	Yes	No	Absent	Abstain	Designee
Baldwin Park	X	☐	☐	☐	_Veronica_____
Bassett	X	☐	☐	☐	_Angel_____
Charter Oak	X	☐	☐	☐	_Ivan_____
Covina Valley	X	☐	☐	☐	_Sita_____

Hacienda-La Puente	X	☐	☐	☐	_Elbia_____
Mt. SAC	X	☐	☐	☐	_Laura_____
Pomona	X	☐	☐	☐	_Miguel_____
Rowland	X	☐	☐	☐	_Mitchell_____

6. Discussion Items

- 6.01: Consortium Map Draft (Adder Argueta) >>> Table to next month's meeting

- 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.

>>> Reviewed and showed the Final Allocations to the group. We are required that COLA is spread across all schools at their current allocation percentage of the whole consortium. Recommending for next meeting, as an action item, to approve and submit the allocation in the amendment portion in NOVA.

>>> Next meeting this will be an action item for approval and submit.

- 6.03: Continued discussion on the working draft of the proposed mission statement for the Consortium.
Review Stakeholder Feedback Adjusted draft

>>>Addingto the last line improves workforce outcomes **their personal and workforce outcomes**. Will insert into the proposed bylaws as discussed.

>>> Review final draft of the bylaws for next meeting. Bring it as an action item for a vote at the September meeting

- 6.04: Discussion on ELL Healthcare Grant, Round 2

1. Cohort date range >>> August 1, 2024 – June 30, 2026

>>> Received a 1 yr extension. The cohort itself has not extended. We have an additional year to spend any remaining funds, to follow any of the outcomes for the individuals who are in that defined cohort. Example: if the cohort began in April at your school, they would be part of Round 2. You can follow that cohort through the end to report on outcomes regarding completion, certificates, received, jobs, and transactions. Round 3 starts this year.

2. Budget update

>>> Two schools' Qtr 4 reimbursements are outstanding. We should be receiving them in the next couple of weeks. We have 3 schools that are still spending Round 2 funds, they will be spending it this year.

- 6.05: Continued discussion on the ELL Healthcare Grant, Round 3

1. Discuss activities listed in application

a. 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)

>>>> Consortium is part of the pilot groups for LA County. Mt. SAC has identified 1 student in their programs.

>>>> Work Requirement from the Big Beautiful Bill. Changes to Cal-Fresh and applies to Able-Bodied Adults w/o Dependents (ABAWD) between ages 18 – 64 years old. Considered visible, mentally able to work at least 20 hours per week and are not exempt. Adults enrolled in Medi-Cal. If you don't meet the work requirements and don't have an exemption you will fall under these new guidelines. This affects a very large population. There is no direction, no forms, nor portal. All those are supposed to be coming. Exemptions are listed in the compiled PowerPoint displayed. It started on June 1 or June 30 for Cal-Fresh and another one starts in Medi-Cal 01/2027. They have to have 80 hours a month and \$580 in income. Cal-Fresh is \$27 in income per week. Who is most at risk? Our documented immigrants are very vulnerable as they will likely not receive this information. Qualifying activities: Employment, community service (volunteer). Not sure how we will justify it or document it. Job training, work programs, work fair (have to do to get quality activities), education or combination of any of these, paid employment. Can attend workshops to learn about different topics (ex., SNAP, AJCC), and apprenticeships (ex., construction, electrician). Coursera course, work towards diploma. Self-directed job search, Anger management, Parent by court order, etc.

>>>> Presentations for Consortia across LA, Adults Schools, including parents, front desk staff are available. Website: Keep your Benefits.(<https://dpss.lacounty.gov/en/jobs/wr.html>). Manager will look into a presentation for the Steering Committee.

>>>> Suggestion: Maybe Consortium can create a form / verification based on the interpretation of what's being requested (Elbia, HLP AE).

8. Reports

- 8.01: Manager Report

- 8.02: Attended Workshops/Conferences Debrief

CASAS Summer Institute: BPACE selected for recognition for their work in Integrated Education and Training (IET).

- 8.03: Member Updates

9. Closing Items

- 9.01: Next Steps / Assignments

Vote to approve adjusted allocations for CAEP.

- 9.02: Future Meeting Dates

Steering Committee Meetings 2026-2027		
3rd Monday of the Month 1:00 PM – 3:00 PM		
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 the 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\\$ksnxNsikBk9qtY4P2e](https://uk.eventsforce.net/scoe/frontend/reg/thome.csp?pageID=5856&eventID=13&CSPCHD=001004000000aORqmDkfU7iyMDLVrLc$ksnxNsikBk9qtY4P2e)

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) CCAE 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 >>> 2:18 pm

Next Meeting: August 17, 2026, 1:00PM – 3:00PM

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