



Steering Committee Meeting Minutes

****Date:**** Monday, September 21, 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/1MU0n27FiAatSKJxpsgxg3cDJ76Z2auat?usp=sharing>

1. Welcome

- 1.01: Call to Order >> 1:07pm

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

- 1.02: Introductions

>> Tiara Latimer as new administrative staff for Tischel Diaz.

- 1.03: Agenda Review

2. Approval of Minutes

- Approval of Minutes from August 20, 2026

Motion: _Veronica_ Second: _Miguel_ 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	☐	☐	☐	_AS__
Bassett	X	☐	☐	☐	_AA__

Charter Oak	X	☐	☐	☐	_IA__
Covina Valley	X	☐	☐	☐	_RM__
Hacienda-La Puente	X	☐	☐	☐	_MG__
Mt. SAC	X	☐	☐	☐	_TP__
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. Action Items

- 4.01:

Recommendation:

Summary:

****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. Discussion Items

- 5.01: Discuss dates for the February Retreat

>>There will be no Steering Committee member meeting for the months of December and January due to holidays and breaks.

>> Committee discussed potential dates for the retreat which is historically the 2nd or 3rd week of February. It was last held on 2/18/2026 and the year before on 2/14/2025. Members agreed to move forward with 2/10/2027. Tischel will send out Calendar invite.

- 5.02: Fiscal / Budget Report:

CAEP Carryover for 25-26

>> Compliance with AB 149. History: Written expenditure plan for the 2023-24 annual allocation carryover into 24-25 at 21.79%. Compliance is under 20% carryover. Followed Expenditure plan in 24-25. Ended the year with carryover at 14.67%. Back in compliance. Consortium ended 25-26 with a consortium carryover of 10.07%.

- 5.03: PD Conference Location

>> New location for PD conference on 12/04/2026. Location was moved to the Embassy Suites; Brea and the conference will be held from 8:00am-2:00pm.

>> Discussion took place amongst members regarding the location change and Veronica (BPACE) suggested ending the conference earlier or to ask if the location change was too far for attendees.

>> Tischel discussed the conferences breakout sessions. This year there will be a slight increase of 3 sessions as opposed to 2 sessions because of feedback from last year's conference attendees and will allow for additional breakouts to be offered.

>> Miguel (PACE) proposed to also look Pomona Unified's Conference Center. Tischel inquired about catering and Miguel was unsure if the location provided catering for events.

>> Tischel informed the committee that she was open to looking into other options but that a location needs to be solidified within the next few weeks. After discussion the consensus was to move forward with the Embassy Suites, Brea location.

>> Veronica informed Tischel that the committee had not received calendar invitations. Tischel agreed to send out calendar invitations to everyone directly after the meeting.

- 5.04: CalFRESH update

>>CalFRESH representatives attended last month's meeting to discuss HR.1. They will also attend the upcoming Counselors meeting on 10/6/2026.

>>DPSS created a 1-page form for schools to fill out for students who are participating in work activity to verify eligibility for the program.

>> Discussion about whether the current report provided by schools could satisfy this requirement. After reviewing the form suggested changes were to add a printed name of person signing off on the student's activity. Suggestions were also to add a signature of employee, title, and school name/seal to improve the form. Tischel will meet with DPSS to pass along suggestions.

>>Questions about verification and if it will be needed every month for students. There was confusion about providing a range of dates that students will be participating in an eligible program to be approved for CalFRESH. If students start and stop the program after form has been filled and submitted there is no way for the school to indicate students' withdrawal from the program and/or participation.

- 5.05: Member Program Year Budget and Workplan

>> The Member Program Year Budget and Workplan was due on 9/18/2026. So far only:

- Five schools entered and submitted
- Two schools in progress (Budget Done, Workplan in progress)
- One school hasn't begun yet

>> Tischel requested completion and submission to her by 9/22/2026.

- 5.06: ELL Grant Updates:

ELL Grant, Round 2:

1. Extension fully executed
2. Allowed purchases process

>> Round 2 extension has been integrated into NOVA on 9/18/2026. 3 out of 8 schools have carryover. Quarterly reimbursements will continue and allowable expenses reviewed by co-chairs (if necessary).

>> Q4 reports have been submitted. For 26-27, outcomes can be reported for those in the Round 2 cohorts, including job placement, salaries, transition to college, etc

ELL Grant, Round 3:

1. Job Description for Career Navigators
 - a. >> Each agency needs to envision what the Career Navigator duties for their school should encompass (1 navigator at 2 schools per week).
2. Update regarding Digital Literacy and AI
 - a. >> Point of contact need for each school to understand what digital literacy and AI activities exist that can be shared.
3. Subaward Contracts and Invoices
 - a. >> Discussion about Subaward contracts and when they will be sent to schools for approval, signed, and submitted back to the consortium for full execution. Contracts need to be emailed to Tischel.

- 5.07: Discussion on final working draft of the bylaws

>> 4 sections are in need of updates.

>> Section 2.01 needs to have either consistent footnotes or bullets. Committee decided to move forward with bullets and will use ed code 84196 reference. School names will use "and" (no ampersand) to keep language consistent. Veronica (BPACE) mentioned that the school does not officially use the BPACE acronym.

>> Section 2.04.2 Member Status does allow for nonfunded members to vote as part of the Steering Committee.

>> Article IV Meetings require public meetings and notices to be posted (not taped). This notice will be made to also be visible outside of the meeting location building. Members of community wishing to address the Steering Committee will adopt language disclosing that a total of 20 minutes will be allowed for a combination of multiple speakers with a limit of 3 minutes each.

>> Article V will have no changes.

>> Article VI: Financial Management will have no changes

>> Bylaws will be sent to vote on during the October Steering Committee meeting. This will be added to the agenda for next month's meeting.

6. Informational Items

- 6.01: Canvas OTAN Summit:

>> Meeting date tentatively will be held on 11/12/2026. A total of 7 schools are currently using Canvas.

7. Reports

- 7.01: Manager Report

- 7.02: Attended Workshops/Conferences Debrief

- HSE Convenings

- >> Mitch (RACE) and Tischel explained that at the HSE convenings, topic about K-12 use of equivalency exams as credit recovery option becoming a local decision and the potential for adult schools to team together with traditional K12.

- LARAEC Allied Health Collaborative

- Good presenters. Two asked to come and present at our Consortium Professional Development Conference.

- ELL Healthcare Grant Convening

- >> Alyana enjoyed participating in the ELL Healthcare Grant Convening.

- 7.03: Member Updates

>> Charter Oaks is preparing for the Fall semester to begin.

>> BPACE has an upcoming Career Fair.

>> HLPAGE may be getting a new Executive Director.

>> Basset now has commercials promoting their program on the radio station. They are also looking into a company called Deploy to track data placements for students in their programs.

>> PACE is acquiring Gemini Notebook to help revise academic and CTE curriculum.

8. Closing Items

- 8.01: Next Steps / Assignments

- Begin filling out the July 1, 2025 to June 30, 2026 Instructional Hours and Expenses by Program Area due (actuals).
 - Don't forget to add ELL grant funds

- 8.02: Future Meeting Dates

Steering Committee Meetings 2026-2027		
<i>3rd Monday of the Month 1:00 PM – 3:00 PM</i>		
Month	Date	Location
October	10-19-2026	Mt. SAC 40-140
November	11-16-2026	Mt. SAC 40-140
~~December~~	~~No Meeting~~	~~Winter Break~~
~~January~~	~~No Meeting~~	~~MLK Holiday~~
February	Retreat 2-10-2027	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

- 8.03: CAEP Due Dates

September 2026:

- **Sep 18:** *Soft Deadline* for 26/27 Member Program Year Budget and Workplan due in NOVA
- **Sep 30:** ELL Grant, R2 Biannual Report, 25-26, Q4 due in NOVA
- **Sep 30:** 25/26 Member Expense Report certified by Consortia in NOVA (Q4) * (DONE)
- **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

October 2026:

- **Oct 30:** 26/27 Member Program Year Budget and Workplan certified by Consortia in NOVA *
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** *Soft Deadline* July 1, 2025 to June 30, 2026 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium

November 2026:

- **Nov 13:** *Soft Deadline* for ELL Grant R2, 26-27 Q1 Reimbursements Due.
- **Nov 13:** *Soft Deadline* for 26/27 Member Expense Report Due in NOVA (Q1)

December 2026:

- **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

- 8.04: Upcoming Workshops / Conferences / Trainings

Please share any upcoming events you have:

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

- 1) **From Data to Direction: Navigating the New CAEP Fact Sheets and DataVista 3.0 (Southern California Regional Training)**
September 25, 2026, Saddleback College
<https://www.caadulthoodtraining.org/CAEP/839?Type=16>
- 2) **Strengthening Student Transitions: ELL Healthcare Pathways Community of Practice**
September 28, 2026, 11:30 AM – 1:00PM
<https://www.caadulthoodtraining.org/CAEP/852?Type=10>
- 3) **CAEP Innovation Showcase: Scaling Cross-Agency Collaboration & Data-Informed Practice**
September 30, 2026, 10:00 AM – 11:00AM
<https://www.caadulthoodtraining.org/CAEP/851?Type=10>
- 4) **California Statewide WIOA II Network Meeting**
October 06, 2026, 1:00 PM – 2:00 PM
<https://www.caadulthoodtraining.org/CASAS/9325?Type=12>
- 5) **Vision 2030 Noncredit Summit**
October 7-9, 2026, Newport Beach, CA
<https://www.noncreditsummit.org/>
- 6) **CAEP Summit**
October 28-30, Santa Clara, CA
<https://summit.caladulthood.org/>
- 7) **2026 ACCE Fall Zoom-In Conference**
November 4, 2026, 1:00 PM-5:00PM
<https://www.acceonline.org/events.html>
- 8) **CCAEE Southern-South Coast Regional Conference**
November 5-7, 2026, Palm Springs, CA
<https://ccaesouthcoast.regfox.com/south-coast-southern-section-fall-conference-2026>
- 9) **Mt. SAC Consortium L.E.A.P. into Adult Education Professional Development Conference (SAVE THE DATE)**
December 4, 2026, Kellogg West Conference Center
- 10) **CAEAA State Conference 2027**

February 3-5, 2027, Sacramento, CA

<https://www.caeea.org/2027-state-conference.html>

- 9.05: Adjournment >>1:59pm

Next Meeting: October 19, 2026, 1:00PM – 3:00PM

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