



Steering Committee Meeting Agenda Minutes

****Date:**** Monday, August 17, 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/1jOEPdmEYgJc4wVoySpTqdiG1KTHkdxz4?usp=sharing>

1. Welcome

- 1.01: Call to Order - >> Start at 1:04 pm

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	☐ Sita Rampershad	☐
Hacienda-La Puente	X Elbia Sarabia	X Micah Goins	☐
Mt. SAC	X Tami Pearson	☐ Madelyn Arballo	X Laura Perez
Pomona	X Miguel Hurtado	☐ Luis Rodriguez	☐ Monique Cardenas
Rowland	X Mitchell Brunyer	☐ Stephani Garcia	☐ Ivette Alvarado Valeriano
Consortium	X Tischel Diaz	X Denise Lieu	☐ Ana Ramos
Guests/ Partners	X Julietta Karapetyan (DPSS)	X Natalie Stanko (DPSS)	☐
	X Sofia (Consortium - Project Expert)	X Shelly Laddusaw (Mt. SAC)	☐

- 1.02: Introductions

- 1.03: Agenda Review

2. Approval of Minutes

- Approval of Minutes from July 20, 2026

Motion: Mitch Second: Adder Vote: 7 – 0 - 1 absent

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	☐	☐	☐	_____
Bassett	X	☐	☐	☐	_____

Charter Oak	X	☐	☐	☐	_____
Covina Valley	X	☐	☐	☐	_____
Hacienda-La Puente	X	☐	☐	☐	_____
Mt. SAC	X	☐	☐	☐	_____
Pomona	☐	☐	☐	X	_____
Rowland	X	☐	☐	☐	_____

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: Outcomes for 25-26 due August 24th

>>> Tischel has spoken to a couple of schools regarding the budgets for round two. Outcomes for 25/26 Round 2 will be sent out this week. It's due 08/31/26.

ELL Grant, Round 3: Staff outreach has begun

>>> A project expert to lead the ELL grant has been hired: Sofia Azmal. Next will be recruitment for site-based Career Navigators. Consortium will reach out to each school to determine their vision for the Career Navigators so an appropriate job description can be shared. If you know of any individuals that may be good candidates for these roles, please let Tischel know.

>>> Today, we will be requesting the contact and signatory information needed for the sub award contracts from each agency. We are sending the acceptance of funds and passthrough to the September board at Mt. SAC.

5. Action Items

- 5.01:

Recommendation: That the Steering Committee vote to approve and submit an allocation amendment in NOVA for 2026-2027 to account for the approved COLA increase from 2.41% to the now finalized 2.87% released in the State's May Budget Revision.

Summary: Initial CAEP allocations are based on the Governor's Budget Proposal released annually in February and are the basis for allocations submitted in the annual Consortium Fiscal Administration Declaration (CFAD). Final allocations are published based on the State's May Revise and member allocations are determined and published by the state and released annually in July. If these figures differ from those submitted in the CFAD an allocation amendment is required NOVA to align with the final annual allocations. The May Revise increases the COLA amount from 2.41% to now 2.87%.

>>> Once vote is approved, Tischel will go into NOVA and submit the allocation amendment. You will receive an email requesting approval in NOVA. Once approved by all, the member budget and workplan will reflect new the additional allocation, but will still include carryover from 25-26 that has not been certified. We still have some Quarter 4 expenditures reports outstanding. In NOVA , you will see everything in quarter 4 of last year as well to carry over.

However, you can go in to add the narratives by object code and then complete the estimated budget costs once both the amendment and member expense reports.

****Motion:**** Ryan

****Second:**** Mitch

****Discussion:**** None

****Roll Call Vote:**** 7 Yes, 1 absent

Member Agency	Yes	No	Abstain	Absent	Designee
Baldwin Park	X	☐	☐	☐	<u>Veroncia</u>
Bassett	X	☐	☐	☐	<u>Adder</u>
Charter Oak	X	☐	☐	☐	<u>Ivan</u>
Covina Valley	X	☐	☐	☐	<u>Ryan</u>
Hacienda-La Puente	X	☐	☐	☐	<u>Elba</u>
Mt. SAC	X	☐	☐	☐	<u>Tami</u>
Pomona	☐	☐	☐	X	<u></u>
Rowland	X	☐	☐	☐	<u>Mitch</u>

6. Discussion Items

- 6.01: CalFresh Program H.R 1 Implementation Overview (Julieta Karapetyan & Natalie Stanko, CalFresh Outreach Team, DPSS)

Overview of the new program, operational impacts, and implications for consortium students and staff, followed by a Q&A period.

~Julieta Karapetyan & Natalie Stanko (Los Angeles County Department of Public Social Services)

>>> Moved to 1st topic by Tami P. (Mt. SAC) , approved by all

>>> Suggestion to have presenters come to a counselor meeting to present this information, bring forms as examples, sample of attendance needed

>>> Noncredit will need a letter with student hours listed (verification). Example: 20 hrs per week / 80 hrs. a month. We will need to prepare our own letter and hours verification might differ between Mt. SAC and other consortium agencies due to using different management information systems.

>>> Discussion on the how it would look for the schools, documentation needed and filled out. Talked about standard forms, qualifying, and reporting information needed. Recommendation to presenters to prepare a visual diagram at the beginning of their presentation. Tischel will pass along this suggestion.

- 6.02: Discussion on final working draft of the by laws

>>>Article 1: Name and Purpose ---

Section 1.01 – Name, No changes

Section 1.02- Purpose/Mission: No changes

>>> Article II: Membership ---

Section 2.01 Eligibility:Regional Consortium (specify the document number) states. Bullet point #5: ... subdivision (a) of Section 84913 >> Of what???

Section 2.02- Current Members: Bullet point #1: and (ADD) Community, Bullet point #3: ...Adult (ADD) Education, Bullet point #4: Adult (ADD) Education

Section 2.03.1 Reporting & Fiscal Accountability: ...report any funds (need a more specific to funds/list)

Section 2.03.2 Member Effectiveness: ...Assurances (ADD 2.03.3),

Section 2.03.3 CAEP Assurances: No changes,

2.03.4 Carryover Policy: Revisit Bylaws: (ADD LANGUAGE) Annual review/as needed. When do you want this review to happen? Anniversary of when it gets approved.

2.03.5 Definition of CAEP Guidance Documents: No changes,

Section 2.04 – Admission of New members: &

2.04.1 Approval Process: No changes,

2.04.2 Funding Status: CHECK: Member can still vote if they come back & get money? Tischel & Tami (check)

Section 2.06 – Involuntary Removal (Dismissal): No changes,

>>> Article III: Governance – Steering Committee ----

Section 3.01 – Composition &

Section 3.02 – Member Representative & Alternatives(s),

Section 3.03 – Co-Chairs,

Section 3.03.1 Term of Office,

Section 3.03.2 Duties,

Section 3.03.3 Consortium Manager,

Section 3.03.4 – Selection Process,

Section 3.03.5 – Vacancies & Interim Appointments. No changes.

STOPPED, START at Article IV: Meetings. Will continue at next meeting.

7. Informational Items

- 7.01: Canvas OTAN Summit: Interest?

>>> Several schools using Canvas. Agencies feel that a Canvas Summit would be beneficial.

8. Reports

- 8.01: Manager Report

- 8.02: Attended Workshops/Conferences Debrief

- 8.03: Member Updates

9. Closing Items

- 9.01: Next Steps / Assignments

- Begin filling out the **July 1, 2025** to June 30, 2026 Instructional Hours and Expenses by Program Area due (actuals).
 - >>> due Nov 2026
- Come prepared with **potential dates** for the **February retreat**.

- 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
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	No Meeting	Winter Break
January	No Meeting	MLK Holiday
February	Retreat Choose Date at the	Mt. SAC 40-140

	September Meeting	
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

August 2026:

- **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
- **Aug 24:** *Deadline for 25-26 outcomes report for ELL Grant, Round 2*

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 18:** *Soft Deadline for 26/27 Member Program Year Budget and Workplan 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

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

- 9.04: Upcoming Workshops / Conferences / Trainings

Please share any upcoming events you have:

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

1) 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)

2) California Statewide WIOA II Network Meeting

September 01, 2026, 1:00 PM – 2:00

<https://www.caadultedtraining.org/CASAS/9324?Type=12>

3) LARAEC Allied Health Collaborative

September 12, 2026 9:00 AM – 1:30 PM, Los Angeles, CA

<https://docs.google.com/forms/d/e/1FAIpQLScTo58MV29JbnXfY13X2b3nPgJOICgc7FBhL4SIZb2ow-apJg/viewform>

4) 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>

5) California Statewide WIOA II Network Meeting

October 06, 2026, 1:00 PM – 2:00

<https://www.caadultedtraining.org/CASAS/9325?Type=12>

6) Vision 2030 Noncredit Summit

October 7-9, 2026, Newport Beach, CA

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

7) CAEP Summit

October 28-30, Santa Clara, CA

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

8) 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) Mt. SAC Consortium L.E.A.P. into Adult Education Professional Development Conference (SAVE THE DATE)

December 4, 2026, Kellogg West Conference Center

- 9.05: Adjournment

Next Meeting: September 21, 2026, 1:00PM – 3:00PM

Mt. SAC School of Continuing Education

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Walnut, CA 91789