



Steering Committee Meeting Agenda

****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

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	☐ Monique Cardenas
Rowland	☐ Mitchell Brunyer	☐ Stephani Garcia	☐ Ivette Alvarado Valeriano
Consortium	☐ Tischel Diaz	☐ Denise Lieu	☐
Guests/ Partners	☐ Julietta Karapetyan (DPSS)	☐ Natalie Stanko (DPSS)	☐
	☐	☐	☐

- 1.02: Introductions

- 1.03: Agenda Review

2. Approval of Minutes

- Approval of Minutes from July 20, 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: Outcomes for 25-26 due August 24th

ELL Grant, Round 3: Staff outreach has begun

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%.

****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: 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)

- 6.02: Discussion on final draft of the consortium bylaws

7. Informational Items

- 7.01: Canvas OTAN Summit: Interest?

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).
 - 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 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

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.caadultedtraining.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=00100400000aORqmDkfU7iyMDLVrLc\\$ksnxNsjkBk9qtY4P2e](https://uk.eventsforce.net/scoe/frontend/reg/thome.csp?pageID=5856&eventID=13&CSPCHD=00100400000aORqmDkfU7iyMDLVrLc$ksnxNsjkBk9qtY4P2e)

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

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