



Steering Committee Meeting Agenda

Monday, September 19, 2022
2:00-4:00 pm

Presenter: Veronica Valenzuela

Meeting ID: 854 2173 0836

Baldwin Park ___Veronica Valenzuela	Covina Valley ___Ryan Maddox ___Virginia España	Pomona ___Miguel Hurtado	Consortium ___Ana Ramos
Bassett ___Adder Argueta	Hacienda-La Puente ___Gregory Buckner ___Micah Goins	Rowland ___Gale Lee	Partners/guests present: ___Omideh Miri
Charter Oak ___Ivan Ayro ___Michelle Lee	Mt. SAC ___Madelyn Arballo ___Tami Pearson		

___Welcome & Agenda Check ___Public Comment	Meeting Minutes Approved for 8/15/22
Objectives for the day:	
1. Consortium Updates a. Annual Plan Submission b. 21-22 CAEP Program Area Reporting c. Consortium manager hiring d. WIOA II application – data verification due date	
2. Workgroup update	
3. Counselor Update	
4. Member Updates	
5. Additional Items	<ul style="list-style-type: none"> Register to Attend the CAEP Summit 2022 Have you registered to attend the CAEP Summit 2022? Registration is now open, and we want as many of our adult education practitioners to register to attend. The Summit will be virtual again this year. It is FREE to attend the Summit this year! Register today. The 2023–27 WIOA Request for Applications went live 8/10/22. Agencies may find the posted information here: https://www.cde.ca.gov/fg/fo/r8/wioa23rfa.asp As a reminder, the Applicant Eligibility portal will not open until early September and eligibility is due by September 30, 2022. Save-the-Date! The CAEP Directors’ Event Week will take place on September 19-23, 2022
6. Adjourn	

CAEP DUE DATES

September 2022

- **Sep 1:** 20/21 and 21/22 Member Expense Report due in NOVA (Q4)
- **Sep 14:** Annual Plan for 2022-23 due in NOVA * (Extended for 2022)
- **Sep 30:** July 1, 2021 to June 30, 2022 Program Area Report (Instructional Hours and Expenses by Program Area; estimates only) in NOVA
- **Sep 30:** 20/21 and 21/22 Member Expense Report certified by Consortia in NOVA (Q4) *
- **Sep 30:** End of Q1

October 2022

- **Oct 30:** 22/23 Member Program Year Budget and Work Plan due in NOVA (Extended for 2022)
- **Oct 31:** Student data due in TOPSPro (Q1)
- **Oct 31:** Employment and Earnings Follow-up Survey

November 2022

- **Nov 30:** 22/23 Member Program Year Budget and Work Plan certified by Consortia in NOVA * (Extended for 2022)

December 2022

- **Dec 1:** July 1, 2021 to June 30, 2022 Program Area Report (Instructional Hours and Expenses by Program Area; actuals) in NOVA and Certified by Consortium*
- **Dec 1:** 20/21, 21/22 & 22/23 Member Expense Report Due in NOVA (Q1)
- **Dec 31:** 20/21, 21/22 & 22/23 Member Expense Report certified by Consortia in NOVA (Q1) *
- **Dec 31:** End of Q2

January 2023

- **Jan 31:** Student Data due in TOPSPro (Q2)
- **Jan 31:** Employment and Earnings Follow-up Survey

February 2023

- **Feb 28:** Preliminary allocations for 2022-23 and 2023-24 released by this date.

March 2023

- **Mar 1:** 20/21 and 21/22 and 22/23 Member expense report is due in NOVA. (Q2)*
- **Mar 31:** 20/21 and 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q2) *
- **Mar 31:** End of Q3

April 2023

- **Apr 30:** Student Data due in TOPSPro (Q3)
- **Apr 30:** Employment and Earnings Follow-up Survey

May 2023

- **May 2:** CFAD for 2023-24 due in NOVA *

June 2023

- **Jun 1:** 21/22 and 22/23 Member Expense Report due in NOVA (Q3)
- **Jun 30:** 21/22 and 22/23 Member Expense Report certified by Consortia in NOVA (Q3) *
- **Jun 30:** End of Q4

July 2023

- **Jul 15:** Student Data due in TOPSPro (Q4) FINAL