Meeting Folder: https://drive.google.com/drive/folders/1mofgZXPodKG_hg_kLTAdqdE0Cs5bZgse?usp=sharing

Baldwin Park __Veronica Valenzuela	**Covina Valley** __Ryan Maddox	**Pomona** __Miguel Hurtado	**Consortium** __Tischel Diaz __Ana Ramos
Bassett __Adder Argueta	**Hacienda-La Puente** __Gregory Buckner __Micah Goins	**Rowland** __LaToya Brown	**Partners/guests present:** __Adrienne Price
Charter Oak __Ivan Ayro __Michelle Lee	**Mt. SAC** __Madelyn Arballo __Tami Pearson		

_____Welcome & Agenda Check _____Public Comment	Approval of the Minutes for 9/18/23 Motion to approve_____Second_____Vote.
Objectives for the day:	
1. **Consortium Updates**	**Upcoming CAEP Due Dates** **October 2023** • *(Extended to Oct 20)* ~~Sep 30~~: 23/24 Member Program Year Budget and Work Plan due in NOVA • **Oct 31:** Student data due in TOPSPro (Q1) • **Oct 31:** Employment and Earnings Follow-up Survey **November 2023** • *Nov 9: ***Soft Deadline***Program Area Report: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium ** • *Nov 9: ***Soft Deadline***22/23 & 23/24 Member Expense Report Due in NOVA (Q1)* • *(Extended to Nov 17)* ~~Oct 30:~~ 23/24 Member Program Year Budget and Work Plan certified by Consortia in NOVA * **December 2023** • **Dec 1:** Program Area Report: July 1, 2022 to June 30, 2023 Instructional Hours and Expenses by Program Area due (actuals) in NOVA and certified by Consortium * • **Dec 1:** 21/22, 22/23- & 23/24-Member Expense Report Due in NOVA (Q1) • **Dec 31:** 21/22, 22/23 & 23/24 Member Expense Report certified by Consortia in NOVA (Q1) • **Dec 31:** End of Q2
2. **Consortium Counselor Updates**	

3. Workgroup Updates	
4. CAEP Three-Year Planning Survey	**Due October 27th** **CAEP Members and Leads** Three-Year Planning Survey Link
5. Fall PD Conference	Updates
6. Logo Update	
7. Member Updates	Around the Room
8. Upcoming Events	Please share any upcoming events you have: https://www.caadultedtraining.org/ 1. **Application Deadline: Online Integrated Education and Training (IET) Implementation Clinic (Fall 2023)** October 17, 2023, 5:00 PM https://www.caadultedtraining.org/CALPRO/35179?Type=15 2. **California Data Submission Guidelines: WIOA, Title II and CAEP** Wednesday, October 18, 2023, 11:00 AM - 12:00 PM https://www.caadultedtraining.org/CASAS/8418?Type=11 3. **CAEP Summit 2023** October 24-26, 2023 -Hilton Universal City https://summit.caladulted.org/ 4. **ACCE Zoom in Workshop** November 9th, 2023, 1:00 PM – 5:00 PM (VIRTUAL) http://www.acceonline.org/store/p50/ Fall_2023_ACCE_Zoom-In_Workshop.html 5. **CCAE Southern Conference** November 17-18, Palm Springs https://www.ccaestate.org/southern.html 6. **CAEEA 2024 State Conference** SAVE THE DATE! February 8-9-Sacramento https://www.caeaa.org/2024-conference.html 7. **ACCE Annual Conference (SAVE THE DATE)** March 6th-8th, 2024, San Diego http://www.acceonline.org/events.html 8. **CCAE 2024 State Conference** SAVE THE DATE! May 9-11, 2024-Anaheim https://www.ccaestate.org/revisit-the-2023-conference.html

9. **ELL Healthcare Pathway Grant**	Continued Discussion • Workplan • Budget • Employer Partner Commitment Letters
10. **Future Meetings**	**Steering Committee Meetings** 3rd Monday of the Month 1:00 PM – 3:00 PM
11. **Adjourn**	**Next Meeting**: Retreat –February 14, 2024, 9:00 AM- 1:00 PM

For item 10, the embedded schedule:

Steering Committee Meetings

3rd Monday of the Month 1:00 PM – 3:00 PM

Month	Dates	
~~November~~	~~11/20/2023~~	~~Canceled by Consensus~~
~~December~~	~~12/18/2023~~	~~Canceled by Consensus~~
~~January~~	~~1/15/2024~~	~~Canceled by Consensus~~
February Retreat	2/14/2024	9am-1pm @Mt. SAC
March	3/18/2024	ok
April	4/15/2024	ok
May	5/20/2024	ok
June	6/17/2024	ok