



**Steering Committee Meeting Minutes APPROVED**  
**Monday, September 19, 2022**  
**2:00-4:00 pm**

Presenter: Veronica Valenzuela

**Meeting ID: 854 2173 0836**

<b>Baldwin Park</b> _X_Veronica Valenzuela	<b>Covina Valley</b> _X_Ryan Maddox __Virginia España	<b>Pomona</b> _X_Miguel Hurtado	<b>Consortium</b> _X_Ana Ramos
<b>Bassett</b> __Adder Argueta	<b>Hacienda-La Puente</b> _X_Gregory Buckner _X_Micah Goins	<b>Rowland</b> _X_Gale Lee	<b>Partners/guests present:</b>  _X_Omideh Miri ( Mt. SAC) _X_Cindy Carrasco (Mt. SAC Consortium)
<b>Charter Oak</b> __Ivan Ayro _X_Michelle Lee	<b>Mt. SAC</b> __Madelyn Arballo _X_Tami Pearson		

Call to Order: 2:05 pm _No Public Comment	<b>Meeting Minutes Approved for 8/15/22</b>
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**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	<p>a) Omideh mentioned that the Annual Plan was completed and submitted on September 14<sup>th</sup>. She thanked everyone for all the help and support, not only for the Annual plan, but also for the 3 year plan. All of the members thanked Omi and appreciate her professionalism and hard work on these assignments.</p> <p>b) Veronica reminded the leads that September 20, 2022, is the due date for the 1/1/21-6/30/22 Program Area Reporting (Instructional Hours &amp; Expenses by Program Area; estimates only) in NOVA.</p> <p>c) Tami Pearson discussed the timeline and final interviews for the Consortium Manager. (Interviews are being held in person this week. The final interviews will be next week. Board approval on November 9, 2022</p> <p>d) WIOA II is due on September 30<sup>th</sup>. Make sure to submit the data for the 2 years. Data is looking better.</p>
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2. Workgroup update	Omideh Miri discussed and reviewed the Consortium Workgroups Meetings and its leaders. She confirmed the names of the leads as follow:																																																					
	<table border="1"> <thead> <tr> <th colspan="6">2022-23 Workgroup Meetings</th> </tr> <tr> <th>Meeting</th> <th>Short Tittle</th> <th>Lead</th> <th>Recurrence</th> <th>Time</th> <th>Zoom ID</th> </tr> </thead> <tbody> <tr> <td>Adult Basic/Adult Secondary Education</td> <td>ABE/ASE</td> <td>Lesley Johnson &amp; Michelle Lee</td> <td>2nd Tuesday</td> <td>2:30-4:00pm</td> <td>Charter Oak - In person</td> </tr> <tr> <td>Adult Supporting K12</td> <td>ASK12</td> <td>Unknown</td> <td>4th Thursday</td> <td>2:30-4:00pm</td> <td>Pending</td> </tr> <tr> <td>Adults with Disabilities</td> <td>AWD</td> <td>Sage Overoye</td> <td>3rd Thursday</td> <td>2:30-4:00pm</td> <td>Zoom</td> </tr> <tr> <td>Counseling Student Support</td> <td>CSS</td> <td>Elbia Sarabia</td> <td>2nd Monday</td> <td>2:30-4:00pm</td> <td>Pending</td> </tr> <tr> <td>Career Technical Education/Short-term Vocational</td> <td>CTE/STV</td> <td>Miguel Hurtado</td> <td>4th Wednesday</td> <td>2:30-4:00pm</td> <td>Zoom</td> </tr> <tr> <td>Data Accountability</td> <td>DATA</td> <td>Omideh &amp; Veronica Valenzuela</td> <td>1st Wednesday</td> <td>2:30-4:00pm</td> <td>Balwing Park</td> </tr> <tr> <td>English as a Second Language</td> <td>ESL</td> <td>Gale Lee</td> <td>1st Friday</td> <td>2:30-4:00pm</td> <td>RACE</td> </tr> </tbody> </table> <p>The plan is to start the first meeting on October-  She requested suggestions or any feedback via email by the end of next week.  Adult Supporting K12 – still need a lead for this workgroup, waiting for a volunteer.</p>	2022-23 Workgroup Meetings						Meeting	Short Tittle	Lead	Recurrence	Time	Zoom ID	Adult Basic/Adult Secondary Education	ABE/ASE	Lesley Johnson & Michelle Lee	2nd Tuesday	2:30-4:00pm	Charter Oak - In person	Adult Supporting K12	ASK12	Unknown	4th Thursday	2:30-4:00pm	Pending	Adults with Disabilities	AWD	Sage Overoye	3rd Thursday	2:30-4:00pm	Zoom	Counseling Student Support	CSS	Elbia Sarabia	2nd Monday	2:30-4:00pm	Pending	Career Technical Education/Short-term Vocational	CTE/STV	Miguel Hurtado	4th Wednesday	2:30-4:00pm	Zoom	Data Accountability	DATA	Omideh & Veronica Valenzuela	1st Wednesday	2:30-4:00pm	Balwing Park	English as a Second Language	ESL	Gale Lee	1st Friday	2:30-4:00pm
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3. Counselor Update	Veronica introduced and welcomed the new Consortium Counselor, Cindy Carrasco – Cindy mentioned that she spoke with Madelyn about her role and will be to assist students with transition. She already met counselors Stephanie (RACE), Maria Tellez (HLP). Getting to know the districts’ counselors asking about their needs and how she’s going to build this bridge. Setting presentations? One-on-one meetings? Veronica suggested Cindy to have the flexibility with any plan and her vision for the adult students in the Consortium. She will be working: Monday-Wednesday & Friday. – No more questions –
4. Member Updates/ General Concerns	<p><b>Baldwin Park:</b> Discussed some ongoing issues including struggle to hiring teachers and hope to increase enrollment.</p> <p><b>Charter Oak:</b> Registering for Fall. Nothing significant to report. Starting with the HISET testing. Renovation to our last building finished in January.</p> <p><b>Covina-Valley:</b> Completed 3 weeks of fall term. Enrolment looks good and positive. Back to pre-Covid numbers. A college and trade schools groups participated. Showcase October 27<sup>th</sup>.</p> <p><b>HLPAE:</b> Doing well in this term. Trying to hire instructors. It’s a challenge.</p> <p><b>Mt. SAC:</b> Adult Education Literacy week. (September 19-23). October 3 is the Mounties Against Ableism campaign – it brings the whole campus together. Number of students are increasing. Having classes online and in person.</p> <p><b>Pomona:</b> Students are coming and enrollment is increasing. Looking forward to open the Pharmacy Program for the next 3 months. Moving to Palomares by January 2023.</p> <p><b>Rowland:</b> Started week 3 for the Fall term. Switched over doing the E-Test for process. Finished our first round of post-testing. Putting together a few workshops for our students &amp; writing workshops. Looking to hire an ESL counselor.</p> <p><b>General Concern:</b> Veronica suggested holding a Consortium workshop for the CTE teachers to obtain help and support CTE credentials. She explained that is very difficult for any person in this field, need to understand the process. If it is something that the consortium want to do, we can explore more. Further discussion for this concern also took place.</p>
5. Additional Items	<ul style="list-style-type: none"> <li>• 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 <b>FREE</b> to attend the Summit this year! <a href="#">Register today.</a></li> <li>• The 2023–27 WIOA Request for Applications went live 8/10/22. Agencies may find the posted information here: <a href="https://www.cde.ca.gov/fg/fo/r8/wioa23rfa.asp">https://www.cde.ca.gov/fg/fo/r8/wioa23rfa.asp</a> As a reminder, the Applicant Eligibility portal will not open until early September and eligibility is due by <b>September 30, 2022.</b></li> <li>• <b>Save-the-Date!</b> The CAEP Directors’ Event Week will take place on <b>September 19-23, 2022</b></li> </ul>
6. Adjourned	2:40 pm <b>Next Meeting: <a href="#">December 05, 2022</a></b>