



Steering Committee Meeting Minutes **Approved**

Monday, January 23, 2023

2:00-3:30 pm (Zoom)

Presenter: Madelyn Arballo

Baldwin Park _x_Veronica Valenzuela	Covina Valley _x_Virginia España	Pomona _x_Miguel Hurtado	Consortium _x_Tischel Diaz _Ana Ramos
Bassett _x_Adder Argueta	Hacienda-La Puente _x_Gregory Buckner _x_Micah Goins	Rowland _x_Brian Huff	Partners/guests present:
Charter Oak _x_Ivan Ayro __Michelle Lee	Mt. SAC _x_Madelyn Arballo __Tami Pearson		

2:00pm CALL _x_ Welcome & Agenda Check __ Public Comment	<p>Approval of the Minutes for 12/05/22 Motion to approve __Ivan Ayro_ Second ____Greg Buckner__Vote. <i>Correction to minutes made to update Ryan Adder to Ryan Maddox. Minutes unanimously approved with correction.</i></p>
Objectives for the day:	
1. Consortium Manager – Tischel Diaz	<p>Adult Ed Day March 10th Tischel shared the date and time of the upcoming Adult Ed Day along with a target of 25 registered participants per agency.</p>
2. Consortium Updates <ul style="list-style-type: none"> WIOA Upcoming Due Date CAEP Due Dates (March) 	<p>Jan 31: WIOA Q2 Deliverables due. Includes two payment point attestations (HSE/HSD and IELCE). Should have received them earlier this month. Need to be signed (electronically) and submitted along with remaining Q2 deliverables.</p> <p>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</p>
3. WestEd Training Review <i>Adult Education: A Gateway to College and Living Wage Employment</i>	<p>http://Bit.ly/Gateway_LosAngeles</p> <p>https://caladulthood.org/2021FactSheets</p> <p>http://bit.ly/CAEP_CTE_Courses</p> <p>Tischel shared resources that were presented at the past WestEd training. Overview of both the Adult Education Pipeline 2021 Demographic Data and Adult Ed Career Pathway Dashboards. Highlighted Transition rate of 17% at state level, whereas Consortium is at a rate over 30%</p> <p>Tischel reviewed living wage in our region and emphasized the importance of career pathways as our current certifications may not always land a student a job at or above a living wage.</p>

4. Workgroup Updates	Tischel reviewed attendance for ABE, CSS, ESL, AWD, Data groups. Reviewed meetings were an introduction to Manager and reviewed Regional Needs and Strategies from the Annual Plan specific to each program area. Began discussions on what the focus will be for each workgroup. Reviewed West Ed Training to allow workgroup participants to better engage in local conversations regarding program offerings and pathways.																		
5. Member Updates	Per Adder Argueta, Bassett starting a CNA and plumbing program. Greg Buckner would like to discuss LAO report at the retreat.																		
6. Upcoming Events	Please share any upcoming events you have: https://www.caadultedtraining.org/ <ol style="list-style-type: none"> OTAN -California Adult Education Professional Development Using Youtube in Adult Education January 26, 2023 8:30-11:30am – Hacienda La Puente AE –Dibble Campus CASAS - California Accountability –Experiences Users https://www.caadultedtraining.org/CASAS/8173?Type=11 January 31, 2023 1:00pm - (Online Workshop) OTAN – The Outreach and Technical Assistance Network March 3 and 4, 2023 (in-person and online event) Register Now 																		
7. Future meetings <ul style="list-style-type: none"> Retreat – 	<p style="text-align: center;">Steering Committee Meetings</p> <table border="1"> <thead> <tr> <th>Month</th> <th>Dates</th> <th></th> </tr> </thead> <tbody> <tr> <td>February</td> <td>2/10/2023</td> <td>Retreat—Mt. SAC</td> </tr> <tr> <td>March</td> <td>3/20/2023</td> <td></td> </tr> <tr> <td>April</td> <td>4/17/2023</td> <td></td> </tr> <tr> <td>May</td> <td>5/15/2023</td> <td></td> </tr> <tr> <td>June</td> <td>6/12/2023</td> <td>Tentative</td> </tr> </tbody> </table>	Month	Dates		February	2/10/2023	Retreat—Mt. SAC	March	3/20/2023		April	4/17/2023		May	5/15/2023		June	6/12/2023	Tentative
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8. Adjourn	3:15pm February Steering Committee meeting replaced with Steering Committee Retreat, in person at Mt. SAC Continuing Education.																		

CAEP DUE DATES

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