

VCAEC Regular Meeting Minutes

Jan 9, 2026

Ojai Unified School District
703 El Paseo Rd.
Ojai, CA 93023
1:00 PM - 3:00 PM

Participants:

Facilitator: Greg Hill Jr., WestEd

Recorder: Isabella Cisneros, WestEd

Member Representatives: Sean Abajian **P** (Consortium Chairperson), Scott McNutt **P** (Consortium Co-Chairperson) (Sean Bell **P**, Admin Delegate, VACE), Eric Saavedra **P**, Cynthia Herrera **A** (Brenda Acomb Forbes **A**, Admin Delegate, VCCCD), Blanca Mendieta **P** (Isaac Huang **A**, Admin Delegate, Fillmore), Marty McGrady **A**, Alex Mejia-Holdsworth **A**, Stacy Cashman **A** (Mark Sheinberg **P**, Admin Delegate, Simi), Gina Ramirez **A** (Miguel Magaña **P**, Admin Delegate, Santa Paula), Jason Klinger **P**

Guests: Jenny Cardona, CTE Coordinator, Oxnard Adult School; Emanuel Perez, Health Center Coordinator, Oxnard Adult School; Josepha Baca, Associate Vice Chancellor, VCCCD

Meeting Called to order at 1:04 PM by Greg Hill Jr. with permission of Sean Abajian

MINUTES **OPEN SESSION**

ROLL CALL AND WELCOME

- Roll Call

PUBLIC COMMENT

- Mark Sheinberg shared a brief update from the December ACSA Adult Education Committee meeting, noting ongoing work to strengthen adult education language and improve alignment of career training with state guidance to continue working closely with high schools, community colleges, and the workforce development board ETPL.

GUEST SPEAKER

- **Don Frick, Workforce Development Board of Ventura County.** Don provided an overview of the Eligible Training Provider List (ETPL) and recent policy updates. He reviewed provider and program eligibility requirements, changes to initial and continuing eligibility, and updated performance benchmarks. Don highlighted opportunities for new programs without historical data, the importance of aligning

Isabella will distribute the presentation slides to all members.

programs with in-demand occupations, and strategies to ensure compliance and accurate reporting.

GENERAL ANNOUNCEMENTS / UPDATES

- **Consortium Chair’s Report.** Sean shared that Jamie Fall from the Economic Development Collaborative (EDC) is reaching out to members to coordinate a meeting to discuss the CASF California Public Utilities Commission digital literacy grant. He also mentioned that a draft consortium factsheet has been developed and will be reviewed for feedback.
- **ELL Healthcare Pathways Update.** Greg reported that the ELL Healthcare Pathways Grant application has been released and that all members, including those who did not participate in prior rounds, are eligible to apply for Round Three. Members were reminded of the upcoming bidders’ conference.
- **Workforce Development Board Reps Update.** Scott summarized the board’s current priority sectors and goals, emphasizing alignment of ETPL programs with high-demand industries, expansion of apprenticeship and pre-apprenticeship programs, and support for job seekers facing barriers through wraparound services. Blanca noted how Fillmore’s connection with the Workforce Development Board has supported coordination of a career fair, which provided attendees with interviews and employment opportunities.
- **EDC Annual Meeting.** Sean highlighted the upcoming EDC Annual Meeting as a key networking opportunity and suggested reserving a table to represent the consortium, encouraging members to attend in support of the consortium’s ongoing partnership with the EDC.
- **Marketing Update.** Sean presented a draft consortium factsheet and Greg led a discussion on refining its audience, clarity, and key data points. Members emphasized simplifying language and highlighting outcomes, scale of impact, and regional partnerships.

Isabella shared that the upcoming monthly newsletter is pending additional content and requested that members submit highlights, success stories, or timely updates to include. Greg reminded members that Akkedis’ contract is set to end in February and proposed pursuing a no-cost extension through the end of the academic year to allow time to assess remaining deliverables and determine next steps.

- **CAEP Reporting Deadlines.** Greg shared reminders on upcoming reporting deadlines and encouraged members—particularly those new to adult education—to consider attending the listed conferences and professional development opportunities.

Isabella to coordinate a virtual meeting to discuss next steps for the grant application.

Isabella will reach out to members to get a headcount for the event.

Isabella to share edits to be made to the factsheet with Akkedis.

Greg and Isabella to review complete and incomplete items from Akkedis contract.

CORRESPONDENCE / EVENTS CALENDAR

- Members were briefed on the following upcoming deadlines and events.
 - Due Dates
 - Student Data due in TOPSpro (Q2) — **Jan 31**
 - Employment & Earnings Follow-Up Survey — **Jan 31**
 - Key Conferences
 - CAEAA Conference – **Feb 11–13**
 - CCAE State Conference – **Apr 30–May 2**
 - CASAS Summer Institute – **Jun 15–18**
 - Professional Development Opportunities
 - OTAN Webinars, various online sessions – **Jan–Jun**
 - Technology & Digital Learning Symposium – **Mar 6–7**

CONSENT AGENDA

Motion 1

- Motion to approve minutes from **Dec 5, 2025** by J. Klinger
Seconded by E. Saavedra
All present Yes | Motion passed

Motion 2

- Motion to release \$20,000 of Ojai's ELL Healthcare Pathways unspent funds to MUSD by M. Sheinberg
Seconded by S. McNutt
All present Yes | Motion passed

DISCUSSION

- **Fund Rebalancing Approach.** Greg presented an overview of survey findings and supplemental data to support ongoing discussion about fund rebalancing, highlighting variations in capacity, access, barriers to growth, and regional needs across member agencies. Members discussed guiding principles for future funding considerations, including the use of multi-factor approaches rather than single metrics and the importance of maintaining program stability through long-term planning.

There was consensus that further analysis, modeling, and member input are needed, and that any potential changes should be approached thoughtfully to account for regional context and avoid abrupt impacts.

Meeting adjourned at 3:26 PM. The next meeting will be held at the Fillmore Unified School District Office.