



## CAPE Steering Committee Meeting

**Fri. November 14, 2025 - 9:00 a.m. – 12:00 a.m.**

**MVC – Building 3000, Rm 3026  
28237 La Piedra Rd., Menifee, CA  
MINUTES**

### **Participants:**

Miriam Brijandez, Jasmine Port, Eileen Vargas-MSJC, Blair Bradley-Hemet, David Schlottman-Temecula, Todd Peel and Ken Swanson-San Jacinto, Melissa Lee-Banning, Victor Gomez-RCOE, Nohora Vazquez- Lake Elsinore, Pauline Garcia-Perris, Marlon Hernandez-Professional Expert, Morgan Quick-Murrieta, Lenore DeJesus-CFLC Planet Youth,

#### **I. Call to Order:**

Meeting called to order at 9:05 a.m. by Jasmine Port

**Jasmine:** Welcomed everyone, introduced the agenda, and conducted roll call.

#### **II. Sept. And Oct 10, 2025, Meeting Minutes Approval**

**Jasmine:** Initiated the discussion requesting approval of September and October minutes.

- Ken motion to approve
- David second
- All approved, so motion carried

#### **III. CAEP Program Hours**

**Jasmine:** Initiated the discussion, informing all that NOVA is due today. Hands the floor to Nohora

**Nohora:** Thank you team for your support; we have two agencies that are already on it. Make sure to change the year or they will think you had no work like Melissa/Murrieta is dealing with due to not selecting programs. If you put hours but the box is not checked, you will get an error. Do not touch the first part. Plug

in exactly how it is to submit to FISCO. Important, only the FISCO you enter hours will be pulled out. To complete hit, submit actuals (blue button). This must be done today. The templet is not mandatory it's just a way to help the agencies. We have a new person in FISCO, and she has to collect that so each agency. If you enter a topic by mistake, we need to put it to zero.

**Melissa:** We had to go back and retype the hours and numbers to get rid of the error.

**Pauline:** Nancy is working on it today.

**David:** Program area report is what is needed.

**Blair:** If students are not tagged right, we will get all zeros reporting that you had no classes to NOVA

**Nohora:** Opens the floor for questions, no questions.

**Jasmine:** If the agency's numbers are too small, will it not show up?

**Nohora:** It will show up, just like these here in the sample.

**Blair:** If staff are not going to take advantage of this, should we force it, let's think about bringing a motion to next month's meeting so we can train staff with a FISCO refresh.

#### **IV. Carryover Plan**

**Jasmine:** Introduces the subject to the team, Due Nov 15, 2025, deadline. We went from having so much monies to trying to stretch. We are on track with our monies. Only MSJC and Lake Elsinore are the ones on it.

**Nohora:** The part that they are trying to fund is only the training piece; we are going to lose 60% of our carryover. We have Health Care Career Pathways launching next January, phlebotomy, EKG, coding, and billing

**Jasmine:** Emphasis on close monitoring to meet deadlines and maximize consortium impact, we have \$150k pot of monies

#### **V. Consortium PD Debrief**

**Jasmine:** Introduces the subject. Thanks everyone for stepping up and stepping in. Survey results; space was too small; we moved due to cost saving. ESL thank you, although timing was a bit off due to catering clearing out and Ellii, the team wanted more Ellii time. HSD, Customer Service got great feedback. If you go to PD events, it is a heavy lift and we don't have a lot of time, but we did amazingly. IDK if we can bring in consultants, but we have a year to look at it.

**Melissa:** A lot came up with all the presenters and teachers sharing their experience.

**Ken:** The main lobby was small, but the breakout room size was amazing. We had a big CTE group; they talked about a few broken things that we took note of and discussed how to fix them. A lot that came up was gatekeeping, so we had people with the right credentials. They need a prerequisite to avoid getting students that are not ready for the program.

**Victor:** I think we need to make sure we are adding them to the correct class and have something within the program that will bring more people into this line/field it will offer. We must give them options and pathways for each choice.

**Nohora:** Out of High School Diploma we have been struggling with the momentum ELE1 and ELE2, we can change the button to show Spanish. Now we have 50 GED students that will be successful because they can read it in their language. We are all thankful even if it is not perfect. Everyone takes something back that could be useful.

**Blair:** We are more successful because we have so many applications that we just pull randomly, and we had better outcomes when we had a screening prior to enrollment and orientation. At orientation we let everyone know this is not a hobby; we have limited seats to help the community get in the line of work. I will send the united health workers sponsors to everyone; they offer a lot of different programs to offer paid training.

**Nohora:** Sometimes we just want to fill the seats that we are getting more people that do it for a hobby, not a profession.

**Ken:** We work with our students through each step from 1<sup>st</sup> certification, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and per session. We go over their results and some we let go that do not meet their hours or complete each quarter, and this allows us to move along with more students throughout 2 semesters.

**Nohora:** I need to have something in place as I am offering CMA and need to make sure, they are ready. Then they can move to the next cert until they are ready to move into the work field and have a better resume to get into the hospital.

**Jasmine:** We have Intro to Health that teaches medical terminology, and maybe they can start here. Once they complete our program, they can move to yours.

**Ken:** Ed Options has a pathway for three courses to have background knowledge; \$300/student per course gets you actual teachers. Forcing everyone to participate with everyone within our regain in their field really brought everyone together.

**David:** Although we were a little tight, it brought everyone together and forced everyone to group and connect with each other.

**Pauline:** We had everyone introduce themselves and how long they had been in the field. It was nice to have everyone share their experience and expertise.

**Morgan:** I lead them through the root cause and how to address them.

**Nohora:** Please share anything you can from the session and feedback so we can use it as a consortium.

**Blair:** Now we are going to have models blasted out, to share stories of those who were once in that seat are now here and there so it is possible and help model this can happen, and this is where you can be because education is important.

## **VI. Survey Monkey Implementation**

**Jasmine:** Introduces the subject, it is one survey that will dump into one form then Nohora and I will do the rest, but it is ready.

**Nohora:** I deleted what was there, and we already see more results. Please be ready with the link; you will have full rights. Please start with that process before everyone disappears for the holidays. This is the right time to do it and get them out. Each student chooses their school and language. Victor will do it on paper; I will send you the PDF link

**Jasmine:** We will now fly with Survey Monkey.

## **VII. Airtable Report Out**

**Jasmine:** Introduced the subject, hands the floor to Nohora

**Nohora:** We have 10 licenses for each of your agencies to start with Airtable. I have met with the person that is putting this together for us. We will work manually with your teams sending them to us and Marlon. One thing I want to make you aware of, I told your teams when Marlon sends back the data, you can mark it back into ASAP. If you have someone who sends it to us but does not mark it in Tops, we need to let them know to send that over to that person.

Marlon is getting a lot of students hanging up on him. We need to find out why they are not taking his calls and how to prep them and make them aware of Marlons position and what he has to offer them. We do not mark “met personal goals” we only mark if they transition within the field.

**Blair:** We are going to get more thorough when sending students to Marlon, so we do not send people that have no desire to continue with their education. We had 500 HSD students enrolled this year, so we can't just flood Marlon with 500 students not knowing their transition goal.

**Nohora:** We get this info at intake then it gets lost in ASAP, how and when do we dig that out and use it

**Marlon:** Report out, helps me to know what students he can reach out to and how I can help them transition to college or workforce. I think bringing in someone to help with the transitions is needed.

**Jasmine:** Consolers cannot help with ed planning until they have entered the college system. What we need is you to help with that handoff/transition from noncredit to credit so they can pull them and help with the next step.

**Nohora:** Marlon will send the next steps to us. Please be on the lookout and help send/share it.

**Jasmine:** This target and effort of this phase two roll out will help us build that compacity, and I want to thank the team for your support.

### **VIII. Transition Specialist Model Report Out**

**Jasmine:** Introduced the subject

**Marlon:** I sent a mass email to students that showed interest in going to college, but only 1 showed up. I make 1-3 calls as a reminder and an email with a link to get more to show up as well as offer morning and evening to bring up this number. I have a full breakdown of the transitions 164 students 37.84 % have done transition college CTE or WIOA, or work filed showing the ones pending and moving on. 23.07% 9.7 5.3%, a total of 100 out of 264 that have made the transition.

### **IX. Comments**

**Jasmine:** Open the floor for comments.

**Lanore:** We have some new programs to help justice involved youth get employment. Explain the program and handed out flyers for everyone to take back to their schools for students that could use the support.

### **X. Adjourn**

**Ken:** Called for a motion to adjourn.

**David:** And others second.

**All approved:** So, motion carried

**Jasmine:** Meeting adjourned with well wishes for the start of the semester.

Jasmine Port Adjourned the meeting at 10:28 a.m.