

## Consortia Report on Governance Compliance of Rules and Procedures

*Download and save this Word document, open it and fill in the various fields, print the completed form, sign, scan and email to the AB86 inbox: ab86@cccco.edu. Due by October 31, 2015 or sooner so that we can accept your 15-16 annual plan, consortium allocation schedule, budget, and 1<sup>st</sup> Quarter expenditure report.*

Consortium Name:

Planning Grant Fiscal Agent Name (for tracking purposes only):

Consortium Point Person (or person submitting this document):

Name:

Consortium Role: E-

Mail:

**1. Have all community college districts, school districts, or county offices of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region been allowed to join the consortium as a member?**

All community college districts, school districts, or county offices of education, or any joint powers authority consisting of community college districts, school districts, county offices of education, or a combination of these, located within the boundaries of the adult education region were invited to become partners with the consortium during the planning process. Those agencies that participated, or are showing interest in consortium activities, are being extended invitations for membership. We are open to membership by any district or public body within our boundaries who seeks membership as defined by SECT 39, Article 9.84905 of the Adult Education Block Grant Program.

**2. Have all members committed to reporting any funds available to that member for the purposes of education and workforce services for adults and the uses of those funds? How will the available funds be reported and evaluated?**

Each member of the consortium has committed to reporting all funds available to them for the purposes of education workforce services for adults and the use of those funds. Each member organization is a public entity, and therefore participates in rigorous public auditing/accounting practices. The results of these audits/budgets will be reviewed and evaluated by the consortium.

**3. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member?**

The consortium will create a template to be approved by each member institution's board of trustees, and approval and minutes will be updated as required. Roll call of consortium members will be taken at each meeting; annual approval of designee.

**4. How will you assure that all members of the consortium shall participate in any decision made by the consortium?**

All consortium members will receive notice of monthly or periodic meetings , which will be open to the public, accessible by remote technology, and with notices, agendas and minutes posted openly and on the Internet. Meetings will be recorded and recordings or transcripts will be posted on the website. At minimum, a quorum of voting members will be required to take action on any official matters of the consortium.

**5. What will be the relative voting power of each member?**

**e.g. 1 member = 1 vote**

**e.g. 1 institution = 1 vote (thus giving districts with multiple institutions multiple votes)**

**e.g. Other (e.g., votes proportionate to adult students served)**

Relative voting power of each member will be one member, one vote (e.g., AVC one, AVUHSD one, SKUSD one). If, in the future, membership expands, each new member would have one vote.

**6. How will decisions be approved?**

**e.g. by majority vote of 51%, or 50% +1 vote, or ⅔ of votes**

**e.g. by consensus**

Decisions will be approved by a majority of the voting members of the consortium.

**7. How did you arrive at that decision-making model?**

That decision-making model was reached by acclamation of the current consortium members.

**8. How will proposed decisions be considered in open, properly noticed public meetings of the consortium at which members of the public may comment?**

Meeting schedules will be created and posted at the beginning of each school year. Meeting agendas and notices will be made public prior to meetings through the consortium's website. Meetings will be open to the public as well as accessible by remote technology. Additionally, meetings will be recorded and recordings will be posted on the website. Proposed decisions and public comments will be considered and discussed in open meetings and announced in meeting schedules that are publicly posted and listed on the

website. Minutes will be posted to the website

**9. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public?**

The consortium's website will contain areas dedicated to past meeting minutes, documents, and agendas. This website will also alert the public of future meetings. The current posted agenda will contain notifications of all business to be acted on during the upcoming meeting. Additionally the consortium will utilize local newspapers, cable stations, associations and faith-based community outreach to make an effort to reach those outside of our current membership and network. Future meeting dates will be posted for public access.

**10. Describe how comments submitted by members of the public will be distributed publicly.**

Comments made during the meetings will be documented and distributed in the meeting minutes. Comments made in writing will be posted on the website, or attached as an addendum to the meeting minutes.

**11. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. Such entities will include but not necessarily be limited to, local public agencies, departments, and offices, particularly those with responsibility for local public safety and social services; workforce investment boards; libraries; and community-based organizations.**

Meeting agendas will be posted on the consortium's website. Additionally, agendas will be sent through email to known interested entities (attended prior meetings or planning sessions). Member PIO's, public service announcements, and community bulletin boards may also be used. Public community forums inviting entities located in the adult education region that provide education and workforce services for adults were held and will be held throughout the process, and input from entities is solicited and considered regarding any proposed decision.

**12. How will you determine approval of a distribution schedule pursuant to Section 84913?**

Section 84913 states that consortium funds can only be spent on one of the specific seven program areas. A distribution schedule will be created and approved by a majority vote of the member institutions. This schedule will be based upon distributions from the state. [Based upon submitted plan, including budget, priorities and addressing gaps.]

**13. Has the consortium A) designated a member to serve as the fund administrator to receive and distribute funds from the program or B) chosen to have a funds flow directly to the member districts based upon the approved distribution schedule?**

The Antelope Valley Union High School District will serve as the fiscal agent for the consortium. They will receive and distribute the funds according to the procedures and priorities established by the consortium

members.

**14. How will members join, leave, or be dismissed from the consortium?**

Members will be added by invitation or request which documents their eligibility pursuant to the AB104 requirements and approval by the consortium members at a public meeting. Member organizations will be allowed to leave upon written notice to the consortium members, announced through public meeting process. Dismissal of consortium members because of failure to actively participate or perform duties of a consortium member will be voted on during the public meeting process.

**15. Does the consortium have a formal document detailing its working beyond the questionnaire?  
(Please provide a link)**

The plan submitted in March of 2015, with additional guidelines for implementation in development. The plan can be accessed at: <http://ab86.cccco.edu/portals/7/docs/plans/13-328-02%20-%20Antelope%20Valley%20-%203.1.15%20Final%20Plan.pdf>

Consortium Member Signature Block

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