

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 1st 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?

Yes.

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?

Yes. All members are responsible for and committed to reporting quarterly to the soon-to-be-hired Consortium Coordinator. Reporting includes a summary of quarterly expenditures and use of funds for programs, services and activities identified in the AEBG regional work plan. Expenditures will be evaluated according to the adult education priorities established by the state and the Consortium. A template is being created for this purpose.

Additionally, members will report on aligned grant and/or other external funds being leveraged for workforce and education services aligned to the AEBG regional work plan.

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?

Consortium member representatives are identified by their local governing boards. Each member institution will submit the board minutes from each K-12 adult and community college Governing Board reflecting the identification and approval of member institution designees to the Consortium.

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

All agendas will identify voting items in advance of meetings to ensure member representatives either are present to vote or identify a proxy to cast a vote on their behalf.

The Consortium has also identified voting members, their representative, number of votes per member institution, and what number constitutes a quorum.

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)

The primary decision-making process of the Consortium will be to arrive at a consensus. If consensus cannot be reached, member voting (a total of 15) will be as follows:

- 1 vote for each K-12 based adult education institution
- 2 votes for each community college
- 1 vote for the community college district
- 1 vote for the Contra Costa County Office of Education (CCCOE)

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

Please refer to the answer provided to question number 5 above for the answer to this question as well

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

The voting model outlined above was arrived at by a consensus vote as identified in the Consortium Charter, after having conducted a discussion forum on how decisions should be made. Past practice, other consortia models being used state-wide as well as various ideas put forth by Steering Committee members were all vetted. The decision on the model was unanimous that it was an effective and fair process. The Steering Committee will review literature on consensus decision-making to strengthen this desired aspect of the Consortium process.

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

Following are ideas generated by the Steering Committee and currently under discussion regarding how best to meet this standard of operation:

- Master calendar publicly-posted
- Events calendar publicly-posted
- Meeting dates/agendas posted on Consortium website
- Meeting dates/agendas posted on member institution websites
- Identify Action Items on public/published agendas
- Invitation to public to Steering Committee meetings to witness process, provide input and/or present agenda items
- Email list of local, community partner institutions, organizations and agencies
- Email list of other local, interested individual community members
- Public announcements about opportunity to

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?

Please refer to the answer provided above to question number 8 for the answer to this question as well.

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

Steering Committee suggestions on a process to meet this standard which are currently still under discussion are as follows:

- Posting on Consortium website
- Posting on member institution websites
- Emailing to list of local community institutions, organizations, and individuals associated with Consortium
- Bi-annual public forum in a local community location for local school governing boards, community institutions, organizations, agencies and individual community members
- Create and manage a blog on Consortium website for ongoing community public comment and input
- Provide contact information for each Consortium member representative(s) for direct contact by local community institutions, organizations, agencies and individuals in the communities they represent
- Provide contact information for Consortium Coordinator

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.

Please refer to the answers to questions number 8, 9 and 10 above for the answer to this question as well.

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

Consortium members and workgroups are currently reviewing and prioritizing programs, services and activities outlined in the original Consortium work plan based upon the recently-allocated Consortium member funding already received (all funding "on the table") and in terms of the fact that the 2015-2016 year is nearing the half-way mark.

The development of a list of Consortium work plan priorities is being guided by the work of a volunteer sub-committee of the Steering Committee. To date the sub-committee has developed a local plan/budget revision worksheet template to be used by each member institution to rework original first-year 2015-2016 member plans/budgets based on three (3) priorities as first identified in the original Consortium work plan.

These re-worked plans are to factor in current status of local implementation work begun, member

institution (K-12 based Adult Education) 2015-2016 MOE funding and Regional Consortium supplemental funding.

Revised member plans/budgets are due by Thursday, November 12th at the time of the next regularly-scheduled Steering Committee meeting. On this date, all member plans will be collected. The Steering Committee will then schedule a follow-up public meeting solely for the purpose of reviewing these plans/budgets and to set a date for a final public meeting at which time a vote on a revised work plan will be taken. The Consortium sub-committee will then be responsible for more thoroughly reviewing revised member plans/budgets and shall present at this follow-up public meeting, a recommendation to the Steering Committee for revisions to be made to the original Consortium work plan as well as for the final funding distribution plan.

The recommendation of this sub-committee shall be based upon matching-up the scope of work and critical elements of the original Consortium work plan with the members' revised plans/budgets, factoring in the appropriate funding sources. The time table for completion of this work is early December.

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 Consortium originally voted for direct funding. As of the last regularly-scheduled meeting on October 9th, the original consensus on this matter is being challenged by several members rethinking the decision made. As a result, at the next regularly-scheduled monthly meeting on November 12th, this matter along with a course of action at this juncture will be discussed and voted upon.

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

- Members may join by offering a Letter of Interest to the Consortium Steering Committee.
- The Steering Committee will vet the request in a public meeting based on member requirements.
- Vetting establishing that the institution meets membership requirements will be by vote.
- Members may leave through a decision and action by their local governing board authority, with any unused funding returned directly to the Consortium.
- Members can be discussed if the Steering Committee determines by vote that the member is negligent in its responsibility and duty as a member to implement the Consortium work plan, with accurate and timely reporting, fiscal management and generally, not fulfilling their member role.

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

Please refer to the Contra Costa Adult Education Consortium (CCAEC) website where the original "AB86 Contra Costa County Adult Education Consortium Regional Comprehensive Plan – Final Report, March 1, 2015" is publicly posted.

The link to the CCAEC website is: www.cccaec.org/

Consortium Member Signature Block

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Date:

30th October, 2015

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box: