

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, all required applicable entities are allowed to join the consortium as a member. Currently, there are no JPAs within the boundaries of the consortium.

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 committed to reporting any funds available to that member and the use of those funds for the purposes of education and workforce services. Each member will present a written summary of related resources and their uses so that the consortium can assess the potential to leverage such resources.

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?

Members' Governing Board have designated an official to represent the respective districts/LEAs. Proof of

respective Governing Board actions will be submitted as supportive evidence of these designations.

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

A quorum is required for the consortium to conduct business. A quorum is three members present. All decisions are made at regular and/or special meetings of the Consortium. If a member cannot attend a meeting, that member may temporarily appoint his/her proxy from their organization with delegated authority. Such delegated authority must be in writing and signed by the member prior to the meeting. All members and their designees will attend Ralph M. Brown Act Training.

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 consortium member's relative voting power will be one vote for each member.

6. How will decisions be approved?

e.g. by majority vote of 51%, or 50% +1 vote, or $\frac{2}{3}$ of votes

e.g. by consensus

A quorum is three members present. A majority of the quorum is necessary for approval of decisions. It is further decided that votes will be voiced by stating yes or no. Abstentions will be noted. Votes will be recorded in the minutes, including the names of the members making and seconding each motion.

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

The members reviewed and discussed various governance models and worked together to decide and agree upon the decision-making model that works best for our consortium.

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

Proposed decisions with backup documentation will be posted on the agenda and will be available 72 hours prior to the consortium meeting. A consent calendar will be provided for each meeting; and if necessary, items of concern will be pulled for discussion and separate vote. Prior to voting, there will be an allotment of time (up to 3 minutes per person) given to members of the public for comment. Additional time will be given to the voting members to consider public comments. After discussion, the

committee will vote or agree to pull the item for a second reading if members feel more time is necessary.

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?

Public notice of proposed consortium decisions will be posted in both an accessible public area as well as on the consortium's website. Each agenda will provide for public comment. Comments will be reviewed, assessed and considered as decisions move forward. If requested, information that is public record shall be made available.

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

Any public comments received in writing in advance of the meeting will be read aloud during the meeting. Otherwise, all other public comments are heard during the properly noticed meetings.

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.

In addition to those partners listed in the original AB 86 planning document, a targeted list of other related entities that provide education and workforce services for adults in the region will be further developed so that the consortium can solicit, consider and respond to comments and input related to the consortium's decisions and activities. Those entities will be maintained on an electronic distribution list and will receive meeting notices and agendas.

The Consortium will solicit and consider comments and input regarding a proposed decision from other entities that provide education and workforce services for adults in the region by announcing its tentative decision in its regularly scheduled meeting and soliciting comments from the entities at the time of the meeting. The Chair of the Consortium may limit comment time of each entity to 10 minutes or less in the interest of conducting a meeting in a timely manner. Members of the Consortium will consider comments and can make a final decision at the meeting, or defer a decision for further consideration.

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

In keeping with the "Allowable Uses" guidance document, a distribution schedule will be developed so that expenditures are "reasonable and justifiable" and are consistent with the AB 86 Regional Plan, AEBG

program goals and activities as identified in the AB 104 budget language. Maintenance of Effort (MOE) funding will flow directly to the relevant members as determined by the state. However, consortium allocations will be distributed in a manner determined by the Desert Regional Consortium on a year to year basis. Before the distribution of funds, the consortium's governance group in a posted public meeting will approve an expenditure plan and budget that is aligned with the three year action plan. The consortium allocations distribution schedule will evolve from the spirit and letter of the three-year plan and the details outlined in the annual plan.

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?

Yes. The Desert Regional Consortium has designated the College of the Desert as its fiscal agent. COD previously served as the fiscal agent for the AB86 two-year planning grant.

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

Members who shall join in accordance with the legislation will be allowed to join automatically. Members may not be dismissed from the Consortium unless they voluntarily choose to do so. However, in the event the designated member fails to participate in meeting and/or meet its other obligations as a member, the Consortium may deem this representative as non-compliant and may request a newly appointed designee from the governing body of that member. If a representative of a member needs to leave the Consortium, the governing body of that member must officially designate a new representative. Permissive members, those who may join in accordance with the legislation, are allowed to join by majority vote of the members. If a member or permissive member decides to leave the Consortium, a letter of resignation, approved by their governing body, must be submitted giving the Consortium 60 days' notice. A permissive member may be dismissed for nonperformance or noncompliance by a majority vote of the members. In addition, any member opting out will be accountable for all funding received and data associated with said funding. This would include data being reported and collected or a refund of funds. Future funding may and can be pulled based on a member decision to opt out of the consortium.

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

At this time, the Three-Year and Annual Plan, Performance Measures and Allocations Schedule are being developed. These documents will serve to detail working beyond this questionnaire. Currently, the AB86 Desert Regional Adult Education Plan submitted March 2015 serves as the frame of reference for developing further implementation plans and schedules. The March 15 Three-Year Plan is posted in the AEBG Website. As plans and schedules are finalized, the consortium's work is based on a work plan with timelines. As requisite plans and other documentation are completed, they will be posted on the website and available for public view.

Consortium Member Signature Block

Name:

Pam Hunter

Consortia Member:

College of the Desert

Email:

phunter@collegeofthedesert.edu

Date:

October 19, 2015

Signature Box:



Name:

Jereme Weischedel

Consortia Member:

Coachella Valley Adult School

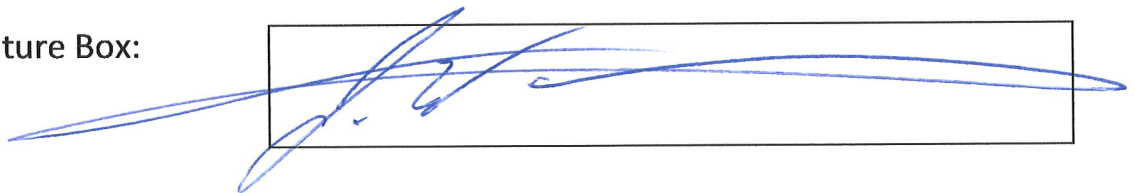
Email:

jereme.weischedel@cvusd.us

Date:

October 19, 2015

Signature Box:



Name:

Deanna McCarthy

Consortia Member:

Riverside County Office of Education

Email:

dmccarty@rcoe.us

Date:

October 19, 2015

Signature Box:



Name:

Milt Jones

Consortia Member:

Palm Springs Unified School District

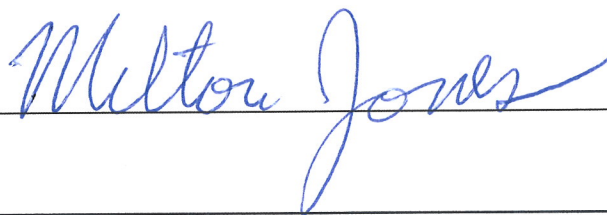
Email:

mjones@psusd.us

Date:

October 19, 2015

Signature Box:



Name:

Larry Bellanich

Consortia Member:

Desert Sands Unified School District

Email:

Larry.bellanich@desertsands.us

Date:

October 19, 2015

Signature Box:

