

**AEBG**

PARTNERING FOR A STRONG  
CALIFORNIA WORKFORCE

## 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 AEBG inbox: [aebg@cccco.edu](mailto:aebg@cccco.edu).*

Consortium Name:

Desert Regional Consortium

Fiscal Agent or Fiscal Coordinator:

Guillermo E. Mendoza, Jr.

Consortium Point Person (or person submitting this document):

Name:

Guillermo E. Mendoza, Jr.

Consortium Role:

Project Manager

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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?**

Each respective Governing Board has designated an official to represent the respective districts/LEAs. As proof of Governing Board actions, copies of respective Governing Board minutes 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 at present is three members present. All decisions are made at regular and/or special meeting of the Consortium. If a member cannot attend a meeting, that member may temporarily appoint his/her designee 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 at present 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.

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

Our consortium members and partners 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 will be posted on the agenda and will be available one week prior to the consortium meeting. 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 executive voting 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 provides from public comment. Comments will be reviewed, assessed and considered as decision 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.**

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 comment from these 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.

In addition, the DRC will consider input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision.



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

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 will approve an expenditure plan and budget that is aligned with the three-year action 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?**

The Desert Regional Consortium has elected to have Direct Funding in order to have a funds flow directly to the member districts based upon the approved distribution schedule. In addition, all DRC members use Galaxy software to maintain all income and expenditures. Galaxy software is maintained by Riverside County Office of Education for all school districts/colleges and is audited annually. The fiscal information both Summary, as well as Detailed is used to enter data from all members for reports and justifications as required by the Chancellor's Office/CDE via electronic portal at the appointed reporting periods. The fiscal information is gathered by the Project Manager and entered via portal after being certified by a certifying official from each member agency prior to final submission.

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

Members who shall join in accordance with the legislature 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 legislature, 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.

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

The Three-Year Plan, Annual Plans, Expenditures and Allocations Schedule 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.

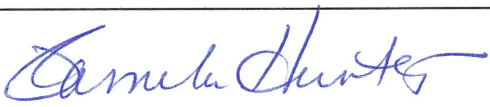
Consortium Member Signature Block

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Consortia Member: College of the Desert

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Date: August 8, 2016

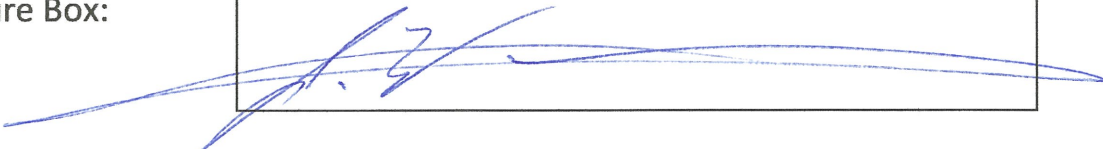
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Date: August 8, 2016

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Name:

Milt Jones

Consortia Member:

Palm Springs Unified School District

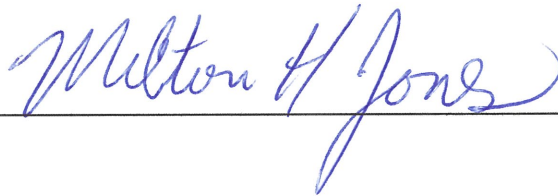
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