

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:

Feather River Adult Education Consortium

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

Feather River Community College District

Consortium Point Person (or person submitting this document):

Name:

Michele Piller, Acting Program Director

Consortium Role:

Adult Education Program Director

E-Mail:

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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?

The boundaries of this adult education region include Feather River Community College District (FRC), Plumas County Office of Education (PCOE), Plumas Unified School District (PUSD), Sierra County Office of Education (SCOE) and Sierra-Plumas Joint Unified School District (SPJUSD). Each of these entities are allowed to join the consortium as Members. At this time, only FRC, PCOE and PUSD have elected to join 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?

Reporting and evaluation of the various funds will be completed in accordance with each fund's particular guidelines. The Consortium will combine these reports into a synthesized report covering regional impact of funding on education and workforce services for adults. The Consortium will undertake in the 20,000 Lives forum an annual evaluation of the administration of funds, governance of the Consortium, coordination of efforts across multiple funds and programs, and outcomes for adults in the region.

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?

If a Superintendent is elected, he/she may appoint a designated official for the Consortium. If the Superintendent is appointed by a Board, then the Board must approve/appoint the designated official for the Consortium. The Members may elect to allow for substitutes or proxies for the designated officials; they must decide how/when this will be allowed, whether the substitute/proxy will be allowed to vote, and how the governing Board will be informed of the substitute/proxy. Appointment of a designated official must be reflected in the governing Board's Meeting Minutes and submitted to the Consortium.

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

Participating Members of the Consortium may make decisions by special meeting of the Members. Decisions to be reviewed in a public forum will be discussed at regular meetings of the 20,000 Lives working group.

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

Each Member will have one vote in the Consortium.

6. How will decisions be approved?

Decisions will be approved by majority vote.

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

As ours is a region with few potential Consortium Members, this decision-making model was discussed with the prospective Members and arrived at via majority vote.

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 considered in open, properly noticed public meetings at which members of the public may comment by using the existing public meeting forum of the 20,000 Lives effort through the Plumas County Public Health Agency.

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 20,000 Lives working group issues a notice prior to each meeting which includes items to be discussed. Decisions to be made by the Consortium will be noticed in this way, along with links to various documents under review. These include documents proposed for adoption as well as

compilations of any public comments. Notice will also be issued via the county's local newspapers.

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

Comments submitted by members of the public will be reviewed and synthesized into a single document. This document will be distributed to the 20,000 Lives forum with related materials when public notices are made for proposed decisions.

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 comments through the 20,000 Lives forum, which includes as members local county departments, public education institutions, local nonprofit organizations, workforce development organizations, the public library, and others. This group is open to the public as well. The public will be invited to submit comments directly to the Consortium, and public comments will be recorded during 20,000 Lives meetings where Consortium decisions are discussed in order to include them in the synthesis of public comments.

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

Indirect costs will be limited to 5% of funds in total. Feather River College will designate funds as appropriate for project direction, data entry, and coordination. A Request For Proposals (RFP) process will be undertaken to determine distribution of funding for Consortium Partners and Members. Funds will be distributed only to activities in line with the program areas delineated in Section 84913. Priority for grant funding will be determined by the Consortium Members based on quality of proposals received and their relevance to outstanding needs identified by stakeholders in the AB86 Adult Education Regional Comprehensive Plan: Programs, Gaps, and Needs (or any subsequent Adult Education assessment of programs, gaps and needs). Consortium Partners will have the opportunity to provide recommendations related to grant service priorities in the 20,000 Lives forum. A rubric will be designed for reviewers to rate and weight proposals, addressing areas such as relevancy, critical need/gap supported, reasonableness of budget, program capacity, project viability, etc.

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?

Feather River College (FRC) is the Consortium Member designated to serve as the fund administrator to receive and distribute funds from the program.

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

Members must submit official resignation from the Consortium in writing, including authorization from their respective Governing Board. Members understand that leaving the Consortium may have implications for other sources of funding they may receive. Members who are non-compliant with the terms of governance initially agreed to may propose changes to the terms in writing for the Consortium to review as a whole. In the event non-compliance with the terms of governance continues, a Member will be issued a 30-day written notification of pending dismissal from the Consortium. At the end of that period, a Member who is still non-compliant will be dismissed from the Consortium. Members may join or rejoin the Consortium if they are eligible for Membership, have provided written intent to join the Consortium, and have received authorization from their Governing Board to join, including approval and execution of the terms of governance.

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

A formal governance document (MOU) has been developed that includes the items discussed in this questionnaire. It is under review by the Consortium Members and will be available upon final execution by all Members.

Consortium Member Signature Block

Name:

Derek Lerch

Consortia Member:

Feather River Community College District

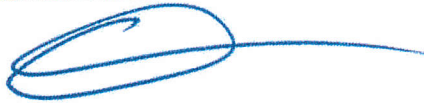
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Oct. 21, 2015

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