

1.8 Use the [Governance Template](#) to describe how your Consortium operates programmatically and fiscally.

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, the following districts were initially invited to join the Los Angeles Consortium:](#)

1. Beverly Hills
2. Las Virgenes
3. Palos Verdes
4. Alhambra
5. San Gabriel
6. Montebello

7. Culver City
8. Burbank

Three districts did not reply or declined the invitation to participate (Beverly Hills, Las Virgenes and Palos Verdes). Two districts (Alhambra and San Gabriel) indicated an interest in participating; however, representatives were not sent to any of the scheduled meetings nor did they make any attempt to contact the offices of ELAC or LAUSD/DACE. WestEd was charged with obtaining additional information about the non-participating districts. Their findings support LARAEC's initial conclusions. To date, in spite of additional contact, not one of the non-participating districts have expressed interest in participating in LARAEC. The remaining three districts, Burbank Unified School District (BUSD), Culver City Unified School District (CCUSD) and Montebello Unified School District (MUSD), along with LAUSD and LACCD became the five members of the [Los Angeles Regional Adult Education 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. A system of reporting funds is being established between the five member districts. The process to evaluate funds and programs is being established by the Executive Team.](#)

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 member district voted on the official designated at a Board of Trustee meeting or School Board meeting. The district's board meeting minutes appointing their representative is evidence of this appointment.](#)

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

[Every member of the consortium will be aware of the items on the agenda for all meetings and all members will vote on each decision in an open meeting.](#)

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)

[Consensus will be the preferred decision making model, if consensus is not reached then each member will have one vote.](#)

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

Simple majority (3 of 5,)

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

This decision making process was reached at an open meeting. The voting structure was reached with a majority vote (motion passed with a four USDs in favor and one protest vote by the community college district).

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

LARAEC has developed, in accordance with AB 104, guidelines to create open meeting procedures using the Brown Act time frames as guide.

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 LARAEC open meeting procedures will be followed and public comment is allowed during the meeting (Appendix 1)

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

Public comments will be recorded at the Open Meeting Minutes and Posted on LARAEC's website

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.

Electronic distribution/posting of Meeting Agendas on LARAEC's website.

LARAEC will welcome comments at open meetings.

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

The distributions schedule will adhere to the Yearly Plan.

This decision making process was reached at an open meeting. The voting structure was reached with a majority vote (motion passed with a three USDs in favor and one protest vote by the community college district).

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?

B) Chosen to have a funds flow directly to the member districts based upon the approved distribution schedule.

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

Join:

- a) District's Superintendent, Chancellor, or Agency's Executive Officer submits a written request
- b) A representative is appointed by the new District's Board
- c) Once appointed, representative works with LARAEC to incorporate/align their district with LARAEC's Regional Comprehensive Plan.

Leave:

District's Superintendent, Chancellor, or Agency's Executive Officer submits a written request

Dismissal:

As per AB 104 Section 84914

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

Not at this time.

Consortium Member Signature Block

Name:

Consortia Member:

Email:

Date:

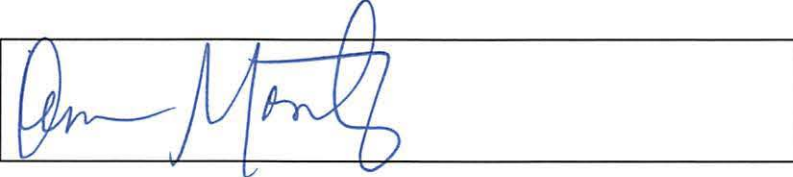
Signature Box: 

Name:

Consortia Member:

Email:

Date:

Signature Box: 

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box: