



Capital Adult Education Regional Consortium Governance Plan

Consortia Report on Governance Compliance of Rules and Procedures

The state is requesting that all consortia download, complete, and return this template in order to satisfy the Adult Education Block Grant governance requirement. This will also help each consortium develop a decision-making structure/process that is agreed upon by consortium members.

Download and save this PDF, open it with Adobe Acrobat Reader, fill in the form fields, print the completed form, have each officially designated member sign the document, 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, and budget.

Consortium Name: Capital Adult Education Regional Consortium (CAERC)

Planning Grant Fiscal Agent Name: Los Rios Community College District

Consortium Point Person:

Name: Connie Lee

Consortium Role: Consortium Director

E-Mail: clee@scoe.net

- 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?**

In accordance with AB 104, all eligible organizations within the boundaries of the region have been allowed to join the Capital Adult Education Regional Consortium (CAERC) as members. The Consortium is comprised of the following members: Amador County Unified School District, Center Joint Unified School District, Davis Joint Unified School District, El Dorado County Office of Education, Elk Grove Unified School District, Folsom Cordova Unified School District, Galt Joint Union High School District, Natomas Unified School

District, Sacramento City Unified School District, Sacramento County Office of Education, San Juan Unified School District, Twin Rivers Unified School District, Washington Unified School District, and Los Rios Community College District. Los Rios Community College District represents American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College.

- 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?**

The reporting of available funds will be collected at the regional level. Official-designated members will submit their data to CAERC, and the Consortium staff will compile and submit the regional data to the state. The Consortium will identify funding sources to be reported annually in compliance to the Adult Education Block Grant (AEBG). Official-designated members will certify the data annually to validate and check for accuracy. All Consortium members have agreed to the reporting of funds and to complying with this reporting process **in each member's Memorandum of Understanding.**

- 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?**

The Consortium shall keep track of the date its members were officially designated by their local board and keep copies of the local board minutes as evidence, which will be archived. If an official designation is a Consent Item a copy of the Board Agenda that shows the designation as a Consent Item, as well as the minutes, will be provided and kept on file by CAERC. Each member must have a minimum of one official-designated member. Members have the option of having more than one official-designated member approved by their governing board to serve as alternate representatives.

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

The Consortium recognizes the benefits from full and active participation by all members in the decision-making process. Therefore, a calendar of meetings and each meeting agenda will be sent to members in advance. Agendas will be posted on the

Consortium website. Email notification and reminders will be sent to all members. Alternate means of participating and voting **are available**. Minutes from meetings will be distributed to members and posted to the Consortium website.

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

e.g., 1 member = 1 vote; 1 institution = 1 vote (thus giving districts with multiple institutions multiple votes); Other (e.g., votes proportionate to adult students served)

The Consortium recognizes the importance of collaboration and representation for its members. With this in mind, each K-12 district member has one vote. Each County Office of Education will also have one vote. Los Rios Community College District's official-designated member has four votes to represent the interest and needs of each community college - American River College, Cosumnes River College, Folsom Lake College, and Sacramento City College.

6. **How will decisions be approved?**

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

All Consortium meetings shall be conducted in accordance with AB 104 Adult Education Block Grant (AEBG) and the CAERC Governance Plan. Two-thirds of the Consortium constitute a quorum and a majority. A minimum of two-thirds vote of all members will be needed for the passage of any motion. The vote of each official-designated member shall be recorded as cast. The names of the members making and seconding each motion shall be recorded in the Consortium minutes.

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

During the AB 86 planning year (FY 2014-2015), the Consortium adhered to the CAERC management structure and shared leadership strategies to manage the planning and decision-making process (*Reference CAERC AB 86 Comprehensive Regional Plan, March 2015, pp. 5-14*). This decision-making model has proven to be effective and efficient for the Consortium work. The Consortium members have voted to adopt the decision-making model used in the planning year for the future regional work in adult education. This decision-making model includes the following:

- Each K-12 district member has one vote.
- Each County Office of Education member has one vote.
- Los Rios Community College District's official-designated member has four votes to represent the interest and needs of each community college.

- A minimum of two-thirds vote will be needed for the passage of any motion.
- Subcommittees and workgroups will be convened as needed to address specific issues and develop recommendations and proposals to the Consortium. Feedback will be solicited by the membership to update recommendations and proposals.
- **CAERC Staff** and Partners serve in an advisory capacity.

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

The Consortium encourages all interested persons to attend monthly meetings and to address the Consortium concerning any item on the agenda or within the Consortium's jurisdiction. Agendas will be posted on the building of the fiscal agent, on the Consortium website www.caerc.org, and emailed in advance to Consortium members who will post the agendas at their local sites to notify and invite the community to the public meeting. Consortium partners are encouraged to post the agendas at their sites.

The following rules are intended to facilitate a presentation to the Consortium:

A. For matters not listed on the agenda:

- I. Any individual who wishes to address the Consortium on any item of interest to the public that is within the subject matter jurisdiction of the Consortium and not listed on the agenda may do so under the item on the agenda entitled "Public Comments."
- II. Without taking action, Consortium members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda.
- III. In keeping with its right to determine the length of time to be allotted to agenda items, the Consortium has determined that the overall time to be allowed for the agenda item entitled "Public Comments" shall not exceed 30 minutes and no more than 2 minutes per individual, unless there are extenuating circumstances, in which case the Consortium may extend the overall time limit.

B. For matters listed on the agenda: a person who wishes to address the Consortium may do so by completing a brief form (including name, address, and agenda item). Upon recognition, the person should state his or her name and may address the Consortium. The order of public comments on the agenda item will be determined

by the order received.

C. Individuals shall be allowed up to two minutes to address the Consortium on each agenda item or during the general public comments, unless there are extenuating circumstances, in which case the Consortium may extend the time limit for individual remarks.

D. Every meeting will have a minimum of one public comment section with a designated amount of time. Comments will be made in the order in which the comments are received.

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 Capital Adult Education Regional Consortium recognizes the benefits that are derived when input from the public is included as part of the decision-making process. The Members will include the public in Consortium activities and programs whenever appropriate. The Consortium will provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. Monthly meetings will include a designated time for public comment. Agendas will be posted on the building of the fiscal agent, on the Consortium website www.caerc.org, and emailed in advance to Consortium members who will post the agendas at their local sites to notify and invite the community to the public meeting. Consortium partners are encouraged to post the agendas at their sites.

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

Comments submitted by members of the public will be recorded in the meeting minutes and distributed publicly on the Consortium 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 workforce services for adults. Such entities will include but not necessarily 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.**

Community partners and other entities are invited and encouraged to participate in all Consortium meetings. CAERC's founding partners include Alta California Regional Center, Black Oak Mine Unified School District, Building Skills Partnership, California Department of Corrections and Rehabilitation, California Department of Developmental Services, California Human Development, California State Library, Capital Region Academies for the Next Economy (CRANE), El Dorado County Library, El Dorado Union High School District, Greater Sacramento Urban League, Highlands Community Charter and Technical Schools, La Familia Counseling Center, Mexican Consulate, Outreach and Technical Assistance Network (OTAN), Sacramento Employment and Training Agency (SETA), Sacramento ESL Program, Sacramento Food Bank & Family Services, Sacramento Job Corps, Sacramento Public Library Authority, Yolo County Library, and the Yolo County Office of Education.

CAERC will publish newsletters to provide outreach support for members and partners. The consortium will digitally distribute the newsletter to students, teachers, faculty, classified staff, and administrators. The consortium newsletter will be made available on the www.caerc.org website for the public community to access. Readers will be encouraged to provide input through their designated representative or through the websites www.caerc.org or www.capitaladulthood.org.

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

The Capital Adult Education Regional Consortium will approve the distribution schedule pursuant to Section 84913 with a two-thirds vote. In accordance with the Adult Education Block Grant (AEBG) and the CAERC Governance Plan, a minimum of two-thirds vote will be needed for the passage of any motion. The vote of each official-designated member shall be recorded as cast. The names of the members making and seconding each motion shall be recorded in the Consortium minutes. The distribution schedule will follow the funding priorities as specified in the *CAERC AB 86 Comprehensive Regional Plan, March 2015*.

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 funds flow directly to the member districts based upon the approved distribution schedule?**

The Capital Adult Education Regional Consortium has designated the Sacramento County Office of Education 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?**

The Consortium will adhere to the membership guidelines as defined by AB 104. Considerations for dismissal from the Consortium include:

- The member no longer wishes to provide services consistent with the adult education plan;
- The member cannot provide services that address the needs identified in the adult education plan; or
- The member has been ineffective in providing services that address the needs identified in the adult education plan, and reasonable interventions have not resulted in improvement.

In addition to the considerations specified in AB 104:

- Regular attendance is expected at monthly Consortium meetings **and Workgroup meetings**. Issues regarding lack of attendance will be addressed by the Consortium.
- Dismissal from the Consortium would be accomplished with a two-thirds majority vote from the Consortium based on non-compliance with legal statutory requirements.
- If the member initiates leaving the Consortium, CAERC will require the member's Governing Board approval.
- If the Consortium initiates dismissal, the Consortium will inform the member's Superintendent and Governing Board and follow due process.

15. **Does the consortium have a formal document detailing its working beyond this questionnaire?**

At this time, the Consortium **has adopted CAERC Policies detailing its work beyond this questionnaire.**