

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?

We contacted all school districts, college districts, and county offices of education located within the boundaries of the Mendocino-Lake region to join the consortium as a member or partner. Our consortium is representative of the Mendocino-Lake County Educational Community and the population we serve.

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?

All Consortium members have stated their commitment to discuss any funds available to that member for the purpose of education and workforce services for adults and the use of those funds.

The available funds will be discussed and evaluated at the March Mendocino-Lake Consortium budget planning meeting to reflect the school budget planning calendar cycle. This spring budget planning consortium meeting will be reported and funds evaluated for all members and partners present or absent in written hard copy and electronic message form.

Available AEBG funds will be evaluated with criteria for each expenditure: All funds used to support the planned program objectives of the AEBG program are reasonable and justifiable expenses.

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?

Prior to consortium meetings, any consortium member not able to attend will notify the chair or AEBG Director that they will not be able to attend the meeting or if they will send a designee. A designee shall have the authority to vote by proxy on behalf of their member agency. Each member has only one vote even if multiple agency representatives are present in a meeting.

The minutes of each consortium meeting will be sent to each member and posted on our website. Members will be formally approved by their own agency board. The request to each AEBG member agency is that their representative be given the authority to make a representative decision for their agency at each AEBG Consortium meeting. This will empower the AEBG Consortium to make timely decisions when solving time sensitive issues brought before the AEBG Consortium.

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

All agenda's and minutes from every Consortium meeting will be shared with all members and partners present or absent in a timely scheduled distribution cycle. A designee will receive the same consortium meeting minutes of each meeting they attend to assure all members of the consortium participate in any decisions made by the consortium.

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 voting power of each member is one vote. The current voting members are Mendocino College, Lake County Office of Education, Mendocino County Office of Education, Round Valley Unified School District, Anderson Valley Unified School District, Ukiah Unified School District, Upper Lake Unified School District, and Kelseyville Unified School District. The consortium voted to ensure the AEBG Program Director will not vote on any decisions brought to the consortium for a vote. The AEBG Director will remain neutral as a facilitator and supporter of consortium governance process.

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

Decisions will be made by majority of 50% plus one vote.

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

The Consortium decided on the decision making model by consensus. Each Member and partner at our meeting was asked to give their opinion on the most effective and efficient governance model.

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

The Mendocino-Lake Consortium will follow Brown Act meeting requirements and will properly notify the public of meetings of the consortium. We propose to meeting once a month. If a meeting is cancelled, the chair of the meeting will send out a notice of cancellation by the Friday prior to the schedule meeting.

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 consortium minutes will be available at our consortium website linked to the Mendocino College's public website. The public will be provided with adequate notice of the proposed decisions and will be encouraged to submit public comments.

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

Members of the Public submitting comments will be publically distributed through summarized minutes at all consortium meetings and on our website for public knowledge.

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.

A list of all current public agencies in the adult education region providing education and workforce services will be created and posted on our website. This data base will be updated regularly and shared with consortium members and partners and on our AEBG website.

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

The distribution schedule pursuant to Section 84913 will be determined by the Consortium. Funds allocated to support these seven program areas will be apportioned and voted for approval by the Mendocino-Lake full consortium membership. Our consortium was assessed for areas of current program implementation pursuant to Section 84913. Short Term and Long Term goals will be identified to ensure that services and resources are developed to serve our program areas of greatest need.

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?

- A. The Mendocino-Lake Consortium has designated Mendocino College to serve as the fund administrator to receive and distribute funds for the AEBG consortium.
- B. The Consortium is currently in the process of developing and implementing a governance structure and operational system to consider how funds will flow to consortium member districts based upon the approved distribution schedule.

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

Members will join by stating in a written application form their intent and ability to meeting the AB 104 criteria for AEBG Membership. Members will leave the consortium by their own choice. The AEBG program director will conduct an exit interview with each leaving member. Members being dismissed from the consortium by the consortium voting members will participate in a documented due process and formalized agreement.

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

The Mendocino-Lake Consortium is developing a formalized charter agreement detailing all governance responsibilities and formal meeting guidelines and rules beyond the questionnaire. The AEBG Mendocino-Lake Agreement will be linked to our website.

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:

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:

Name:

Consortia Member:

Email:

Date:

Signature Box: