

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:

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?

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 members agreed to report any funds to the state. They will be reported and evaluated by the fiscal agent. The fiscal agent will be responsible to assure expenditures are allowable. The coordinator will verify that expenditures are consistent with the consortium's plan.

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 representative will submit a copy of the resolution or minutes from their district board.

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

If the representative is not able to attend, the designee will send the Consortium Coordinator the name of a proxy no later than 24 hours before the start of the meeting. Members will be allowed to attend remotely and vote verbally.

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 (eg, votes proportionate to adult students served)

Each member institution will have one vote (1 member = 1 vote) when voting is necessary.

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

The consortium will make decisions by modified consensus, with a minimum of 75% approval needed for decisions requiring a vote. There will need to be 6 board members present in order for action item decisions to be made.

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

The member work group recommended a consensus model to a meeting of consortium representatives. It was approved by consensus.

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

Meetings will be scheduled on a regular basis and special meetings can be inserted into the schedule with 24 hours notice. Meetings will be posted on the consortium website as well as member sites. Signage will be posted outside the meeting, inviting public participation. Hard copy agendas will be posted at member and partner sites at least 24 hours before the 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?

Agendas for each board meeting will be available on the website with links from each members' website to the consortium board meeting agendas and minutes.

Public is invited to attend all meetings. Each meeting will include a public comment period and public comment cards will be available at meetings. The public can also send appropriate comments through the website to be shared at the meetings.

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

Minutes will be made available after the meeting on the consortium website and hard copies will be sent to members and partners to be available at their locations.

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.

All partners and interested parties will receive agendas by email 72 hours in advance of the regular meeting and 24 hours in advance of special meetings.

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

The consortium will use a proposal process to distribute funds. All members will be invited to submit project proposals. The board will decide by consensus how to distribute funds based on an evaluation of all proposals.

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 consortium board work group decided MCCD will be the fund administrator.

Name:

Consortia Member:

E-mail:

Date:

Yes, I am the officially designated member for the adult education block grant.

Signature Box:

Name:

Consortia Member:

E-mail:

Date:

Yes, I am the officially designated member for the adult education block grant.

Signature Box:

Name:

Donna Alley

Consortia Member:

Le Grand Union High School District

E-mail:

dalley@lghs.k12.ca.us

Date:

10-30-15

Yes, I am the officially designated member for the adult education block grant.

Signature Box:

Donna Alley

Name:

Paul Enos

Consortia Member:

Los Banos Unified School District

E-mail:

paulenos@losbanosusd.k12.ca.us

Date:

10-30-15

Yes, I am the officially designated member for the adult education block grant.

Signature Box:


Name:

Consortia Member:

E-mail:

Date:

Yes, I am the officially designated member for the adult education block grant.

Signature Box: 


Name:

Consortia Member:

E-mail:

Date:

Yes, I am the officially designated member for the adult education block grant.

Signature Box: 

Name:

Mary Whited

Consortia Member:

Merced County Office of Education

E-mail:

mwhited@mcoe.org

Date:

October 30, 2015

Yes, I am the officially designated member for the adult education block grant.

Signature Box:

Mary Whited

Name:

Debra Glass

Consortia Member:

Merced Union High School District

E-mail:

dglass@muhsd.org

Date:

Oct October 30, 2015

Yes, I am the officially designated member for the adult education block grant.

Signature Box:

Debra Glass