

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:

Palo Verde Adult Education Consortium

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

Palo Verde College

Consortium Point Person (or person submitting this document):

Name:

Lale Cilenti

Consortium Role:

Consortium Lead

E-Mail:

lale.cilenti@paloverde.edu

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 community college and the school districts located within the boundaries of the adult education region have been allowed to join the consortium as members in accordance with article 9 of the Adult Education Block Grant Program section 84917.

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, members have committed to reporting any funds they are allocated for the purposes of education and workforce services for adults. Each member will provide a written report of the amounts and uses of such funds to the Consortium. Palo Verde College, as the designated fiscal agent, will collate, certify, and report funding sources and expenditures. Consortium members will continue to develop the evaluation process with further guidance from the state.

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 of the Consortium will provide a copy of their respective governing board's minutes authorizing an official voting member or designee to the Consortium. Palo Verde College, as the fiscal agent, will be the official recipient of said documentation. Each official member may also identify one proxy to the official voting member.

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

All members will be notified of meetings of the Consortium via email, and will be able to attend face-to-face, electronically, via ITV or online conferencing. Meeting dates, times, locations, agendas and minutes of previous meetings will be available to Consortium members and partners as well as the public on the Consortium website.

All Consortium decisions will be made at regular or special meetings, in compliance with open meeting legislation and will follow standard parliamentary procedures agreed upon by the governing board of the consortium. Members will be required to attend all meetings and to participate in the decision-making process. A quorum will be established by a simple majority of members in attendance. Each voting member may designate a proxy to attend and vote at any or all of the meetings if necessary.

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)

The relative voting power of each member will be 1 member = 1 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

All issues to be voted on by the Consortium shall be decided by a simple majority (51%) of those present at the meeting in which the vote takes place.

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

The decision-making model was agreed upon during planning meetings through collaborative discussions on consortium governance.

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 Palo Verde Adult Education Consortium will comply with the provisions of the Ralph M. Brown Act for Local Legislative Bodies (aka The Brown Act).

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?

In accordance with The Brown Act, all regular and special meetings of the Consortium shall be open to the public, be accessible to persons with disabilities, and otherwise comply with open-meeting provisions, except as required or permitted by law. A notice identifying the location, date, and time of each regular meeting of the Consortium will be posted on the Consortium website and at the entrance to the meeting at least 72 hours prior to a regular meeting of the Consortium. The agenda will include a brief discussion of each item to be discussed. If a special meeting is deemed necessary, 24 hours' notice will be provided. Members of the public may attend meetings and comment on any agenda item, provided they submit a speaker's slip at the beginning of the meeting. Public comments will be limited to 3 minutes per speaker.

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

Comments submitted by members of the public in writing prior to a meeting will be read aloud, and will be noted in the meeting minutes, along with any public comments heard during the scheduled meeting. Minutes of meetings will be posted to the Palo Verde Adult Education Consortium website, and will be available by email or post, if requested.

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 is committed to soliciting and considering input on proposed decisions from entities located in the adult education region and workforce services for adults during regularly scheduled public meetings. Members of the Consortium, upon considering such input, may make a final decision at the meeting, or decide to stay the decision for further consideration.

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

The voting members of the Consortium will meet to discuss the distribution schedule and, after deliberations, approve said distribution schedule based on consortium objectives outlined in the regional plan pursuant to Section 84913.

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 has designated Palo Verde College to serve as fund administrator (fiscal agent) to receive and distribute funds from the program.

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

All mandatory members (entities who are required to join in accordance with legislation) have joined the Consortium. Mandatory members cannot be dismissed from the Consortium, but the Consortium may request a new designee from the governing body of a member institution if that particular member fails to participate actively in the governance of the Consortium.

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

Not at this time. However, the Consortium is reviewing its existing governance processes and is committed to developing a final set of formal by-laws that operationalize all governance procedures.

Consortium Member Signature Block

Name:

Sean Hancock, Vice President of Instruction and Student Services

Consortia Member:

Palo Verde College

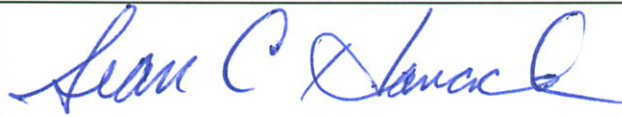
Email:

sean.hancock@paloverde.edu

Date:

October 20, 2015

Signature Box:



Name:

Mary McNeil, Superintendent

Consortia Member:

Needles Unified School District

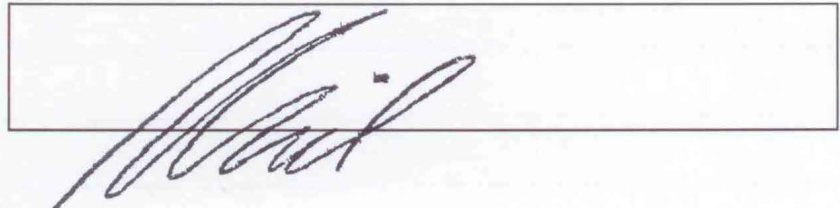
Email:

Mary_McNeil@needlesusd.org

Date:

October 14, 2015

Signature Box:



Name:

Brandy Cox, Principal PVHS

Consortia Member:

Palo Verde Unified School District

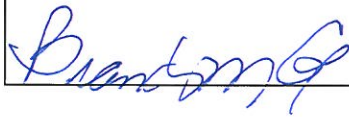
Email:

bcox@pvusd.us

Date:

10/8/2015

Signature Box:

A handwritten signature in blue ink, appearing to read "Brandy Cox", is written inside a rectangular box.