

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?

Yes. The current Pasadena Area Consortium includes PACCD and Pasadena Unified School District (PUSD).

One new school districts joined on September 8, 2015: Temple City Unified School District.

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. Funds available will be reported at public meetings. Priorities for utilizing funds will rely primarily on the Regional Comprehensive Plan in implementation of activities and objectives.

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?

All members of the Pasadena Area Governance structure, by consent item, will be reported to each Board of Trustees Governing Board or K-12 School Board at a regular board meeting.

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

Temple City Unified School joined the Pasadena Area Consortium in October 2015. They are now actively participating. All meetings will be advertised on Arcadia, Temple City, PUSD and PCC websites. Meeting agendas will be circulated.

Primary source of communication is e-mail with telephone follow-up, as needed.

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)

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

By consensus of the three (3) voting members.

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

Meeting with Pasadena Area Consortium members in October 2015 with mutual agreement.

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 agenda will include a specific item related to Public Comment that will allow for the public to make comments. Agendas will be posted on Consortium members' websites with links. Agenda items will include both discussion items and actions items. Meetings will be held on a quarterly basis and rotated at each site. Meeting times will be rotated between morning and evening times to currently reflect existing board meeting times at each site. In addition, paper copies of the agenda will be posted at key locations at each members' school sites.

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?

Meeting agendas will be sent to key stakeholders and posted on the website. Announcement of meetings will be made in advance (72 hours or more).

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

Public comments will be transcribed and minutes circulated. They will also be available on Pasadena Area Consortium websites.

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 Pasadena Area Consortium will also solicit feedback and input from the Pasadena Area Advisory Board.

Meeting minutes will be posted (online).

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

All funding allocations will only be approved according to the requirements of Section 84913 addressing the seven (7) priority areas.

PACCD, as the fiscal agent, will ensure that funding (when received) is distributed as voted on at the Pasadena Area Consortium Governance meetings. All approved allocations will be processed by PAACD Fiscal Services and approved by the Board of Trustees.

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?

Yes, Pasadena Area Community College District will serve as the fund administrator to received and distribute funds from the program. The Consortium will follow the same procedure for distribution of funds for AB 86 planning grant funds.

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

Each member shall make a request to the Pasadena Area Consortium Governance Group to join or leave the Consortium. The Pasadena Area Consortium Governance Group shall approve all requests at a regularly scheduled meeting.

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

No

Name:

Dr. Ofelia R. Arellano

Consortia Member:

Pasadena Area Community College District

E-mail:

orarellano@pasadena.edu

Date:

October 7, 2015

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

Signature Box:

Ofelia R Arellano

Name:

Jack Loos

Consortia Member:

Pasadena Unified School District

E-mail:

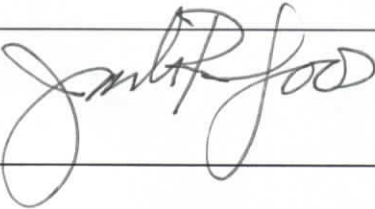
loos.jack@pusd.us

Date:

October 8, 2105

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

Signature Box:



Name:

Chris Sewell

Consortia Member:

Temple City Unified School District

E-mail:

csewell@tcusd.net

Date:

October 14, 2015

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

Signature Box:

