

## Consortia Report on Governance Compliance of Rules and Procedures

Consortium Name:

San Mateo County: ACCEL

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

San Mateo Union High School District

Consortium Point Person (or person submitting this document):

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Consortium Role:

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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.

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.

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 School District's governing board shall designate an official representative. The Co-Directors of ACCEL shall ensure that only official representatives participate in decision-making of the Consortium steering committee.

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

ACCEL will assure participation of members by ensuring that an officially designated member or alternate is in attendance at all decision-making meetings.

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

AB 86 established a principle of “shared leadership” between the community college district and the K-12 based adult schools. Based on this guidance, ACCEL will primarily use the “Shared Agreement” model for decision-making. This method develops broad-based agreements through an open, structured collaborative sequence of information development and decision-making (see Appendix A.1). Shared Agreement also includes the San Mateo County Office of Education.

Voting will be used as a back-up method. In keeping with the principle of shared leadership, the community college district will have a number of votes equal to the adult school votes. The following agencies have one vote each: Jefferson Adult School, San Mateo Adult School, Sequoia Adult School, South San Francisco Adult School. The following agencies have one-half a vote: Cabrillo Unified School District, La Honda Pescadero School District, and San Mateo County Office of Education. The following have one and two-third votes each: Cañada College, College of San Mateo, and Skyline College.

There are ten and one-half votes in total. Seven votes are needed to pass any motion. This voting level means that each segment (K12 adult and community college district) must have the concurrence of members of the other segment or the County Office of Education, or both, to achieve approval of any proposal.

6. How will decisions be approved?

Decisions are approved and final when each official representative indicates one of the following a) unqualified support for the proposed course of action, b) the course of action is acceptable (best of the options under consideration), or c) they can “live with” the decision (not strong support but believe the process was fair and the decision acceptable). All members indicating a, b, or c means the decision has “shared agreement”. If not all official representatives indicate a, b or c, the consortium will identify the areas of disagreement and attempt to develop modifications to gain shared agreement. If shared agreement cannot be achieved within state and local budgeting, implementation and accountability timelines, the consortium will approve decisions attaining two-thirds of the total votes (i.e., seven votes out of a possible 10 and one-half votes). (See Appendix A-1.)

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

ACCEL developed the decision-making model by adapting the district-wide decision-making process used at two multi-college California community college districts. The proposal was reviewed and approved by existing steering committee members.

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 consortium will publish a calendar of all steering committee meetings at the beginning of the fiscal year. All meetings will be open to the public. Meeting agendas and/or schedule changes will be published 72 hours before each meeting on the ACCEL website and distributed to the project e-mail distribution list.

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?

Proposed decisions will be posted on the ACCEL consortium website and distributed to the project e-mail distribution list 72 hours before each meeting.

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

Comments submitted by members of the public, including comments submitted ahead of time and submitted at the meeting, will be compiled and submitted with the meeting minutes after each meeting.

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.

In addition to public comment at the meetings and regularly scheduled steering committee meetings, the consortium will hold periodic input sessions with regional partners to identify needs and opportunities. ACCEL will invite the partners consulted in the development of the March 2015 regional plan as well as others, and send invitations to the project e-mail distribution list. The regional partners will be included on the project e-mail distribution list, which will ensure that they receive notice of the annual calendar of meetings, schedule updates and meeting agendas.

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

The consortium will conduct an annual planning and budgeting process reflecting the state's timeline for communicating budget projections and estimates. The distribution schedule will be based on the ACCEL Regional Plan. Specific implementation roles and corresponding distributions will be identified based on a planning process agreed to by the ACCEL Steering Committee. The meetings to develop, receive public comment, and approve the plan priorities and budget (and distribution schedule) will be noticed through publication of the annual calendar of meetings and updates on the ACCEL website and to the email distribution list.

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?

ACCEL shall use a single fund administrator to fulfill the following functions and characteristics:

- Provides the functions of a "bank", i.e., holds and distributes AEBG funds on behalf of the consortium
- Processes expenses related to the grant as agreed upon by consortium members
- Certifies that expenditures have been prepared in accord with Federal/State regulations

- Works with consortium to implement fiscal decisions made by the members.

The fund administrator role is a distinct and separate role from ACCEL's governance, policy and operational decision-making. The Steering Committee, not the fund administrator, has authority to approve expenses applied against the grant. The fund administrator is not assigned the oversight role in the consortium for program and fiscal decisions. The personnel assigned the fund administration role are not part of the Steering Committee or Executive Committee.

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

Members will be permitted to join pursuant to state law. State law will govern members' resignations. Potential local standards include the following: Members seeking to leave must give as much notice as possible, no less than six months, and enter into binding discussions with the project directors regarding any outstanding deliverables or unused AEBG funds. ACCEL will develop policies based on state law for dismissal. Potential factors include regular attendance at ACCEL Steering Committee and Executive Committee meetings and effectiveness in serving adult learners.

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

No

## **Rules and Procedures Appendix A**

### **Shared Agreement Decision Model**

The recommended ACCEL decision model has three key elements:

1. Members collaborate from the start of the planning and decision-making process using a participatory, structured and data-based process: The core to developing shared agreements is engaging core stakeholders in a transparent and credible process encompassing the following key phases:

- Developing a common agenda (problem definition and vision of success)
- Identifying and implementing projects that generate client outcomes and promote collaborative capacity building
- Measuring shared and individual success
- Adjusting and learning over time

2. All decisions are documented: Every recommendation will be documented in detail and be made available to all members, stakeholders and the public.


3. The primary decision rule is “Shared Agreement”: Shared agreement means that all members of a group support a given decision, either because they fully support it or because they believe it's a viable solution that was developed through a credible process. Shared agreement is a structured consensus process by which a group makes decisions by considering the perspectives and interests of all members.


**Shared agreement is achieved when all members of the group rate a proposal as A, B or C, as shown below. If any Steering Committee members select option D, shared agreement is not achieved.** If any Steering Committee member indicates “D”, the issue being considered can be refined and tested for shared agreement. A given issue can be refined and tested for shared agreement several times, to include as many interests in the final decision as possible. If shared agreement cannot be reached within the time constraints of the planning-budgeting cycle, the ACCEL Executive Committee will vote on the issue (see ACCEL Rules and Procedures Items 3 and 4).

Steering Committee members would indicate one of the following choices with regard to proposed decisions:

- A: Unqualified support
- B: Acceptable – best of the options we have
- C: Can live with the decision. The proposed decision is seen as viable, though perhaps not the one that a member would have preferred. The member believes the agreed-upon process was followed and all viewpoints received a fair hearing.
- D: Do not fully agree with the recommendation; need to have my viewpoint included in the documentation as a minority report

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