

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: West Hills Community College Consortium

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

West Hills Community College District

Consortium Point Person (or person submitting this document):

Name: David Castillo

Consortium Role: AB86 Coordinator

E-Mail: davidcastillo2@whccd.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?

All entities within this region were invited to participate in this consortium from the programs onset. Current members include the West Hills Community College District, Crossroads Charter Academy, and the Unified School Districts of Reef-Sunset, Coalinga-Huron, Firebaugh-Las Deltas, Mendota, Golden Plains, and Lemoore Union High School. Partners include Hanover Research, Fresno County WIB, Kings County WIB, Kings County JTO, Hanford Joint Union High School District, Avenal State Prison, and Pleasant Valley State Prison.

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?

Each member will report bimonthly to the fiscal agent the number of courses offered, number of students in each course, funds expended along with categorized detail per course. Voting board members will review and evaluate all reported information.

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 district will send a signed official document naming the official recognized person (this can be a name or a title) as the voting member representing their entity approved by their board. An alternate assigned designee voting consortium member from each entity can also be officially recognized (person name or title) to assure each entity is represented should first voting member be unavailable due to sickness or scheduling conflicts. Although alternate designee's may officially vote, only the first assigned official person may sign formal documentation.

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

Notice of upcoming meeting dates will be disseminated via email and posted on-line at least 14 days before scheduled. Minutes from previous meetings will also be disseminated. Voting members will receive additional informational detail on all agenda items. Members will have the opportunity to attend meetings in person or by conference calls as available.

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

A quorum must be met followed by a 50% + 1 vote to confirm decision approval.

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

The decision-making model was introduced, discussed, and voted on during a consortium meeting that included the required quorum and 50% + 1 vote from the voting members.

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

Proposed decisions will be introduced, discussed, allow for public comment, and voted upon by official voting members.

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?

Posting will take place at all member districts and will also be posted on-line fourteen (14) days before a proposed decision. Members of the public may address the voting board at a regular meeting during public comment time or may place an item on the agenda by submitting a written summary of item at least seven (7) days prior to the board meeting.

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

Members of the public 1) may address the voting board at a regular meeting during public comment time or 2) may place an item on the agenda by submitting a written summary of item at least one week prior to the board meeting. All public comments during meetings will be included in meeting minutes that will be available to all members and the general public.

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 interested entities will be added to an distribution email list; this list of entities will be included in dissemination of meeting information, minutes, request for information and comments regarding a proposed decision. All members will make suggestions for contacting/adding their local entities to the distribution list.

Current list of partners include Hanover Research, Fresno County WIB, Kings County WIB, Kings County JTO, Hanford Joint Union High School District, Avenal State Prison, and Pleasant Valley State

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

Official voting members will review and ensure funds apportioned for the program shall be used only for the support of items listed in Ed Code 84913 of the Adult Education Block Grant Program.

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 West Hills Community College District to act on their behalf as the Fund Administrator to receive and distribute funds to each member.

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

All changes for membership in the consortium will include completion of a "Membership Change Status Form" that will be reviewed and action taken by voting members at the next upcoming meeting.

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

Link will include meeting minutes that addressed completion of this form.

Name:

District Represented:

E-mail:

Date:

Yes, I am the officially designated member representing my K-12 district for the adult education block grant.

Signature Box:

Consortia Report on Governance Compliance of Rules and Procedures
Consortium Member Signature Block

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Terry Anderson

Consortia Member:

Firebaugh Las Deltas Unified

Email:

tanderson@fldusd.org

Date:

May 15, 2017

Signature Box:

Terry R. Anderson

Name:

Armida Espinoza

Consortia Member:

Golden Plains Unified

Email:

aespinoza@gpusd.org

Date:

5/15/17

Signature Box:

Armida Espinoza

Name:

Victor Rosa

Consortia Member:

Lemoore Union

Email:

vrosa@luhsd.k12.ca.us

Date:

5/15/16

Signature Box:

Victor Rosa

Signature Box:

Name:

Rebecca Gamez

Consortia Member:

Mendota Unified

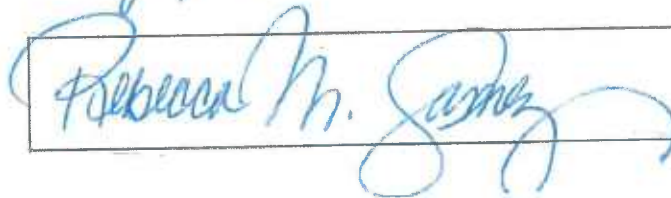
Email:

rgamez@mendotaschools.org

Date:

May 15, 2017

Signature Box:



Name:

Estela Jimenez

Consortia Member:

Reef Sunset Unified

Email:

ejimenez@rsusd.org

Date:

5/15/17

Signature Box:



Name:

David Castillo

Consortia Member:

West Hills College

Email:

Davidcastillo2@whccd.edu

Date:

5-12-17

