

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:

North Central Adult Education Consortium

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

Yuba Community College District

Consortium Point Person (or person submitting this document):

Name:

Janet Hake

Consortium Role: E-

jhake@yccd.edu

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. All school districts, county offices of education and the community college district have been allowed to join the consortium as a member. All potential new members located within the boundaries of NCAEC, irrespective of receipt of eligible adult education funds, received a letter of invitation by email and postal mail. Members who have continuously participated in the AB 86 planning process through the transition to AEBG implementation received a letter of acknowledgement of their ongoing membership in the consortium. Member institutions were invited to attend an initial meeting of the proposed governing body for NCAEC to be oriented to the Adult Education Block Grant, and to the responsibilities and expectations in accordance with the legislative requirements of AB 104 for membership participation.

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?

As a condition of membership, each member has committed to reporting all funds available to the

member for purposes of educating and training adults as specified in the AEBG guidelines. Each member has agreed to identify staff responsible for fiscal and program reporting to meet all consortium-based reporting requirements. The assigned staff will report and certify their own agency's funds to Yuba Community College District (YCCD). YCCD, as the fiscal and program lead agency for NCAEC, will be responsible for reporting all funds to the state in accordance with the requirements specified in the AEBG state guidelines and templates. A Memorandum of Understanding, to be signed by each member's governing board, or by the elected official representing their agency, will be developed to document the duties and responsibilities agreed to be performed by each member's agency. The consortium is conducting an ongoing assessment of use of funds. Once an allocation plan is developed the consortium will determine an evaluation protocol as appropriate.

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?

In accordance with State requirements, each eligible member in NCAEC is required to seek official designation by their local governance board for representation on the NCAEC Executive Committee, the governing body of the consortium. Elected officials are exempt from the requirement to seek local board approval and may designate themselves as the official representative for their agency.

NCAEC supports as appropriate the designation of two officials for Yuba Community College District, one from each college, as members of the Executive Committee. All other participating agencies will each designate one official member. In addition, each official member of the Executive Committee is permitted one alternate designee identified by capacity and approved by their local board, or designated by the elected official.

As fiscal agency for the consortium, YCCD will require each member to submit documentation of the official local board action, such as posted meeting minutes or board resolution. In instances of self-designation by an elected official, a written statement of acknowledgement of the role and responsibilities of official membership will be required for documentation. YCCD will maintain these documents on file, and require notice of any change in the official designations.

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

NCAEC Executive Committee members will have authority as the governing body of the consortium to set high level policy and to make funding decisions on behalf of the consortium. Executive Committee meetings will adhere at minimum to requirements specified in AB 104 for an open meeting process to include advance public postings of meeting dates and locations, detailed agendas and previous minutes, and due consideration of public comment. Members will participate in face to face meetings as the preferred means of attendance and whenever possible. Additional membership requirements for attendance and participation will be developed in order to facilitate informed decision making. A member, or their official alternate designee, who cannot attend a meeting in person will be permitted to participate through use of teleconference, phone or computer/internet enabled attendance if appropriate notice is given. This is intended to increase the rate of participation by members who often experience difficulties in attending face to face meetings in our large geographical region.

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 (e.g., votes proportionate to adult students served)

Each official member of the Executive Committee will have one vote with the exception of Yuba Community College District. YCCD will have two official members, each representing a college and each with one vote. Membership of each of the two colleges affords the opportunity to reflect potential differences between the two major sub-regions within the geographical boundaries of the consortium. A new member who joins the Executive Committee after the current fiscal year's Annual Plan planning cycle will be permitted one advisory vote. The new member will become a full voting member upon the beginning date of the planning cycle for the Annual Plan for the following fiscal year. The advisory period will allow the new member to learn the intricacies of the AEBG program; and will be integral to an onboarding process regarding expectations for participation at all levels of the consortium organizational structure.

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 Executive Committee will use a shared leadership strategy, facilitated by the NCAEC organizational structure, to inform their decision making process (please refer to attachment, NCAEC Organizational Chart). The NCAEC organizational structure and workflow are designed to provide opportunities for broad participation by all interested parties to develop and recommend policies and actions for consideration by the Executive Committee. The Executive Committee will recognize and use the contributions of leadership throughout the organization for policy development and budgetary and allocation decisions on behalf of the consortium.

A consensus decision-making process will be used by the Executive Committee in keeping with the successful practice of the Leadership Council. In instances when consensus cannot be achieved, decisions will be reached by a $\frac{2}{3}$ majority vote.

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

The AB 86 Leadership Team, the original governing group for NCAEC planning under AB 86, considered several options to revise the consortium's governance organization as new legislative requirements emerged under AB 104. By group consensus it was determined that the consortium's final decision makers should be those individuals with institutional authority to set policy and make budget distribution decisions; and who are ultimately accountable for their agencies' use of public funds. The NCAEC Executive Committee was proposed as the new governing body for the consortium to be comprised of college presidents, and superintendents of high school districts and county offices of education (or their designees). In addition, it was proposed that the Leadership Team be renamed the Leadership Council and repurposed to develop and recommend policies and actions for final consideration by the Executive Committee.

Representatives from a significant majority of the community college district, school districts and county offices of education, and who were the continuing members, met to consider the proposal during a face-to-face meeting. The recommendations for a decision-making model developed by the Leadership Team were forwarded to this group for deliberation. The pros and cons of each recommendation were considered; revised as appropriate and adopted by consensus of the newly established Executive Committee.

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

NCAEC will follow the open meeting process as established by state statute. An advance notice identifying the location, date and time of each meeting will be posted electronically at least 72 hours prior to the meeting and will remain posted until the day and time of the meeting. All regular and special meetings will be open to the public, be accessible to persons with disabilities, and otherwise comply with open-meeting provisions.

In addition to regularly scheduled meetings, the Executive Committee may add additional meetings as needed to conduct consortium business.

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?

Public notice of meetings will be posted at least 72 hours prior to the meeting as described above. In addition, public meeting notices will be posted at the physical locations of each member agency. Members of the public will be provided the opportunity to bring matters directly related to the business of the consortium during each meeting; and a time will be specified on each agenda for public comment. The minutes of the meeting will serve as official documentation of all comments made by members of the public.

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

The consortium will have a web presence on the Yuba Community College District website and post all meeting notices, agendas and minutes to this site. The minutes of each meeting will include all comments submitted by members of the public. Active links to the web page will be accessible from each of the participating member agencies in the consortium. Partner agencies will also be encouraged to provide a link to our website from theirs.

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.

As described above, consortium meetings will be widely publicized and conducted in accordance with open meeting requirements with public participation as a standing agenda item intended to encourage broad participation by the public and partner agencies. In addition, as described above, the NCAEC

organizational structure affords broad representation through participation in Expert Panels, Regional Hubs, Ad Hoc Groups and the Leadership Council.

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

In the Regional Plan submitted by NCEAC in March, 2015 funding levels were identified as a conceptual framework to inform and guide our decision-making process during the planning phase. In order to complete the transition to implementation, the Leadership Council will further refine and revise as needed activities and strategies identified in the Regional Plan for the AEBG Annual Plan, and develop detailed cost estimates of those activities. The associated costs for each member to provide the activities and strategies will be identified and aggregated into a distribution schedule in accordance with Section 84913. Based on the recommendations of the Leadership Council, the Executive Committee will approve an expenditure plan and budget for the Annual Work Plan that is aligned with the Three Year Action Plan. Consortium allocations will be distributed in a manner determined by the Executive Committee on a year to year basis.

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?

NCAEC has designated Yuba Community College District to serve as the fund administrator to receive and distribute AEBG funds.

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

Membership actions including joining, leaving and dismissal from the consortium will be considered by the Leadership Council and recommendations made to the Executive Committee for final decision. The NCAEC will develop a governing document (Charter) to include all such actions. Considerations will include factors such as attendance and participation; impact on the cycle of planning and reporting; lack of compliance with plan expectations and the guiding principles of the consortium; and misuse of funds.

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

Beyond the questionnaire and the NCAEC Organizational Chart, additional formal documents will be developed. These include: Member Memorandums of Understanding regarding duties and responsibilities agreed to be each agency as described above; and a NCAEC governing document (Charter) outlining the rules and procedures dictating how the Committee will operate and decisions, and voting will be conducted.

Consortium Member Signature Block

Name:

Consortia Member:

Email:

Date:

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Consortia Member:

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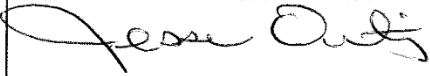
Signature Box:

Name: Jesse Ortiz, Ed.D.

Consortia Member: Yolo County Superintendent of Schools, Yolo County Ofc. of Ed.

Email: Jesse.ortiz@ycoe.org

Date: 10/27/15

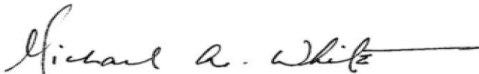
Signature Box: 

Name: Michael A. White

Consortia Member: President, Woodland Community College

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Date: 10/27/15


Signature Box: 

Name: Dr. G. H. Javaheripour

Consortia Member: President, Yuba College

Email: gjavaher@yccd.edu

Date: October 28, 2015

Signature Box: 

Name:

Josh G. Harris

Consortia Member:

Superintendent, Yuba County Office of Ed.

Email:

josh.harris@yubacoe.k12.ca.us

Date:

October 28, 2015

Signature Box:

A handwritten signature in blue ink, appearing to read "Josh G. Harris", is written inside a rectangular box.

