

## 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 1<sup>st</sup> Quarter expenditure report.*

Consortium Name:

Redwood Adult Education

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

Redwoods Community College District

Consortium Point Person (or person submitting this document):

Name:

Julia Peterson

Consortium Role:

Project Director

E-Mail:

Julia-Peterson@redwoods.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 potential members have been invited in writing to participate, even those not currently receiving any adult education dollars.

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?

Members have committed to reporting any funds available to that member for the purposes of educating adults as specified in the AEBG. The reporting will include a narrative of the funds usage to evaluate and ensure they are aligned with the AEBTG objectives. College of the Redwoods has been designated as the fiscal agent; an expectation of that role will be to report and certify funding sources and expenditures. The membership will continue to develop evaluation protocol as we receive additional guidance from the state of California.

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?

The governing board of each eligible member will officially approve an individual that will represent that member on the Adult Education Consortium. As fiscal agent, College of the Redwoods will require that each member submit documentation of the official delegation. Each official member will also be able to identify one proxy that can take the place of the official delegate when certain situations arise.

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

The Redwood Education Consortium will follow open meeting guidelines and meeting times/locations, agendas and previous minutes will be made available to members, partners and the public. We plan to eventually offer members the ability to attend meetings (with appropriate notice) through Telepresence, and conference call in addition to the face to face in-person format. Each member can have an official proxy (approved by membership institution) on occasion where the primary member cannot attend.

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)

Decisions will be made by consensus of members present at the meeting whenever possible. The number of votes for each voting member will be proportional, and will be based on the number of CCCC CO apportionment funded adult education student hours that member had the prior year.

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

Decisions will be made by consensus of members present at the meeting whenever possible. If consensus can not be reached, decisions will be approved by a simple majority (50% plus 1) of the official votes cast, no matter how many people are at the meeting.

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

Representatives from a significant majority of community college districts, and school districts, within the consortium created procedures in a face to face meeting. Members not in attendance of the meeting were given an opportunity to review the decision-making model.

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

Consortium meeting times and agendas will be posted, and listed on the Consortium website, at least 72 hours prior to a meeting. The meetings will be open to the public and additional time will be given to consider public comments of up to 3 minutes per person per meeting, prior to consortium decisions being made. All regular and special meetings of the consortium shall be open to the public, and will be accessible to persons with disabilities.

Meeting minutes will also be posted on the consortium website.

In addition to regularly scheduled meetings, the consortium governing board can 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?

Consortium meeting times and agendas will be posted, and listed on the Consortium website, at least 72 hours prior to a meeting. The meetings will be open to the public and additional time will be given to consider public comments of up to 3 minutes per person per meeting, prior to consortium decisions being made. Meeting minutes will also be posted on the website.

Members of the public may bring matters directly related to the business of the consortium to the attention of the consortium in one of two ways:

1. There will be a time at each regularly scheduled consortium governance meeting for the general public to discuss items not on the agenda.
2. Members of the public also may submit written communications to the consortium on items on the agenda. Written communication regarding items on the consortium's agenda should reach the Adult Education Project Director not later than five (5) working days prior to the meeting at which the matter concerned is to be before the consortium. All such written communications shall be dated and signed by the author, and shall contain the residence or business address of the author and the author's organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

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

Public comments will be noted in the meeting minutes. Meeting minutes will be posted on the consortium's public website.

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 stated above, consortium meetings will be publicly posted and will be open to the public. The consortium encourages broad participation by the public and partnership agencies. The current Redwood Adult Education plan was created with broad participation of these groups and we expect this to continue as we move forward. The consortium will continue the planning grant practice of using regional workgroup meetings to gather regional input on each of the program areas to inform the members of the unique needs of each geography.

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

The consortium will utilize its regular decision-making process at a regularly scheduled meeting to determine and approve the distribution schedule pursuant to Section 84913. The schedule will align with the consortium's approved regional plan and will be based on the achievement of the seven AEBG objectives. All funding recipients must have a signed and approved MOU on file prior to distribution of funds.

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?

College of the Redwoods will serve as the fiscal agent and will serve as the fund administrator and will administer funds in accordance with the consortium's yearly expenditure plan.

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

All community college districts, school districts, and county offices of education located within the boundaries of the Redwood Adult Education region have been invited to join the consortium as

members. Membership will be reviewed on a yearly basis (July of each year). If an eligible member decides not to join the consortium for the program year, the member can review that decision at the end of the year and decide to join for the following year. Likewise, if a member is not receiving adult education funds, it can choose to not be a member for the following year. The governing consortium does maintain the right to dismiss a member from the consortium (through the official decision-making process) for reasons including lack of participation, lack of compliance and/or misuse of funds. Members facing dismissal will be given proper warning, an opportunity for compliance and the opportunity to appeal.

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

Not at this time.

Consortium Member Signature Block

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box:

Date:

Signature Box:

Name:

Coleen Parker

Consortia Member:

Del Norte.

Email:

cparker@delnorte.k12.ca.us

Date:

1/21/16

Signature Box:

Name:

Julia Peterson

Consortia Member:

Redwoods Community College Dist.

Email:

julia-peterson@redwoods.edu

Date:

1-21-16

Signature Box:



Name:

Rick Jordan

Consortia Member: Email:

jordanr@eweekcityschools.org

Date:

1/21/16

Signature Box:

RJ

Name:

Jack Bareilles

Consortia Member:

Northern Humboldt Union High School

Email:

jbareilles@nohum.k12.ca.us

Date:

1/21/16

Signature Box:

Jack Bareilles

Name:

Randy Fugate

Consortia Member:

Del Norte County Unified

Email:

rfugate@delnorte.k12.ca.us

Date:

1/21/16

Signature Box:

Randy F

Name:

Consortia Member: Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member:

Email:

Date:

Signature Box:

Name:

Consortia Member: Email: