

## **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: Kern

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

Kern Community College District

Consortium Point Person (or person submitting this document):

Name: John M. Means

Consortium Role: Coordinator

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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. 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 have been allowed and encouraged to join the consortium as a member. Each eligible entity has been included in the AB 86 planning process, has been included in meetings, e-mails, and telephone calls with the District superintendents, adult school principals, assistant principals, college presidents and chancellor.

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. Each member has agreed to the reporting requirements within Assembly Bill 104. Each and every member has committed to reporting any funds available for the purposes of education and workforce services for adults and the uses of those funds. Each and every member has agreed to submit at a minimum an annual report on their uses of education and workforce services for adults. These reports will be reviewed by the consortium board members. Each and every member has signed a Memorandum of Understanding describing the duties and responsibilities of each member institution. The consortium will review, evaluate and certify that the services and uses of these funds conform to the regional plan. Member reports describing available funds, their usage and conformity with the regional plan will be presented at consortia meetings. The board and executive committee will review, evaluate and certify that the services and uses of these funds conform to the regional plan.

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's governing board will approve, authorize, and sign the Memorandum of Understanding. In a separate action, each member's governing board will designate a representative and an alternate. The governing board will provide a copy of the governing board's minutes including the designation action having been taken. The consortium will ensure that each member of the consortium is represented only by an official designated by the governing board of the member by maintaining these documents on file, by requiring notice of any change in the designated representative or alternate within the Memorandum of Understanding, and by identifying the member's representative (or the alternate) as the only official present and designated to represent the member.

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

Each designated member representative (and alternate) will receive meeting notices, draft agendas, final agendas, and any supporting documents. Each designated member representative (or alternate) will be encouraged to submit agenda items, and will attend and participate in consortium meetings and decision making.

Participation is deemed to have occurred if either the representative or the alternate was present through in-person, phone, or computer/internet enabled attendance at meetings, provided verbal comments and input, or has provided written comments and input on decision making matters.

Almost all of the AEBG Kern consortium members were participants in the AB 86 planning consortium and that process was very inclusive. The Kern Consortium will develop a website where future dates for meetings will be posted along with minutes of prior meetings, Agendas and any documents related to agenda items, including decisions to be made, at the future posted meetings.

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)

The Kern Consortium Board will be comprised of each eligible member (member) and decisions at these meetings will be by consensus. In the event consensus cannot be reached, decisions will be made by one member, one vote. Decisions made by the Kern Consortium Board are considered recommendations to the Executive Committee. The Kern Consortium Board recommendations are submitted to the Executive Committee for final decision and/or final approval. The Kern Consortium Executive Committee has the authority to make final decisions or approve consortium action. For example, final decisions and approval to spend funds will be made by the Executive Committee.

The voting of the Executive Committee will follow the attached organizational structure (see figure 1) wherein the Kern High School District will have three representatives on the Executive Committee, the Kern Community College District one member, the Kern County Superintendent of Schools one member, and one member from the Porterville sub-region chosen by members within the Porterville sub-region, one member from the North Kern sub-region, chosen by members of the North Kern sub-region, and one member from the Eastern Sierra sub-region chosen by members of the Eastern Sierra sub-region. In the event of a split vote of the Executive Committee, the action item will be referred to the Kern Consortium Board for further action.

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

Our intention is to continue the process achieved during the planning period which was to make decisions by consensus. All decisions will go to the Executive Committee for approval. Our goal is that all recommendations to the Executive Committee will be by consensus and the Executive Board generally supporting the decisions by the Board.

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

During the planning period, the consortium participants discussed a decision-making process. As indicated during the planning period, decisions were made by consensus. The consortium has arrived at this decision-making model over the past several months, after having considered the AEBG and AB104 language, and discussed several proposed models. There have been meetings on June 24<sup>th</sup>, August 7<sup>th</sup>, September 11<sup>th</sup>, and October 2<sup>nd</sup> 2015.

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 Consortium will establish agendas and will notice meetings for a minimum of 72 hours. Members of the public may request that a copy of the agenda and "all documents constituting the agenda packet" be mailed to them. One of the agenda items will be "Public Comment" during which any member of the public may comment and provide input.

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?

The Consortium will establish agendas and will notice meetings for a minimum of 72 hours. One of the agenda items will be "Public Comment" during which any member of the public may comment and provide

input. Members of the public may request that a copy of the agenda and “all documents constituting the agenda packet” be mailed to them. The agenda with any supporting materials will also be posted on the Consortium website. The Consortium will establish an e-mail list of relevant adult education and workforce providers within our region. The agendas and relevant documents will be sent to those on the e-mail list and requesting comments and input. This input will be provided to all members that are working on that particular item for consideration. Public comments will be provided to the Board during the regularly scheduled meeting and entered into the minutes.

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

All comments received by the consortium will be provided to each member representative of the consortium board along with the agenda packet. All public comments provided during the meetings will be included in the minutes. The consortium intends to facilitate the development, implementation, and evaluation of significant projects that respond to AB 86 and AB 104 as outlined in our Plan submitted March 2015. This will lead to new and successful collaboration with our adult schools and community colleges, resolve the gaps, accelerate student progress, provide professional development and leverage existing regional structures and resources. To achieve this we will need to seek as much input from a variety of experts, students, and stakeholders during the entire process and not just at meetings. The Consortium expects to hire a full-time staff person whose focus would be to ensure public involvement and utilization of input from members of the 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.

During the AB 86 planning process, the Consortium held a number of sub-regional meetings to gather input and ideas from adult school, community college, and other adult education and workforce training service providers, including public agencies, departments, offices such as safety and social services, workforce investment boards, libraries and community-based organizations. This focus on the specific needs of our sub-regions will continue. As described above, the Consortium will hire a full-time person that will facilitate the functioning of the consortium. The intention is to ensure that as we are implementing the Three Year Plan and each Annual Work Plan and that we are inclusive of information, data, and best practices from all sources. We will also ensure that all providers of education and workforce services are included.

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

The plan submitted by the Kern Consortium identified three funding level cases to inform and guide our decision-making process during the planning and implementation phases. The three funding level cases are: (1) current level of funding is maintained; (2) additional funding is received; and (3) optimal funding is available. These three funding level cases were a conceptual framework for planning rather than a set of defined dollar thresholds.

In the implementation phase, we will set out the activities identified for the first (and each successive) fiscal year and we will develop the detailed cost estimates for those activities. The costs for each partner as listed in the projects will be identified and aggregated into a distribution schedule pursuant to Section 84913.

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 Kern Consortium has designated the Kern Community College District to serve as the fund administrator to receive and distribute funds from the program.

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

Membership actions including joining, leaving, or dismissal from the Consortium, will be decided by Consortium Board recommendation to the Executive Committee and Executive Committee final decision.

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

Yes. In addition to this questionnaire (Governance template), there is also an organizational chart, and the Members' Memorandum of Understanding.

SIGNATURE BLOCK