

## 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:

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

Consortium Point Person (or person submitting this document):

Name:

Consortium Role: E-

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?

All allowable regional agencies, per AB104, Article 9, 84905 (a), were invited to the initial formation of this consortium. However, those school districts which no longer offer adult education programs (K-12 or high school district) declined to participate even though they are located within the boundaries of the region. The Santa Barbara County Office of Education also declined to participate since they do not receive adult education funding. The Northern Santa Barbara Adult Education Consortium members include Allan Hancock Joint Community College District, and Lompoc Unified School District (LUSD). The Santa Barbara County Department of Social Services AJCC (One Stop)/WIOA Manager will serve as a voting partner. There are no Joint Powers of Authority in the region.

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?

All members have agreed that funds will be reported and evaluated based on set criteria including data collection. These data will be multi-layered and will provide an on-going system to track fidelity of proposals to expenditures. Also, stakeholder surveys will be administered to gauge effectiveness of consortium

objectives/activities. Each member agency will be required to certify and validate their data for accuracy. Evaluation of funds will be consistent with AB 104, Section 39, Article 9, 84916. Allan Hancock College is serving as the fiscal agent, so all funds will be subject to annual internal audits by a third party.

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 consortium member will be officially designated by their respective governing boards. Their agency's publicly recorded board minutes will confirm member approval and will be subsequently confirmed and recorded at the next consortium meeting. All consortium members have participated in the AB86 planning process and offer programs in one or more of the seven mandated areas of adult education.

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

Each member will have an equal voice in the decision-making process. All members will agree to a majority consensus for the governance function and process regarding funding allocation and compromise resolution. A consent agenda will be distributed to ensure that consortium members have an opportunity to review upcoming topics requiring decisions and have the ability to request items of concern be delayed for further explanation if needed. A second reading will be scheduled if necessary.

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 voting member representing an agency or district will be given one (1) equal vote for decision making in the consortium. AHC has two representatives (2 votes), LUSD has two representatives (2 votes), and the Santa Barbara County WIB has one representative (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

All decisions will be approved by a majority vote. The majority is defined as 51% or consensus depending on the decision to be made. For a vote to be approved, three of the five members must be present, including one member per each agency.

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

The decision-making model is the one currently employed within the consortium and is based on guiding

principles from the original management plan, which was approved by all consortium members. The continued focus on transparency, fairness, and respectful communication has created an effective consortium governance process which ultimately has strengthened the core mission of improving regional adult education service delivery.

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

Prior to all AEBG public consortium meetings, the public may submit comments or questions for consideration to the consortium secretary. Public comment cards will be available at each meeting. After the opening meeting remarks, each person who submits comments or questions will be allowed a five-minute oral presentation. The consortium members may discuss the comments at that time, or table the topic for further review and discussion, or decide to issue a written response to the commenter. This forum encourages discussion of on-going or new concerns in an orderly, progressive manner.

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?

An agenda containing topics of proposed decisions will be posted 36 hours in advance of an upcoming meeting and include discussion topics, meeting time, location, and member contact information. The notice will be posted on the consortium website and at the AHC and LUSD adult education offices. The public is invited to attend all quarterly consortium meetings and will be informed via the website about the consortium meeting public comment process. There is also a website designated public comment area for those who do not wish to present at meetings. On a weekly basis, the consortium secretary will monitor and summarize website public comments and share that information with consortium members to determine if further action is needed. During consortium meetings, all public comments will be summarized and recorded in the minutes.

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

See the response to number 9 above.

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 stakeholders will receive an email invitation to attend consortium meetings. A calendar of meeting dates will be posted on the consortium website. When additional stakeholder input is needed, the consortium may request surveys to be distributed, schedule focus groups, or implement a phone interview process for data collection. Also as indicated above in number 10, there is a website area for public posts and a consortium review process.

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

The consortium will evaluate proposals brought forth to ensure that they align with the regional consortium's comprehensive plan priorities. Consortium members will vote to approve the activity it is funding and include it in the distribution schedule. Requests will be prioritized based on the level of student and industry need employment-potential and supporting data collected.

**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 Allan Hancock College as the fund administrator. The college will receive and distribute funds.

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

New members may join upon based on the need of the consortium to meet an identified program area (84913) need or to replace a current member (through attrition or dismissal). A member may, with a prior written request from their governing board, leave based on personal reasons. A member of the consortium may be dismissed for violation of pertinent California Education Codes or agreed upon consortium norms and policies.

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

Allan Hancock AB86 Planning Grant is [www.http://northcountyab86.org/](http://northcountyab86.org/)

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October 30, 2015

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October 30, 2015

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Date: October 26, 2015

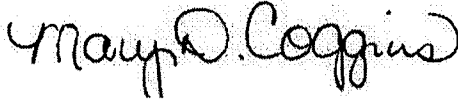
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Name: Mary Coggins

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Date: October 26, 2015

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Name: Mona Baker

Consortia Member: Santa Barbara County Dept. of Social Services AJCC  
WIOA Manager

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Date: December 4, 2015

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