

## 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:

About Students Regional Consortium, Riverside

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

None

Consortium Point Person (or person submitting this document):

Name:

JoDee Slyter

Consortium Role: E-

Regional Lead

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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?

The ABout Students Regional Consortium for Adult Education includes membership from 6 school districts, 1 community college district, and 1 county office of education all within the boundaries as specified by AB 86 legislation. No other school districts, county offices of education, or joint powers of authority associated with any of the members offer adult education services within the consortium's boundaries. Those members include Alvord, Corona-Norco, Jurupa, Moreno Valley, Riverside, and Val Verde Unified School Districts, Riverside Community College District, and Riverside County Office of Education. Since the ratification of the AB 86 legislation that established the regional consortia, each of the members listed above have been actively participating in the planning process for the region's comprehensive plan. Each school district, college district, and county office has been allowed to join the consortium as a member. However, at this time the Riverside County Office of Education participates and is a member in overlapping consortia and is considering its membership options in multiple consortia. As a recipient of WIA/WIOA funding, the Riverside County Office of Education will be included in membership decisions.

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 stipulated in the AB 104 budget trailer bill language, all consortium members are required to report any funds available for the purposes of education and workforce services for adults. By signing the Governance Rules and Procedures Document, each member has agreed to submit documentation containing all funding received to provide services to adults in the seven program areas specific to adult education as a condition of participating in the decision making process for the consortium. An annual review and evaluation of funding received by each member will be conducted by the ABOUT Students Regional Consortium members to align resources with regional needs and the comprehensive plan priorities and objectives. Funding sources to be reported by members include, but are not limited to, LCFF funding for adults 19 and over, CALWORKs state apportionment, WIOA federal grants, Carl Perkins funding for adults, non-credit apportionment, Student Success and Support, Basic Skill Initiative, funding resources for corrections.

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 of the ABOUT Students Regional Consortium has been provided with a copy of the legislation requiring the governing board of the member to officially designate the representative of the member. Each of the members of the ABOUT Students Regional Consortium have initiated or completed the process of officially designating a representative through its governing board action. A copy of each board action, once completed, has been or will be provided to the consortium. If a member determines it necessary to amend its designee, the member can change the representative at any time through an amended board action. The member shall notify the consortium of its intent to amend its official representation and provide documentation of board action of the change. If the officially designated representative is unable to attend a consortium meeting, an alternative may represent the member for the purposes of voting or decision making. Notification of the alternative representation must be provided to the consortium in writing prior to the meeting.

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

Every effort possible will be made and communicated to consortium members and their officially

designated representatives of all activities and discussions related to the About Students Regional Consortium. The About Students Regional Consortium will approach decision making with a focus on the key guiding principles identified in the Comprehensive Plan: About Students, Collaborative Relationships, Collective Responsibilities, Results Driven, Representatives of all Stakeholders. The About Students Regional Consortium will publish an annual calendar of meeting dates and locations. Meeting agendas will be sent out to members and partners in advance of meetings in addition to minutes posted and distributed after each meeting. Representatives will be informed of upcoming issues and decisions to be addressed through the dissemination of agendas. Effort will be made to schedule meetings during days/times when most or all members of the About Students Regional Consortium have representation available. If a change in the meeting calendar is necessary, notification to members will be made a minimum of 5 working days prior to the change in order for each member to make adjustments. If a decision cannot be made during a consortium meeting due to lack of representation, the meeting will be rescheduled within a week to vote on the immediate need.

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 member of the About Students Regional Consortium will have one vote per member. Currently, the consortium includes 8 members. Each school district, the community college district, and the county office of education are members and each have one vote in the decision making process.

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 through a process which will include information gathering, discussion, public and partner comment opportunity, and finally by vote of all officially designated representatives during a publicized About Students Regional Consortium meeting. After research, discussion, and consideration of input has been made, an officially designated representative/alternative can make a motion for a vote. The motion must be seconded by another designee. All designees will vote on the motion using "Aye" in favor, and "No" in opposition. A vote of "abstain" can be made if the designee chooses to withhold its vote. The vote to abstain will not be counted in the total votes tallied. Decisions will be determined by a majority vote when at a minimum, a quorum of 5 is present for the vote. If the majority votes are in favor, the motion passes; if the majority votes are

in opposition, the motion does not pass. If the vote results in a tie, further discussion will continue the consideration of the item. After the discussion, a revote will occur. If the vote results in no change, the motion does not pass. All decisions are final.

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

During an open ABOUT Students Regional Consortium meeting, a committee was formed of volunteers from members. The committee met to draft the responses to the questionnaire and narrative language for the governance rules and procedures. The draft was presented to the consortium members at the subsequent open consortium meeting. An electronic copy of the draft was also provided to members and partners for review. Comments and suggestions were solicited and gathered by the Point of Contact. Further discussion and considerations were made and edits were agreed upon by the official representatives. After agreed upon changes were made, the governance document was voted upon and ratified by the consortium members at the following consortium meeting.

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

Each member of the consortium will receive notification of public meetings of the consortium from the Point of Contact or fiscal agent. Notification will include location, date, and time of the meeting along with an agenda. Each member is responsible to post the notification and minutes on its website for public access upon receipt. A member may choose to establish a separate page on its website with which to provide consortium information; however, all content posted by the members will include distributed information approved by the consortium. If at a future time, the consortium establishes a website, all calendars, notices and minutes will be posted on the consortium website.

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 ABOUT Students Consortium will include any proposed decisions to be considered in its agenda of meetings. The public will have an opportunity to provide comment during an open discussion at the meeting or by submitting comments electronically via email to the consortium Point of Contact. All public comments will be identified by contributors and discussed in the open meetings. Comments will be documented in the minutes of each meeting. All comments will be reviewed by the designated members and considered prior to voting on ABOUT Students Regional Consortium decisions.

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

The minutes of each ABout Students Regional Consortium meeting will be taken, reviewed, and approved by the members of the consortium. Upon approval of the minutes, the Point of Contact will distribute the minutes to the ABout Students Regional Consortium email distribution list. Members will post the ABout Students Regional Consortium minutes on their agency's 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.

Partners of the ABout Students Regional Consortium are included on the email distribution list. Partners include the Department of Public Social Services, the Workforce Investment Board, the International Brotherhood of Electrical Workers, and the Desert Regional Consortium. Each of the partners will receive email notifications of meetings, agendas, and minutes. Partners are encouraged to participate in consortium meetings and support ongoing efforts of the consortium.

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

The ABout Students Consortium will review the requirements outlined in Section 84913 for determining a distributions schedule, review the guidelines presented in the AB 86 webinars, follow the priorities established in the Regional Comprehensive Plan, consider the Maintenance of Capacity needs for supplementing the Maintenance of Effort distribution and align the funding allocation with the needs of the region. The allocation schedule will be determined after all funding sources have been reported by the members and presented to the public and consortium members. Consideration will be made of proposals from members of funding need. The ABout Students Regional Consortium will publish a proposed allocation schedule, solicit comments from the public and its partners. Upon consideration of proposals, the officially designated members of the ABout Students Regional Consortium will vote and approve an allocation schedule to be submitted to the State for approval.

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 ABout Students has selected the direct funding option for distribution of the Adult Education

Block Grant. The allocation schedule will identify the distribution amounts to be disbursed to its members receiving funds. Therefore, each member receiving a consortium allocation will receive the distribution directly from CDE or CCCCCO. The consortium members will work together to gather necessary fiscal reports from each provider and submit expenditure reports on behalf of the region, certifying the region's accounting practices. The official member representatives will review, approve, and certify all reports prior to submission. Not to exceed 5% of each member's allocation, indirect costs can be charged to the grant funds.

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

Membership within the ABout Students Consortium will follow legislative requirements. Therefore, any school district, college district, county office of education or JPA receiving WIOA, Carl Perkins or CALWORKs funds for adult education within the region, are mandated as members of the consortium. Any new members (by definition) in the region will join the consortium upon receipt of funds from the above sources. If a member does not receive funds from designated sources, it is their option to join or leave the consortium. All members will participate in the decision making process; however, all members may not receive funding allocation. Inappropriate use of consortium funds, lack of reporting of requested data and expenditures for mandated submissions, or behavior that jeopardizes the efforts of the consortium could result in dismissal from the consortium.

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

Currently, the ABout Students Regional Consortium is creating bylaws to document and detail the governance and structure of operations of the consortium. The approval of the bylaws will follow a consistent process previously identified in the decision making process. Discussions regarding the elements contained in the bylaws will include public comment, partner comments and suggestions, and member considerations. The ABout Students Regional Consortium bylaws will be voted and approved by the official representatives.

## Consortium Member Signature Block

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October 21, 2015

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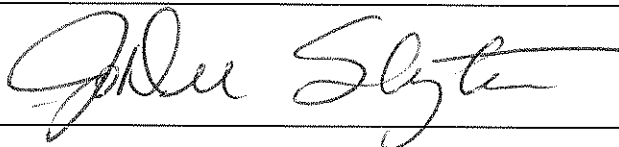
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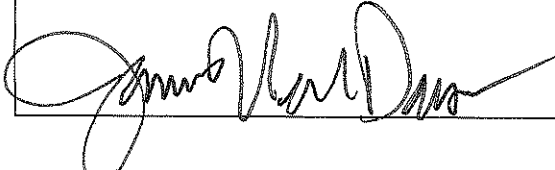
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