DRAFT 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: Palo Verde Adult Education Consortium

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

Palo Verde College

Consortium Point Person (or person submitting this document):

Name: Lale Cilenti

Consortium Role: Consortium Lead

E-Mail: lale.cilenti@paloverde.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?

Yes, the community college and the school districts located within the boundaries of the adult education region have been allowed to join the consortium as members in accordance with article 9 of the Adult Education Block Grant Program section 84917.

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, all members have committed to reporting funds they are allocated for the purposes of education and workforce services for adults. Each member will provide a written report of the amounts and uses of such funds to the consortium.

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 consortium **will provide** a copy of their respective governing board's minutes authorizing an official voting member or designee to the consortium.*

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

All members will be notified of regular meetings of the consortium via email. Meeting dates, times, and locations will also be posted on the consortium website. Members will be encouraged to attend all meetings and to participate in decisions made by the consortium.

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)

1 member = 1 vote

6. How will decisions be approved?

e.g. by majority vote of 51%, or 50% +1 vote, or ⅔ of votes

e.g. by consensus

All attempts will be made to reach consensus. When consensus cannot be reached, majority vote (51% of the voting members/designees) will rule.

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

The model was utilized effectively during the planning grant, through collaborative discussions and consensus.

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

Notifications of meeting locations, times, and agendas will be posted at members' sites and on the consortium website. Meetings will be open to the public.

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?

Notifications of meeting locations, times and agendas will be posted at members' sites and on the consortium website at least one week in advance. The public will be invited to participate.

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

Comments submitted by members of the public will be noted in the meeting minutes and posted to the Palo Verde Adult Education consortium website, and will be available by post, if requested.

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.

The consortium is committed to receiving input from entities located in the adult education region and workforce services for adults during public meetings, annual summit meetings, targeted leadership conferences and program area workshops.

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

The voting members of the consortium will approve a distribution schedule pursuant to Section 84913 at a regularly scheduled open meeting based on consortium objectives outlined in the regional plan.

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 had previously designated Palo Verde College to serve as the fund administrator to receive and distribute funds from the program. Palo Verde College will remain as the fiscal agent for the consortium.

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

All eligible members have joined the consortium. Members have the right to leave the consortium at any time and can be dismissed from the consortium based on non-compliance and/or non-participation.

15. Does the consortium have a formal document detailing its working beyond the questionnaire?

The Palo Verde Adult Education Consortium maintains a website at http://www.pvadulted.com/ which is in the process of being updated. The 2015 final consortium plan can currently be accessed here.