

California Adult Education Program : CFAD : 2022-23 Produced: Apr 22, 2022, 09:12 PM UTC Matthew Morin

08 West End Corridor/Chaffey Regional AE Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 08 West End Corridor/Chaffey Regional AE Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Chaffey Joint Union High

Narrative: As with most of the state, enrollment at West End Corridor Consortium (WECC) member institutions dropped in response to COVID pandemic-related policies, and social and economic conditions. Programs that did not lend themselves to quick or effective virtual formats suffered the most, including many CTE offerings. However, enrollment increases are materializing as the pandemic wanes and health and safety mandates are relaxed. While severely affected, San Bernardino County workforce officials also report that the Inland Empire is in a unique position to recover economically more rapidly than other regions in the state. The current WECC Three-Year Plan and Annual Plan describe the Consortium goals of serving our high-need populations, primarily ELL and Low Literacy adults, with essential programs such as ESL, ABE, and ASE. The Plans also describe steps the Consortium membership are taking to provide workforce training that is high-quality, affordable, short-term, and in-demand. Collaboration programs that facilitate dual enrollment and transitions, such as the Chaffey College Adult Education Partnership, have continued to function and are even showing growth. Outreach efforts in the current year include a broadcast marketing campaign that will be re-evaluated annually. The WECC website was recently rebuilt and greatly improved, and the members have approved funds to strengthen their social media presence. WestEd has been working with the Consortium to gather data via public sources, student surveys, and faculty and student focus groups, that will be used to drive the 2022-25 Three-Year Plan. Allocations for all members, notably Fontana Adult School, are now more in line with local demographics and demonstrated need. The consortium-wide account will continue to be held by the fiscal agent (CJUHS) and is earmarked for expenses that benefit all members, such as the Program Coordinator, professional development activities, contractors such as WestEd and Spectrum Reach, student data systems and enhancements (ASAP,) and career assessment software (Career Cruising.) Members may also make requests for one-time allocations from this fund for special needs or pilot projects in accordance with the Three-Year Plan. Large capital projects on the horizon include a new CTE facility at Chino Valley Adult School that will house a construction trades program in conjunction with Chaffey College. Upland Adult School is also looking into expanding its CTE offerings in partnership with the College. Chaffey and Fontana Adult Schools are working on less extensive improvements to their CTE programs. In some cases, this may necessitate carryover of a larger percentage of funds into the next program year than is recommended in the state guidelines. These projects fall squarely within Consortium plans and goals and are based on data indicating regional need.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Chaffey CCD	\$328,788	\$304,500	\$306,877
Chaffey Joint Union High	\$4,231,595	\$3,919,002	\$4,068,540
Chino Valley Unified	\$1,519,227	\$1,407,000	\$1,392,218
Fontana Unified	\$1,519,227	\$1,407,000	\$1,324,649
Upland Unified	\$468,029	\$433,455	\$436,826
Total Allocated to Members	\$8,066,866	\$7,470,957	\$7,529,110
Total CAEP Funds	\$8,066,866	\$7,658,660	\$7,360,555
Total Remaining	\$0	\$187,703	\$-168,555

Consortia Report on Governance Compliance of Rules and Procedures v.1

1. Have all community college districts, school districts, county offices of education, or any joint powers authority, located within the boundaries of the adult education region been allowed to join the consortium as a member? *

Yes

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? *

Yes

3. How will the available funds be reported and evaluated? *

All members submit "Instructional Hours and Expenses by Program Area" yearly in NOVA as required by law. They must also submit reports to other grant programs, (such as WIOA II,) and comply with CAEP quarterly fiscal reporting requirements. The Program Coordinator and Fiscal Manager review and certify the quarterly submissions. The Fiscal Agent, CJUHSD, handles the CAEP accounting and keeps track of funds spent through the consortium-wide account.

4. How will you assure that each member of the consortium is represented only by an official designated by the governing board of the member? *

Per legislation, all Member Reps are appointed by their respective district governing boards to serve on the WECC Executive Committee. The Consortium keeps copies of board minutes on file verifying these appointments. Should a Member Rep be replaced, the process is explained and repeated for that individual. WECC Bylaws specify the following:

Terms: All Executive Committee members must be approved by their respective districts' governing boards and their terms of service are designated by their boards.

5. How will you assure that each member of the consortium participates in any decision made by the consortium? *

Decisions to be made are placed on the meeting agenda and sent to members at least 3 days in advance of the meeting. Members may suggest additional agenda items for consideration. Voting may take place only if there is a quorum present. Input may also be given by other means if circumstances warrant as described in the Bylaws:

Proxy voting and absentee ballots are permitted. Voting via email or phone may be permitted in case of extreme need or expediency.

6. What will be the relative voting power of each member? *

1 member = 1 vote

7. How will decisions be approved? *

by majority vote of 51%

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

The model was adopted when consortia were being created per the original AB86 legislation. The founding members agreed that one vote per member would best represent the interests of districts and needs of the region. As stated in the Bylaws:

Voting: Members shall attempt to reach decisions by consensus as directed by the guiding principles. However, if a clear consensus cannot be obtained, decisions shall be reached by a majority vote. Each member of the Executive Committee shall be entitled to one vote per motion.

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

WECC complies with the Brown Act as described in the Bylaws:

At least 72 hours prior to a regularly scheduled board meeting, the agenda shall be posted at each member's main office in a location easily accessible to the public. Special meetings shall be posted 24 hours in advance.

10. Describe how will you provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. *

If a member of the public wishes to provide comment during the meeting, there is an Agenda Item for this. Agendas are posted in advance with instructions for the public to contact the Program Coordinator if they wish to participate, whether the meeting is in-person or virtual. The WECC website lists the dates that meetings are scheduled for the program year, and invites members of the public to contact the Program Coordinator.

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

Prior agendas and minutes are posted on the WECC website quarterly. Hard copies of current agendas and minutes are posted at the Consortium main address and are available in the Program Coordinator's office. Interested parties are always encouraged to contact the Program Coordinator via the website.

12. 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. *

All members of the Consortium have a relationship with the local WDB via a county MOU and possibly other means. All four adult schools are WIOA grantees. Chaffey College collaborates with the county on various levels and receives numerous public grants. Meetings with county workforce and partner agencies are held regularly to discuss regional collaboration. In a general sense, WIOA I and II grantees are aware of what each other is doing to meet training needs in the region. A representative from the San Bernardino County Supt. of Schools office regularly attends WECC meetings. The Program Coordinator meets

periodically with the Library Literacy Coordinators in the region and informs them of Consortium activities. Members are responsible for communicating with their own particular collaborators. Baldy View ROP (JPA) was a former member of the Consortium and communicates regularly with the 3 WECC school districts within its area of jurisdiction.

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

Per CA EC84913, the fiscal agent "...shall commit to developing a process to apportion funds to each member of the consortium pursuant to the consortium's adult education plan within 45 days of receiving funds appropriated for the program." The current fiscal agent, CJUHSD, processes the funds immediately upon receipt from the county so that they are received in a timely manner by members. The distribution of funds is directly related to the date they are released by the state and county, so dates are not set in advance although Ed Code is strictly followed.

14. 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? *

A) designated a member to serve as the fund administrator to receive and distribute funds from the program

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

Bylaws address these situations as follows:

A consortium member, partner or other participating institution may be removed by the consortium if, by a majority vote, they are determined to be not in good standing as described in the legislation, WEC Governance Document (see #14 below) and WECC Bylaws. Due process will be followed, and should decisions involving membership or funding be necessary, prior notice will be given.

Consortium members, other than the community college member, may choose to leave or be dismissed by majority of the consortium membership if any of the below criteria exist:

1. The member no longer wishes to provide services consistent with state and local guiding principles and the consortia's regional plan.
2. The member cannot provide services that address the needs identified in state and local guiding principles and the consortia's regional plan.
3. The member has been consistently ineffective in providing services that address the needs identified in the regional plan and reasonable interventions have not resulted in improvement.
4. 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.

Members can voluntarily leave the consortium but must provide written notice thirty (30) days prior to vacating membership. Any member that voluntarily chooses to leave the consortium must return its remaining allocation to the fiscal agent within 30 days of the effective date of leaving. The Executive Committee will determine how to redistribute the funds returned by the departing member.

The decision to add a new member requires a majority vote and shall follow the provisions set out in AB104.

16. How does the consortium monitor and administer carryover funds? *

Carryover is monitored by each member who, per current CAEP guidelines, must spend funds within a 30-month period.

Carryover or more than 40% in a given year has not historically been a problem for consortium members. The only instance where this has been or would be the case involve large capital projects that take more than one year to complete and require a lengthy approval process. There is language in the new Three-Year Plan to address this. Carryover in the consortium-wide

fund is monitored by the Fiscal Agent. Such carryover is discussed in regular meetings and often made available to members for pilot projects and needs that fall within the scope of the current 3-Year Plan.

17. What bylaws do you have that governs carryover? *

Members make every effort to follow state guidelines regarding carryover limits. The Bylaws address this issue:

Carryover: WECC members will make every effort to spend funds within the current program year per state guidelines.

However, members recognize that there may be a need for increased flexibility due to various factors: Social and economic conditions, district policies, capital projects, approval processes, staffing issues, and unforeseen circumstances. Should a member's carryover exceed current state guidelines, the member rep will inform the Executive Committee of the reason for this and it will be noted in the meeting minutes. If the justification does not fall within the goals of the 3-Year Plan, a proposal may be made to reallocate the funds to another member or the consortium-wide fund. Efforts will be made to control the amount of carryover in the consortium-wide fund from year to year by making funds available to members in accordance with the 3-Year Plan.

Currently, Chino Valley has a large amount in Capital Outlay to finance a facility for a new construction trades CTE program in conjunction with Chaffey College. The project is underway and planned for completion in June of 2023. This may create an excessive carryover situation in NOVA for the coming year. CAEP leadership at the state level is aware of this and it has been approved by the Executive Committee.

18. How does your consortium define member effectiveness? *

Effective members abide by the Bylaws adopted by the Consortium. They comply with state legislation, guidelines, and required deliverables. Effective members plan expenditures to offer programs that meet the objectives of the Three-Year and Annual Plans. The Guiding Principles in the Bylaws that refer to member effectiveness are:

Collaborative Relationships -- The WEC will work together ethically and fairly, to allocate financial resources, leverage other resources and achieve efficiency in meeting the needs of WEC students.

Collective Responsibility -- The WEC will share responsibility and accountability for all project and student outcomes based on a collective plan.

Representative of All Stakeholders -- The WEC will adhere to a transparent process of open and honest communication.

19. What bylaws does your consortium have addressing member effectiveness? *

Member *ineffectiveness* is addressed in the Consortium Bylaws:

An Executive Committee member representative may be replaced by the consortium if, by a majority vote, they are determined to be not in good standing. "Not in good standing" refers to an individual who hinders the progress of the group due to excessive absence, tardiness or not remaining for the entire meeting, inappropriate behavior or commentary or other issues that prevent the group from carrying out the Plan objectives.

A consortium member, partner or other participating institution may be removed by the consortium if, by a majority vote, they are determined to be not in good standing as described in the legislation, WEC Governance Document (see #14 below) and WECC Bylaws.

20. Does the consortium have a formal document detailing its work beyond the questionnaire? *

Yes

20.1 (Yes) Use the space below to provide a link to the formal document. *

[WECC Bylaws April 2022](#)

Member Agencies

Member Agency	Member Type	Contact	Phone
Chaffey CCD	District	Dr. Matthew Morin	(909) 952-6103
Chaffey Joint Union High	High School District	Chaffey Adult School Todd Haag	(909) 391-5365 ext: 2800
Chino Valley Unified	Unified School District	Carl Hampton	(909) 627-9613
Fontana Unified	Unified School District	Cynthia Gleason	(909) 357-5490
Upland Unified	Unified School District	Andrew Stager	(909) 702-7344
Baldy View ROP	Regional Occupation Center/Program (ROC/P)	Dana Galloway	(909) 391-5365

Certification & Assurances



By clicking "Approve" on the approval cards below, you are certifying the CFAD as well as confirming that you and ALL consortium members agree to the Assurances listed below.

Assurances

Membership & Decision-Making

- I certify that any community college district, school district, or county office 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 shall be permitted to join the consortium as a member (EC 84905 (a) (b)). (See Membership Box above).
- I certify that only members as described above (and in EC 84905) are allowed to join my consortium as members and participate in decision making and approvals whether in a public meeting, or via the NOVA planning, budgeting & expense reporting system.
- I certify that as a condition of joining a consortium, as a member, I shall commit to reporting any funds (as described in EC 84916) available to that member for the purposes of education and workforce services for adults and the uses of those funds through the annual Program Area exercise in NOVA for reporting leveraged funds, and instructional hours.
- I certify that as a member of the consortium my district shall be represented only by an official designated by the governing board of the member (EC 84905 (c)).
- I certify that as a member of the consortium, I shall participate in any decision made by the consortium (EC 84905 (d)(1)(A)).
- I certify that all decision made by the consortium and its members is final (EC 84905 (d)(1)(F)).
- I certify that I will adhere to the consortium rules and procedures and, as agreed upon by the consortium members, to any additional by-laws, charters, etc.

Public Meetings

- I certify that a proposed decision is considered at an open, properly noticed public meeting of the consortium at which members of the public may comment (EC 84905 (d)(1)(B)).
- I certify that the consortium has provided the public with adequate notice of a proposed decision and considered any comments submitted by members of the public, and any comments submitted by members of the public have been distributed publicly (EC 84905 (d)(1)(C)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has requested comments regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults (EC 84905 (d)(1)(D)(i)).
- I certify that the consortium has considered input provided by pupils, teachers employed by local educational agencies, community college faculty, principals, administrators, classified staff, and the local bargaining units of the school districts and community college districts before it makes a decision (EC 84905 (d)(1)(E)).
- I certify that in addition to the meeting requirements listed in EC 84905, and as agreed upon by the consortium members, that I will follow the public meeting requirements listed in the Ralph M. Brown Act as the Brown Act applies to the governing body of any “local body created by state or federal statute.” (Ed. Code, section 54952.)

Reporting Requirements

- I certify that I will participate in completing and updating any consortium long range and/or short range planning efforts and/or budget work plans (EC 84906, 84914(a)).
- I certify that all CAEP expenses have been expended in the CAEP seven program areas, and services provided are consistent with the 3-year plan, the annual plan, and my district’s work plan & budget as submitted in NOVA (EC 84913 (1-7), 84906, 8914(a)).
- I certify that my expenditures of CAEP funds match the objectives/activities included in the annual plan and the member work plan (EC 84906, 84914(a)).
- I certify that my expenditures of CAEP funds adhere to the allowable uses of funds as identified in the CAEP Fiscal Management Guide.
- I certify that I will report student level enrollment data and outcomes as prescribed by the State CAEP Office (EC 84920).
- I certify that I will share financial expenditure and progress reports with the members of my regional consortium.
- I certify that I understand that as a member if I do not meet any of these items I have certified, I will be deemed an ineffective member which may result in a loss or reduction of CAEP funding (EC 84914(b)).
- I certify that all CAEP expenses have been expended only for the education of persons 18 years of age or older (EC 84901(a)).

Chaffey CCD - Member Representative
<p>Matthew Morin Director of Adult Education and High School Partnerships matthew.morin@chaffey.edu (909) 952-6103</p>
Approved by Dr. Matthew Morin
04/18/2022 12:59 PM PDT

Chaffey Joint Union High - Member Representative
<p>Todd Haag District</p>

Principal
todd_haag@cjuhsd.net
(909) 391-5365 ext: 2800

Approved by Chaffey Adult School Todd Haag

04/14/2022 06:07 PM PDT

Chino Valley Unified - Member Representative

Carl Hampton
carl_hampton@chino.k12.ca.us
(909) 627-9613

Approved by Carl Hampton

04/14/2022 03:18 PM PDT

Fontana Unified - Member Representative

Cynthia Gleason
Principal, Adult Education
cynthia.gleason@fUSD.net
(909) 357-5490

Approved by Cynthia Gleason

04/14/2022 03:23 PM PDT

Upland Unified - Member Representative

Andrew Stager
Coordinator of Adult Ed and CTE
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(909) 702-7344

Approved by Andrew Stager

04/14/2022 03:37 PM PDT



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