

10 Coast Adult Education Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 10 Coast Adult Education Consortium

Funding Channel: Direct Funded

Narrative: The planned allocations follow agreed upon allocation criteria and ensure that each funded member can fulfill the objectives and strategies in the annual plan, which is based on the three-year plan. In addition, funding is allocated consistent with Section 4 of the Consortium bylaws which states: • The Coast Adult Education Consortium (CAEC) recognizes members have multiple revenue streams that directly or indirectly support the purpose of the CAEC. • The CAEC recognizes that it will receive an annual allocation of funding from the California Adult Education Program (CAEP). • The CAEC will annually allocate funding for members in accordance with the law and the annual plans and budget developed and agreed by the Executive Committee. • Mandated and contract negotiated cost increases will be considered first in developing the annual budget before other grant funded projects.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Coast CCD	\$1,768,486	\$1,637,846	\$1,650,595
Garden Grove Unified	\$262,569	\$243,172	\$245,064
Huntington Beach Union High	\$6,319,197	\$5,852,391	\$5,897,947
Total Allocated to Members	\$8,350,252	\$7,733,409	\$7,793,606
Total CAEP Funds	\$8,350,252	\$7,927,706	\$7,619,130
Total Remaining	\$0	\$194,297	\$-174,476

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? *

Each funded member reports its expenditures in NOVA on a quarterly basis. The Consortium Executive Committee reviews and discusses at least once a year the funds available.

In an effort to provide students maximum services funded through the CAEP consortium, funded members will make every effort to expend funds according the agreed upon plan by the end of each fiscal year. In the case that funds remain for any fiscal year the following process will be followed:

Members with unexpended funds will provide a narrative explaining the reason for the carryover and if applicable what part of their respective plan was not carried out.

Member carryover funds will be considered in the development of the following year's plan.

Members will have first opportunity to expend in the following year any funds they carryover as long as plans to expend such fund are in accordance with the approved plan for that year.

If a member is not able to develop a plan for expenditure of carryover funds that is aligned with the approved plan then those funds will be made available for other consortium projects.

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? *

Each member is represented in the Executive Committee of the Coast Adult Education Consortium (CAEC) by the official designated by their respective local governing boards or elected Superintendent. Evidence of the official designation is either an agenda item of a local governing board meeting indicating approval of the official or a letter from an elected Superintendent, in the case of Orange County Department of Education.

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

The CAEC bylaws state that no decision is made unless all officials designated for funded members are present at the respective Executive Committee meeting. Section 5 of the bylaws states: "For meetings of the CAEC, a quorum shall consist of at least one member of the Executive Committee who represents each member organization receiving an allocation. Meetings may still be held without a quorum for purpose of presentation or discussion. However, no actions or voting may take place without a quorum."

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

1 institution = 1 vote (thus giving districts with multiple institutions multiple votes)

7. How will decisions be approved? *

Other

7.1 (Other) If selected "Other" in Question 7, use the space below to describe how decisions will be approved. If not applicable, leave question blank. *

By majority vote of 51% but each funded member needs to be present.

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

The CAEC Executive Committee had extensive discussions once the consortium was established as a result of AB 86 and AB 104 and developed the bylaws that have governed the consortium starting shortly after its formation.

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

Section 4 of the bylaws states: "Notice of meetings: The decision making/status meetings will be noticed at least 72 hours in advance. The agenda and documents for the meeting shall be posted at each member's main office and on the web site of the Consortium." Members of the public can join these meetings at the physical location for the meeting or via zoom.

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. *

See response above for question 9. In addition, members of the public can submit comments to the Chair of the CAEC Executive Committee in advance of the meeting. These comments will be shared with all members of the Executive Committee.

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

Comments received from the members of the public will be posted on the consortium 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. *

Consortium members collaborate with a variety of local entities located in the consortium service area and have developed partnerships to expand the opportunities for adult learners. If the CAEC Executive Committee determines that a proposed decision may impact other entities in the service area, members of the Executive Committee will contact the specific entities for input and feedback.

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

CAEC is a direct funded consortium. CAEC works together collaboratively and fairly to allocate financial resources and achieve efficiency in meeting the needs of CAEC students. Mandated and contract negotiated cost increases will be considered first in developing the annual budget before other grant funded projects. The distribution of the allocation across the three funded members is based on the percentage of funding received in the prior year. No funded member uses more than 5% for indirect costs.

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? *

B) chosen to have funds flow directly to the member districts based upon the approved distribution schedule

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

The membership of the consortium is based on Education Code Section 84905. All qualified entities in the consortium service area are members of the CAEC. Members would be dismissed if they no longer want to provide the required services.

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

As noted in the CAEC bylaws, in an effort to provide students maximum services funded through the CAEP consortium, funded members will make every effort to expend funds according the agreed upon plan by the end of each fiscal year. In the case that funds remain for any fiscal year the following process will be followed:

- o Members with unexpended funds will provide a narrative explaining the reason for the carryover and if applicable what part of their respective plan was not carried out.
- o Member carryover funds will be considered in the development of the following year's plan.

- Members will have first opportunity to expend in the following year any funds they carryover as long as plans to expend such fund are in accordance with the approved plan for that year.
- If a member is not able to develop a plan for expenditure of carryover funds that is aligned with the approved plan then those funds will be made available for other consortium projects.

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

See response to question 16.

18. How does your consortium define member effectiveness? *

Member effectiveness is evaluated based on the following criteria:

- Active participation in the consortium meetings and activities
- Fulfillment of stated objectives, strategies, and activities in the consortium three-year plan and annual plan
- Ability and capacity to provide the expected services
- Meeting deadlines
- Timely reporting of quarterly expenditure reports in NOVA

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

The CAEC bylaws currently do not cover member effectiveness. However, the CAEC Executive Committee will discuss adding a section on this topic and approve revised bylaws by December 2022.

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. *

The Consortium has bylaws. The Consortium web site is undergoing a redesign and the document is currently not posted online but it will be by the end of May 2022.

Member Agencies

Member Agency	Member Type	Contact	Phone
Coast CCD	District	Dr. Andreea Serban	(714) 438-4698
Garden Grove Unified	Unified School District	M'Liss Patterson	(714) 663-6305
Huntington Beach Union High	High School District	Steve Curiel	(714) 842-4227
Coastline ROP	Regional Occupation Center/Program (ROC/P)	Dr. Brian Dozer	(949) 429-2222
Newport-Mesa Unified	Unified School District	Vanessa Galey	(714) 424-8983
Orange County Department of Education	County Office of Education (COE)	Fatinah Judeh	(714) 349-3073

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)).

Coast CCD - Member Representative

Andreea Serban
 Vice Chancellor Educational Services and Technology
aserban@cccd.edu
 (714) 438-4698

Approved by Dr. Andreea Serban

04/27/2022 10:00 AM PDT

Coastline ROP - Member Representative

Brian Dozer
 Superintendent
bdozer@coastlinerop.net
 (949) 429-2222

Approved by Dr. Brian Dozer

04/27/2022 10:52 AM PDT

Garden Grove Unified - Member Representative

M'Liss Patterson
 Director
mpatterson@ggusd.us
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Approved by M'Liss Patterson

04/29/2022 01:09 PM PDT

Huntington Beach Union High - Member Representative

Steve Curiel
Principal
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(714) 842-4227

Approved by Steve Curiel

04/27/2022 10:46 AM PDT

Newport-Mesa Unified - Member Representative

Vanessa Galey
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Approved by Vanessa Galey

04/29/2022 12:08 PM PDT

Orange County Department of Education - Member Representative

Fatinah Judeh
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Approved by Fatinah Judeh

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California
Community
Colleges

