

CAEP
CFAD

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16 Feather River Adult Education Consortium

CONSORTIUM APPROVED

2024-25

Fiscal Declaration - Consortium Approved

Consortium Name: 16 Feather River Adult Education Consortium

Funding Channel: Direct Funded

Narrative: The FRAEC Board met during April 2024 to confirm the funding allocation and to continue with Direct Funding. The agreed upon multiple measure funding model, with direct funding, has been board voted and approved for the 2024-2025 CFAD.

Changes: No Changes

Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Feather River CCD	\$262,451	\$260,287	\$237,938
Plumas Co. Office of Education	\$15,000	\$14,778	\$13,511
Plumas Unified	\$428,814	\$425,258	\$388,744
Sierra Co. Office of Education	\$300,407	\$297,925	\$272,343
Total Allocated to Members	\$1,006,672	\$998,248	\$912,536
Total CAEP Funds	\$1,006,672	\$999,079	\$923,193
Total Remaining	\$0	\$831	\$10,657

Carryover Threshold

Input a percentage of carryover that your consortium agrees will be considered an excessive amount.

Should a member, or members, exceed this carryover percentage upon certification of their Q4 report, they will be flagged as non-compliant with the carryover legislation (EC 84914). One year of non-compliance does not carry a penalty. However, should the same member, or members, have two consecutive years of non-compliance the consortium may agree, by majority vote, to reallocate an amount that does not exceed the carryover to other members.

A consortium does have the ability to opt-out. To do so, simply toggle the carryover threshold button to the off position.

Carryover Threshold *

20%

Corrective Action Fiscal Reporting Quarterly Thresholds

If member carryover is over the threshold set below, a corrective action narrative will be required to complete.

	Q1	Q2	Q3	Q4
% of Carryover Threshold	80%	60%	40%	20%

Consortia Report on Governance Compliance of Rules and Procedures v.2

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? *

FRAEC Member Districts adhere to the requirements of AB104 and State guidance in reporting funds via NOVA. Evaluation of expenditures takes place quarterly at FRAEC Board meeting, and annually during the CFAD evaluation process. The 2024-25 MOU reflects AB104 / CAEP requirements.

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? *

The Consortium shall keep track of the date each Members' voting representatives was officially designated by their local Board of Education/Trustees and keep copies of the local Board agenda and minutes as archived evidence. If an official designation is a Consent Item that is voted on, a copy of the Board Agenda that shows the designation as a Consent Item, as well as the minutes, will be provided and kept on file by FRAEC and sent to the State CAEP office. Each member must have one officially designated voting member. The officially designated Member representatives will represent the interests of their Member District and vote at FRAEC Board meetings on behalf of the Member District. FRAEC Board meeting attendance and vote participation of the official designee will be recorded and archived by FRAEC. Alternate or proxy designees may not be assigned.

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

The Consortium recognizes the benefits of full, transparent, and active participation by all Members in the decision-making process and implementation of FRAEC Plans. Therefore, a calendar of meetings and each meeting agenda is sent to voting members in advance. Agendas will be posted on the Consortium website. Email notifications and reminders will be sent to all members. Minutes from meetings will be distributed to members and posted to the Consortium website. Agencies participating in the FRAEC have agreed to act in accordance with applicable CAEP law, the FRAEC Annual Plans, and the FRAEC Three-Year Plan. FRAEC Members participate annually in shared, or peer-to-peer monitoring for member effectiveness, adherence to FRAEC Plans, and CAEP performance measure outcome requirements. FRAEC follows a collective impact model of Member participation.

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

1 member = 1 vote

7. How will decisions be approved? *

50% +1 vote

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

FRAEC decisions have been arrived at by those processes described in this governance document. The decision-making model described above was used to choose the model, and alignment to applicable state laws (AB86, AB104, AB2257, AB1491etc.) was ensured.

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

The FRAEC Board encourages all interested persons to attend monthly Board meetings and to address the FRAEC Board concerning any item on the agenda or within the Consortium's jurisdiction.

The FRAEC Board will act in accordance with the Brown Act of 1953 as contained in section 54950 of the California Government Code, and in accordance with AB2257. The following rules are intended to facilitate a presentation to the FRAEC Board:

A. For matters not listed on the agenda:

I. Any individual who wishes to address the Consortium on any item of interest to the public that is within the subject matter jurisdiction of the Consortium and not listed on the agenda may do so under the agenda item entitled "Public Comments."

Members of the public shall fill out a "comment card" prior to the start of the meeting which indicates their name, topic to be addressed, and any requested action.

II. Without taking action, Consortium members may briefly respond to statements made or questions posed by the public about items not appearing on the agenda.

III. In keeping with its right to determine the length of time to be allotted to agenda items, the FRAEC Board has determined that the overall time to be allowed for the agenda item entitled "Public Comments" shall not exceed three (3) minutes per person, and a total time of 20 minutes, unless there are extenuating circumstances, in which case the FRAEC Board may extend the overall time limit.

B. For matters listed on the agenda, a person who wishes to address the FRAEC Board may do so by completing a brief form (including name, address, and agenda item). Upon recognition, the person should state his or her name and may address the FRAEC Board. The order of public comments on the agenda item will be determined by the order received. Individuals shall be allowed up to three (3) minutes to address the FRAEC Board on each agenda item during the general public comments section of the agenda, unless there are extenuating circumstances, in which case the FRAEC Board may extend the time limit for individual remarks.

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. *

The Feather River Adult Education Consortium recognizes the benefits that are derived when input from the public is included as part of a transparent decision-making process and will act in accordance with the Brown Act of 1953 as contained in section 54950 of the California Government Code and AB2257. The Member Districts will include the public in Consortium activities and programs whenever appropriate. The Consortium will provide the public with adequate notice of a proposed decision and consider any comments submitted by members of the public. Monthly meetings will include a designated time for public comment. Agendas will be posted on the Consortium website and emailed in advance to Consortium Member Districts. Consortium members are encouraged to post the agendas on their individual Agency web sites.

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

A summary of comments submitted by members of the public will be recorded in the meeting minutes and distributed publicly on the Consortium website. All public comments will be included in the FRAEC Board Meeting Minutes.

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. *

Community partners and other entities are invited and encouraged to participate in all Consortium meetings. FRAEC's founding partners include the Plumas County Workforce Development Board and the Plumas County Jail. Community agencies not benefiting from formal partnership with FRAEC with an interest in adult education are encouraged to engage FRAEC and its Members to benefit the region as appropriate until a formal partnership can be established. Regularly scheduled planning meetings are held with community stakeholder agencies and invitations are sent in advance. All agencies in the region are invited to attend the Annual Plan Meeting (and Three-Year Plan Meeting, when scheduled).

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

The Feather River Adult Education Consortium will annually approve the distribution schedule pursuant to Section 84913 with a simple majority vote. In accordance with the California Adult Education Program and the FRAEC Governance Plan, a simple majority vote will be needed for the passage of any motion. The vote(s) of each official designated member shall be recorded as cast. The names of the members making and seconding each motion shall be recorded in the Consortium Minutes. The distribution schedule will follow the funding priorities as specified in the FRAEC Comprehensive Regional Plan(Three-Year Plan), applicable law, and will be submitted via the annual CFAD.

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? *

FRAEC adopted the Direct Funding model of CFAD Allocations. Pursuant to the CAEP Fiscal Management Guide (11-5-18), the amount of funds to be distributed to a member of the consortium shall be equal to or greater than the amount distributed in the prior fiscal year, unless the consortium makes at least one of the following findings related to the member for which the distribution would be reduced:

(A) The member no longer wishes to provide services consistent with the adult education plan.

(B) The member cannot provide services that address the needs identified in the adult education plan.

(C) The member has been consistently ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.

CAEP funds are allocated according to CAEP/AB104 legislation and ARTICLE 9. Adult Education Program [84900- 84920] of the education code. CAEP funds are apportionment, they are not a grant, and are not subject to flexibility. CAEP funds are restricted to adults 18 years and older, can only be used in the seven CAEP approved program areas, and must have an approved regional consortium plan specific to K12 adult education and community college noncredit programs. Any additional funds will be disbursed per state law, CAEP guidance, and the agreed upon formula determined and voted on at the July 21, 2021, FRAEC Board Retreat.

16. What is the consortium's defined "excessive" member carryover percentage threshold? *

The FRAEC Board has defined "excessive" Member carryover to be 20% or more and agree to review financial submissions on a quarterly basis.

17. Please explain how the consortium will monitor and administer carryover funds. What is the consortium’s technical assistance and reasonable intervention process? What additional bylaws do you have that govern carryover? *

FRAEC does not have bylaws governing carryover funds, but does sign an annual MOU among Member Districts which incorporates the guidelines and requirements of AB1491.

18. How does your consortium define member effectiveness? *

FRAEC relies on the CAEP Assurances, quarterly data reviews, quarterly fiscal reviews, annual review of per-pupil spending, quarterly DIRs, and a review of the Workforce Development Board's LMI analysis of industry need. Effectiveness is also evaluated based on AB1491 requirements.

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

FRAEC has an annual MOU signed by all members.

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. *

FRAEC has an annual MOU signed by all members.

Member Agencies

Member Agency	Member Type	Contact	Phone
Feather River CCD	District	Derek Lerch FRC	(530) 283-0202 ext: 321
Plumas Co. Office of Education	County Office of Education (COE)	Steven Dutton	(530) 283-1003
Plumas Unified	Unified School District	Steven Dutton	(530) 283-1003
Sierra Co. Office of Education	County Office of Education (COE)	Wendy Jackson	
Sierra-Plumas Joint Unified	Unified School District	Wendy Jackson	

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)).

Feather River CCD - Member Representative

Derek Lerch
 VPI/CIO
 dlerch@frc.edu
 (530) 283-0202 ext: 321

Approved by Derek Lerch FRC

04/18/2024 05:46 PM PDT

Plumas Co. Office of Education - Member Representative

Steven Dutton
 sdutton@pcoe.k12.ca.us
 (530) 283-1003

Melissa Leal
 Director of Student Services
 mleal@pcoe.k12.ca.us
 (530) 283-6500 ext: 5272

Approved by Melissa Leal

04/19/2024 10:07 AM PDT

Plumas Unified - Member Representative

Steven Dutton
 sdutton@pcoe.k12.ca.us
 (530) 283-1003

Melissa Leal
 Director of Student Services
 mleal@pcoe.k12.ca.us
 (530) 283-6500 ext: 5272

Approved by Melissa Leal

04/19/2024 10:07 AM PDT

Sierra Co. Office of Education - Member Representative

Wendy Jackson
wjackson@spjUSD.org

James Berardi
jberardi@spjUSD.org

Approved by Wendy Jackson

04/18/2024 08:48 PM PDT

Sierra-Plumas Joint Unified - Member Representative

Wendy Jackson
wjackson@spjUSD.org

James Berardi
jberardi@spjUSD.org

Approved by Wendy Jackson

04/18/2024 08:48 PM PDT



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