

California Adult Education Program : CFAD : 2023-24 Produced: May 3, 2023, 12:52 AM UTC Susan Sweeney

18 Gavilan Regional Adult Career and Education Services

Fiscal Declaration - Consortium Approved

Consortium Name: 18 Gavilan Regional Adult Career and Education Services

Funding Channel: Fiscal Agent

Fiscal Agent: Gavilan Joint CCD

Narrative: The funding allocation remains consistent with prior years and funding will be used, as indicated in the 3-year plan, to address educational needs, improve integration of services and transition and improve effectiveness of services . For the coming year, members have agreed to conduct a needs assessment to ensure programming aligns with both community needs and labor market data.

Changes: No Changes

Member Allocations

Member Name	(2023-24)	(2022-23)	(2021-22)
Gavilan Joint CCD	\$689,231	\$625,324	\$578,919
Gilroy Unified	\$335,778	\$310,042	\$287,033
Morgan Hill Unified	\$618,538	\$569,762	\$527,479
San Benito High	\$123,707	\$110,385	\$102,742
Total Allocated to Members	\$1,767,254	\$1,615,513	\$1,496,173
Total CAEP Funds	\$1,767,254	\$1,634,379	\$1,533,763
Total Remaining	\$0	\$18,866	\$37,590

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 AB 1491 legislation. 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%

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? *

Consortium members will report quarterly financials on NOVA. Quarterly presentations to the consortium members will be an opportunity for members to not only report funds but evaluate how funding is being spent.

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? *

Consortium members will designate one members as an official designated at the board meetings. The process to identify a designated member will be outlined in the bylaws.

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

All members are requested to attend monthly board meeting where decisions are made. When a members is unable to attend, the consortium asks for a substitute. When a substitute is unavailable, the consortium director will communicate with absent members to bring them up to speed and ensure their voice is heard. However, a financial decision is presented all members are required to attend. If they are not able to attend, the financial decision is tabled until the next meeting or a subsequent interim meeting is scheduled to vote on the financial decision.

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? *

Members discussed it and the majority (3 of the 4 members) agreed to move forward with this process.

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

Anytime a decision is made by the consortium, the Director will ask for a motion and request members vote, unless further discussion or information is needed before voting which will be requested by consortium members. Voting will be posted until all information requested is presented and members agree to vote on the motion. to If the vote passes by 50% plus 1 vote, it

will be noted in the meeting notes and action taken to accomplish the motion. When a motion does not pass by the agreed upon model, it will be noted in the meeting notes and no further action taken.

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 Adult Education Consortium Director, will ensure the monthly meeting is announced via public notices on Gavilan college and on the the ACES website . The announcement will include the agenda as well as the director's email to provide written comments. The director will share comments with consortium members at each meeting.

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

All comments received will be included in the monthly meeting notes and posted on the ACES website for public view.

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. *

The consortium is working to develop a process by which it can solicit and consider comments and input regarding a proposed decision from other entities located in our region that provide education and workforce services for adults.

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

As in prior years, consortium members will receive disbursement of their allocation over a 12 month period starting in July. Gavilan college, the fiscal agent, will ensure agreements are in place to for transfer of funds prior to the initial disbursement.

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? *

The consortium is working on the bylaws that will further define how members can join, leave or be dismissed from the consortium. Currently, the original consortium members remain as members and no additional members have been added.

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

Currently, the consortium does not specify excessive member carryover. However, the consortium is working to define the excessive carryover and add it to the bylaws and adheres to the state level of 20%.

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? *

The consortium is working to update bylaws that will assist with monitoring and administration of carryover funds. Currently, the consortium director is working with members who have excessive carryover to assist them develop a plan to spend funding in line with the 3-year plan. Until last July, the consortium had high director turnover. The current director is working to establish systems and update the bylaws.

18. How does your consortium define member effectiveness? *

We have not defined member effectiveness in prior years. The consortium is working to define members effectiveness and include it in the bylaws. Once bylaws have been drafted and approved, the document will be shared with CAEP office.

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

The consortium is currently working to update it's bylaws and will include address member effectiveness as noted above.

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

No

20.1 (No) If no, could you please address why not? *

The consortium is in the process of developing a bylaw document which will be shared with CAEP once completed. Consortium members hope to accomplish this effort in the next few months.

Member Agencies

Member Agency	Member Type	Contact	Phone
Gavilan Joint CCD	District	Susan Sweeney	(408) 848-4757
Gilroy Unified	Unified School District	Greg Camacho-Light	(669) 205-5291
Morgan Hill Unified	Unified School District	Lisa Martin	
San Benito High	High School District	Claire Grissom	(831) 637-5831 ext: 166

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)).

Gavilan Joint CCD - Member Representative

Susan Sweeney

Dean, Student Success and Workforce Pathways

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Debra Casella

Program Services Specialist

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Approved by Susan Sweeney

05/02/2023 05:51 PM PDT

Gilroy Unified - Member Representative

Greg Camacho-Light

Administrator of Alternative Educational Programs

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Approved by Greg Camacho-Light

05/02/2023 02:52 PM PDT

Morgan Hill Unified - Member Representative

Lisa Martin

Principal of Alt. Programs

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Approved by Ms. Corina Sapien

05/02/2023 05:35 PM PDT

San Benito High - Member Representative

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Approved by Claire Grissom

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