

CAEP  
CFAD

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## 19 Glendale Community College District Regional Consortium

CONSORTIUM APPROVED

2024-25

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 19 Glendale Community College District Regional Consortium

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** Glendale CCD

**Narrative:** The Glendale Local Education and Resource Network (GlendaleLEARNS) planned allocations are based on member vote and on achievement of goals and objectives in the annual plan as well as the California Adult Education Program (CAEP) Three-Year Plan. The Consortium reviews achievement of goals and objectives in its monthly public meetings to ensure accountability and transparency. Consortium review also ensures that achievements are in alignment with GlendaleLEARNS' Vision, Mission, and Values. A contract is executed on an annual basis between Glendale Community College District (GCCD) and the Verdugo Workforce Development Board (VWDB) which adds another layer of accountability. Each semester, the VWDB submits a status report to the fiscal agent that outlines all accomplishments with full backup documentation to demonstrate accomplishments. Goals and tasks are aligned to the Consortium priorities and target populations which include English Language Learners, people with disabilities, and low income. Allocations are based on staffing, programs and services that are designed to meet the needs of the special populations. The Consortium conducts a comprehensive review of goals, objectives, and strategies on an annual basis in preparation for the Annual Plan and the Three-Year Plan. Accomplishments are summarized, and goals, objectives and strategies are reviewed for continued relevancy, revision or elimination from the plan(s). The review of goal accomplishment assists in determining changes for fiscal administration or program coordination and management which would drive changes in allocations. As high performers, no changes in administration or CAEP coordination or management have been needed. Allocations remain the same and will remain the same in the next program year.

**Changes:** No Changes

### Member Allocations

Member Name	(2024-25)	(2023-24)	(2022-23)
Glendale CCD	\$822,733	\$811,664	\$699,042
Verdugo Workforce Development Board*	\$500,000	\$500,000	\$500,000
<b>Total Allocated to Members</b>	<b>\$1,322,733</b>	<b>\$1,311,664</b>	<b>\$1,199,042</b>
<b>Total CAEP Funds</b>	<b>\$1,322,733</b>	<b>\$1,312,757</b>	<b>\$1,213,044</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$1,093</b>	<b>\$14,002</b>

## 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  Off

## 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? \***

Each member provides financial reports to their respective governing bodies on a monthly, quarterly and annual basis as required by their respective bylaws, policies and regulations. Financial reports for all funds, including CAEP funds, are reported to ensure integrity and transparency. This allows governing boards to evaluate and identify under- and over[1]expenditures according to planned expenditures and request either additional information or corrective actions. To date, no significant under- or over-expenditures have occurred that would cause concern of the governing bodies. Expenditure reports are also entered into the NOVA system and submitted to the state on a quarterly basis. Expenditures are recorded relative to the Member Plans and Budget to determine any significant under- or over-expenditures. Significant changes in expenditures or expected changes are evaluated by each member to determine any adjustments needed in Member Plans and Budgets. Changes in Member Plans and Budgets are implemented along with any expenditure reports, which are then recertified. As a contractor to GCC, the VWDB submits an invoice to GCC at a minimum, on a quarterly basis, delineating all deliverables completed and backup documentation to support the invoice. Expenditures are recorded in the invoice in accordance with the deliverables completed, and submitted with the backup documentation to GCC for review prior to reimbursing costs to the VWDB. The CFAD is completed on an annual basis and presented to the members for approval during our public monthly meetings to ensure transparency.

**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 appointed to the Board, must submit a copy of the action item presented to their respective governing board during a public meeting, and the minutes of the meeting to verify that the action item was approved. Once those documents are submitted to GlendaleLEARNS, the new member will be introduced at the following monthly meeting and will be added as the official member and representative in the NOVA system. All documentation, including the action items and minutes are maintained by the GlendaleLEARNS Coordinator. New members also receive a copy of the Bylaws, Three-Year Plan, One-Year Plan, and a walk-through of the NOVA system and approval process.

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

Decisions are made during the monthly public meetings. Actions are brought forward to the members during the meeting and a formal vote is taken with results recorded in the minutes. A quorum of 51% of members present at minimum, is required for decisions to be made. If a quorum is not confirmed during each meeting, actions and decisions will be postponed until the next monthly meeting. Emergency meetings can be called if a decision is needed prior to the next meeting with a 72 hour public notice and all Brown Act requirements followed accordingly. All documents are maintained by the GlendaleLEARNs Coordinator and posted on the website. To ensure that members and partners are aware of upcoming action items, meeting agendas for the monthly meetings are posted 72 hours prior to the meeting, in alignment with the Brown Act.

**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 GlendaleLEARNs Board discussed several options for voting and decision making powers. To demonstrate the importance of each member, the Board voted and approved that each member would have an equal vote, regardless of whether they received CAEP funds or not. The majority vote was also approved as the minimum required for decisions to be upheld; however, every issue is discussed with the goal of reaching consensus. As a small board, consensus is important to ensure that all members support the decision made. The majority vote decision is also guided by the Brown Act requirements. To date, no vote has taken place there was not a unanimous vote.

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

GlendaleLEARNs decisions are made during the monthly public meetings to allow the partners and community to provide input. Agendas for the public meetings are posted publicly 72 hours prior the meeting, in accordance with the Brown Act, to notify the public regarding upcoming decisions. Agendas include an allocation of time for the public to enter comments during the public meeting. All discussions are open for attendees, partners and members to participate in prior to the board members taking action and conducting a formal vote. All members, partners and other attendees can submit comments verbally, in writing, or enter into the "chat" option of a webinar if participating virtually.

**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. \***

GlendaleLEARNs follows the Brown Act definition for adequate notice which: 72 hours prior to the meeting being held. Notices are posted on GlendaleLEARNs website and emailed with meeting packets to the members, partners and other stakeholders on the public distribution list. Comments submitted by partners and the public are fully discussed and incorporated into the action and decision made. If a comment is not incorporated, an explanation is provided. Typically, comments are not considered or incorporated if the recommendation or suggestion is not in alignment with the GlendaleLEARNs plans, bylaws, or regulatory requirements including CAEP or California Education Codes.

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

All comments submitted during the meeting are summarized in the meeting minutes or a separate document attached to the minutes. All meeting documents are posted on the GlendaleLEARNs website for continued access by the public. Meeting minutes are included in monthly meeting packets and distributed to GlendaleLEARNs members, partners and stakeholders through its distribution list, regardless of whether they attended the previous meeting or are attending the next meeting.

**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. \***

GlendaleLEARNs members, partners and stakeholders that participate in monthly meetings represent adult education, K-12 education including Glendale Unified School District, local and state government including the City of Glendale, State of California Employment Development Department, and State of California Department of Rehabilitation; community based organizations including International Rescue Committee and Armenian Relief Society; and workforce agencies including the VWDB and the Verdugo Jobs Center (local AJCC). This diverse group allows input by a multitude of organizations that also provide services to adult education students. Discussions are facilitated by the Coordinator to ensure that comments are considered prior to decisions. Meeting participants can voice their suggestions and ideas verbally or enter into the "chat" option if the meeting is virtual. A final discussion period is announced prior to finalizing any decision by the board. Comments are recorded in meeting minutes and are reviewed at the next meeting for any changes needed prior to approval by the Board.

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

Member Plans and Budgets are aligned to the GlendaleLEARNs Three Year Plans and Annual Plans. All strategies, goals and measures are developed in alignment with the seven services allowable under CAEP and the CAEP Fiscal Management Guide. This ensures that approval of any distribution schedule and expenditures is in alignment with Section 84913.

**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? \***

GlendaleLEARNs currently has three members: GCC, VWDB and Glendale Unified School District (GUSD). GUSD does not provide CAEP services and does not receive funding. VWDB receives funding under contract with GCC. Members joined as allowed under AB104 or as approved by CAEP. GCC will follow requirements for determining member effectiveness in order to determine if a member should be dismissed. While member representatives have turned over for one member, the member remains the same. The seat currently is vacant; however, the member remains. The VWDB receives funding through a contract which outlines specific deliverables that must be met. The contract is cost reimbursement based on an invoice submitted along with backup documentation prior to receiving reimbursement from GCC. This ensures that performance is achieved prior to CAEP expenditure. These safety nets ensure member accountability to avoid the need to dismiss a member. The only other member that was invited to join, although not required, was the local County Office of Education which has declined the invitation but remains on the distribution list as a stakeholder. No member has asked to leave and GlendaleLEARNs does not anticipate that a member would request to leave. With only three members comprising the GlendaleLEARNs Board, members work diligently to ensure that needs are met and communication remains open to identify any issues that may impact member participation. To date, the three members have remained the same since the inception of the Consortium.

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

Expenditures are monitored on a quarterly basis as reports are prepared and submitted to the state via NOVA. There may be minimal amounts of funds that are not expended in the same year received and will be included in the budget for the next program year. GlendaleLEARNs members use the FIFO method for expenditure of funds to ensure that funds are expended in the next program year and not carried over beyond the "Target Spend Down Date". GlendaleLEARNs does not receive a large allocation, at just a little more than \$1.2M which are typically expended in the year received. Funds have never been carried over beyond the Target Spend Down Date and over the past years, funds have been expended in the same year that funds are received. Closeout is conducted through the NOVA system and each year, closeout is completed as scheduled, further demonstrating that funds are expended within the program year received.

**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? \***

GlendaleLEARNS bylaws as well as MOUs with each member specify allowable expenditures. Included in all documents, policies, and contracts is regulatory compliance, including the CAEP Fiscal Management Guide and carryover rules. GlendaleLEARNS receives less than \$1M in CAEP funds through apportionment and COLA funds take the funding slightly over \$1.2M in a typical program year. Student needs exceed the amount received through CAEP funds, allowing members to easily achieve full expenditures of funds in the program year they are received, without the need to carryover funds.

**18. How does your consortium define member effectiveness? \***

GlendaleLEARNS defines member effectiveness using the Member Effectiveness Report/Memo which is in alignment with Section 84920 and include: 1) Each member must participate in completing and updating the Annual Plan Template. 2) AEBG member funds must be expended in the seven program areas, and services provided must be consistent with the plan. 3) Each member must participate in completing and updating the 3-year Consortia Plan, including any amendments. 4) Member expenditures of CAEP funds must match the objectives and activities included in the Annual Plan. 5) Members participate in consortium/public meetings. 6) Members participate in consortium final decisions. 7) Members report student level enrollment data and outcomes for mid-year and final reporting. 8) Members share information on programs offered, and the resources being used to support the programs. 9) Members provide services that address the needs identified in the adult education plan. 10) Members file biannual financial expenditure and progress reports with the regional consortium.

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

GlendaleLEARNS Board has a set of bylaws approved by the board which includes member expectations and relative member effectiveness. The MOUs between GCC and each member also includes information on member effectiveness and contribution to overall Consortium performance such as referral of students to adult education. The contract between GCC and VWDB includes member effectiveness as appropriate for a member receiving funding through a contract. Assurances for member effectiveness are also signed on annual basis by each member as part of the CFAD process.

**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. \***

GlendaleLEARNS has several formal documents in place to detail its work beyond the questionnaire. These documents include: the board's bylaws, contract between GCC and VWDB which is reviewed and updated annually, the MOUs between GCC and each member which are reviewed and updated annually, MOUs between GCC and each partner, the GlendaleLEARNS Three Year Plan, Annual Plans, and CFAD. In addition, the GlendaleLEARNS Coordinator completed semi-annual reports which document accomplishments towards goals and strategies as well as contract deliverables. Documents (except for MOUs) can be found on the GlendaleLEARNS website:  
<https://www.glendalelearns.org/consortiumresources>

## Member Agencies

Member Agency	Member Type	Contact	Phone
Glendale CCD	District	Dr. Alfred Ramirez	(818) 240-1000
Verdugo Workforce Development Board*	Workforce Development Board	Judith Velasco	(818) 937-8031
Glendale Unified	Unified School District	Glendale Learn MaryAnn Pranke	(818) 937-8051

## 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)).

<b>Glendale CCD - Member Representative</b>
<p><b>Alfred Ramirez</b>          Administrative Dean, Continuing and Community Education          aramirez@glendale.edu          (818) 240-1000</p> <p><b>MaryAnn Pranke</b>          GlendaleLEARNS Coordinator          mpranke@glendaleca.gov          (818) 937-8051</p>
Approved by Glendale Learn MaryAnn Pranke
05/14/2024 11:57 AM PDT

<b>Glendale Unified - Member Representative</b>
<p><b>MaryAnn Pranke</b>          GlendaleLEARNS Coordinator          mpranke@glendaleca.gov          (818) 937-8051</p>
Approved by Glendale Learn MaryAnn Pranke

04/25/2024 09:37 AM PDT

**Verdugo Workforce Development Board\* - Member Representative**

**Judith Velasco**

jvelasco@glendaleca.gov

(818) 937-8031

**MaryAnn Pranke**

GlendaleLEARNS Coordinator

mpranke@glendaleca.gov

(818) 937-8051

Approved by Judith Velasco

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