

California Adult Education Program : CFAD : 2022-23 Produced: Apr 27, 2022, 09:30 PM UTC Candice Camacho

## 21 Salinas Valley Adult Education Consortium

### Fiscal Declaration - Consortium Approved

**Consortium Name:** 21 Salinas Valley Adult Education Consortium

**Funding Channel:** Fiscal Agent

**Fiscal Agent:** Hartnell CCD

**Narrative:** The 22-23 allocation schedule will enable SVAEC Members to maintain current levels of service and continue filling regional service gaps by funding each Member at a level equivalent to its 21-22 baseline allocation, plus proportionate distribution of the anticipated COLA to help cover salary/benefits increases. This allocation schedule was approved at an SVAEC Regular Steering Committee meeting on 3.16.22 (an open and public meeting held in person and via teleconference). CAEP funding has and will continue to be used for activities approved in its 3-year and annual plans, including: 1. Instruction (adult ESL, Citizenship Prep, Digital Literacy, Basic Literacy, ABE/ASE, HSD and HSE, Workforce Readiness, and CTE) -- delivered through classroom and distance learning modalities); 2. Support Services (student outreach, onboarding, advising, and transition support; reduction of barriers like childcare and transportation; connection to career training and job placement services; and parent/guardian training to support child school success); 3. Program administration (including clerical functions for student intake and ongoing data collection and reporting); 4. Professional Development; and 5. Consortium administration and collaboration (including governance and compliance; marketing and outreach; program alignment; and partnership development). Note that the Consortium Shared Fund allocation of \$412,006 (comprised of the 5% Admin plus 5% consortium funds) and the Hartnell College allocation of \$298,499 are combined in NOVA (for a total of \$710,505) but are operationally separate.

**Changes:** No Changes

### Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
Gonzales Unified	\$433,101	\$400,069	\$409,270
Hartnell CCD	\$710,505	\$664,034	\$623,169
Monterey Co. Office of Education	\$493,172	\$455,685	\$466,023
North Monterey County Unified	\$407,516	\$376,548	\$385,268
Salinas Union High	\$1,574,072	\$1,456,792	\$1,487,600
Soledad Unified	\$342,996	\$316,730	\$324,227
South Monterey County Joint Union High	\$158,705	\$145,855	\$149,858
<b>Total Allocated to Members</b>	<b>\$4,120,067</b>	<b>\$3,815,713</b>	<b>\$3,845,415</b>
<b>Total CAEP Funds</b>	<b>\$4,120,067</b>	<b>\$3,911,580</b>	<b>\$3,759,327</b>
<b>Total Remaining</b>	<b>\$0</b>	<b>\$95,867</b>	<b>\$-86,088</b>

### 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? \*

We have a robust system for reporting and evaluating funds. First, each of our members works with their respective business offices to maintain appropriate records and internal controls. Second, on a quarterly basis, we have our members record their financials on Smartsheets. This allows the Director of the Salinas Valley Adult Education Consortium (SVAEC) and his staff to monitor the use of funds. Third, members report their expenditures in NOVA. The Director and his staff then reconcile what the members have reported on Smartsheets with what they have reported in NOVA. If there are any discrepancies, we ask the members to reconcile these. Finally, the Director reviews NOVA to ensure that members that are in need of a corrective action plan have entered one. Additionally, on a quarterly basis, the Director views to the spending to ensure that the members have engaged in healthy spending. Are the members meeting the State and consortium-specific spending levels? We would like to note that our consortium has set spending targets that are much more conservative than the State targets. If any consortium member is not meeting the spending targets, the Director follows up with these members to ensure that they have a responsible plan for using their funds. Finally, bi-annually, our members are required to complete a Narrative Progress Report. This report helps the Director to get a much more detailed picture of how each members' activities are going. Among other things, the Narrative Progress Report asks for the following:

- Summary of adult education programs, services, and related activities
- Sources of additional funding

- Use of non-CAEP funds for adult education
- Explanation if behind in funding
- Significant programmatic or budget changes
- Report on state of student data in TopsPro
- Collaborations and leveraged resources
- Response to COVID
- Current and potential changes to budget
- Plans to address systemic racial injustices
- Student success stories

This is a summary of the activities that we engage in to ensure that available funds have been reported and evaluated.

**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 following language is included in our official bylaws, which were last updated in October of 2021.

---

Each Member must be represented by official Designees to the Consortium. Each Member must have at least one official designee, and a Member may have as many official Designees as it deems necessary. These Designees must be approved by their respective district governing boards as official representatives with the power to vote on behalf of their districts in Consortium proceedings. In the event of an emergency, an official Designee may appoint a temporary proxy by notifying the Director of the SVAEC in writing.

A Designee is the representative of the entire district and is expected to communicate with all constituents/stakeholders within the district, including instructors, students, staff, administrators, and the governing board, in order to represent them accurately and appropriately. A Designee is also expected to serve as the liaison between their district and the Consortium, and to assist in the gathering and sharing of district information and data. Members are requested to designate individuals who are either directly involved in or at minimum familiar with their districts' adult education needs, resources, and activities.

---

Once an official designee is approved by their respective Board of Directors, the district sends the official minutes of the meeting to the Director of the SVAEC, and these minutes are maintained in our records as evidence that a designee was duly approved as such.

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

We hold monthly steering committee meetings. To ensure participation, we include the following language in our Bylaws in Article V, Member Commitments.

---

**Member Participation**

Members will participate fully in the work of the Consortium by attending monthly Steering Meetings, and other meetings as needed; communicating with fellow Members, the Consortium Director, and the Fiscal Agent as needed; providing the data and information requested by the Consortium and the State; and actively contributing to the development and approval of Consortium plans, budgets, and reports.

Members will encourage teachers/faculty and staff to participate in the professional learning communities (PLCs) and other workgroups, as possible.

Members will be knowledgeable of the CAEP objectives and regulations established by the State and locally by the Consortium, and will ensure that all Consortium Members, the Director, and the Fiscal Agent are acting in compliance and in the best interest of the Consortium and the region's adult learners.

Planning

All members must participate in the long-term and annual planning for the Consortium. The Steering Committee shall develop and approve (and amend, if necessary) a regional Three-Year Plan and a regional Annual Plan and Budget for each fiscal year. All Members must participate in the development and approval of every Consortium plan or deliverable, and a Designee from each Member must sign each deliverable (may use an electronic signature).

CAEP funds shall not be used for any activities or expenditures not included in the approved Annual Plan for that fiscal year and the regional Three-Year Plan.

All plans and budgets, or amendments to existing plans and budgets, must be discussed and approved in an open and transparent process. Thus, the Consortium shall:

- Discuss the document(s)/amendment(s) at a properly noticed public meeting
- Obtain Member input and public comment
- Involve all Members in the final decision on the document(s)/amendment(s)
- Publish the minutes of the decision for public viewing
- Use the State system for updating/uploading documents/amendments

#### **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? \***

The decision making model was discussed, agreed to, and formalized in our Bylaws. Below is the relevant text from Article VII, Decision-making.

\_\_\_\_\_

Requirements

The AB104 legislation requires that:

- All members shall participate in any decision made by the Consortium.
- A proposed decision is considered at an open, properly noticed public meeting of the Consortium.
- 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.
- 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, and those comments have been considered and responded to.
- A decision is final.

Voting and Quorum

There must be a minimum of 50% + 1 member designees present for a vote to take place (i.e., quorum will be 4 out of 6 members or 5 out of 7 members). A vote will be postponed if there is no quorum.

Each member district will have one vote. If a Member's primary Designee is not present, a board- approved alternate Designee will vote on the Member's behalf.

Decisions will be made by consensus. All attempts will be made to reach consensus (100% vote in favor); however, if consensus cannot be reached, a motion may be made to vote with majority rules (50% + 1).

All Consortium decisions, whether fiscal, governance, or programmatic in nature, will be made by majority vote (50% + 1, which for the SVAEC means that a motion will carry only if 4 out of 6 or 5 out of 7 Member Districts vote in favor).

The only exception to this policy is the following:

A Member's baseline annual allocation may only be changed (increased or decreased) if all Members vote in favor (unanimous agreement of Members participating in the vote; all Members must have the opportunity to participate in the vote), per California Adult Education Program (CAEP) guidance.

Decisions regarding the following situations shall be decided by majority vote:

- Use/allocation of new/additional funding from the State (e.g., COLA allocations) .
- Use/allocation of Member carryover funds that are returned to the Consortium Shared Funds (per the Consortium's 18-month rule).
- Use/allocation of Shared Consortium Funds, including reallocation to Members.

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

Below is relevant language from our Bylaws, Article VI, Meetings.

##### Meeting Schedule

A minimum of 8 Steering Meetings will be held each fiscal year. The SVAEC will create and publish an annual calendar of scheduled Steering Meetings. [Note: Members are still responsible for deliverables due to the Consortium and the State during months when no regular Steering Meeting is held, i.e. submitting information, data, and reports to the Consortium, and reviewing and approving plans and reports before they are sent to the State.]

Special Consortium Meetings may be held as needed, and will be announced through the Consortium email list and posted on the Consortium website with as much notice as possible.

Meeting schedules for Workgroups or PLCs shall be determined by each group's participants (according to each group's agreed guidelines and requirements).

##### Open and Public Meetings

Steering Meetings are open to the public and not exclusive to the Steering Committee. Member designees will not make decisions in closed meetings, and no action will be taken – at a meeting or electronically – on issues that have not been discussed at an open and public meeting.

Steering Meetings will be open to board-approved member designees with voting rights, non-voting member representatives, community partner representatives, and the public. All adult education stakeholders from member districts and partners are encouraged to attend Steering Meetings and participate in Consortium activities and dialogue.

The Steering Meeting Schedule will be posted on the SVAEC website at the beginning of each fiscal year.

Proposed decisions/actions will be included in the preliminary Steering Meeting agenda five (5) days before the meeting, which will be posted on the SVAEC website and distributed to the Consortium email list. Public comment will be invited and any comments made prior to a steering meeting will be distributed as an attachment to the agenda and reviewed at the meeting (per the section below).

## Public Comments

Comments that are submitted by members of the public at least three (3) days in advance of a Steering Meeting will be added to the agenda and communicated at the Steering Meeting by the Director. Members of the public who wish to provide comments at a meeting will be given three (3) minutes maximum to speak and their comments will be included in the meeting minutes. Meeting minutes will be posted on the SVAEC website and distributed via the Consortium mailing list.

### **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. \***

First, members of our community receive the following notification of previous to our meetings:

The Salinas Valley Adult Education Consortium (SVAEC) will hold its regular monthly Steering Committee meeting on Wednesday, March 16, at 2:30 p.m.

The meeting will be held in person and online. Those who wish to go in person may go to Building R, at 14 Cypress St, Salinas, CA 93901. Here is a campus map. You can park on the street, or you may park in student parking (slots identified in white) in any lot. The closest lot is Parking Structure 1. Parking permits may be obtained via email by writing to [mdeleon@hartnell.edu](mailto:mdeleon@hartnell.edu). Social distancing, masking, and other safety protocols will be observed. For those who wish to attend online, the Zoom meeting information for the 03/16/22 Steering Committee meeting is noted below and on the attached flyer.

This is an open and public, in-person and virtual meeting and anyone is welcome to participate. There is a Public Comment period at the beginning of each meeting. Please distribute the attached flyer to community members and partners as you are able.

Agenda items may be sent to Ivan Pagan at [ipagan@hartnell.edu](mailto:ipagan@hartnell.edu) at least five (5) days in advance and the final agenda will be posted at least 72 hours in advance of the Steering Committee meeting. All other materials will be available online the day of the meeting. Click here for access to the folder where the agenda and other materials are posted.

If you have any questions or if you need assistance accessing the virtual meeting, please feel free to contact Ivan Pagan at ([ipagan@hartnell.edu](mailto:ipagan@hartnell.edu)) or Maria De Leon at ([mdeleon@hartnell.edu](mailto:mdeleon@hartnell.edu)).

Second, we make room for public comments at our meetings, and these comments are duly recorded in our minutes.

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

After following the procedures outlined in Question 10, and after the minutes are formally approved by our Steering Committee, the minutes are posted on our website and are available to the public.

### **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. \***

We involve other adult education and workforce services for adults in a variety of ways. Here are a few examples.

First, we engage in collaboration with our partners when we identify common interests. For example, the Monterey County Workforce Development Board had an interest in providing workshops for their adults in a variety of topics in which our adult ed instructors have expertise. We held a series of meetings with staff from the MCWDB, our directors, and our instructors, and we agreed on a procedure to collaborate.

Second, we invite guests to our steering committee meetings to speak on points of common interest. These talks often lead to collaborations. For example, we invited Dana Howard, Director of Communications, Outreach, Recruitment and Enrollment (CORE), to speak at one of our meetings. He followed up with individual conversations with our directors, and we are in the process of formalizing a way of collaborating so that we engage in cross-referral.

Third, we engage our community partners in our three-year planning process. We intersect with them at various points. They assisted us in surveying about 300 non-enrolled students (i.e., adult students who don't currently employ our services). Then, once we have our three-year plan, they will assist us in evaluating our metrics, goals, and objectives.

Finally, perhaps one of the most productive ways that we are soliciting input from our partners is through our new apprenticeship initiative. This initiative involves the participation of countless partners and involves multiple decision points that engage all the stakeholders. The development of our pre-apprenticeship involved input from Bright Beginnings, Hartnell College, and the United Way. The development of the apprenticeship, in addition, involves the input of ECE providers and organizations such as the Monterey County Office of Education, Early Development Services, First Five, and CAPSLO.

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

We ensure that funds are distributed in accordance with Section 84913 by employing three layers of scrutiny.

First, each member has to present their work plan and budget to the Steering Committee for approval, and each member is expected to use their funds in accordance with the approved plan.

Second, each member works with their respective business office to ensure that funds are only expended as allowed.

Third, we have a Fiscal Agent, Hartnell College, that oversees the overall administration of CAEP funds. Here is the relevant language in our Bylaws from Article III, Structure, that relates to the use of a Fiscal Agent.

---

#### Fiscal Agent

The Consortium will choose a Member to serve as its Fiscal Agent to receive CAEP funds from the State on behalf of the Consortium and distribute the funds to Members. Contracts between the Fiscal Agent and Members will be entered into to formalize this arrangement, and to clarify the fact that Members are liable for their use of CAEP funds and subject to audit, not the Fiscal Agent. Beginning in Fall 2015, Hartnell Community College District will serve as the Fiscal Agent for the SVAEC. Beginning in July 2016, the Fiscal Agent will discontinue the distribution of funds using a “reimbursement” or “sub-contract” fund distribution process, and will instead begin to utilize a “pass-through” fund distribution process in order to expedite Members’ receipt of their allocated funds.

In collaboration with the Consortium Director, the Fiscal Agent will:

- Coordinate the completion of contracts, budgets, reports, and related processes and documents, in collaboration with Consortium members, district administrators, and accounting staff
- Collect and roll up members’ budget and expenditure data for State reporting
- Collect and roll up members’ student enrollment and performance data for State reporting
- Complete and submit all fiscal administration documentation
- Ensure compliance of activities and expenditures with State and Consortium guidelines
- Ensure that member decisions are executed
- Purchase consortium-level items/pay for consortium-level services
- Hire and prepare payroll for consortium-level staffing

### **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? \***

Following is the relevant language from our Bylaws, Article IV, Memberships, that governs how members will join, leave, or be dismissed from the consortium.

---

### Member Eligibility

All community college districts, school districts, county offices of education, and joint powers authorities that offer adult education services in the region shall be invited and allowed to join the SVAEC. These entities must be members of the Consortium in order to receive CAEP funding.

Per AB104, community college districts, K-12 school districts, COEs, or JPAs must be members of the Consortium if they receive funds from:

- LCFF apportionments for students 19+
- WIOA, Title II
- Carl D. Perkins CTE Act
- Community College District apportionment
- State funds for remedial education and job training for CalWORKS participants
- Adults in Correctional Facilities Programs

### Member Confirmation and Representation

Members will vote on whether or not to invite an entity to become a new voting member or partner of the Consortium. Acceptance of membership will be confirmed by the new Member's submission of evidence of appointment of the required number of board-approved Designees to the SVAEC.

Each Member shall provide official documentation from their governing board or superintendent stating the names of its primary and alternate Designees to the SVAEC. This documentation will include evidence of board approval of their appointment which provides authorization for the Designee(s) to vote on the member district's behalf in SVAEC proceedings.

No one individual shall represent more than one Member as an official Designee (primary or alternate). No adult education program will be represented more than once (even if part of more than one member district).

### Member Withdrawal or Inactivity

Members may voluntarily withdraw from the SVAEC but must provide written notification thirty (30) days prior to divesting their membership. Any Member that voluntarily chooses to withdraw from the Consortium must return the remainder of its allocation to the Fiscal Agent within 15 days of the effective date of withdrawal. The Steering Committee will determine how to redistribute the returned funds.

### Member Penalties and Dismissal

Members may be penalized or dismissed if the Member no longer wishes to provide services consistent with the adult education plan, cannot provide services, or has been ineffective in providing services.

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

We monitor our expenditures on a quarterly basis. We compare quarterly expenditures to both State and Consortium targets, and we have set quarterly targets that are stricter than the State targets. Members that are not meeting these targets are expected to formulate a corrective action plan. Fund administration is covered in Article VIII, Funding and Spending, and Article IX, Monitoring and Assessment, of our Bylaws.

Here is a summary of what we cover in those articles.

#### Funding and Spending

- Eligibility for Funding
- Requests for Funding
- Approval of Funding
- Allowable Costs
- Restricted Funds
- Student Fees



- Indirect Costs
- Administration Cap
- Budget Adjustments
- Fund Reallocations
- Potential Loss or Decrease of Funding

#### Monitoring and Assessment

All members commit to reporting on a quarterly basis the following:

- Expenditures by program area, objective, and major object code
- Activities and performance by program area and performance measure

All members commit to reporting on an annual basis:

- Student data and outcomes according to CAEP performance measures
- All sources and amounts of adult education funding

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

Apart from Article VIII on Funding and Spending and Article IX on Monitoring and Assessment, which were covered in Question #16, we don't have any Bylaws that specifically cover carryover.

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

An effective Member is one that:

- Provides services consistent with the adult education plan.
- Provides services that address the needs of adults in the service area.
- Participates fully in the work of the consortium.
- Attends other meetings as needed (e.g., the annual Administrators' Retreat).
- Communicates with fellow Members, the Consortium Director, and the Fiscal Agent.
- Provides data and information requested by the Consortium and the State.
- Actively contributes to the development and approval of Consortium plans, budgets, and reports.
- Encourages teachers, faculty, and staff to participate in Professional Learning Communities (PLCs) and other workgroups.
- Is knowledgeable of CAEP objectives and regulations.
- Acts in compliance of all CAEP rules and regulations.
- Acts in the best interest of the Consortium and the region's adult learners.
- Spends funds in a manner consistent with the annual work plan and budget as approved by the Steering Committee.
- Takes corrective actions to address gaps in services.
- Takes corrective action when spending levels do not meet State and Consortium targets.

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

Member effectiveness is covered in Article IV, Membership, in our Bylaws.

#### Member Penalties and Dismissal

The Steering Committee may take action to penalize or dismiss a Member if:

- The Member no longer wishes to provide services consistent with the adult education plan
- The Member cannot provide services that address the needs identified in the adult education plan
- The Member has been ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements

Possible penalties may include decreased or loss of funding, loss of voting power or forced inactivity, or dismissal from the Consortium. Any of these actions must be voted on by all Active Members. Such decisions will be communicated in writing by the Consortium Director to the penalized/dissmised Member's superintendent, with an explanation of the reason(s) for penalty/dissmisaal.

A penalized or dismissed Member must return the remainder (or agreed upon amount) of its allocation to the Fiscal Agent within 15 days of the effective date of dismissal. The Steering Committee will determine how to redistribute any returned funds.

There is additional language regarding effectiveness in Article VII, Decision-making.

A Member's funding may be reduced by majority vote (50% + 1) if and when sufficient evidence is provided that:

- 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 ineffective in providing services that address the needs identified in the adult education plan and reasonable interventions have not resulted in improvements.

If Consortium decides that a member has been consistently ineffective in providing services that address the needs identified in the adult education plan and is not following the member requirements or general assurances, Consortium must take the following steps:

1. Document the member' ineffectiveness.
2. Notify the member that they are being monitored.
3. Notify CAEP TAP for assistance.
4. Provide info on #1-3 to CAEP TAP.
5. Work with CAEP TAP.
6. If no improvement is noted after taking these steps, reduce the member's funding, update the CFAD, and copy CAEP on all correspondence related to the members' funding reduction.

Note: We have never had to take action like this in the SVAEC.

**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. \***

Here is the link to the latest version of our Bylaws.

## Member Agencies

Member Agency	Member Type	Contact	Phone
<a href="#">Gonzales Unified</a>	Unified School District	Candice Camacho	(831) 675-0100 ext: 8117
<a href="#">Hartnell CCD</a>	District	Ana Gonzalez	(831) 755-6719
<a href="#">Monterey Co. Office of Education</a>	County Office of Education (COE)	Dawn Tovey	(831) 755-6440
<a href="#">North Monterey County Unified</a>	Unified School District	Margarita Palacios	(831) 633-3343 ext: 1609
<a href="#">Salinas Union High</a>	High School District	Tatiana Roganova	(831) 796-6900
<a href="#">Soledad Unified</a>	Unified School District	Jeff Lopez	(831) 678-3987
<a href="#">South Monterey County Joint Union High</a>	High School District	Paige Leebrick	

## 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)).

### Gonzales Unified - Member Representative

#### Candice Camacho

[c.camacho@gonzales.k12.ca.us](mailto:c.camacho@gonzales.k12.ca.us)

(831) 675-0100 ext: 8117

#### Llesenia Argueta

Director of Fiscal Services

[largueta@gonzales.k12.ca.us](mailto:largueta@gonzales.k12.ca.us)

(831) 675-0100 ext: 8104

#### Maria De Leon

Program Assistant I

[mdeleon@hartnell.edu](mailto:mdeleon@hartnell.edu)

(831) 759-6051

Approved by Candice Camacho

04/27/2022 02:30 PM PDT

**Hartnell CCD - Member Representative****Ana Gonzalez**

Director of Adult Education and Workforce Development

[agonzalez@hartnell.edu](mailto:agonzalez@hartnell.edu)

(831) 755-6719

**David Techaira**

Controller

[dtechair@hartnell.edu](mailto:dtechair@hartnell.edu)

(831) 755-6835

**Clint Cowden**[ccowden@hartnell.edu](mailto:ccowden@hartnell.edu)**Mostafa Ghous**[mghous@hartnell.edu](mailto:mghous@hartnell.edu)**Maria De Leon**

Program Assistant I

[mdeleon@hartnell.edu](mailto:mdeleon@hartnell.edu)

(831) 759-6051

**Ivan Pagan**

Director of SVAEC

[ipagan@hartnell.edu](mailto:ipagan@hartnell.edu)

(831) 759-6021

**Laura Zavala**[lzavala@hartnell.edu](mailto:lzavala@hartnell.edu)

Approved by Ivan Pagan

04/21/2022 08:17 AM PDT

**Monterey Co. Office of Education - Member Representative****Dawn Tovey**

Director/Controller of Internal Services

[dtovey@montereycoe.org](mailto:dtovey@montereycoe.org)

(831) 755-6440

**Brenda Ramirez**

Accountant

[bramirez@montereycoe.org](mailto:bramirez@montereycoe.org)

(831) 755-0327

**Greg Ludwa**

Senior AEBG Instructor

[gludwa@montereycoe.org](mailto:gludwa@montereycoe.org)

(831) 755-6457

**Ernesto Vela**

Assistant Superintendent

[evela@montereycoe.org](mailto:evela@montereycoe.org)

(831) 755-1405

Approved by Dr. Ernesto Vela

04/21/2022 08:32 AM PDT

**North Monterey County Unified - Member Representative**

**Margarita Palacios**

Assistant Principal

[mpalacios@nmcusd.org](mailto:mpalacios@nmcusd.org)

(831) 633-3343 ext: 1609

**Aida Ramirez**

Director Educational Options

[aramirez@nmcusd.org](mailto:aramirez@nmcusd.org)

Approved by Margarita Palacios

04/21/2022 09:38 AM PDT

**Salinas Union High - Member Representative**

**Tatiana Roganova**

Director

[tatiana.roganova@salinasuhdsd.org](mailto:tatiana.roganova@salinasuhdsd.org)

(831) 796-6900

**Ana Aguillon**

CBO

[ana.aguillon@salinasuhdsd.org](mailto:ana.aguillon@salinasuhdsd.org)

**Reyanna Flores**

Accountant

[reyanna.flores@salinasuhdsd.org](mailto:reyanna.flores@salinasuhdsd.org)

(831) 796-7047 ext: 1008

Approved by Tatiana Roganova

04/21/2022 08:20 AM PDT

**Soledad Unified - Member Representative**

**Jeff Lopez**

[jlopez@soledad.k12.ca.us](mailto:jlopez@soledad.k12.ca.us)

(831) 678-3987

**Francisco Pinedo**

Adult Education Lead Instructor

[fpinedo@soledad.k12.ca.us](mailto:fpinedo@soledad.k12.ca.us)

(831) 229-8236

**Guadalupe Reyes**

Director of Fiscal Services

[greyes@soledad.k12.ca.us](mailto:greyes@soledad.k12.ca.us)

(831) 678-3950 ext: 132

Approved by Guadalupe Reyes

04/26/2022 06:17 PM PDT

**South Monterey County Joint Union High - Member Representative**

**Paige Leebrick**

[pleebrick@smcjuhsd.org](mailto:pleebrick@smcjuhsd.org)

**Sherrie Castellanos**

Chief Business Official

[scastellanos@smcjuhsd.org](mailto:scastellanos@smcjuhsd.org)

(831) 385-0606 ext: 4338

Approved by Paige Leebrick

04/21/2022 09:12 AM PDT



California  
Community  
Colleges



2022 © California Community Colleges

NOVA Site Version: [4.48.5](#)