

California Adult Education Program : CFAD : 2022-23 Produced: Apr 27, 2022, 11:10 PM UTC John Simons

24 Lake Tahoe Adult Education Consortium

Fiscal Declaration - Consortium Approved

Consortium Name: 24 Lake Tahoe Adult Education Consortium

Funding Channel: Fiscal Agent

Fiscal Agent: Lake Tahoe CCD

Narrative: All funds are used to support activities and services/programs that are aligned with our current and future 3-year plan. This means continuing intensive case management and navigation services as well as incubation of new program/trainings while leveraging member resources from non-CAEP funds. This approach was instrumental in creating our unique structure which continues to serve our community and members, well.

Changes: No Changes

Member Allocations

Member Name	(2022-23)	(2021-22)	(2020-21)
El Dorado Co. Office of Education	\$70,000	\$65,000	\$65,000
Lake Tahoe CCD	\$933,790	\$864,639	\$871,875
Total Allocated to Members	\$1,003,790	\$929,639	\$936,875
Total CAEP Funds	\$1,003,790	\$952,996	\$915,901
Total Remaining	\$0	\$23,357	\$-20,974

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? *

Consortium funds, which make up the bulk of the allocation, are administered through QSS as LTCC serves as fiscal agent. It is the responsibility of the Consortium Director to share budget updates on a quarterly basis (or when requested by members or

public). Members submit reports through NOVA which are then available to all members and reviewed/approved by the Consortium Director - these are also available if requested by the public and those requests would go to, and be addressed by, the Consortium Director.

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? *

Monitoring and updating the representative list remains an operational function of the Consortium Director - member Boards are required to assign that responsibility in writing when there are changes in member representation.

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

By requiring majority approval of all non-allocation matters and consensus voting on allocations and/or consortium fiscal matters.

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

1 member = 1 vote

7. How will decisions be approved? *

Other

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

Consensus voting on allocations and simple majority on all others.

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

This has been our adopted practice, through consensus, from our first full year (PY16-17) and continues to serve the consortium and its members well.

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

Meeting agendas are posted on the web page and distributed to our broad network of members and community partners. Comments can be made in-person, via zoom (during COVID shutdowns) and in writing to the Consortium Director who is then responsible for bringing to the consortium membership and public meetings.

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. *

Through all available communications channels, including, but not limited to: social media platforms, local newspapers, community organizations and partners.

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

All comments are included in the minutes/notes of all meetings which are then posted to our public website.

12. Describe the process by which the consortium will solicit and consider comments and input regarding a proposed decision from other entities located in the adult education region that provide education and workforce services for adults. *

In part, our unique structure means that a number of these organizations are already at a larger, umbrella input committee structure. While they do not receive direct allocations and do not have a "vote" on consortium fiscal matters (including allocations) they do have a dedicated voice at the table. This currently includes workforce development agency, local Chamber, community, employer, and student/client representation. In addition, through the referenced partnerships and relationship building, we are able to seek input from most agencies/organizations at various Board meetings and convenings.

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

This was also decided in the early stages of the consortium. The fiscal agent distributes funds at the beginning of each quarter (as opposed to monthly as they "arrive" at the fiscal agent). This ensures no member is caught without sufficient funding to support their approved annual plan activities.

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? *

While we do not expect any new funded, required members there is larger group that serves as a more general steering committee as the consortium has been contracted for additional, non-CAEP work (most notably, it holds the WIOA Title I contract to provide those services to South Lake Tahoe and Alpine County on behalf of Golden Sierra Job Training Agency and WDB)

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

This is done at the consortium level and carry forward is administered by the consortium, in support of consortium-wide programs/services/activities or, if needed as additional one-time funding to members.

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

The Consortium continues to operate under the general procedures and guidance outlined in the original Three-Year Plan (2015). This has allowed us the flexibility to meet the changing needs of our community and our members though now that we have completed five full years of operation, we will be revisiting these procedures as part of our new Three-Year Plan (2022-25) and believe this will lead to the creation of more formal procedures moving forward. However, we use the annual CFAD, planning, and budget processes to address this issue and this has served us well over the past six years.

18. How does your consortium define member effectiveness? *

It is connected to a variety of metrics, not least of which are the seven program areas, member annual plans, and the overarching Consortium Three-Year Plan. In addition, one of our operating principles focuses on continuous improvement (and the requisite feedback that supports it) through ongoing and regular interaction with clients/students, members, partner organizations, and the community at large.

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

The Consortium continues to operate under the general procedures and guidance outlined in the original Three-Year Plan (2015). This has allowed us the flexibility to meet the changing needs of our community and our members though now that we have completed five full years of operation, we will be revisiting these procedures as part of our new Three-Year Plan (2022-25) and believe this will lead to the creation of more formal procedures moving forward.

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? *

As mentioned in several answers above, this format has sufficed over the first two 3-year plan periods. however, we know that we have reached a stage of structural maturity where we ill need to establish more formal documentation to assure program sustainability and maintenance through future leadership transitions. this will be a major component of our new Three-Year Plan.

Member Agencies

Member Agency	Member Type	Contact	Phone
Alpine County Unified	Unified School District	KLAUS LEITENBAUER CPA	(530) 694-2495
El Dorado Co. Office of Education	County Office of Education (COE)	Sarah Cason	(530) 295-2311
Lake Tahoe CCD	District	Brad Deeds	(530) 541-4660 ext: 225
Lake Tahoe Unified	Unified School District	Frank Gerdeman	(530) 541-4660

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)).

Alpine County Unified - Member Representative

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BUSINESS MANAGER

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Approved by Matthew Strahl Alpine County Unified School District

04/18/2022 01:54 PM PDT

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Approved by Carey Buchanan

04/18/2022 01:35 PM PDT

Lake Tahoe CCD - Member Representative

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04/27/2022 09:21 AM PDT

Lake Tahoe Unified - Member Representative

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Approved by John Simons Lake Tahoe Unified

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